



THE UNIVERSITY OF VERMONT
GUND INSTITUTE
FOR ENVIRONMENT

Return to Farrell Hall Update #2: Action Required

From: Taylor Ricketts

August 24, 2020

Good news: It looks like our Farrell Hall re-opening plan will be approved, so we are preparing to officially resume building operations on Aug. 31 for Fall 2020.

This email contains critical safety information and important actions for Farrell Hall users. Please take a moment to read it entirely.

We are enthusiastic about returning to campus, and confident we can do it safely with the plans laid out below. These are unique and unprecedented times, and we'll have to learn and adjust as we go. Nevertheless, we're eager to find creative ways to continue our important work together, which is even more important now.

MOVING/PREP DAYS:

We have reorganized office assignments to reduce density. Next week, over three days (Aug. 26-28), **some Farrell Hall users** will need to move office items back home or to their new offices. This needs to happen before we can safely re-open.

The only people allocated office space for Fall 2020 are those who requested space in our recent survey. Nora will contact people about new office assignments. She will also coordinate specific times for people to pick stuff up (for those working 100% remotely) or move stuff (for those assigned new space in Farrell). These times will be in the following windows:

- 8/26 from 10-12 pickup items, 1-4 pm move offices
- 8/27 from 10-1 move offices, 2-4 pm pickup items
- 8/28 from 10-12 pickup items, 1-3 pm move offices

Remember: You must complete a UVM Daily Health Check-In online before you can enter Farrell Hall on moving days.

NEW SAFETY PROCEDURES:

These procedures are intended to reduce transmission risk, facilitate contact tracing, keep us safe, and enable us to keep Farrell Hall open. They will be updated as necessary, with the latest information posted on our [Farrell Hall reopening site](#) and [UVM's Return to Campus site](#).

TESTING:

UVM requires **all students** (including grad students) **to be tested weekly**.

Gund further requires **all employees** (faculty, staff, postdocs) **using Farrell Hall to [register for weekly testing by Aug. 28](#)**.

DAILY HEALTH CHECKS:

All Farrell users must **complete a UVM Daily Health Check-In every day by 9 am**, whether or not you travel to campus that day.

Employees (faculty, staff, postdocs) must do [UVM Daily Health Check-Ins](#) online. (Enter Nora – netid: **nshahoud** – as your “supervisor”). We have added a link to the UVM Daily Health Check-In on the [Farrell Hall reopening website \(upper right\)](#).

Students will use the CoVerified app for daily health checks. The app will go live soon on UVM’s [Return to Campus webpage](#). Be ready to show Nora the green screen upon arrival. Before returning to campus, students must complete the health and safety training and Green and Gold Promise for CATcards to work.

Upon arrival at Farrell Hall, everyone must check-in personally with Nora for a temperature check, and then sanitize hands.

People working 100% remotely do not need to complete health check-ins unless they need to make a special trip to campus. **You must email Nora one day before** so she can add you to her daily checklist, and follow other access and safety procedures above and below.

GENERAL SAFETY:

Masks are required in interior public spaces. The only place masks are optional is your office and outside tables.

One person per office. Nora will provide new space assignments. There will be rare exceptions for housemates and big offices.

Visitors are discouraged. They must check in with Nora on arrival, and can only access the first floor conference room and first floor lobby tables.

We have been assured the HVAC system is safe. This is based on discussions with UVM facilities. It’s ok to open any window that can open.

People must bring their own plates, utensils, and cups. Common kitchen items have been removed, and no sharing of items is permitted.

ACCESS AND ROOM RESTRICTIONS:

Exterior doors will be locked all day. Occupants will have CATcard access to the building on weekdays between 8 am and 6 pm. Outside these hours, the building will be closed to all.

Please do not enter in groups. Each person must swipe in with their own CATcard. These rules allow us to know who was in the building when, which is essential for contact tracing.

The following rooms are closed for safety reasons: most conference rooms, the coffee nook, and the entire basement.

Other **public spaces require masks, reduced occupancy, and sanitizing** after use: first floor conference room, copy room, second floor kitchen, common tables on both floors, and bathrooms. There will be signs with guidance.

Gund Institute members who want to **spend an occasional day** at Farrell must coordinate with Nora beforehand. Your CATcard won't open the door, so use the posted phone number on the door to call Nora. She'll let you in and show you temp space to use.

IMPROVEMENTS TO FARRELL HALL:

We have made several upgrades in and around Farrell Hall to facilitate use and safe interactions.

The kitchen has been renovated. It's now a much larger open space that is safer to share.

We have ordered picnic tables for outside Farrell Hall. These will provide meeting spaces while the weather allows. Masks optional, max 2 people per table.

The conference room has new technology to better support remote participation in meetings and talks. Nora can train anyone interested.

Our wonderful **Farrell Hall Culture Committee** is exploring new ways to continue building community at the Gund during these strange and uncertain times. Stay tuned.

KEEP UP TO DATE:

Please monitor the [Farrell Hall reopening site](#) and [UVM's return-to-campus site](#). We will update our guidelines as needed. Any major updates will trigger emails like this one, which we have archived on the Farrell website.

Keep safe all, and see you soon.

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