



COO



EHS



Facilities



HR



IT



Security

MAY/JUNE 2020

OFFICE OF THE CHIEF OPERATING OFFICER

Message from the COO

We are now entering the fourth month of what was initially expected to be a 2-3 week quarantine period to help slow the spread of the COVID-19 virus. This overnight move to a comprehensive work-from-home mode was unprecedented and our successful transition was a testament to the preparedness and flexibility of our students, employees, and institution. While there have been many bumps in the road as we transformed the way we do business, no challenge arose that we could not overcome. As a result, we continue To Teach, To Heal, Together. This by no means minimizes or trivializes the impact this situation has had on all our lives. We have undergone massive personal and professional disruption, but I believe we will come through it stronger than before. As we learn and adapt we will be able to become just as effective, if not more so, than we were when operating in pre-COVID times. I encourage everyone to stay upbeat, remain focused on our mission, and to continue to pull together as we set and stabilize our course into the future.

Clive Houston-Brown, Ed.D.

Senior Vice President & Chief Operating Officer

Environmental Health & Safety

Employee Mandatory Training

As part of the university's phased reopening, employees must complete infection prevention and control training before returning to campus.

Deadline to complete this mandatory training is Friday, June 26, 2020.

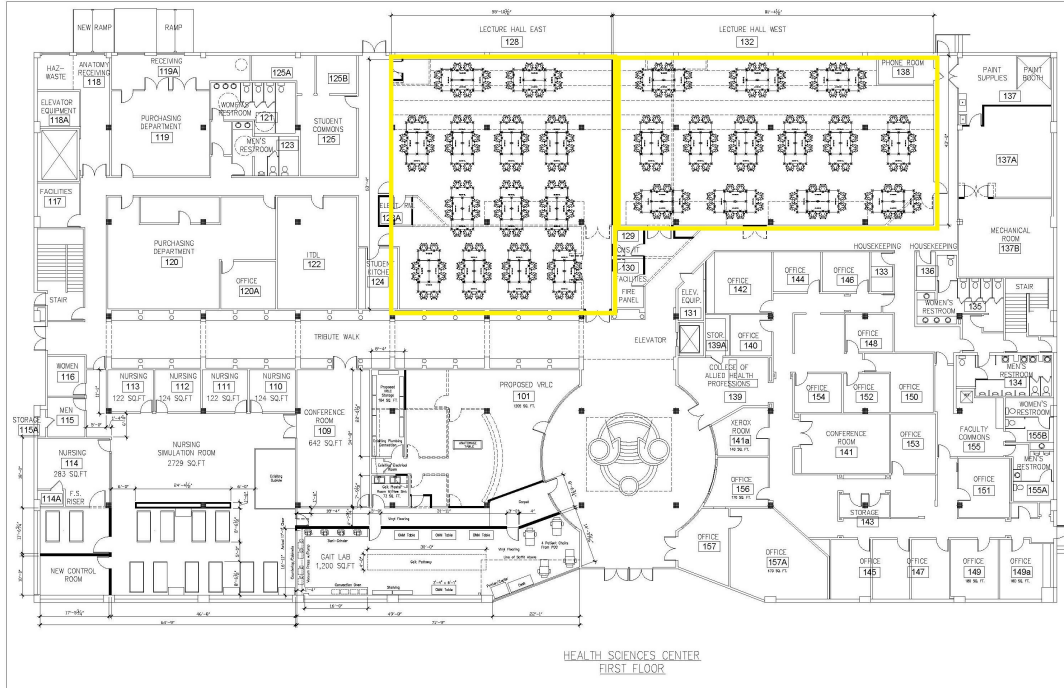
Upon passing the quiz, a certificate will be generated showing completion; employees should save it and provide a copy to their supervisor.

[Click here to start course](#)



FACILITIES

Demolition of Compatriots Hall



A lot of discussion and planning has taken place for the redesign of East/West Classroom in HSC. One of the key goals of the renovation is to convert the lecture style classrooms into flexible space and allow for group seating. This redesign comes at a time where physical distancing has become the new norm, requiring more space per student. After consultation with the College of Health Sciences and Senior Leadership, it was determined the best way to achieve this is to include the Compatriots Hall space in the renovation.

A usage report for last year shows Compatriots Hall was used almost 50% of the time by CHS programs – the college requesting this renovation. IPE and five other colleges used it about 34% of the time, with the remaining 16% of time being used by other departments. The University has many other meeting and conference room spaces on campus that should be able to absorb the loss of this room, especially as we become more open about sharing conference rooms. Going forward, we will also have the renovated LRC 4th floor conference room back online and will be building a replacement new conference room in the current Bookstore space that will eventually become a replacement for Warren Lawless when the Boardroom is renovated.

As we look into the future, we also hope to continue virtual meetings or a combination of both (in person and virtual attendees) and see less need for big conference rooms.

Campus Projects



With staff, students and faculty working and teaching remotely, Facilities has been busy across campus completing critical infrastructure projects that were planned or in progress prior to the start of COVID-19 pandemic.

Human Resources

New Employee

Please join us in welcoming the following new employee to the Human Resources department:

Ana Duenas, Benefits Specialist:

Ana has 8 years of human resources experience, both as an HR Generalist and a Benefits Specialist. Ana will join us on June 15, 2020.



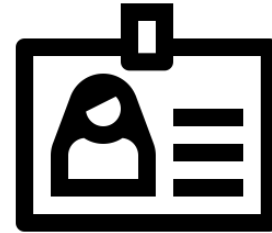
INFORMATION TECHNOLOGY

SKILLSHARE

in partnership with the Center For Innovation, to develop phase II of the SkillShare program. Phase II will include the ability to set project status, complete with automated workflows and notifications. Phase II will also include the introduction of the Project Seekers tab, which will allow those willing and available to be entered as resources available to work on projects.

New Employee

The IT Department would like to welcome our newest member, Tameica Eduok. Tameica Eduok, SharePoint Developer, comes to us with 15+ years experience of all things SharePoint. She has corporate, education, and healthcare industry experience and we are very excited to have her join our team. As the SharePoint Developer, Tameica's role is to help set our SharePoint strategy for the University. Her first priority is our on-premise site migration to the cloud. Please join us in Welcoming Tameica to the WesternU family.



Enterprise Applications and Databases IT



The Enterprise Applications and Databases IT Subunit is currently working on a SharePoint on-premise migration plan to SharePoint in the cloud (a.k.a SharePoint Online). The goal is to have all on-premise sites migrated by the end of September. If the link to your SharePoint site begins with "https://mydocs.westernu.edu", this is an on-premise site that will need to be migrated. The SharePoint team will be in touch shortly to plan your migration and answer any questions you may have. More details will be announced soon.

Zoom

After review by the Enterprise Applications & Databases Subcommittee & Educational Technologies Subcommittee, the two IT governance committees have recommended retaining the institutional Zoom license for at least one more year. The committees will reevaluate Microsoft Team's functionality next year to see if it has added functionality that users like in the Zoom product.



CAMPUS SECURITY

Employees on Campus During COVID-19



If you need to visit campus to collect personal belongings from your work site, you are permitted to do so. **You must fill out the [form](#) via the link below to alert WesternU Security that you will be on campus.** Please complete it and submit it prior to your arrival.

While on campus, please adhere to the social distance minimum of 6 feet between yourself and others. Please do not linger longer than necessary on campus.

Link:

https://westernu.az1.qualtrics.com/jfe/form/SV_bsCkh31QSQajbUx

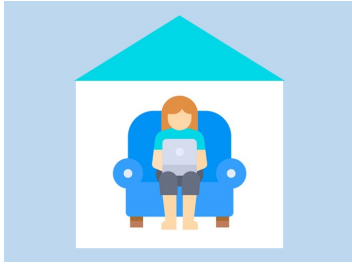
Operations Division

What going back to the office will look like after COVID-19

COVID-19 has transformed our day-to-day routine of most aspects of how we live and work. In

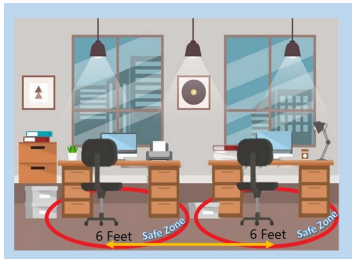
companies across the nation, offices emptied out and triggered remote work mode and flexible work schedules. As we move forward to our new normal, workplaces must take advantage and embrace this transformation by taking this opportunity to learn and re-imagine the future workspace.

Below are some of the things you can expect to find in the office:



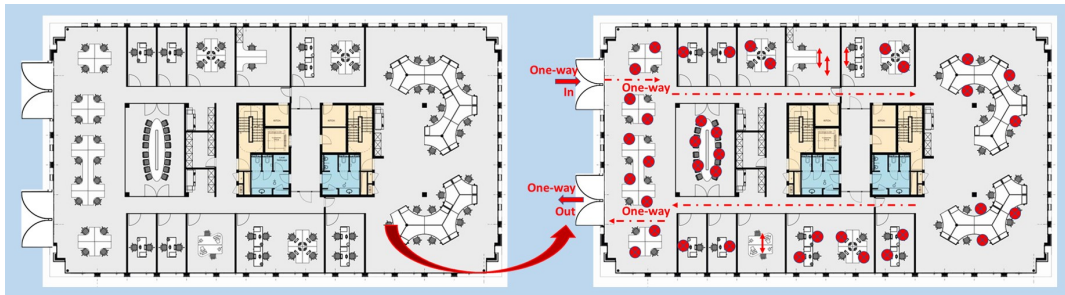
1. Remote Work

The inclusion of remote work as part of the workplace strategy instead of as a contingency plan. The benefits of blended accommodations will enable the institution to reap the benefits of both physical and virtual teams, such as hiring talent located further from the workplace.



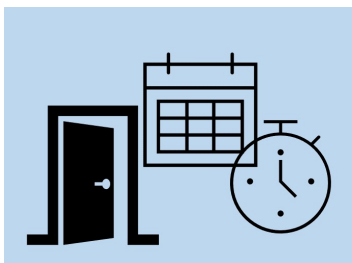
2. The 6-Foot Office or the Social Distancing Office

When office life resumes, it will come with a transformation of existing workspace to support the six-foot social distancing requirement. In anticipation of bringing employees back to work on campus, supervisors should decide which staff will return to work in the office on what schedules and how shared workspaces should be modified for safe distancing.



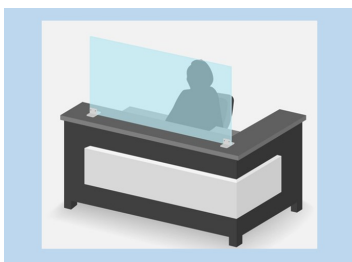
3. One-way Corridors & Less Dense Buildings

You can expect less dense buildings as empty desks/spaces may need to be put in place to accommodate the 6-foot separation rule. Some buildings may need to implement tactical strategies such as one-way corridors to minimize contact. Some companies are opting to begin at a low occupancy of 20% or less with staff who self-select to come initially and then increase density moderately over time.



4. Flexibility and Staggering Work Shifts

Work-from-home policies meant to help curb the spread of COVID-19 will evolve to provide flexibility and include sick leave guidelines. Supervisors will also need to look for opportunities for employees to stagger shifts to minimize transmission.



5. Behind the Plexiglass

As spaces reopen across the country, you should expect to see Plexiglass and other protective dividers in some high-contact areas. These sneeze guards are aimed to protect employees from COVID-19, which can be transmitted through droplets.

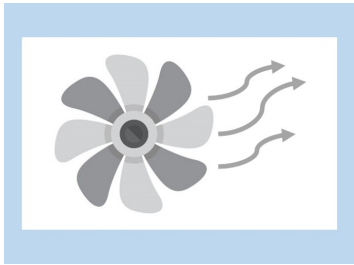
6. Keeping It Clean

The importance of cleanliness will continue to be imperative in the workplace. This includes hand washing, constant cleaning of high-touch surfaces, and clean desk policies. Facilities and supervisors should discuss cleaning schedules and coordinate on how communal spaces will be run.



7. Fresh air

HVAC systems will need to be properly adjusted in order to minimize the risk of viral spread through air quality. Buildings should prepare to maximize ventilation, bring in more outdoor air by opening windows or fresh air system where possible; and increase humidity.



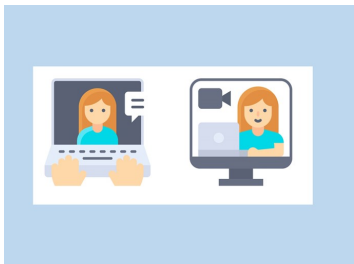
8. Signage

Significant increase of signage is expected in corridors, floors and office walls to remind staff of social distance practices, maximum room capacity and other visual instructions. Other education materials providing hygiene and hand washing standards can also be expected.



9. Harnessing the Power of Technology

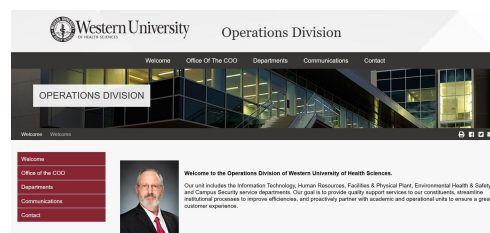
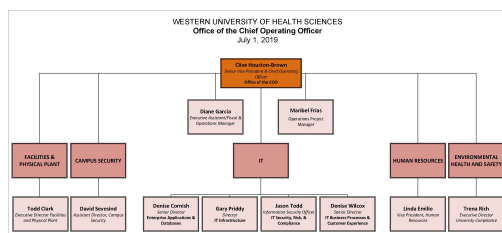
Technology will be able to provide functional solutions to ensure the continuity of operations for workplaces, as well as strategies to help reduce the spread of COVID-19. Examples being implemented at some organizations include an increase in touchless app-controlled elevators, smart lighting, and smartphone apps for contact tracing. The use of virtual platforms such as Zoom and Microsoft Teams support physical distancing practices, while helping people stay connected. Supervisors should ensure staff have proper access to technology and equipment (laptops, internet connections) to work effectively remotely.



Mari Frias, MPH
 Operations Project Manager
 Office of the Chief Operating Officer

Resources:

<https://www.workdesign.com/2020/05/navigating-your-future-workplace-post-covid-19-a-roadmap/>
<https://www.weforum.org/agenda/2020/04/covid19-coronavirus-change-office-work-homeworking-remote-design/> https://knowledge-leader.colliers.com/victoria_gilbert/workplace-wellness-the-impact-of-covid-19-on-the-workplace/
[href="https://www.vecteezy.com/free-vector/](https://www.vecteezy.com/free-vector/)



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