We are fortunate in BMI that we are largely able to do our work remotely, with very limited exceptions. As such, most of the department’s administrative, educational, and scholarly activities will continue to be done remotely during the UW Smart Restart. No offices will be open regularly for in-person visits, and any in-person meetings must be approved in advance by the Department Chair/Director of Operations. In alignment with campus policies, the following plan applies until further notice.

**Principles**

The Department of Biostatistics and Medical Informatics (BMI) plans to maintain our current remote work policies for the foreseeable future in order to protect the faculty, staff, and students, and limit the potential spread of SARS-CoV-2.

If we must have in-person activities in BMI space, we will engage in them by:

- Protecting the safety and health of everyone to the best extent possible while performing essential duties
- Adhering to all campus and SMPH guidelines and requirements
- Limiting individual presence in BMI space to as little as absolutely necessary
- Scheduling regular use of space and regulating that use to:
  - ensure social distancing guidelines are maintained and
  - support contact tracing in the event someone becomes infected with SARS-CoV-2
- Reassigning desk and office space based on individual schedules to:
  - Enable physical isolation when possible
  - Ensure proper social distancing at all times
- Staying home if exhibiting symptoms of COVID-19
- Being responsible for cleaning and disinfecting individual workspaces before beginning work
- Wearing a mask at all times when in any campus building unless in a room alone with the door closed

**Administrative and Sponsored Projects Services**

- Administrative services will continue to be provided remotely until further notice

**Building Access**

- You must request permission in advance from the Department Chair/Director of Operations to access BMI facilities to pick up or drop off computers or engage in other activities that require you to be onsite
  - If you work in the Biotechnology Center, follow their access request guidelines, as well
- Campus buildings are opening on a limited basis for instruction and limited administrative/service functions only
All non-instructional activities must be part of the department Smart Restart Plan or pre-approved by the Department Chair

Current schedules (subject to change at any time)

- Biotechnology Center
  - 1st floor open only during scheduled class times
  - All non-classroom areas and floors cordoned off and unavailable without prior consent from the Biotechnology Center Director’s Office
- Discovery Building
  - Closed until further notice
- Health Sciences Learning Center (HSLC)
  - Open normal hours as of 8/24/2020
  - Have requested limited hours – not approved yet
- Medical Sciences Center (MSC)
  - Open on a limited basis for instruction until further notice
  - Monday 7:00 am to 3:00 pm
  - Tuesday-Friday 8:00 am to 4:00 pm
- Waisman Center
  - North entrance open Monday-Friday 7:30 am-4:00 pm
  - Use north tower elevators only regardless of office location to avoid passing through clinics
- WARF
  - Perimeter access open Monday-Friday 6:45 am-5:00 pm until further notice
    - Recommend entering from the north (Lake Mendota) side to avoid Transportation Services customers, who are entering from the west (UW Hospital Side) and lining up in the hallway
  - WARF loading dock open Monday-Friday 7:00 am-5:00 pm until further notice
  - WARF elevators open Monday-Friday 7:00 am-5:00 pm until further notice
  - 2nd floor requires badge access at all times
- WIMR
  - Front doors only open Monday-Friday 7:30 am-5:00 pm until further notice

Biomedical Computing Group (BCG)

- BCG will continue to provide no-contact service to the department until further notice
  - All computer hand-offs will continue to have separate drop-off and pick-up times in offices or other mutually-agreed, secure locations
  - Submit support requests to sysreq@biostat.wisc.edu

Cleaning Protocols

- Clean your office or classroom desk every time before you use it
- Place your trash and recycling in the area designated for your building
- Custodial staff are not cleaning offices or unscheduled class and meeting rooms
Common Areas
- All common areas (kitchens, conference rooms, social areas, etc.) are closed and unavailable for general use
- Custodians are not cleaning common spaces
- BMI will follow campus guidelines on restroom and elevator use as posted

Concerns about Returning to Campus
- Anyone who is required to return to campus for essential activities and has concerns about doing so should reach out to the Employee Relations at the Deans Office, whose staff act as Divisional Disability Representatives (DDR) for SMPH.
- DDrs can address medical and non-medical concerns
- Campus Disability and Medical Leave Resources Guide for Employees: [https://uwmadison.app.box.com/s/mwazxy3g8gy64o3o12gdjnuvil4q2ucv](https://uwmadison.app.box.com/s/mwazxy3g8gy64o3o12gdjnuvil4q2ucv)
- SMPH Employment Relations Office
  - Family Medical Leave Act confidential email: smph-fmla@med.wisc.edu

Custodial Services
- Custodians are cleaning entryways, hallways, restrooms, and elevators using enhanced cleaning protocols
- Custodians are NOT cleaning unscheduled rooms, common areas, or offices
- WARF:
  - Custodians will collect recycling and waste on Fridays and only if it is placed in the Brute containers by the elevators
  - Remember that office paper containers are for office paper only.
  - Any commingled recycling in an office paper recycling container is considered trash and not recycled

Education
- All BMI (except for 990) courses are offered remotely this fall
- All BMI 990 independent research courses have been reclassified as in-person courses for visa purposes, and can be performed remotely
- All requests to use BMI facilities for teaching (i.e. leading a class remotely) must be included as part of the department Smart Restart Plan, be pre-approved by the Department Chair and Deans Office
  - You will receive a survey in which to provide the following information:
    - Your name
    - Class number(s)
    - Justification
    - The entire time during which you will be on campus (class hours and days, including any prep that must be done onsite)
    - The room(s) you will occupy
- All office hours, group meetings, and similar activities must be conducted remotely
- All student services will be conducted remotely
Meetings and Committee Activities
- All department meetings must be conducted remotely
- If a committee MUST hold a one-time in-person activity, the committee must make a request with justification to the Department Chair

Occupancy Schedule
- If necessary, the Chair’s office will survey all department members to solicit occupancy requests
- The Chair’s office will create and maintain the master occupancy schedule, including activities approved in Research Restart plans
- If necessary, desks may be reassigned to minimize density in shared office space

Personal Protective Equipment
- All students attending in-person classes and activities are provided with face masks and hand sanitizer at the entrance to each activity location
- Instructors of in-person classes are provided with face shields

Research
- Campus and SMPH Research Reboot guidelines state that all research you can perform remotely must be done remotely
- The purpose of the Research Reboot plan is different from the purpose of the Smart Restart plan
- Use Research Reboot to request approval to conduct on-campus research activities
- Submit Research Reboot proposals through your appointment department
- We expect you to conduct all research remotely with the exception of lab(s) that have approved Research Reboot Phase 1 or 2 plans
  - The Research Reboot plan requires making a request to the Academic Associate Dean by completing a comprehensive process to demonstrate a justifiable need
  - Wanting to work in your office is not an acceptable justification
  - Discuss your plans to submit a Research Reboot proposal with Michael before submitting your Research Reboot proposal
  - SMPH Research Reboot Phase 2 website (SMPH-specific information): https://intranet.med.wisc.edu/2020/07/01/research-reboot-phase-2/
  - Office of the Vice Chancellor for Research and Graduate Education (OVCRGE) Research Reboot website (submit your application here): https://research.wisc.edu/research-reboot-phase-2/
  - If you submit a Research Reboot plan, include the department chair and director of operations (smcarlso@wisc.edu) as collaborators so we can review and move the proposal through the process
  - All scheduled time in the Research Reboot plans must be included in the department’s overall Smart Restart master schedule – the DOO is managing this calendar
Safe Health Practices

- Monitor for symptoms of COVID-19 daily, following the Wisconsin Department of Health Services guidelines: [https://www.dhs.wisconsin.gov/covid-19/symptoms.htm](https://www.dhs.wisconsin.gov/covid-19/symptoms.htm)
- Observe physical distancing at all times when on campus
- Wear face coverings when in campus buildings or unable to socially distance outside
  - The only exception is
    - if you are in a room by yourself with the door closed and
    - you have posted a note outside the room asking others to knock before entering to give you time to put on a face covering
- Get tested at a campus drop-in site or other facility if you experience COVID-19 symptoms
- If you test positive for COVID-19, cooperate with contact tracers and quarantine for the recommended period as directed by public health officials

Reference Links

- SMRH Smart Restart: [https://intranet.med.wisc.edu/smph-smart-restart-plan/](https://intranet.med.wisc.edu/smph-smart-restart-plan/)
- SMRH Research Reboot: [https://intranet.med.wisc.edu/2020/07/01/research-reboot-phase-2/](https://intranet.med.wisc.edu/2020/07/01/research-reboot-phase-2/)
- OVCRGE Research Reboot site: [https://intranet.med.wisc.edu/2020/07/01/research-reboot-phase-2/](https://intranet.med.wisc.edu/2020/07/01/research-reboot-phase-2/)
- OVCRGE Research Reboot application form (use NetID): [https://vcrge-uwmadison.smapply.io/prog/research_reboot/](https://vcrge-uwmadison.smapply.io/prog/research_reboot/)
- Campus Smart Restart: [https://smartrestart.wisc.edu/](https://smartrestart.wisc.edu/)