



## GENERAL UNIVERSITY PROTOCOLS

- All staff, in any University campus space, will be expected to wear cloth or commercial grade face masks at all times when they are, or may be, in the presence of other individuals.
- Staff and faculty who are assigned individual offices do not need to wear masks while alone in their office. Regardless of office size, when two or more people are in an office all occupants should wear a face covering.
- The use of shared workstations, sometimes referred to as “office hoteling,” should be avoided.
- Occupants of offices and workstations are encouraged to disinfect highly touched areas before starting work and after completing the workday.
- Departments are expected to continue the use of Zoom or other remote-meeting technologies whenever possible.
- If it is necessary to hold meetings in-person, faculty and staff are asked to limit the number of attendees present, wear masks, and ensure that all individuals are able to appropriately physically distance (i.e., six feet apart), per the University's Meeting and Event [Guidelines](#).
- In addition to enhanced cleaning protocols implemented by Building Services, departments are also expected to wipe all high-touch surfaces, including tables, refrigerator handles, coffee machines, etc. on a daily basis.



# UNIVERSITY OF NOTRE DAME

UNIVERSITY RELATIONS



**Wear a Mask** >



**Physical  
Distance** >



**Wash our  
Hands** >



**Daily Health  
Check** >

## **FACE MASKS:**

- All faculty, staff, and students in a University campus space will be expected to wear cloth or commercial grade face masks at all times when they are, or may be, in the presence of other individuals, except when alone in a private room (e.g., office, assigned residence hall room) or in a private vehicle.
- When outdoors, masks are expected to be worn whenever physical distancing cannot be maintained.

## **PHYSICAL DISTANCING:**

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Observe posted maximum occupancy of rooms and maintain all furniture configurations and space setups that maximize physical distancing.
- Comply with partitions, stanchions, and other physical barriers or visual cues that are utilized to maintain physical distancing.

*For example, employees are encouraged to use the stairs inside campus buildings whenever possible and walk up and down stairs on the right-hand side. Elevators occupancy should be limited per posted guidelines. Employees and visitors to campus are expected to keep at least 6 feet distance in restrooms.*



## HAND HYGIENE:

- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- hand sanitation stations were installed in campus building entrances in which employees are working and will be added to all campus buildings going forward.
- Perform hand hygiene frequently, including after touching your mask or face, when entering common spaces, workrooms and break rooms, and while using shared workspaces, electronic devices, equipment or other tools.

## DAILY HEALTH CHECK

- Faculty and staff will receive their reminders via email notification. A link to the daily health check tool (Return to Campus Advisor) can also be found in the [ND Mobile app](#).
- The daily health check will take less than two minutes to complete and will help you determine whether you present symptoms that require isolation or further assessment.
  1. Access Return to Campus Advisor tool via daily reminder email, text, ND Mobile app, or browser bookmark.
  2. Log into the Return to Campus Advisor tool (using Okta two-step authentication).
  3. Answer the three questions and submit your response.
  4. Review your Campus Pass and carefully read all the instructions.
- The daily health check tool is not intended to diagnose whether you have a disease or other health conditions, including COVID-19, or identify personalized treatments. If you have concerns about your health or the health and safety of your campus, regardless of whether this tool notifies you of a risk, contact the COVID Response Unit.
  - If you receive a **Green Pass**: You are cleared to be on campus to attend classes, work, and other activities. *Note: This does not change your current job arrangement—only return to campus when advised by your supervisor to do so.*
  - If you receive a **Red Pass**: You should stay in place, and follow the instructions provided. Always read the instructions carefully and in entirety.



## CONFERENCE ROOMS EDDY STREET & GRACE HALL

### Cleaning Schedule:

- The cleaning schedule for Eddy Street & Grace Hall (*specifically conference rooms, common areas, & restrooms*) will continue to be done once (1) per day during Building Services' evening shift. We anticipate this will occur Monday - Friday between 4:00 pm - 7:00 pm.
- Building Services will include disinfecting of high touch areas (*conference room tables & chairs, counters in common areas, etc*) during the daily cleaning.
- Each conference room will be supplied with spray disinfectant that should be used before and after use of the room(s). This disinfectant can be used on tables and chairs. Instructions for use will be provided by Building Services for each room.

### Conference Rooms

- Since Building Services cleaning & disinfecting will only be done once (1) per day, ***conference rooms can only be used one (1) time per day.***
- If you are utilizing a conference room after 5:00 pm - you will need to book the room for both the day of and the following day. The reasoning is that we cannot guarantee that Building Services will be able to provide the daily cleaning when there are evening meetings.
- To use a conference room, you must reserve it in advance to ensure we follow the University's cleaning protocols.
- Conference Room reservations will be on a first come, first serve basis.
- If you are utilizing a hybrid meeting (*in-person & virtual*), the conference room reserved should be in line with the number of in-person attendees (*i.e. if 2 in-person attendees, the room reserved should be a 2- 3 person room*)
- We ask that recurring meetings (*ex. weekly*) be limited so that each team has an opportunity to utilize conference rooms as the situations arise.

### Instructions for booking Conference Rooms:

We have set up a 2-step process that will ensure the Conference Room booking as well as your meeting booking:

1. Reserve the Conference room from 8:00 am - 5:00 pm for the day of your in-person meeting:
  - This should be done as a separate invitation from your calendar.
  - For the Meeting Title, please include the team name & the meeting time (*ex: Advancement Services 2:00-3:00 pm*)
  - If you are utilizing the conference room after 5:00 pm, you will need to reserve the room for the day of and the following day to ensure the room is cleaned by Building Services.
2. Send a meeting invitation to your attendees as you normally would without adding the conference room's calendar to the invitation.
  - You should manually add the room name in the location section of the invitation (i.e. Sorin Room, Basilica Room, etc)

### Contacts:

If you have any questions or need anything related to reserving a conference room, please contact:

**ESC:** Amy Walter ([awalter4@nd.edu](mailto:awalter4@nd.edu)) or Carolyn Hardman ([chardma1@nd.edu](mailto:chardma1@nd.edu))

**Grace Hall:** Lana Taylor ([ltaylor1@nd.edu](mailto:ltaylor1@nd.edu))



**CONFERENCE ROOMS  
MAXIMUM OCCUPANCY**  
*Effective 8/10/20 - 12/22/20*

| <b>ESC</b>  | <b>Maximum<br/>Occupancy</b> |
|---|------------------------------|
| Basilica Room                                     | 2                            |
| Burns Room  | 2                            |
| Chapel Room                                       | 2                            |
| DuLac Room  | 3                            |
| Family Room                                       | 16                           |
| Fighting Irish Room                               | 3                            |
| Harmony Room                                      | <i>Unavailable</i>           |
| Hesburgh Room                                     | 3                            |
| Holy Cross Room                                   | 2                            |
| Jenkins Room                                      | 1                            |
| Malloy Room                                       | <i>Unavailable</i>           |
| Rockne Room                                       | 1                            |
| Sorin Room  | 6                            |
| <b>GRACE HALL</b>                                 |                              |
| 1000 Conference Room ( <i>elevator lobby</i> )    | 6                            |
| 1001 Conference Room ( <i>in 10 South suite</i> ) | 4                            |
| 1101 Conference Room ( <i>elevator lobby</i> )    | 6                            |
| 1100 Conference Room ( <i>in 11 North suite</i> ) | 5                            |