

APPENDIX A

STAGED APPROACH - STAFFING			
Return Stages	Stage 1	Stage 2	Stage 3 Normal Business
Timing	Current	TBD	TBD
Criteria to Implement	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction 	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction 	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction
Maximum employees permitted to return to campus	<ul style="list-style-type: none"> • Minimum compliment of senior staff and other staff as needed for business continuation 	<ul style="list-style-type: none"> • Expand the minimum compliment of senior staff and others as needed to support expanded operations • Expand the minimum staff support positions required to fully, efficiently, and effectively support operations • Positions may be returned on a staggered part-time work-from-home basis • Senior management must approve employees/teams to return to onsite work based on their role, ability, operational needs, student needs, or other 	<ul style="list-style-type: none"> • All employees permitted to return to onsite work
STAGED APPROACH - PHYSICAL WORKSPACE			
Return Stages	Stage 1	Stage 2	Stage 3 Normal Business
Timing	Current	TBD	TBD
Criteria to Implement	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction 	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction 	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction
Physical Workspace	<ul style="list-style-type: none"> • Limited access to all facilities • Virtual meetings required • Conference rooms unavailable 	<ul style="list-style-type: none"> • Department occupancy limited as physical distancing requirements allow • Conference rooms accessible for small meetings (less than 10 people as social distancing allows). Virtual meetings encouraged 	<ul style="list-style-type: none"> • Amenity spaces fully restored to full operation
STAGED APPROACH - WORK TRAVEL PROTOCOL			
Return Stages	Stage 1	Stage 2	Stage 3 Normal Business
Timing	Current	TBD	TBD
Criteria to Implement	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction 	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction 	<ul style="list-style-type: none"> • APU Leadership and Muni and State Direction
Work Travel Protocol	<ul style="list-style-type: none"> • All in-state business by President approval • Out-of-state business travel suspended but may be lifted by the President 	<ul style="list-style-type: none"> • All in-state business by President or Provost approval • Out-of-state business travel suspended but may be lifted by the President 	<ul style="list-style-type: none"> • Normal travel procedures apply

Physical Workplace: Plan Details

Goals:

The main goal of this plan is to limit the COVID-19 exposure risk to staff, faculty, student workers and independent contractors while establishing a safe work environment that requires minimal adjustments throughout the continued phases of reopening.

Definitions:

Assume these are typical of the majority of APU workspaces

Private Office: An office space, with a door, that is used by only one staff member and has only one workstation set up in the space. Some also have a double function as a small meeting room for groups of 2 to 6 people when the office occupant was involved in the meeting.

Shared Office: An enclosed office space, with a door, that is used by more than one staff member at a time and has multiple workstations set up in the space, typically 2 but at times up to 5 workstations.

Cubicle: This is a work area defined by typically fabric partitions that range in height from 4'-0" to over 6'-0". There is only one workstation in this space and no physical door to the space.

Shared Cubicle: A work area similar to a cubicle but with multiple workstations within the one space. Typically set up to accommodate teams or staff who work closely together.

Open office space: A work area where workstations are located close together and often are in a line against the wall with no physical divisions. Typically used in situations where multiple staff will be using a station and will only be sitting at the station for intermittent portions of the day or where a high level of coordination is required by the staff.

Requirements:

State of Alaska Requirements: Current health mandates office space standards are incorporated into these requirements.

- Social distancing
- All occupied desks, cubicles, or open work spaces must be at least six feet apart

Existing regulations: These still apply and will be considered as measures are evaluated and implemented. These include ADA, OSHA, and Muni regulations (including fire codes).

Assumptions:

The most stringent of the current State of Alaska physical requirements – social distancing of six feet – will be the primary parameter for the workstation modifications or layouts. This will be defined as a 'visual' distance – enabling the use of cubicle walls, partitions, and other blockages to arrange workstations in an efficient layout in the existing spaces. This will be assessed through a risk assessment process.

Impact on typical APU Workspaces:

- Private office for one individual – No significant changes necessary. Move or remove excess guest chairs or tables if social distancing cannot be maintained when more than one person is in the office. Note, many private office staff keep the door open. From a social distancing perspective this is not an issue but could have an impact on the amount of air circulating in the office/building.
- Typical single person cubicle – A cubicle wall over four feet tall (exact best practice height is not determined yet by any evidence that could be found) is considered a barrier between workstations. This will be assessed through a risk assessment process.
- Workstations within the cubicle should be faced away from the cubicle opening to maximize the distance from the pathway to the work area.
- Cubicles should be used by only one employee.
- Staff should clean their workspace, high-touch items, and the entry trim of the cubicle daily.
- Shared offices – Shared offices may be large enough to continue to support the multiple staff within, however, workstations might need to be shifted or additional barriers installed.
- Workstations are typically installed in opposite corners or aligned against one wall. For opposite corner setups, no changes are needed. For side-by-side stations, installation of a cubicle wall or other divider will most likely be required.
- Shared cubicles – some areas of the campus have cubicles that are shared by multiple people. These will require redesign and/or other mitigations measures.
- Open office area – this will require redesign and/or other mitigation measures.

Impact on Additional Support/Common Spaces:

Additional support spaces (employee amenity areas) that will be considered in the overall building/ floor risk assessment include:

- Locker rooms
- Common equipment (phones, copiers, TV remotes, etc.)
- Bathrooms
- Conference Rooms
- Classrooms
- Circulation pathways – hallways, stairs, elevators
- Dorms
- Break rooms
- Vacant areas
- Building entries
- Lobbies
- Workout/recreation facilities

Some physical space modifications may be reduced by behavior requirements (masks, directional travel, reduced occupancy in a building/space).