Earth & Environmental Sciences

Policies and procedures regarding personal office use, Fall 2020

First, note that the directive is: “Any worker who can work from home must do so.” This is a state and university mandate that applies through the end of 2020.

Some work in offices will, however, be necessary. We aim to keep occupancy in Tate Hall at ~25% or less at any given time, including personnel from the School of Physics and Astronomy. Physics has been approved to have some in-person classes in Tate, and this needs to be taken into consideration.

Note that:

- Personal office use will be restricted to activities related to on-campus research and teaching support or service/administration.
- There can be no more than one person in an office at a time, with the exception of the two 10-person grad offices (401-03, 401-04), which may have one person in each ‘wing’ of the office.
- All safety protocols mandated by the U must be followed.

Jen Petrie sent out a Google form (survey) on August 17th to gather information about the extent of requests for on-site work in offices. Filling out this survey does not constitute permission to work in your office if you do not yet have formal permission for on-site work from the ESCI sunrise process.

If you already have formal permission from ESCI and CSE for on-site work (research and/or teaching), you may work in your office on a limited basis. Individuals in multi-person offices and clusters of offices will need to coordinate so that the requirement of one person/office is met.

If you do not yet have formal approval for on-site work and would like to request access to your office for work related to teaching or service/administration*, email the following to Sharon Kressler and Donna Whitney (kress004@umn.edu, dwhitney@umn.edu):

Name:
Building/office number:
Justification:
Estimate of days/hours for office usage:

* Requests for on-site research continue to be evaluated by the ESCI sunrise process; see the relevant document for procedures related to requests related to research.

At present, we are not instituting centrally-organized scheduling of offices but will do so if there are too many people working in the building or in a particular part of the building at the same time.
Building occupancy will be evaluated weekly in coordination with Physics & Astronomy. Please limit your office time so that we can avoid assigning hours/shifts for office usage.