

## **Pullman Facility Use Plan – Fall 2020**

*Released: August 5, 2020*

This plan describes the use of facilities on the Pullman campus in support of Washington State University's decision to move to remote instruction for the Fall 2020 semester. This plan is being distributed to all campuses and while the specifics for each campus may be different, the principles will be consistent across the system.

While the University is open, many facilities will be in "unoccupied" status. This is necessary to reduce the spread of the SARS-CoV-2 virus.

Faculty and staff are encouraged to continue to work from home and may use their campus work space only when working from home is not feasible. Personnel who do need to be on campus should develop an access plan with their supervisor. Each day before arriving on campus, personnel are required to submit a daily attestation that they have not experienced COVID-19 symptoms in the last 14 days or been exposed to someone who is confirmed positive or being tested for COVID-19. The attestation is accessed through MyWSU.

For teaching:

- The Spark and the Smith Center for Undergraduate Education (SCUE) General University classrooms are designated the on-campus sites for instruction in Pullman. Both are equipped to support limited number of face-to-face classroom instructions where needed.
- For instruction in lab format, where the Spark and SCUE may not be set up with the appropriate equipment, Colleges should endeavor to consolidate similar labs in order to optimize technology and facilities support of those spaces.

For offices:

- Work from home to the maximum extent possible.
- Work in the office only if necessary. If you do come to campus, limit the time you are on campus, maintain social distancing, and wear a mask unless you are in your office alone. Please note that buildings will be in energy savings mode and work in the office requires approval of a College level "Return to Work" plan.
- Work from "hotel" spaces that are available in The Spark or other essential buildings.

For research labs:

- There will be minimal changes to Research focused facilities.
- Return to Research plans are required. General guidance on re-opening research facilities can be found here <https://research.wsu.edu/documents/2020/06/staged-return.pdf/> and specific guidance on conducting human subjects research can be found here <https://research.wsu.edu/documents/2020/06/human-subject-research-return.pdf/> .
- Temperature set point ranges will remain the same as pre-COVID.
- Buildings will remain closed to the public. Access will be available only to those with Cougar Card permissions or keys.
  - Mail will not be delivered to Departments. Departments are required to pick up mail at Cooper Publications.
  - U-Stores, Central Receiving will be given building keys or Cougar Card permissions to allow them access.
  - Outside Vendor deliveries will need to be scheduled by the Department and arrangement for access made directly between the vendor and the building occupants.

For student success and gathering spaces:

- Available space will be limited to the Compton Union Building (CUB), SCUE, The Spark, and University Recreation facilities like the Chinook and Student Recreation Center.
- Library buildings will remain closed, but all services will be available digitally. Instructions on how to use these services can be found here: <https://libraries.wsu.edu/librariesquickguide/>.
- If necessary, Colleges can submit exceptions through the normal approval process to open spaces in their areas for student use or support. Information on the process for requesting to re-open a space can be found at the Risk Management Services web site <https://riskmanagement.wsu.edu/>.

Occupied facilities will be moved to an energy savings set-point range between 65°F and 78°F with increased airflow in classrooms and group spaces, where feasible. Facilities in “un-occupied” mode will be in the same energy set-point range but will have minimal air flow. Occupancy status will be modified to accommodate College courses and functions at the request of the Provost’s Office.

As the COVID 19 situation changes and informs new direction from the Governor's Office, this plan will adjust accordingly.

If you have questions or concerns, please do not hesitate to call Facilities Services so that we may continue to support you. Contact Craig Cole at [craig.cole@wsu.edu](mailto:craig.cole@wsu.edu), or 335-9035. Craig will continue to work in coordination with the Provost’s Office, EH&S, Academic Outreach & Innovation and other campus resources.