

University of Kentucky
College of Communication and Information
Fall 2020 Restart Plan
Submitted July 30, 2020

Overview:

The College of Communication and Information is composed of two schools (The School of Journalism and Media, School of Information Science), two departments (Department of Communication, Department of Integrated Strategic Communication) and an interdisciplinary graduate program. The College also houses UK's independent student newspaper, The Kentucky Kernel, and the Intercollegiate Debate Team. Nearly 1,700 undergraduate majors and 350 graduate students are led by 81 full-time faculty, 35 full-time staff, and another 127 part-time instructors, graduate assistants, and STEPs personnel. In addition to serving our majors for instruction, we also teach many courses in the university's core curriculum and serve students pursuing minors and certificates in the College.

Background:

The College has assembled this document in response to the re-opening plan as described in the University of Kentucky Fall 2020 [Re-Start Playbook](#) . We developed our plan with three big questions in mind:

1. *"What is our college doing regarding the health and safety of our employees?"*
2. *"When will our employees return, and which employees?"*
3. *"What will the UK Experience be in the Fall?"*

This document outlines our plans to move forward as a College and although our plans may alter and pivot as our future is filled with lots of unknowns, our priority to ensure the health, safety and well-being of everyone in our community will be at the forefront of everything we do. Our College also continues to use our internal site where our stakeholders can come for help finding information, resources and more importantly, community. At this [site](#), you can find the latest information from the University of Kentucky's [COVID-19 page](#), as well as updates from me to our faculty, staff, students, and our alumni and friends. This site has all dean's office updates and resource pages for faculty, staff, students and external partners.

Health & Safety:

In conjunction with the CDC guidelines, UK START Team, the University Playbook and guidance from the Governor's Office all members of the College community are encouraged to follow precautions, guidelines and recommendations intended to prevent the spread of COVID-19.

Preventive Measures Being Taken:

- Universal requirement for face masks (cloth or otherwise) to enter and remain in College buildings at all times (unless in a room alone or eating). The College will distribute two cloth masks to each student, staff, and faculty member in addition to what the University is providing.
- The College has worked with Facilities Management to order several cleaning kits for our identified reception areas in our buildings across campus.
- We have encouraged all our faculty and staff to take the Training & Development Course: COVID-19 Hygiene Best Practices.
- Encourage frequent handwashing with warm water and soap for at least 20 seconds.
- Maintain social distance when using common areas such as lobbies, waiting rooms, break rooms and lunchrooms.

- Faculty have been encouraged to have virtual office hours
- Faculty and Staff are encouraged to work with their doors closed.
- Limit face-to-face interactions between one another and with customers to the extent practicable. Meetings should be conducted by telephone or internet if possible.
- Wear and regularly replace gloves or other recommended personal protective equipment (PPE) if the employees job duties include touching items often touched by others (e.g., credit cards/cash, paper, computers).
- Stay home if you are sick.

Cleaning

PPD cleaning staff will focus on “high touch/high traffic areas” including twice a day cleaning of restrooms. As a result of this increased attention on public spaces, office personnel will be responsible for cleaning their own spaces. Cleaning supplies will be provided at designated locations throughout the College as well as distributed to specific faculty and staff. Specialized cleaning products will be provided by the College in media labs for use on electronic equipment such as keyboards, mice, touch screens, and tablets. In specific studios as well as spaces where large groups/ensembles will be gathering, additional cleaning protocol using local staff are also being planned.

Self-Isolation Guidelines & Reporting Suspicion of Infection

While the university is taking a variety of steps to address the current health crisis, all of us share both a personal and corporate responsibility in responding to the challenges that we face. All faculty, staff and students must do a daily self-assessment of possible COVID symptoms. Anyone with one or more symptoms is instructed not to enter any campus building and should contact a health care provider for instructions on testing, appropriate self-isolation and care as well as notify their supervisor.

With guidance from UKHR, supervisors have been instructed that if they have an employee who has been directed to self-isolate by a public health professional or their personal health care provider, the employee should follow that guidance. As recommended, the supervisor should request documentation from the employee and contact Employee Relations at (859) 257-8758. Supervisors can err on the side of caution by advising employees who are displaying symptoms of illness contact their health care provider or Live Health Online telehealth/online services. If an employee is not well enough to work – whether at their office/work location or remotely – he or she should request sick leave if applicable. As questions and concerns arise we have directed our supervisors to contact HR Employee Relations at (859) 257-8758 to discuss situations and evaluate circumstances on a case-by-case basis. We have also regularly shared the restart information and [employee FAQ's](#) as part of the College's weekly newsletters.

Employee Return to Work:

In consultation with the University and with guidance and resources from UKHR, the College is very much relying on our unit supervisors to make the appropriate staffing decisions for their unit. We have encouraged them to develop plans that include which positions are required to work on site to fulfill our missions, alternating staffing schedules and social distancing for

positions that need to return and looking at what positions can continue to work remotely so we can reduce the number of people on campus and reduce the risk of spreading coronavirus. Those individual plans can be found in Appendix C. Adjustments to this schedule will be made over the course of the semester as the reinvented workflow is discovered. We understand as a College that there isn't a one size fits all approach so that is why we are working with our College leadership to make these decisions. We also have provided supervisors with the restart toolkit provided by Kim Wilson, Vice President and Chief Human Resources Officer to assist them in making these decisions.

Additionally, we also have challenged our units to not only come with individual unit staffing plans but building staffing plans as well. We continue to have conversations with supervisors about how we can best utilize our staff resources across the College so that we are not duplicating efforts as many of our staff are returning to work in a hybrid-model. To achieve this, we identified our three core buildings where we are likely to have the most traffic and need for human assistance: Lucille Little Library, McVey Hall and Blazer Dining. By working together as a floor/building, we were able to come up with a comprehensive plan that not only helps us make holistic decisions on staffing needs but signage, and additional PPE. Details of this plans can also be found in Appendix C.

As the landscape continues to change, we continue to encourage our staff to have conversations with their supervisors about their concerns and plans to return to campus. We also continue to evaluate and support employees current job functions being performed remotely. We also understand that our employees may need to consider child care, transportation or other arrangements before their return. We're again all adapting to a lot of sudden change but supervisors and staff have been creative and flexible in addressing the different needs of the College. The College and its units will continue to use listservs, emails, phone, Slack, Skype, Zoom, Google Docs, SharePoint, Office 365 and Microsoft Teams for workplace communication. These tools will continue to be used to help keep all employees touch with each other while maintaining social distancing guidelines. Most regularly scheduled meetings will continue with Zoom and most supervisors will continue to check in with their employees daily by phone or Zoom and then communicating throughout the day by e-mail, chat and teams.

To further prepare for our employees return to work our College Chief of Staff, Megan Sizemore and College Staff Office, Tracie Hutchison, met with Janet Schwartz, Facilities Solutions Architect, to tour all of our communal spaces across our buildings. Please note we only looked at lobbies, communal areas (kitchens, breakrooms, elevators, stairs) and classrooms/labs that are not centrally scheduled. We did not look at individual offices, TA/GA spaces or classrooms that are centrally scheduled. Janet provided recommendations on capacity numbers and how to best socially distance in these areas. Appendix B is a draft summary of the recommendations for the spaces that were reviewed and Appendix A is the final recommendations provided by Facilities Management.

Faculty also may remain off campus, working remotely with approval of their Unit Head. Office hours should occur on a regular and published schedule using Zoom. Faculty have worked with their home unit administrators to determine the educational modality for their assigned courses which will result in a combination of traditional, hybrid, and remote delivery course offerings

across the College. We envisioned that most of our classes would take on a hybrid mode (with online learning supplemented with face-to-face instruction in smaller groups), some of our smaller classes can continue to operate in the traditional in-person mode and a few classes would have to be moved fully online. The College also invited all instructional faculty, staff and graduate assistants to our unit heads meeting on June 26 to ask questions, hear ideas about alternate forms of instruction and support them as much as possible. Additionally, we held a series of online workshops centered on topics such as: *engaging students in an online environment, best instructional practices in a flipped classroom and an educational technology perspective on the flipped classroom environment.*

UK/College Experience this Fall:

Although the reinvented semester may allow for a greater number of variables that could impact the implementation of instruction, services and initiatives, we are committed to continuing to launch critical, innovative thinkers, creators and doers.

The College is well positioned to offer instruction in a combination of traditional, hybrid, and remote delivery. We asked each of our faculty to think through of each of their classes with the following assumptions in mind:

- We are striving to ensure a safe, face-to-face learning environment for all.
- Classrooms will be optimized by facilities for social distancing meeting the current CDC guidelines (ensuring all are at least six feet apart). This means room capacities will be reduced.
- We are striving to find you a classroom size that will meet your needs. (Note: some small classes likely can go into rooms in which all students can meet at once. Some of our larger classes may need to be split into half (T/Th) or thirds (MWF), so that you can meet with each student in person once a week). We need information from our instructors so we can begin solving the puzzle of making this work.
- We are striving to ensure you have all the technology you need in your classroom (so that you could offer synchronous instruction for those not physically in the classroom with you).
- We are striving to get you the PPE you need to ensure your safety. We can even order face shields for you (made by the College of Design) if you wish.
- Traffic on campus will be greatly reduced as students will be staggered by day, staff members (as they are able) will be working remotely, and some classes will be offered online.
- Our students will be issued PPE and will be expected to follow UK guidelines.
- We can work to adjust your DOE as necessary (working with your unit head) as you work through innovative approaches to instruction that will blend online and in-person approaches.
- We will provide you workshops (from our colleagues in the College and from CELT) to help you revamp your instruction in a hybrid mode.

Our priorities are consistent with the Universities:

Priority 1: Support Safe, Flexible Instruction in a Shifting Landscape

Priority 2: Facilitate Dynamic Experiential Learning Across Disciplines

Priority 3: Promote Meaningful Instructor and Student Interactions

Virtual Advising Model Overview

The CI Advising and Student Support Offices will continue their virtual only advising model for Fall 2020 (at minimum). In this model, all advising services will be provided using Zoom and Canvas and allows for group, individual, and walk in services to be provided in an accessible, efficient, confidential, individualized, and safe manner. What does this look like?

For students who are on campus, they would receive multiple messages (see Communication Plan below) to alert them to the virtual advising model and to provide contact and virtual access information. For those who are on campus and seeking immediate support, they would visit Blazer 104. In this area, a student worker or staff support person can direct students to the CI Advising signage and business cards which provide instructions on contacting CI Advising.

For all students, regardless of whether they are on or off campus, the virtual experience would then be the same. They would visit <https://uky.zoom.us/my/ciadvicing> where they would enter a virtual advising lounge, staffed by the CI Advising Staff Support Associate or student worker, who can greet visitors, field questions, connect students to an advisor, or direct students to appropriate resources and contacts. Students would then be assigned to a breakout room to meet privately with the appropriate advisor.

Given the shift to virtual only advising, we are able to expand our walk-in services. Previously, we offered 18 hours/week. Our new hours and model will allow us to offer 20 walk-in hours per week.

M-F 8 am to 5 pm for Aug 17 – Aug 21 (Last day to add a class)

M-F 9- 11 am and 1-3 pm (expands our initially offered 18 walk-in hours to 20 hours)

Although our unit will prioritize and encourage virtual advising for health and safety of students and staff, the university restart playbook states that implementation should provide “dual mode services.” To address this, we will allow students to schedule a face-to-face appointment by request only. Students will be informed that space and the number of face-to-face appointments available will be limited, and thus, will be scheduled on a first come first served basis. These meetings will happen in a reserved private conference room within one of our college units instead of the Blazer advising location. The larger conference rooms will allow for better social distancing and protect student privacy, and also address other health and safety concerns. There will be no face-to-face walk-in appointments provided due to unpredictable numbers that may affect wait time, quality of service, advisor preparation needed for meetings, and social distancing and cleaning protocols.

In regards to personnel and staffing for the virtual points of contact, the CI Advising Staff Support Associate, student worker, ambassador, or staff support person scheduled would cover the virtual lounge, the phone lines and messages (both Zoom phone number and main CI Advising phone line provided). The e*visor will be responsible for checking and responding to all emails coming to the ciadvicing@uky.edu email address. See Appendix D for proposal/rationale.

Connecting with Students

Students would be given multiple options for connecting accommodating to student modality preferences, geographic location, and schedules.

Within the meetings, the typical relationship building strategies would be used to continue building connections and relationships with students. Because appointments will happen in a more private Zoom breakout rooms (rather than in closely situated cubicles), student comfort level with discussing adversity and unique needs will help advisors to better assess situations and connect students to appropriate resources.

Within Canvas, students have access to videos and information. Students are given further opportunities to connect through the use of discussion boards (e.g., currently in use to collect questions regarding Fall restart and students are engaging).

Other ways to connect with students will include our follow up email process where meetings are summarized for the student, students are contacted based on academic alerts, and advisors send frequent reminders and check in emails (frequency and timing is determined on a case by case basis).

Appendix A

College of Communication and Information													
Class Laboratories / Public Spaces / Conference Rooms													
BuildingName	BuildingCode	Floor	RoomID	RoomID6	DeptCode	Department	UsageCode	UsageDescription	SqFtRoom	Social Distance SpacingSF	Occupancy determined by Facilities / College	Calculated Seating Capacity with Social Distance	Notes
TAYLOR EDUCATION	1	1	177	177	8M100	SCHOOL OF JOURNALISM	215	CLASS LABORATORY SERVICE	317	40	3	8	UKTV control room
TAYLOR EDUCATION	1	1	180	180	8M100	SCHOOL OF JOURNALISM	210	CLASS LABORATORY	2,169	40	54	54	UKTV Studio
Total Sf									2,486	40			

College of Communication and Information															
Class Laboratories / Public Spaces / Conference Rooms															
BuildingName	BuildingCode	Floor	RoomID	RoomID6	DeptCode	Department	UsageCode	UsageDescription	SqFtRoom	Social Distance Spacing SF	Occupancy determined by Facilities / College	Calculated Seating Capacity with Social Distance	Percent	Normal Maximum Work Stations	Notes
BLAZER DINING	12	0	ST0001A	00ST1A	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	162	40		4			Keep right Signage / Keep moving
BLAZER DINING	12	0	EL0001A	00EL1A	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	14	40	1	0			
BLAZER DINING	12	0	6	6	8M100	SCHOOL OF JOURNALISM	345	OFFICE, TECHNICAL, PROFESSIONAL, NON-FACULT	364	40	1	9		1	Equipment Checkout
BLAZER DINING	12	0	0006A	00006A	8M100	SCHOOL OF JOURNALISM	220	OPEN LABORATORY	412	40	8	10			JAM Multimedia studio/ Podcast Room
BLAZER DINING	12	0	9	9	8M000	COLL OF COMMUNICATION	310	OFFICE, ADMINISTRATIVE	213	40	4	5		0	Waiting area
BLAZER DINING	12	0	12	12	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	635	FOOD FACILITIES SERVICE	183	40		5		0	PPE & 6' - floor spacing markers
BLAZER DINING	12	0	0012A	00012A	8M000	COLL OF COMMUNICATION	680	MEETING ROOM	443	40	8	11		10	
BLAZER DINING	12	0	14	14	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	254	40		6		0	6' - floor spacing markers
BLAZER DINING	12	0	15	15	8M000	COLL OF COMMUNICATION	310	OFFICE, ADMINISTRATIVE	2591	40		65		55	Advisors Staff to determine systems furniture cubicles
BLAZER DINING	12	1	104	104	8M000	COLL OF COMMUNICATION	310	OFFICE, ADMINISTRATIVE	168	40	4	4		2	
BLAZER DINING	12	1	105	105	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	308	40		8		0	PPE station at entrance
BLAZER DINING	12	1	0105A	00105A	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	39	40	1	1		1	Space and mark "do not sit" at lounge seating
BLAZER DINING	12	2	218	218	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	211	40		5			PPE station at entrance
BLAZER DINING	12	2	225	225	8M200	DEPT OF COMMUNICATION	252	Research/Non-class DRY laboratory	440	40	10	11		8	
BLAZER DINING	12	2	229	229	8M100	SCHOOL OF JOURNALISM	210	CLASS LABORATORY	425	40	10	11		20	
BLAZER DINING	12	2	241	241	8M100	SCHOOL OF JOURNALISM	210	CLASS LABORATORY	426	40	10	11		30	
BLAZER DINING	12	2	245	245	8M100	SCHOOL OF JOURNALISM	110	CLASSROOM	429	40	10	11		24	
BLAZER DINING	12	2	249	249	8M100	SCHOOL OF JOURNALISM	210	CLASS LABORATORY	861	40	20	22		30	
BLAZER DINING	12	2	254	254	8M200	DEPT OF COMMUNICATION	315	OFFICE SERVICE	162	40	1	4		0	open kitchen / break area
BLAZER DINING	12	2	257	257	8E621	CTR FOR ENGLISH AS SECOND LANGUAGE	315	OFFICE SERVICE	256	40	1	6		1	Faculty shared kitchen
BLAZER DINING	12	2	259	259	8M200	DEPT OF COMMUNICATION	680	MEETING ROOM	510	40	12	13		20	(fix floor plan doors)
BLAZER DINING	12	3	315	315	8M100	SCHOOL OF JOURNALISM	350	CONFERENCE ROOM (OFFICE RELATED)	647	40	16	16		24	is furniture storage currently
BLAZER DINING	12	3	318	318	3C500	FACILITIES RESOURCE MANAGEMENT	WWW	CIRCULATION AREA	206	40		5			PPE station at entrance
								Total Sf	9,724	40		243			

BuildingName	BuildingCode	Floor	RoomID	RoomID6	DeptCode	Department	UsageCode	UsageDescription	SqFtRoom	Social Distance Spacing SF	Occupancy determined by Facilities / College	Calculated Seating Capacity with Social Distance	Percent	Normal Maximum Work Stations	Notes
MCVEY HALL	45	2	209	209	8M600	INTEGRATED STRATEGIC COMMUNICATION	340	OFFICE, GRADUATE ASSISTANT	550	40	13	14	95%	6	
MCVEY HALL	45	2	211	211	8M600	INTEGRATED STRATEGIC COMMUNICATION	315	OFFICE SERVICE	316	40	2	8	25%	0	
MCVEY HALL	45	2	0211A	00211A	8M600	INTEGRATED STRATEGIC COMMUNICATION	350	CONFERENCE ROOM (OFFICE RELATED)	237	40	6	6	101%	2	Conference
MCVEY HALL	45	3	336	336	8M100	SCHOOL OF JOURNALISM	210	CLASS LABORATORY	248	40	6	6	97%	0	Audio Recording Studio
MCVEY HALL	45	3	0336A	00336A	8M100	SCHOOL OF JOURNALISM	210	CLASS LABORATORY	101	40	1	3	40%	1	
MCVEY HALL	45	3	0336B	00336B	8M100	SCHOOL OF JOURNALISM	215	CLASS LABORATORY SERVICE	93	40	1	2	43%	1	
MCVEY HALL	45	3	337	337	8M700	STUDENT MEDIA	310	OFFICE, ADMINISTRATIVE	144	40	1	4	28%	1	Office
MCVEY HALL	45	3	0347A	00347A	8M700	STUDENT MEDIA	350	CONFERENCE ROOM (OFFICE RELATED)	310	40	5	8	65%	6	
MCVEY HALL	45	3	338	338	8M700	STUDENT MEDIA	680	MEETING ROOM	227	40	5	6	88%	3	Kentucky Kernel
MCVEY HALL	45	3	339	339	8M100	SCHOOL OF JOURNALISM	215	CLASS LABORATORY SERVICE	35	40	0	1	0%	0	
MCVEY HALL	45	3	340	340	8M200	DEPT OF COMMUNICATION	252	Research/Non-class DRY laboratory	414	40	6	10	58%	12	Focus Group Area
MCVEY HALL	45	3	341	341	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	102	40	0	3	0%	0	
MCVEY HALL	45	3	342	342	8M200	DEPT OF COMMUNICATION	252	Research/Non-class DRY laboratory	164	40	4	4	98%	4	Conference Room
MCVEY HALL	45	3	343	343	8M200	DEPT OF COMMUNICATION	252	Research/Non-class DRY laboratory	263	40	6	7	91%	10	Research Theater with fixed seating
MCVEY HALL	45	3	344	344	8M200	DEPT OF COMMUNICATION	257	Research/Non-class dry lab service	52	40	0	1	0%	0	
MCVEY HALL	45	3	345	345	8M200	DEPT OF COMMUNICATION	257	Research/Non-class dry lab service	44	40	1	1	91%	1	Control Room
MCVEY HALL	45	3	346	346	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	40	40	0	1	0%	0	
MCVEY HALL	45	3	347	347	8M200	DEPT OF COMMUNICATION	252	Research/Non-class DRY laboratory	475	40	6	12	51%	1	Research Theater with fixed seating
								Total Sf	2,712	40		68			

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Class Laboratories / Public Spaces / Conference Rooms													
BuildingName	BuildingCode	Floor	RoomID	RoomID6	DeptCode	Department	UsageCode	UsageDescription	SqFtRoom	Social Distance SpacingSF	Occupancy determined by Facilities / College	Calculated Seating Capacity with Social Distance	Notes
LITTLE FINE ARTS LIB	224	1	101	101	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	1,536	40	10	38	PPE station at entrance / Coord with Little Library
LITTLE FINE ARTS LIB	224	1	0101A	00101A	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	377	40	0	9	Space and mark "do not sit" at lounge seating
LITTLE FINE ARTS LIB	224	1	EL0100A	EL100A	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	60	40	2	2	Rope divider for one way travel b/ 101 to ST-A door
LITTLE FINE ARTS LIB	224	1	ST0100A	ST100A	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	251	N/A	0	#VALUE!	Sign use ST-A
LITTLE FINE ARTS LIB	224	3	0300E	00300E	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	1,619	40	20	40	Maybe OK with 2 occupants
LITTLE FINE ARTS LIB	224	3	303	303	8MS00	INFORMATION SCIENCE	210	CLASS LABORATORY	830	40	16	21	Keep right Signage / Keep moving
LITTLE FINE ARTS LIB	224	3	0303A	00303A	8MS00	INFORMATION SCIENCE	215	CLASS LABORATORY SERVICE	91	40	0	2	ST-B not used for travel up
LITTLE FINE ARTS LIB	224	3	305	305	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	WWW	CIRCULATION AREA	193	40	0	0	PPE station
LITTLE FINE ARTS LIB	224	3	306	306	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	VVV	PUBLIC RESTROOM	144	40	2	4	Space and mark "do not sit" at lounge seating
LITTLE FINE ARTS LIB	224	3	307	307	3CP00	PHYSICAL PLANT ADMIN & ENG SERVICES	VVV	PUBLIC RESTROOM	144	40	2	4	
LITTLE FINE ARTS LIB	224	3	308	308	8M000	COLL OF COMMUNICATION	310	OFFICE, ADMINISTRATIVE	175	40	3	4	
LITTLE FINE ARTS LIB	224	3	310	310	8M000	COLL OF COMMUNICATION	340	OFFICE, GRADUATE ASSISTANT	1,185	40	6	30	Plexy on stands
LITTLE FINE ARTS LIB	224	3	0310C	00310C	8M000	COLL OF COMMUNICATION	350	CONFERENCE ROOM (OFFICE RELATED)	387	40	8	10	Scheduling at open office area
LITTLE FINE ARTS LIB	224	3	314	314	8MS00	INFORMATION SCIENCE	350	CONFERENCE ROOM (OFFICE RELATED)	401	40	10	10	
LITTLE FINE ARTS LIB	224	3	320	320	8MS00	INFORMATION SCIENCE	330	OFFICE, CLERICAL	583	40	8	15	PPE station / Plexy on stands
LITTLE FINE ARTS LIB	224	3	322	322	8MS00	INFORMATION SCIENCE	315	OFFICE SERVICE	327	40	4	8	Space and mark "do not sit" at lounge seating
LITTLE FINE ARTS LIB	224	3	345	345	8MS00	INFORMATION SCIENCE	350	CONFERENCE ROOM (OFFICE RELATED)	266	40	6	7	Kitchen/ Copier / Break room for Staff
								Total Sf	8,569	40		214	

Appendix B Facilities Review of CI Spaces

Completed 7/7/20

Janet Schwartz, Facilities Solutions Architect

Megan Sizemore, Chief of Staff

Tracie Hutchison, College Staff Officer

Blazer Dining

- Stairwells- **social distance as best as possible**
- Elevator- **max 1 person, signage**

Basement

- Side entryway/lobby-**PPE Station and signage, no lingering of students**
- Rm 9 advising reception- **max of 4 students, organize and spread out furniture, plexiglass?**
- Rm 12A conference room-**7 people max**
- Rm 15 Advisors in cubicles-**limit capacity at conference table, 1 student per advisor**
- Rm 6A Equipment checkout-**couldn't access, use social distancing guidelines**
- Rm 6 pod cast room- **couldn't access, use social distancing guidelines**
- Rm. 13 small computer lab-**limit to 1-2 students**

1st Floor

PPE Station in Lobby area

- Front entry way and communal area- **spread out the furniture**
- 104-**if using space allow one student to sit there at a time, use best judgement when picking up mail**

2nd floor

PPE Station in Lobby area, signage

- 225-**space out furniture, 8- 10 people max depending on layout**
- 229 (lab)- **max 10 people, 8 students, move layout of room, only 2 per table, instructor needs more room**
- 241 (lab)- **max 10 people, same layout as 229**
- 245 (classroom) **max 10 people, 1 at each table, too much furniture**
- 249 (lab) **max 20 people, flexible space Ex. one at every desk = 12 + 8 at table**
- 259 conference room- **max 12 people**
- 257 kitchen/breakroom- **signage, 3 people max, no lingering or hanging out**
- 254 open kitchen area- **use best judgment, no lingering or hanging out**

3rd floor

PPE Station in Lobby area, signage

- 315 conference room -**max 16 people, depending on furniture**

Lucille Little Library (3rd Floor)

- Recommend all office doors remain shut
- Front Entry-**PPE Station, signage on mask wearing hand sanitizing,**
- Stairwells-**social distance as best as possible**
- Elevator- **max 2 people, signage**
- 310 Office Suite-**look at staggering folks in cubicles**
- 308 Dean's Office- **1 student at desk, 1 guest in the seating area at a time, look at plexiglass, signage on door**
- 310C Conference room: **Max 8-10 people, remove chairs from room if possible**

- Open seating area- Spread out furniture to meet social distancing
- 314 Conference Room 10 people max, remove extra chairs if possible
- 345 Conference Room 6-7 people max, remove extra chairs if possible
- 306/307 Restrooms- Won't restrict but recommend two people max at a time. Provide signage and X's on floors for where to wait in line. Use best judgement
- Drinking Fountains- no access 3rd floor
- 322 Kitchen/breakroom- provide PPE station, limit time in there, keep people moving, no lingering, limit to 3 people max, use best judgment
- SIS Reception- Spread out chairs, plexiglass (Amber looking into), PPE supplies

McVey Hall

- Elevator- 2 people

First Floor

- PPE Station
- Signage (some already there)
- 128- 4 chairs at conference table

Second Floor

- 211A Conference Room- 6 people max

Third Floor

- 336 Audio Recording Studio- 1 in each recording space
- 347A KY Kernel- Max 7 people if furniture arranged where people can distance
- 347/Theatre- 10 people max in honeycomb pattern
- 338 Kernel - max 4 people, no lingering or hanging out in hallway space
- 340 focus group area- 10 people max, every other computer
- 343 focus group area - 6 people max
- 342 Conference Room- 4 people max

Taylor Education (TV Studio) *Didn't actually make it there. Ran out of time

- 177 control room- 3-4 people max
- 180 studio- max based on sq footage 54, use best judgement in spacing of students for newscast following distancing guidelines

Appendix C: College Staffing Schedules by Core Building:
Lucille Little Library

Reception Schedule (3 rd Floor Little)	Morning (8am-Noon)	Afternoon (1pm-5pm)
Monday	Sarah (320 suite)	Student Coverage
Tuesday	Evan (320 suite)	Drew (310 suite)
Wednesday	Drew (310 suite)	Sarah (320 suite)
Thursday	Student Coverage	Evan (320 suite)
Friday	Student Coverage	Student Coverage

Lucille Little Library: Office of the Dean Schedules		
Name	Position	Schedule
Brandi Frisby	Associate Dean for Undergraduate Affairs	T/R (and as needed) MWF Remote
Jennifer Greer	Dean	M-F in office
Catherine Hayden	Director of Communication	T/R 10:30am-4:30pm, MWF remote
Tracie Hutchison	College Staff Officer	MWF in office T/R remote
Anthony Limperos	Associate Dean Graduate Program	T/W/R (and as needed) MF Remote
Josh Maddox	Technology Officer	Remote/ come in as needed/required
Tina Pugel	Director of Philanthropy	Remote (and as needed/required)
Megan Sizemore	Chief of Staff	FML/Remote
Nathan Stevens	Media Officer	Remote/ Come in as needed/required
Laure Smith	Administrative Support	T/R 730am-4pm MWF Remote

Lucille Little Library: School of Information Science Schedules		
Name	Position	Schedule
Jeff Huber	Director	M-F limited hours in office
Drew Brown	Marketing and Communications	W 8-noon, T 1-5pm Remote
Will Buntin	Assistant Director	M-F limited hours in office
Heather Burke	Student Affairs	Remote
Evan Thompson	Technology	T 8am-noon, R 1-5pm Remote
Sarah Jane Tamme	Student Affairs	M 8-Noon, R 1-5pm Remote
Amber Troxell	Business Officer	Remote/Nights and Weekends as needed

McVey Hall

Reception Schedule (McVey)	Morning (8am-Noon)	Afternoon (1pm-5pm)
Monday		Tina Navis 110/115 (rm.110/115)
Tuesday	Tina Navis (rm.110/115)	
Wednesday	Amy Brooks (rm.211)	Amy Brooks (rm. 211)
Thursday		Tina Navis (rm.110/115)
Friday		

McVey: ISC Department Schedules		
Name	Position	Schedule
Chike Anyaegbunam	Chair	M-F limited hours in office
Amy Brooks	Project Manager	M-F in office
Hyun Ju Jeong	Director of Undergraduate Studies	Remote (and as needed/required)

McVey: Kernel/KRNL Student Media		
Name	Position	Schedule
Ryan Craig	Student Media Advisor	M, W, R alternating F
May May Barton	Program Coordinator	T, R alternating F
Andrea	Advertising Manager	As needed

McVey: CI Business Center		
Name	Position	Schedule
Tina Navis	College Budget Officer	M, T, R 8-5pm W, F Remote
Dee Beegle	Accounting Supervisor	Remote
Maggie Chapman	Administrative Service Coordinator	Remote
Cheryl Edwards	Administrative Support Associate I	Remote

Blazer Dining

Reception Schedule (Blazer Dining, Room 104)	Morning (8am-Noon)	Afternoon (1pm-5pm)
Monday	Student Worker	Hailey Salyers
Tuesday	Hailey Salyers	Student Worker
Wednesday	Student Worker	Hailey Salyers
Thursday	Hailey Salyers	Student Worker
Friday	Student Worker	Hailey Salyers

Blazer Dining: Communication Dept Schedules		
Name	Position	Schedule
Kevin Real	Chair	MWF limited hours in office/ TR remote*
Kelly McAninch	Director of Undergraduate Studies	Remote/ Come in as needed
Hannah Trusty	Project Manager	Remote/ Come in as needed
Scott Johnson	Director of Research & Instructional Technology	Remote/ Come in as needed
Steven Ingram	Student Service Associate	Remote/ Come in as needed

Blazer Dining: School of Journalism and Media Schedules		
Name	Position	Schedule
Erika Engstrom	Director	M-F remote
Scoobie Ryan	Associate Director	M-F remote
John Cruz	Project Manager	T/R remote/ MWF on campus—will alternate with Chris weekly, BLD 102B
Chris Larmour	Technology Coordinator	MWF on campus/ T/R remote—will alternate with John weekly, BLD 102
Hailey Salyers	Production Assistant	M-F on campus

Blazer Dining: Academic Advising Office

The CI Advising and Student Support Offices will continue their virtual only advising model for Fall 2020 (at minimum). In regards to personnel and staffing for the virtual points of contact, the CI Advising Staff Support Associate, student worker, ambassador, or staff support person scheduled would cover the virtual lounge, the phone lines and messages (both Zoom phone number and main CI Advising phone line provided). The e*visor will be responsible for checking and responding to all emails coming to the ciadvising@uky.edu email address.

Face-to-face appointments with students will tentatively be every Wednesday from 8-4 in room 12A.

Appendix D: CI Advising Office and Student Services Proposal for Virtual Services Rationale

What are the major concerns with a return to face-to-face advising, hybrid advising, or rotating schedule of in person advising?

- Space and ventilation in Blazer basement
- Staff health and safety – personal circumstances related to health, risk, living arrangements, ongoing childcare concerns
- Student health and safety – high traffic student service area
- Lack of equipment available for set up both at homes and in the office
- Less efficient student service due to reduced number of visits for staggering appointments, rotating on duty advisors, and greater time allowed between appointments for cleaning
- less time one-on-one with students to allow time for cleaning
- Unpredictability of foot traffic which would threaten social distancing protocols (e.g., Aug 2019 had 219 walk ins)
- Lack of staff support to cover both face to face and virtual hours (which would still be necessary due to variety of course formats being offered)
- Foot traffic will increase, especially in a condensed semester, around registration time
- Student confusion about which days their advisor is/is not in the office, students showing up in person when it should be virtual and vice-versa

What are the benefits to remaining in virtual advising roles?

- Staff/student health and safety
- Zoom allows screen sharing for student-advisor to collaborate on scheduling, forms, transcripts, etc.
- More students can be served each day as all advisors can set appointments, social distancing does not have to be observed, appointments won't be staggered, and timing won't be added for cleaning between appointments
- More time can be spent with each student one-on-one because time won't be needed for frequent cleaning
- Equipment for working in 1 location is already set up
- Still accommodates all walk ins
- Cost savings for not equipping advising office with PPE and cleaning supplies and not adding equipment/technology to allow work in multiple locations
- Reduces disruption since we are currently virtual and reduces disruption if UK switches to virtual again – maintains some stability and consistency for students
- Our advising team has received recognition across campus and nationally for their innovative and successful approach to virtual advising