

Rubenstein School of Environment and Natural Resources

Survey response	
Response ID	801
Date submitted	7/28/2020 13:47
Unit Supervisor/Director Contact Information [Supervisor/Director First Name]	Nancy
Unit Supervisor/Director Contact Information [Supervisor/Director Last Name]	Mathews
Unit Supervisor/Director Contact Information [Supervisor/Director Email Address]	nancy.mathews@uvm.edu
Unit Supervisor/Director Contact Information [Supervisor/Director UVM Phone Number (area code-xxx-xxxx)]	802-656-1353
Unit Supervisor/Director Contact Information [Supervisor/Director Cell or Home Phone Number (area code-xxx-xxxx)]	608-225-3583
Person to contact to address any questions or issues if other than unit supervisor/director [Other Contact First Name]	Rose
Person to contact to address any questions or issues if other than unit supervisor/director [Other Contact Last Name]	Feenan
Person to contact to address any questions or issues if other than unit supervisor/director [Other Contact Email Address]	rose.feenan@uvm.edu
Person to contact to address any questions or issues if other than unit supervisor/director [Other Contact UVM Phone Number (area code-xxx-xxxx)]	802-656-3326

<p>Person to contact to address any questions or issues if other than unit supervisor/director [Other Contact Cell or Home Phone Number (area code-xxx-xxxx)]</p>	<p>802-922-7207</p>
<p>Name of Department or Activity:</p>	<p>Rubenstein School of Environment and Natural Resources</p>
<p>Indicate main location of department or activity: [Building Name]</p>	<p>Aiken and Bittersweet</p>
<p>Indicate main location of department or activity: [Room Number]</p>	<p>All</p>
<p>Please list all additional locations (i.e. buildings and room numbers) for department or activity where applicable. (Note: Do not include individual employee office locations). For example, if your administrative offices are in Waterman, but you have department offices in Living and Learning B123, list "Living and Learning B123" in this box. [Building Name and Room Number]</p>	
<p>Please list all additional locations (i.e. buildings and room numbers) for department or activity where applicable. (Note: Do not include individual employee office locations). For example, if your administrative offices are in Waterman, but you have department offices in Living and Learning B123, list "Living and Learning B123" in this box. [Building Name and Room Number]</p>	

<p>Please list all additional locations (i.e. buildings and room numbers) for department or activity where applicable. (Note: Do not include individual employee office locations). For example, if your administrative offices are in Waterman, but you have department offices in Living and Learning B123, list "Living and Learning B123" in this box. [Building Name and Room Number]</p>	
<p>Please list all additional locations (i.e. buildings and room numbers) for department or activity where applicable. (Note: Do not include individual employee office locations). For example, if your administrative offices are in Waterman, but you have department offices in Living and Learning B123, list "Living and Learning B123" in this box. [Building Name and Room Number]</p>	
<p>Please list all additional locations (i.e. buildings and room numbers) for department or activity where applicable. (Note: Do not include individual employee office locations). For example, if your administrative offices are in Waterman, but you have department offices in Living and Learning B123, list "Living and Learning B123" in this box. [Building Name and Room Number]</p>	
<p>If other than 8:00-4:30, indicate hours of operation:</p>	<p>Evening class times</p>
<p>Preferred date range to resume in-person operation:</p>	<p>Phase Three: August 1 - August 31</p>

Requested start date (subject to approval):	8/3/2020 0:00
Upload employee list, using provided template. Additional files may be included below.	[{"title":"","comment":"","size":"24.5732421875","name":"Resumption%20of%20In-Person%20List%20of%20Employees%20Template%20-%20Final_7.28.2020.xlsx","filename":"fu_tmwynf2ukaeptvf","ext":"xlsx" }]
filecount - Upload employee list, using provided template. Additional files may be included below.	1
Select appropriate school/college or unit/division from list:	Rubenstein School for Environment and Natural Resources
1. Monitor Personnel [1a. There is a process for verifying daily that each employee is free of COVID-19 symptoms]	Yes
1. Monitor Personnel [1b. There is a supervisor identified to be available who will review the employee reported symptoms and enforce stay-at-home requirements for persons with symptoms and persons at increased COVID-19 Risk]	Yes
1. Monitor Personnel [1c. If you hire an outside contractor or vendor to be on-site, they have signed the necessary agreement through UVM Purchasing Services and agreed to comply with all provisions.]	Yes
2. Cleaning and Hygiene Procedures [2a. Handwashing facilities or appropriate hand sanitizers are available.]	Yes

<p>2. Cleaning and Hygiene Procedures [2b. Areas have been identified that personnel will regularly clean including the frequency.]</p>	<p>Yes</p>
<p>2. Cleaning and Hygiene Procedures [2c. The plan includes requirements for face coverings and includes a communication plan about the requirement.]</p>	<p>Yes</p>
<p>3. Reduce Potential for Transmitting COVID-19 [3a. Appropriate personnel been identified that can continue to work remotely.]</p>	<p>Yes</p>
<p>3. Reduce Potential for Transmitting COVID-19 [3b. Workspaces have adequate room for people to maintain 6’ spacing.]</p>	<p>Yes</p>
<p>3. Reduce Potential for Transmitting COVID-19 [3c. Schedules have been adjusted to reduce number of concurrent personnel in a space.]</p>	<p>Yes</p>
<p>3. Reduce Potential for Transmitting COVID-19 [3d. There are controls in place that provide adequate protection for personnel (signage, plexiglass barriers, etc.)]</p>	<p>Yes</p>
<p>3. Reduce Potential for Transmitting COVID-19 [3e. Job tasks have been assessed and assigned appropriate personal protective equipment.]</p>	<p>Yes</p>

<p>3. Reduce Potential for Transmitting COVID-19 [3f. Common touchpoints have been eliminated, or reduced and a cleaning/disinfection procedure developed.]</p>	<p>Yes</p>
<p>3. Reduce Potential for Transmitting COVID-19 [3g. There are adequate procedures for cleaning and disinfecting shared workspaces and equipment, such as breakrooms, kitchenettes, printers, copiers, reception spaces, and othe spaces and equipment.]</p>	<p>Yes</p>
<p>3. Reduce Potential for Transmitting COVID-19 [3h. There are adequate procedures to ensure regular cleaning and disinfecting of, and minimize congregating in, break areas, lunch areas, and other common areas.]</p>	<p>Yes</p>
<p>4. Inform Personnel and Enforce Procedures [4a. All personnel have completed the UVM COVID-19 Protecting Community Health & Safety training.]</p>	<p>Yes</p>
<p>4. Inform Personnel and Enforce Procedures [4b. There is a process to inform all personnel of the specifics of the plan and requirements including any necessary training.]</p>	<p>Yes</p>
<p>4. Inform Personnel and Enforce Procedures [4c. If PPE is required, appropriate training is included and there is a means of documenting completion of training.]</p>	<p>Yes</p>

<p>4. Inform Personnel and Enforce Procedures [4d. There is a process to inform all personnel of reporting requirements if they become at increased COVID-19 Risk.]</p>	<p>Yes</p>
<p>Submit completed UVM Resumption of In-Person Operations Plan, along with any additional files, for review by the UVM Health, Safety and Resumption of In-Person Operations Committee.</p>	<pre>[{ "title":"","comment":"","size":"340.5263671875","name":"Resumption%20of%20In-Person%20Operations%20Plan%207-28-20_final.pdf","filename":"fu_v3i76tymvym4q7y","ext":"pdf" },{ "title":"","comment":"","size":"114.7265625","name":"Resumption%20of%20In-Person%20Operations%20Check%20List_FINAL_7.28.20.docx","filename":"fu_pjc5gyhqqdwe9tu","ext":"docx" }]</pre>
<p>filecount - Submit completed UVM Resumption of In-Person Operations Plan, along with any additional files, for review by the UVM Health, Safety and Resumption of In-Person Operations Committee.</p>	<p>2</p>



**Rubenstein School of Environment and Natural Resources
Resumption of In-Person Operations Plan
DRAFT 7-28-20**

Once completed, submit the Resumption of Operations Plan using the following [link](#).

Department and/or Activity Information

Department or Activity Name

Supervisor/Director Name

Nancy E Mathews, Dean

Primary Building and Room Location of Department or Activity

Aiken Center, Bittersweet

Email Address

Work Phone

Cell Phone

nmathews@uvm.edu

802-656-1353

608-225-3583

Transitioning to In-Person Operations: Describe the plan to resume in-person operations that allows for [physical/social distancing](#) (six-feet) in the workspace. Options include extending teleworking, staggering shifts, adjusting schedules, physical adjustments (i.e. utilizing meeting spaces for office, room dividers, etc.) and other ways to reduce the number of people in the workspace at one time.

The following building guidelines will be implemented by function and space:

Deans Suite-Student Services	220 A, D, E, F, G	<p>The Deans Suite will have staff or deans present during 8:30-4:30 and visible presence of deans and staff via posters outside of the suite. Each poster will have a greeting and contact information to reach them.</p> <p>RSENR Student Services consists of four staff who support undergraduate students: Anna Smiles-Becker, Danielle Moore, Nadeje Alexandre, and Marie Vea. In addition, there is one staff who supports graduate students, Carolyn Goodwin-Kueffner. Anna, Danielle, and Marie’s offices are located inside of the Deans Suite. Nadeje’s office is located 312A. Carolyn will work 100% remotely.</p> <p>One Student Services staff member will be present in Aiken and the Deans Suite M-F 8:30 – 4:30 pm. The staff member will work in-person on a weekly rotational basis, while the three other student services staff will work remotely. The results in each staff member working in-person in Aiken-Dean’s Suite one week out of every four. Student support including advising will be conducted remotely. Meeting requests for non-emergency needs will be directed to remote drop-ins or appointments.</p> <p>The methods to contact Student Services staff will be well-publicized: signage in the Aiken Building, information on RSENR website, and communications to students via Navigate. A doorbell/buzzer will be installed at the suite doors to alert their presence, as the doors will remain locked.</p>
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		Staff will conduct emergency, in-person, meetings in the Aiken 108 Student Lounge exclusively. This allows for appropriate distancing and privacy. The Lounge will be closed and locked at all other times.
Deans Suite-Business Services	220C, 220H, 203, 304, 314	<p>The Business Services Office consists of three separate units, six staff, and each will operate with mixed modes of in-person and remote:</p> <p>1) the Business Office (responsible for HR and Financial Transaction processing) will be supported in-person from Monday – Friday each work week between the hours of 8:00am – 4:30pm. Staff will work out of 314 Aiken (Wells Office). Hallie Pombar will be staffing this function with oversight from her supervisor Kathleen Wells (who will be working remotely).</p> <p>2) Research Administration staffing (Heather Bullett and Deb McAdoo) will work remotely, full-time. Christine Patrin, will continue to work remotely all but one day; she will come into the office on Thursday, 8:00am – 4:30pm to access files for the team she supports.</p> <p>3) IT Support, staffed by Seth O’Brien, will be done remotely except for in-person appointment hours in Aiken 203 each Friday from 8:00-4:30 (and as needed in emergency situations). He will access ALL on-line/remote classes to provide technical support if needed during the week. Kevin Chu will serve as backup for on-line/remote classes support. Both will be available during instructional hours for faculty to contact them for support.</p> <p>Overall coordination of activities is the responsibility of Assistant Dean Rose Feenan who will be working remotely.</p> <p>Note: All RBSC and IT staff have passed the VOSHA training and will request access to buildings (through the RSENr TEAMS/shared calendar) in the event they need to come onto campus for impromptu meetings or support of services.</p>
Deans Suite-Deans Operations	221 I	To support all-School operations, two administrative assistants will work remotely, accepting cell phone calls and text messages when visitors have questions. Kiosks/posters will be placed outside the doors with QR codes for visitors to contact a “live person”. Office doors will remain locked during business hours, 8:30 am-4:30 pm. The common sink and refrigerator in the suite will be off limits for usage. The sink will be maintained through regular sanitization to avoid trap dry-out.

		<p>The printer, copier, and supply room, located outside of the Dean’s Suite, will be managed by Seth O’Brien each Friday.</p> <p>Deans and Associate Deans will be available regularly remotely. All staff and administrators have passed VOSHA training.</p>
Faculty and Graduate Student Pods	303, 308, 312 and 205,	<p>Graduate students will be encouraged to work remotely. In the unlikely event that students must work from campus, they will be assigned a study carrel in a Pod that has been predetermined occupancy planning where no more than 2 students will be authorized to work in a pod at one time. The size of the three Pods are as follows: 951, 927, and 1037 sq ft. (approximately 30’x30’); each will accommodate occupancy of 2 people per pod while maintaining proper distancing. This density is lower than state-recommended density guidelines. Carrels will be separated by 2-3m at a minimum. Occupation of the carrels will be scheduled using a Teams Calendar where students may sign up for their time on campus.</p>
Classrooms: internally Controlled	101, 103, 202, 311	<p>Internally controlled rooms will remain closed and locked, accessible only with a faculty or staff pass key. These rooms will remain available for faculty and staff to sign out via the EMS portal, with approval from the Dean’s office. This will support instruction, research, administration and service activities. Use of these rooms will be limited to a maximum of 50% of their listed fire capacity, or 1 person per 100 sq ft, 2m interpersonal distance, such that all social distancing measures can be maintained. Signage will be posted outside each classroom for safety guidelines.</p> <p>Sanitation of the room will follow guidelines established by the university, with nightly cleanings and throughout the day by each user, before and after each use. Students will be responsible for cleaning their own spaces upon entry and exit of the room.</p>
Common Rooms	<p>Aiken: 103, 311, 220D, 301, 308G, 108, 310</p> <p>Bittersweet: 210, 213, 001, 310</p>	<p>AIKEN:</p> <ul style="list-style-type: none"> • Conference Rooms in Aiken will remain locked with signage and access to faculty and staff. Conference areas include the following rooms: 103 and 311 (Green Conference Room). • 220D (Deans Conference Room will not be open for general purpose use or by special requests only) • 301 (Rock of Ages) and 308G (Grad Lounge) will be used for individual graduate student use only (assigned space) and schedule via calendar sign-up. • Other common areas will remain closed. Signage will be ordered and placed on all doors that are closed for occupancy, this includes: 108 Aiken, student lounge, and 310 Aiken, student lounge and the Solarium. • 313 will temporarily be closed and only used for special request.

	<p>BITTERSWEET: All common areas in Bittersweet will be closed including the Conference Room (210), Office Service Areas, and the Garage (except when access to the truck is needed).</p> <p>VEHICLES: RSENr has a fleet of vehicles used for teaching and research. This includes 2, 12 passenger vans, a sedan, and four pick-up trucks. Instructions for sanitizing will be placed in each vehicle with appropriate supplies; vehicles may continue to be signed out for local use and approved research use via our current calendar system. The School will continue to enforce its 1 person per vehicle policy (more restrictive than current campus guidelines) and re-evaluate this periodically, aligning with State and Campus guidelines as deemed prudent.</p>
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Physical/Social Distancing: Describe the plan to adjust the workspace to ensure physical/social distancing of at least 6 feet (2 meters) between anyone in the workspace including visitors. Please consider shared equipment, desk seating, floor markings, and signage.

- 1) Occupants of Bittersweet will use individual offices on separate floors. No more than three occupants (staff or faculty members) will be allowed in the building at any given time.
- 2) Occupants of Aiken Center will remain distanced from each other through the use of their offices, and guidelines to maintain 2m separation at all times. All faculty and staff are asked to work remotely for the fall semester unless there is an absolute need to be on campus, working from an office. The Dean’s suite will have full time presence during office hours 8:30-4:30, typically one Student Services Person (see above).

Screening for Employee Symptoms: Supervisors are responsible for verifying that employees do not have any symptoms of COVID-19 and for ensuring employees leave work if they are symptomatic or meet the criteria of increased COVID-19 risk prior to beginning work each day. Describe plans for employee symptom screening. Indicate the name and title of the person who will be responsible for employee screening. (Note: UVM anticipates having an on-line method of screening employees by August 1, 2020)

Daily screening of employees will be reviewed by a supervisor, per the 8/4/20 email (<https://www.uvm.edu/newsstories/news/daily-health-screening-check-employees>). On 8/13 the online option will be available and will become the expected method of monitoring. Employees who have symptoms may not come onto campus; those who may become symptomatic while at work will be expected to leave campus promptly. Safety Officer Rose Feenan will be informed through the app and kept apprised by supervisors.

Exposure Controls in the Workspace: Identify any physical issues or barriers, including any ventilation or engineering controls, that present risks to maintaining a safe working space. Risk Management and Safety is available to assist in assessing these issues and barriers. Submit questions [here](#).

Bittersweet: This turn-of-the-century home has no central HVAC. Bathrooms have exhaust fans only, and the heating system is residential hydronic baseboard. Two AC window units exist, one in Rm 200 and the other in 301; neither provide much air exchange (per D. Blatchly 6/29/20). The two primary doors will be labeled for IN and OUT usage only. Building will remain locked at all times, accessible only by key access. No more than three occupants will be approved at any given time.

Aiken Center: This building was renovated in 2012 and has state-of-the-art HVAC to maximize energy efficiency. While no HVAC barriers preclude safe resumption to work, the physical arrangement of offices, situation inside or enclosed Pods, is problematic. Faculty offices are surrounded by graduate student carrels, all offices enclosed in a single pod are essentially encased in a common area. Each pod will therefore designate one entrance and one exit door per pod, and there will be no more than 2 graduate students in the pod at any given time. Offices with exterior, hallway doors will be allocated to faculty or staff who have health concerns and who need to work on campus for a portion of the week. Sanitizing stations will be established outside of every room or space that might be visited by students, staff or faculty on a routine basis.

Office PODS: All pods 303, 309, 312 and 206, will designate an entrance door and exit door; graduate students will be encouraged to work from home, as will all faculty. If graduate students must use existing carrels, we will designate a 2-person max in the open grad student space with carrels distanced as far apart as possible. Faculty may work from their offices, with doors closed at their discretion. Hand sanitizer and wipes will be available at each entrance for occupants to sanitize their work spaces on entry and exit.

ECODESIGN LAB: The Ecological Design Lab is managed by Dr. Eric Roy. This hands-on learning space will not be used during the semester for in-person classes. However, recording of videos for use in remote teaching and research will continue following Dr. Roy's OVPR-approved research resumption plan, which follows the guidelines for laboratories in place at Spear St Lab under the direction of Dr. Carol Adair. He will adopt spacing, sanitizing and work days that minimize usage of the lab and allow no more than two persons at a time in the space (one in the lab and one in the greenhouse portion, which have separate entrances, are separated by a door, and have separate HVAC systems).

FOOT TRAFFIC: The building will remain open during business hours and be locked at 6 pm. Signage will state that no one may travel through the building to access the other side, if there is not official business in the building. Transitions among the three floors in Aiken Center will take place as follows: 1) central stairway will be for UP usage only; 2) exit doors at ends of hallways will be used as DOWN and exit doors; 3) elevator will be used only by people needing assistance. Outside doors will have signage to indicate right and left doors to entrance and exit, respectively.

Reduce areas of congregation: Explain how you will reduce personnel congregation in workplace common areas, such as kitchens, break rooms, reception areas, bathrooms, or conference rooms. Consider removing furniture, posting occupancy limits, signage, or closing off the area completely.

Entrance and exit doors will be labeled on the front and back of Aiken. In general, entrance doors will be on the right and exits will be on the left. Due to only two main access points to the entire building it would be unreasonable to force occupants to walk to the opposite side of the building for a one-way entrance or exit. Signage will be posted as reminders.

BATHROOMS: Common shower stall will not be available for use and will have appropriate signage. Sanitizing stations will be established in each bathroom with clear instructions in each for process.

Cleaning Procedures: Describe the cleaning protocol for the workspace, including what will be cleaned (touch points, equipment, etc.), who will clean it, the cleaning schedule and/or frequency of cleaning procedures, and who is responsible for overseeing the cleaning protocol. This includes common areas such as break rooms, kitchenettes, and reception areas. Appropriate cleaning supplies will be provided for all departments and activities.

The overall building cleaning process will process under the guidelines prescribed by Risk Management and Physical Plant. At this time, it will be nightly. Throughout the day, individuals will clean their personal spaces after arriving and upon departure to their space. Bathrooms will be cleaned by the user before and after each use; this includes wiping down handles on doors and wash basins. The provision of cleaning supplies will be monitored by the Safety Supervisor, and requests will be made by the dean's office support team through central campus. The kitchen and common areas will not be open for usage. Classrooms under local control will be sanitized by the users, before and after usage. Students will be responsible for cleaning their work area in their seats. Supplies will be at the entrances to the doorways to the classrooms. Adequate time will be woven into the classroom session for this process.

Personal Hygiene: Describe the location(s) of hand washing and/or hand sanitizing stations in the workspace. Identify any locations for additional hand sanitizing stations. Describe how you will implement personal hygiene measures.

Hand sanitizer will be made available for each office and in the dean's office. Given that all common spaces (e.g., kitchen, Solarium, small conference rooms with not be available for use unless assigned as personal workspace for faculty or students). Personal hygiene measures will be messaged through notices on doorways and bathrooms, dean's suite. Central campus will provide hand sanitizer to all employees; the Dean's suite will keep extra supply for emergent needs. Signage will be posted with all current instructions at doorways and passage points.

Face Coverings: Employees will be provided a supply of face coverings for that they are required to wear when outside their private workspace, out in public, or in common areas, both in and outdoors. Identify any need for disposable face coverings. Describe the plan for reviewing with personnel the [UVM Face Covering Guidelines](#).

The UVM Face Covering Guidelines will be reviewed with all RSENR members in an all-school briefing prior to the opening of the building. The policy will be reviewed at the start of each class period for any in-person classes. It will be posted on all classroom doorways, bathroom doors, dean's suite doors and posted on our [website](#). Bittersweet will remain closed for the semester to students and staff, occupied only by four faculty members, two of whom will be present on alternate days and on alternate floors (see above).

Point of clarification

Additional Personal Protective Equipment: Identify any additional [personal protective equipment](#) needs such as plexiglass shields for reception areas, plastic face shields, gloves, etc.

No additional protective shields will be necessary under the current plan. The receptionist desk will be removed or permanently closed, and only one person will reside in the Dean's Suite at any time. Visitors to the suite will buzz to ask for entry and will be greeted either virtually or in-person at a safe distance in the open 15x15' reception area by a Student Services team member.

Training and Communication: Describe the process of communicating this plan to all employees in the department or activity, including any additional required training such as the use of required personal protective equipment (excluding UVM COVID-19 training).

The Re-start plan will be communicated directly to all School members, including graduate students, by the Dean once the plan is approved. This will happen during one of the regularly scheduled, all-school debriefing sessions on Monday afternoons 1:45-3:00. The plan will be posted on the web site on our existing [COVID-19 and Re-Start Resource Page](#).

Safety Officer/Logistics Coordinator: Provide the name, phone number and email address of your designated safety officer/logistics coordinator who can be contacted regarding health and safety issues and to coordinate centrally provided logistical support (such as PPE, cleaning supplies, cleaning schedules, and other issues).

Aiken Center: Assistant Dean Rose Feenan (6-3326/802-922-7207), rfeenan@uvm.edu
Bittersweet: is Director Brendan Fisher (6-0351/802-735-6818), bfisher@uvm.edu

Submit any questions about the Resumption of In-Person Operations planning process [here](#).

**Resumption of In-Person Operations and Continue to Work Remotely
List of Employees**

of Department or Activity	Rubenstein School of Environment and Natural Resources
Person Completing the List	Rose Feenan, Assistant Dean for Operations

Enter the location the individual will be working in upon returning to campus (it may be different than their current work location). If the employee will continue to work remotely, input "Working Remotely" for their work location. if the employee will be working both on campus and remotely, input "Both". If the employee will work on campus , input "In-Person".

First	Last	UVM NetID	Email address	Work Location	Return to In-Person Operations Building Location	Return to In-Person Operations Room Office Location
Carol	Adair	ecadair	carol.adair@uvm.edu	Both	Aiken, Spear	303B,
Nadeje	Alexandre	nalexand	nadeje.alexandre@uvm.edu	Both	Aiken	312
Carolyn	Blake	cdblake	carolyn.blake@uvm.edu	Remote	n/a	n/a
Michael	Blouin	mrblouin	michael.blouin@uvm.edu	Both	Aiken	205
Breck	Bowden	wbowden	breck.bowden@uvm.edu	Both	Aiken/Rubenstein Lab	303D/208
Chris	Brooks	cbrooks5	chris.brooks@uvm.edu	Both	Aiken	TBD
Rosalie	Bruel	rbruel	rosalie.bruel@uvm.edu	Both	Rubenstein Lab	TBD
Jackie	Bruning	jbruning	jackie.bruning@uvm.edu	Remote	n/a	n/a
Ernie	Buford	ebuford	ernie.buford@uvm.edu	Both	Aiken	205A
Heather	Bullett	hbullett	heather.bullett@uvm.edu	Remote	n/a	n/a
Matt	Burke	mburke2	matt.burke@uvm.edu	Both	Farrell	
Ariana	Chiapella	achiapel	ariana.chiapella@uvm.edu	Both	Rubenstein Lab	n/a
Kevin	Chu	kchu1	kevin.chu@uvm.edu	Remote	n/a	n/a
Kirsten	Collins	kcolli19	kirsten.collins@uvm.edu	In-person	Rubenstein Lab	Melosira
Marc	Companion	mcompan1	marc.companion@uvm.edu	Both	Spear St. Lab	TBD
Tony	D'Amato	awdamato	tony.d'amato@uvm.edu	Both	Aiken	204E
Ceclia	Danks	cdanks	ceclia.danks@uvm.edu	Both	Bittersweet	205

Chelsea	Davidson	cldavids	chelsea.davidson@uvm.edu	Remote	n/a	n/a
Theresa	Debargé	tdebargé	theresa.debargé@uvm.edu	Remote	n/a	n/a
Luz	DeWit	ldewit	luz.dewit@uvm.edu	Both	Aiken	201
Luben	Dimov	ldimov	luben.dimov@uvm.edu	In-person	Aiken	312J
Therese	Donovan	tdonovan	therese.donovan@uvm.edu	Remote	n/a	n/a
Jim	Duncan	00jdunca	jim.duncan@uvm.edu	Remote	n/a	n/a
Ashley	Eaton	akeaton	ashley.eaton@uvm.edu	Both	Rubenstein Lab	114
Jon	Erickson	jdericks	jon.erickson@uvm.edu	Remote	n/a	n/a
Rose	Feenan	rfeenan	rose.feenan@uvm.edu	Remote	n/a	n/a
Brendan	Fisher	bfisher	brendan.fisher@uvm.edu	In-person	Bittersweet	302
Jane	Foster	jfoste14	jane.foster@uvm.edu	Remote	n/a	n/a
Ursula	Georgeoglou	mgeorgeo	ursula.georgeoglou@uvm.edu	Both	Farrell	
Clare	Ginger	cginger	clare.ginger@uvm.edu	Both	Aiken/Spear St. Lab	308F/107
Carolyn	Goodwin Kueffner	cgoodwin	carolyn.goodwin_kueffner@uvm.edu	Remote	n/a	n/a
Rachelle	Gould	rgould	rachelle.gould@uvm.edu	Both	Aiken	312C
Shari	Halik	shalik	shari.halik@uvm.edu	Remote	n/a	n/a
Gary	Hawley	ghawley	gary.hawley@uvm.edu	Both	Aiken	204A
Jeffrey	Hughes	jwhughes	jeffrey.hughes@uvm.edu	Both	Jeffords	267
Zachary	Ispa-Landa	zispalan	zachary.ispa-landa@uvm.edu	Sabbatical	n/a	n/a
Adrian	Ivakhiv	aivakhiv	adrian.ivakhiv@uvm.edu	Both	Bittersweet	211
Dave	Kaufman	dkaufman	dave.kaufman@uvm.edu	Remote	n/a	n/a
Bill	Keeton	wkeeton	bill.keeton@uvm.edu	In-person	Aiken	308B
Dave	Kestenbaum	dkestenb	dave.kestenbaum@uvm.edu	Both	Aiken	TBD
Matt	Kolan	mkolan	matt.kolan@uvm.edu	Remote	n/a	n/a
Walt	Kuentzel	wkuentze	walt.kuentzel@uvm.edu	Remote	n/a	n/a
Sean	MacFaden	smacfade	sean.macfaden@uvm.edu	Both	Aiken	205E

Ellen	Marsden	jmarsden	ellen.marsden@uvm.edu	Remote	n/a	n/a
Nancy	Mathews	nmathews	nancy.mathews@uvm.edu	Both	Aiken	220K
Deb	McAdoo	dmcadoo	deb.mcadoo@uvm.edu	Remote	n/a	n/a
Michael	McDonald	mmcdonal	michael.mcdonald@uvm.edu	Both	Aiken	303C
Alex	Medvedeff	abmedved	alex.medvedeff@uvm.edu	Both	Rubenstein Lab	208
Danielle	Moore	dnmoore	danielle.moore@uvm.edu	Both	Aiken	220E
Mindy	Morales	ammorale	ana.morales@uvm.edu	Both	Aiken	312D
Brittany	Mosher	bmosher1	brittany.mosher@uvm.edu	Both	Aiken	303G
Jed	Murdoch	jmurdoch	jed.murdoch@uvm.edu	FMLA	n/a	n/a
Karen	Nordstrom	knordstr	karen.nordstrom@uvm.edu	Resigned	n/a	n/a
Seth	O'Brien	stobrien	stobrien@uvm.edu	Both	Aiken	203
Trish	O'Kane	pokane	trish.o'kane@uvm.edu	Both	Aiken	312B
Jarlath	O'Neil-Dunne	joneildu	jarlath.o'neil-dunne@uvm.edu	Both	Aiken	205
Bindu	Panikkar	bpanikka	bindu.panikkar@uvm.edu	Remote	n/a	n/a
Donna	Parrish	dparrish	donna.parrish@uvm.edu	Remote	n/a	n/a
Christine	Patrin	cdornbie	christine.patrin@uvm.edu	Both	Aiken	220C
Walt	Poleman	wpoleman	walt.poleman@uvm.edu	Both	Aiken	308A
Hallie	Pombar	hcompani	hallie.companion@uvm.edu	In-person	Aiken	314
Jen	Pontius	japontiu	jen.pontius@uvm.edu	Both	Aiken	311G
Karen	Rand	klrand	karen.rand@uvm.edu	Both	Spear St. Lab	TBD
Taylor	Ricketts	trickett	taylor.ricketts@uvm.edu	Both	Farrell	
Eric	Roy	eroy4	eric.roy@uvm.edu	Both	Aiken	210, 213, 214
Anna	Royar	aroyar	anna.royar@uvm.edu	Remote	n/a	n/a
Nina	Safavi	nsafavi	nina.safavi@uvm.edu	Remote	n/a	n/a
Kelly	Schultz	ksabo	kelly.schultz@uvm.edu	Remote	n/a	n/a
Amy	Seidl	01aseidl	amy.seidl@uvm.edu	Both	Bittersweet	307

Sadie	Shelton	swshelto	sadie.shelton@uvm.edu	Remote	n/a	n/a
Anna	Smiles-Becker	asmilesb	anna.smiles-becker@uvm.edu	Both	Aiken	220G
Kris	Stepenuck	kstepenu	kris.stepenuck@uvm.edu	Remote	n/a	n/a
Jason	Stockwell	jdstockw	jason.stockwell@uvm.edu	Both	Aiken	308H
Pat	Stokowski	pstokows	pat.stokowski@uvm.edu	Both	Aiken	313
Allan	Strong	astrong	allan.strong@uvm.edu	Remote	n/a	n/a
Gillian	Trevithick	ggalford	gillian.trevithick@uvm.edu	Both	Farrell	213
Cathy	Trivieres	ctrivier	cathy.trivieres@uvm.edu	Remote	n/a	n/a
John	Truong	jtruong	john.truong@uvm.edu	Both	Spear St. Lab	103
Ralph	Tursini	rtursini	ralph.tursini@uvm.edu	Both	Spear St. Lab	122
Marie	Vea	mvea	marie.vea@uvm.edu	Both	Aiken	220F
Nancy	Voorhis	ngvoorhi	nancy.voorhis@uvm.edu	Remote	n/a	n/a
Kathleen	Wells	kwells	kathleen.wells@uvm.edu	Remote	n/a	n/a
Julianna	White	jwhite19	julianna.white@uvm.edu	Remote	n/a	n/a
Lini	Wollenberg	ewollenb	lini.wollenberg@uvm.edu	Remote	n/a	n/a
Adam	Zykla	azykla	adam.zykla@uvm.edu	Both	Aiken	205

UVM Resumption of In-Person Operations Checklist

To assist and guide in the preparation of the department or activity's plan, please be sure to address these items.

1. Monitor Personnel	
a. There is a process for verifying daily that each employee is free of COVID-19 symptoms . (Note: UVM anticipates having an on-line method of screening employees by August 1, 2020.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
b. There is a supervisor identified to be available each day who will review the employee reported symptoms and enforce stay-at-home requirements for persons with symptoms and persons at increased COVID-19 Risk .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
c. If you hire an outside contractor or vendor to be on-site, they have signed the necessary agreement through UVM Procurement Services and agreed to comply with all provisions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
2. Cleaning & Hygiene Procedures	
a. Handwashing facilities or appropriate hand sanitizers are available.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
b. Areas have been identified that personnel will regularly clean including the frequency.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
c. The plan includes requirements for face coverings and includes a communication plan about the requirement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
3. Reduce Potential for Transmitting COVID-19	
a. Appropriate personnel have been identified that can continue to work remotely.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
b. Workspaces have adequate room for people to maintain 6' spacing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
c. Schedules have been adjusted to reduce number of concurrent personnel in a space.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
d. There are engineering controls (ventilation, barriers, etc.) that provide adequate protection for personnel.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
e. Job tasks have been assessed and assigned appropriate personal protective equipment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
f. Common touchpoints have been eliminated or reduced and a cleaning/disinfection procedure developed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
g. There are adequate procedures for cleaning and disinfecting shared workspaces and equipment, such as breakrooms, kitchenettes, printers, copiers, reception spaces, and other areas and equipment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
h. There are adequate procedures to ensure regular cleaning & disinfecting of, and minimize congregating in, break areas, lunch areas, and other common areas.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
4. Inform Personnel and Enforce Procedures	
a. All personnel have completed the UVM COVID-19 <i>Protecting Community Health & Safety</i> training.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
b. There is a process to inform all personnel of the specifics of the plan and requirements including any necessary training.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
c. If PPE is required, appropriate training is included and there is a means of documenting completion of training.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
d. There is a process to inform all personnel of reporting requirements if they become at increased COVID-19 Risk.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Submit any questions about the Resumption of In-Person Operations planning process [here](#).