UCI COVID-19 RISK ASSESSMENT, PROTECTION & MONITORING PLAN
Non-Research Workspaces
6-30-20V1

Overview

This document provides department heads ("Plan Owners") with a consistent approach for meeting the risk assessment, protection and monitoring required by the state of California and guided by California's Statewide Industry Guidance to help lower potential for virus transmission.

Plans are developed by a two-step process:

STEP 1: ASSESS- See page 2
- Complete the **COVID-19 Risk Assessment**

STEP 2: PROTECT & MONITOR – See page 3
- Using the Risk Assessment section as a guide, complete and submit the **Protection & Monitoring Plan** ("Plan") to the appropriate Vice Chancellor, Dean, or designee ("Authorized Official") for approval

Instructions

1. **Conduct the assessment and prepare the Plan.** The COVID-19 Risk Assessment and the Protection & Monitoring Plan shall be completed by the Plan Owner.
2. **Obtain approval.** Approval of each Plan must be obtained by the Authorized Official (Dean, Vice Chancellor, or designee). The Plan must be approved <u>before</u> employees are allowed to return to campus.
3. **Post the Plan.** Approved plans must be posted in a public area in each workspace.
4. **Implement the Plan.** Take action on the items outlined in the Plan.
5. **Update the Plan.** The Plan documents should be updated when requirements or circumstances change. Any updates to the Plan must be approved by the Authorizing Official.

Considerations

When developing the Plan, Plan Owners should consider the following:
- All employees (including staff, contract, limited, temporary, student worker, intern, faculty, etc.) are encouraged to telecommute as much as possible and practical.
- All employees returning to campus must complete the COVID-19 Returning to Campus Training in advance, conduct daily symptom screening, wear face coverings and practice physical distancing.

Support

For questions and concerns related to the completion of the Plan, please contact safety@uci.edu.

UCI COVID-19 RISK ASSESSMENT
Non-Research Workspaces

Organizational Unit*:   School of Humanities
Plan Owner (Name, Title):   Penny M. Portillo, Assistant Dean School of Humanities
Risk Assessment Date: 8/14/2020

Plan Contact (Name, Title):   Colin S. Andrews Director of Facilities and Space Planning
Plan Contact Email/UCI Phone: andrewsc@uci.edu / (949) 824-2493
*Organizational Unit/Office structure is determined by Organization's Senior Manager (i.e. Vice Chancellor or delegate)

Review guidelines for each section and assess the level of modifications needed.
To check a box, click on it to insert an X.

1. No modifications and/or safety precautions are needed.
2. Modifications and/or safety precautions are needed and are included in the COVID-19 Protection and Monitoring Plan.
3. Modifications cannot be implemented as this time. Plan Owner will reassess these sections for return to campus at a later time.

SECTION	Modifications Needed		
	1	2	3
SPACE & PHYSICAL DISTANCING After reviewing signage and the layout of the space(s), organizational Unit/office standard operating procedures and safety protocols, Physical Space Assessment Reference Guide and the Checklist Returning to Campus Administrative and General Work Area and/or Checklist for Returning to Campus Auxiliary Services and Facilities Management.	☒	☐	☐
DISINFECTING SURFACES and EQUIPMENT After reviewing the Organizational Unit/office's current disinfecting procedures, the Cleaning Procedures for General Environments in Response to COVID-19, Cleaning Procedures for Dining Services, Cleaning Procedures for Facilities Management, and/or Cleaning Procedures for Student Housing.	☒	☐	☐
PERSONAL HYGIENE & DAILY SYMPTOM SCREENING After reviewing current cleaning, personal hygiene, and symptom screening procedures, UCI's face coverings protocol, EH&S COVID-19 Resources, and the Instructions for the Working Well Daily Symptom Check Application.	☒	☐	☐
EMPLOYEE COMMUNICATIONS & TRAINING After reviewing the current communications and training protocols for this Organizational Unit/office and the EH&S COVID-19 Resources page.	☒	☐	☐

Additional comments related to the COVID-19 Risk Assessment: *(attach additional pages if needed)*
The Director of Facilities has walked all the Space belonging to the School of Humanities with EH&S and the sign shop to ensure the School is in compliance. Plexi barriers have been requested through EH&S for several locations in the School and installed. Cleaning products have been ordered and received from the Logistical Support team and the School fulfills orders from its departments for supplies for their units.

UCI COVID-19 PROTECTION AND MONITORING PLAN
Non-Research Workspaces

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SECTION 1: ORGANIZATION, SPACE, AND EMPLOYEE INFORMATION

1a) Organization and Plan Owner Information

Organizational Unit:	**School of Humanities**
Plan Owner (Name, Title):	**Penny M. Portillo, Assistant Dean School of Humanities**
Plan Date:	**8/10/2020**
Plan Contact (Name, Title):	**Colin S. Andrews, Director of Facilities and Space Planning**
Plan Contact Email/UCI Phone:	**andrewsc@uci.edu / (949) 824-2493**

*Organizational Unit/Office structure is determined by Organization's Senior Manager (i.e. Vice Chancellor or delegate)

1b) Space and Employee Information

Indicate location(s) of space(s) in which operations will occur.
Below is a list of the offices of employees authorized to work periodically on campus.
The shared spaces, such as conference rooms and kitchens are in Appendix C. They will have very limited use in this phase.

Building(s)	Room(s)	# auth	~Square Feet*	Max personnel**	Departments
HG (Humanities Gateway) first floor	Faculty & Staff offices	5	120-250 per office	1 per office	School Centers
HG 2nd floor	Faculty & Staff offices	11	120-180 per office	1 per office	Art History, Film & Media Studies
HG 3rd floor	Faculty & Staff offices	4	120-180 per office	1 per office	African American Studies Asian American Studies, Gender & Sexuality Studies
HG 4th floor	Faculty & Staff offices	9	120-180 per office	1 per office	Dean's office
HH (Humanities Hall) 2nd floor	Staff offices	1	120-180 per office	1 per office	Dean's office (Humanities Computing)
HH 3rd floor	Faculty & Staff offices	11	120-180 per office	1 per office	Spanish, Academic English
HIB (Humanities Instructional Bldg) ground floor	Faculty & Staff offices	3	120-180 per office	1 per office	Philosophy
HIB first floor	Faculty & staff offices	4	120-180 per office	1 per office	Undergraduate Study, Graduate Study, Humanities Core

HIB 2nd floor	Faculty & Staff offices	18	120-180 per office	1 per office	Comparative Lit, European Languages & Studies
HIB 3rd floor	Faculty & Staff offices	1	120-180 per office	1 per office	Academic English
HIB 4th floor	Faculty & Staff offices	13	120-180 per office	1 per office	English, East Asian Studies
KH (Krieger Hall) first floor	Faculty offices	7	120-180 per office	1 per office	English
KH 2nd floor	Faculty & Staff offices	11	120-180 per office	1 per office	History
KH 3rd floor	Faculty offices	4	120-180 per office	1 per office	History
KH 4th floor	Faculty & staff offices	5	120-180 per office	1 per office	Classics, History
KH 5th floor	Faculty offices	0	120-180 per office	1 per office	

*Indicate square footage assigned to the unit/office (can be an estimate).
** The maximum personnel estimate is based on the size of the workspace and the physical distancing requirements established for the space (i.e. maintain at least six feet of distance between individuals, posted occupancy rates, etc.)

How many employees in your organizational unit will be returning to campus, including yourself?
Please do not include names and contact information on this form.

> **Number of Employees:** 108 authorized to work on campus; of those; no more than 59 are estimated to be on campus at one time.

SECTION 2: COMPLIANCE CHECKLIST

To check a box, click on it to insert an X.

2a) COVID-19 related Safety Supplies
The organizational unit/office contact for COVID-19 related safety supplies is:
Name: Colin S. Andrews **Title:** Director of Facilities and Space Planning
Email: andrewsc@uci.edu

> ☒ I have assessed current COVID-19 related safety supplies (reusable face coverings, disposable gloves for cleaning) and determined that our inventory is sufficient.

If you need COVID-19 related safety or cleaning supplies please complete the Returning to Site -Supplies needed form or email the Logistical Support Team.

Please add additional comments here regarding your COVID-19 related safety supplies:
The school of Humanities Facilities has created a supply request form and placed it on The SOH Facilities website. Any department or individual within the buildings occupied by the School can request the needed supplies that then are delivered by a SOH Facilities staff member. SOH facilities is tracking issued supplies and remaining inventory by means of an Excel spreadsheet. SOH Facilities is ordering and coordinating delivery of supplies with the campus Logistical Support Team. In addition, SOH Facilities has

purchased several UV Portable Sterilizing wands to assist with sanitizing high touch items such as keyboards, mice, copy machines, microwaves, etc.

2b) Individual Control Measures and Screenings (check all that apply)

☒ Control population density to ensure established occupancy limits are not exceeded
☒ Physical distancing measures
☒ Require face coverings in line with current UCI requirements
☒ Frequent practice of hygiene measures such as hand washing
☒ Symptom self-screening measures Self Screening Instructions here
☒ Control access and use of space that is not shared by limiting access to only the Operational Unit/Office members
☒ Control access and use of shared space by limiting access to only UCI employees, appointees and registered students

Please add additional comments here regarding your control measures and screening efforts (If needed): The School of Humanities is dispersed throughout 4 campus buildings and is comprised of 13 Departments, 14 Programs, and 15 Centers in addition to the Offices of Undergraduate and Graduate studies and the Dean's Office.

All individuals covered in this plan are conducting instruction and research or are in direct support of these operations. These individuals telecommute when possible but are required to perform some job functions from their single occupancy office spaces due to internet strength, course materials, and equipment/ supply needs. The employees visiting campus can be summarized into the following areas and categories.

Department Or Group of Departments	Faculty authorized to return	Staff authorized to return	Grad Student (eg TA, GSR) authorized to return	Max # onsite at a time
Humanities Dean's office	3	7	0	6
Offices of Undergrad and Graduate Study	1	1	0	2
Humanities Center	2	2	1	4
Academic English	1	0	0	1
African American Studies, Asian American Studies, Gender & Sexuality Studies	2	2	0	2
Art History, Film & Media	10	1	0	3
Classics	4		0	2
Comparative Lit, European Lang & Studies	17	0	1	5
East Asian Studies	1	0	0	1
English	14	5	0	14
History	10	5	2	10
Humanities Core	1	1	0	2
Philosophy	2	1	0	3
Spanish & Portuguese	8	3	0	4
TOTAL*	76	28	4	59

- Staff – in order to support the instructional mission, a small number of staff visit their department office periodically to sort mail, check stock on cleaning supplies, and/or maintain equipment.
- Faculty – A small subset of Humanities faculty use their offices for the preparation and delivery of instruction and/or for research.
- Grad student employees – a small number of graduate students have been authorized to work on campus due to obstacles in working from home

All individuals have received prior approval from the Assistant Dean, have taken the return to campus training on UCLC, and have been advised to use the daily wellness check-in program. Department managers are scheduling faculty and staff to ensure building density levels are in compliance with current guidelines, and individuals will follow their departmental protocol for notification. Some units are using shared calendars and some are emailing the department manager. All policies and directives have been communicated to employees.

Use of the conference rooms will be minimize and scheduled on the respective room calendars.

Any non-Humanities employee, student, visitor, vendor, or contractor needing to access Humanities space will need to schedule an arrival time and be met by an authorized Humanities employee to gain entry. Prior to their arrival they will receive information about campus policies and procedures related to Covid-19 operations.

Because most classes will be offered online this fall, the School does not plan to open offices to serve students, but continue to interact with students virtually. A few graduate courses and Academic English courses may be offered in person--the instructional component is covered under Vice Provost Dennin's plan. General Assignment Classrooms have been requested for the few courses planned as in-person format. Office hours are expected to be held virtually.

Film and Media Studies is the one department office that will serve students in person in order to check out equipment to students that live locally. Those that require the use of department equipment for their film projects will schedule an appointment with the department to check it out. At this time the students will be given information about the pickup procedures and campus policies and procedures related to Covid-19. Students issued equipment will keep it for the quarter to avoid multiple individuals using it. Upon arrival for the checkout process, students will be met outside of the building and escorted to the equipment bay by one of the two staff members representing the department. Scheduling will ensure only one student is on site at a time to maintain space density levels. At the conclusion of the quarter the same process will be utilized for the return of the equipment. Upon its return equipment will be quarantined for a minimum of 1 week before being sanitized with the appropriate cleaning agents. Items such as camera lenses and microphone covers that cannot be treated with cleaners will be sanitized with UV sanitizing wands.

Additional employees that may need to work on site on a regular or occasional basis will need to obtain prior approval from their respective Chair/ Director and the Assistant Dean, complete required training, utilize the symptom checking app and follow all campus safety protocols.

The employees of the Dean's Office are covered on a separate plan already approved by CRIT contained in appendix A. Additional information to support this plan can be found in appendixes B-D . B- floorplans/ C-common area Covid-19 maximum occupancy levels/D- examples of appropriate signage posted throughout the school.

2c) Disinfecting Protocols

- ☒ Review the [UCI's COVID-19 cleaning procedures for general environments](#)
- ☒ Review existing cleaning supplies inventory and If you need COVID-19 related safety or cleaning supplies please complete the [Returning to Site -Supplies needed form](#) or email the [Logistical Support Team](#).

Please add additional comments here regarding your disinfecting protocols (if needed):
Sanitation stations have been created in each department and appropriate signage has been posted to guide individuals to them. Equipment and work areas are cleaned after each use following established protocols by the individual using the room. Cleaning procedures have been posted in all lobbies, workrooms, conference rooms, computer labs, and kitchens.

2d) Physical Distancing Guidelines (check all that will be implemented)

- ☒ Review [Return to Campus signage](#) page and evaluate COVID related Campus signage (i.e. directional signs and floor markings, etc.) to control the flow of employees and help ensure that they remain physically distant
- ☒ Physical barriers between workstations located less than six feet apart and where two or more team members must work in close proximity
- ☒ Designating "entry only" and "exit only" doors (when practical)
- ☒ Using a shared calendar to schedule access and control population density over time
- ☒ Using shift work (i.e., staggered work schedules) control population density over time
- ☒ Conducting remote group meetings
- ☒ Minimize in person meetings to times when it is necessary or for safety reasons, all employees use face coverings, and remain physically distant (except for safety reasons and emergencies)

Please add additional comments here regarding your physical distancing guidelines (if needed):
Unit leaders are scheduling their employees to ensure building density levels. Construction projects are adhering to distancing protocols established by the campus and Facilities Management. Conference rooms, kitchens and workrooms are marked with the proper signage for occupancy and keeping distance reminders. Cleaning supplies are readily available should an individual need them. SOH Facilities staff members will conduct spot check for density levels during routine building inspections. Zone Crew and CSAR members that need to periodically come to campus will conduct spot checks within their respective departments and report any findings to the Director of Facilities.

2e) Employee Communications and Training on How to Limit the Spread of COVID-19 (check all that will be implemented)

☒   The Unit leader will complete COVID-19 "Returning to Work" training and ensure employees complete the training before returning to the workplace

☒   The Unit leader will review current unit safety plans and procedures and assure that returning staff have completed all required safety training

☒   The Unit leader will instruct employees returning to the workplace to conduct daily symptom monitoring before reporting to work. Daily Self-Monitoring Information

☒   The Unit leader will conduct a virtual welcome back meeting in advance with employees to review the return to campus plan and identify any concerns or suggestions. This includes reminding employees to:
- Prioritize team member safety and health
- Stay home if sick
- If desired by the employee, they may request to continue working remotely if they or a family member are at higher risk for severe illness due to COVID-19. Contact your local HR person for assistance.

Add additional comments here regarding employee communications and training (if needed):
Several communications have taken place to notify individuals of requirements and necessary training. These communications will continue as necessary when changes or updates occur. We are planning a Staff Town Hall for August 19 for all staff to reiterate important information and campus guidelines.

2f) Return to Earlier Phase

☒   If operationally necessary or if required by the campus management in response to local public health directives, the return to an earlier operational phase will occur.

SECTION 3: UNIT/OFFICE PLAN

3a) Unit/Office Workspace
Provide a summary of the use of the workspace that includes an overview of the schedule of on-site employees, particularly if work will be performed in shifts. (Note: When possible, employees who share shifts should remain consistent over time to limit the number of per person contacts.) *Please do not include names and contact information.*

See 2B for a description of the categories of employees performing work on campus. All individuals returning are occupying individual offices at this time. All areas within the school have the proper signage posted and clearly marked to include the establishment of one-way corridors, stairways, and new occupancy standards.

3b) Shared Spaces (if applicable)
Describe the intended schedule for use of shared/contiguous spaces and for shared equipment. The use of shared and contiguous space and equipment must be coordinated between operational units/offices.

Department conference rooms: Most meetings will continue to be conducted remotely. Any use of department conference rooms will need to be scheduled via the Department manager, and comply with reduced occupancy levels that have been posted. Users will be instructed to wipe down any table surfaces after use.

The work/copy rooms being utilized do not have a high traffic volume at this time and users are instructed to clean the equipment after each use.

3c) Shared Space not under your control (if applicable)
If your Operational Unit/Office use shared spaces that are not under your control (e.g., workshops, conference rooms, breakrooms, etc.), gather information to help ensure that the unit has appropriate policies and safeguards in place.

N/A

SECTION 4: ACKNOWLEDGEMENT AND APPROVAL

I have verified that the Plan Owner has:

a)   Performed a detailed risk assessment and implemented a site-specific protection plan;

b)   Trained employees on how to limit the spread of COVID-19, including how to screen themselves

for symptoms and stay home if they have them;

c)   Implemented individual control measures and screenings;

d)   Implemented disinfecting protocols; and

e)   Implemented physical distancing guidelines

APPROVED: Tyrus Miller
Dean, School of Humanities

_____
Authorized Approver's Name and Title: Click or tap here to enter text.

POST APPROVED PLANS IN PUBLIC AREA OF WORKSPACE (Retain in file for 1 year after posting)

LOCATION POSTED: Click or tap here to enter text.   DATES POSTED: [   ] to [   ]

Appendix A
Humanities Dean's Office Plan

(Already Approved by CRIT)

WORKING
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UCI COVID-19 RISK ASSESSMENT
Non-Research Workspaces

Organizational Unit*: Humanities Dean's Office

Plan Owner (Name, Title): Penny M. Portillo, Assistant Dean School of Humanities Risk Assessment Date: 7/8/2020

Plan Contact (Name, Title): Colin S. Andrews Director of Facilities and Space Planning

Plan Contact Email/UCI Phone: andrewsc@uci.edu / (949) 824-2493

*Organizational Unit/Office structure is determined by Organization's Senior Manager (i.e. Vice Chancellor or delegate)

Review guidelines for each section and assess the level of modifications needed.

To check a box, click on it to insert an X.

1. No modifications and/or safety precautions are needed.
2. Modifications and/or safety precautions are needed and are included in the COVID-19 Protection and Monitoring Plan.
3. Modifications cannot be implemented as this time. Plan Owner will reassess these sections for return to campus at a later time.

SECTION	Modifications Needed		
	1	2	3
SPACE & PHYSICAL DISTANCING After reviewing signage and the layout of the space(s), organizational Unit/office standard operating procedures and safety protocols, Physical Space Assessment Reference Guide and the Checklist Returning to Campus Administrative and General Work Area and/or Checklist for Returning to Campus Auxiliary Services and Facilities Management.	☒	☐	☐
DISINFECTING SURFACES and EQUIPMENT After reviewing the Organizational Unit/office's current disinfecting procedures, the Cleaning Procedures for General Environments in Response to COVID-19, Cleaning Procedures for Dining Services, Cleaning Procedures for Facilities Management, and/or Cleaning Procedures for Student Housing.	☒	☐	☐
PERSONAL HYGIENE & DAILY SYMPTOM SCREENING After reviewing current cleaning, personal hygiene, and symptom screening procedures, UCI's face coverings protocol, EH&S COVID-19 Resources, and the Instructions for the Working Well Daily Symptom Check Application.	☒	☐	☐
EMPLOYEE COMMUNICATIONS & TRAINING After reviewing the current communications and training protocols for this Organizational Unit/office and the EH&S COVID-19 Resources page.	☒	☐	☐

Additional comments related to the COVID-19 Risk Assessment: *(attach additional pages if needed)*

The Director of Facilities has walked all the Space belonging to the School of Humanities with EH&S and the sign shop to ensure the School is in compliance. Plexi barriers have been requested through EH&S for several locations in the School. Cleaning products have been ordered and received from the Logistical Support team and are ready for distribution at this time.

WORKING
Well™

UCI COVID-19 PROTECTION AND MONITORING PLAN
Non-Research Workspaces

SECTION 1: ORGANIZATION, SPACE, AND EMPLOYEE INFORMATION

1a) Organization and Plan Owner Information

Organizational Unit: School of Humanities Dean's Office*
Plan Owner (Name, Title): Penny M. Portillo, Assistant Dean School of Humanities Plan
Date: 7/24/2020
Plan Contact (Name, Title): Colin S. Andrews, Director of Facilities and Space Planning Plan
Contact Email/UCI Phone: andrewsc@uci.edu / (949) 824-2493
*Organizational Unit/Office structure is determined by Organization's Senior Manager (i.e. Vice Chancellor or delegate)

1b) Space and Employee Information
Indicate location(s) of space(s) in which operations will occur. Add rows to table, as needed.

*

*Indicate square footage assigned to the unit/office (can be an estimate).
** The maximum personnel estimate is based on the size of the workspace and the physical distancing requirements established
for the space (i.e. maintain at least six feet of distance between individuals, posted occupancy rates, etc.)

How many employees in your organizational unit will be returning to campus, including yourself?
Please do not include names and contact information on this form.

Number of Employees: 10

*This plan covers only the Humanities Dean's Office essential employees. The school will submit another overall
plan once our departments formulate their own.

Building(s)	Room(s)	~Square Feet*	Max personnel*
Humanities Gateway	4323	154	1
Humanities Gateway	4325	127	1
Humanities Gateway	4339	142	Server room
Humanities Gateway	4118	135	1
Humanities Gateway	4116	135	1
Humanities Gateway	4110	136	1
Humanities Gateway	4100	293	4
Humanities Gateway	4100A	140	2
Humanities Gateway	4100B	139	2
Humanities Gateway	4301	341	8
Humanities Gateway	4104	276	1
Humanities Gateway	4108	223	1
Humanities Hall	269	1018	15
Humanities Hall	269B	169	1
Humanities Hall	269E	120	1
Humanities Gateway	3022	126	1

SECTION 2: COMPLIANCE CHECKLIST

To check a box, click on it to insert an X.

2a) COVID-19 related Safety Supplies

The organizational unit/office contact for COVID-19 related safety supplies is:
Name: Colin S. Andrews **Title:** Director of Facilities and Space Planning
Email: andrewsc@uci.edu

☒ I have assessed current COVID-19 related safety supplies (reusable face coverings, disposable gloves for cleaning) and determined that our inventory is sufficient.

If you need COVID-19 related safety or cleaning supplies please complete the Returning to Site -Supplies needed form or email the Logistical Support Team.

Please add additional comments here regarding your COVID-19 related safety supplies:
The school of Humanities Facilities has created a supply request form and placed it on The SOH Facilities website. Any department or individual within the buildings occupied by the School can request the needed supplies that then are delivered by a SOH Facilities staff member. SOH facilities is tracking issued supplies and remaining inventory by means of an Excel spreadsheet. SOH Facilities is ordering and coordinating delivery of supplies with the campus Logistical Support Team. In addition, SOH Facilities has purchased several UV Portable Sterilizing wands to assist with sanitizing high touch items such as keyboards, mice, copy machines, microwaves, etc.

2b) Individual Control Measures and Screenings (check all that apply)

☒ Control population density to ensure established occupancy limits are not exceeded
☒ Physical distancing measures
☒ Require face coverings in line with current UCI requirements
☒ Frequent practice of hygiene measures such as hand washing
☒ Symptom self-screening measures Self Screening Instructions here
☒ Control access and use of space that is not shared by limiting access to only the Operational Unit/Office members
☒ Control access and use of shared space by limiting access to only UCI employees, appointees and registered students

Please add additional comments here regarding your control measures and screening efforts (If needed):
All individuals covered in this plan are considered essential employees and have continued to work on campus in a reduced capacity during the pandemic. These individuals telecommute when possible but are required to perform some job functions from their single occupancy office spaces. The faculty and staff can be broken into the following categories.

- Dean/ Assistant Dean (2) - Periodic visits to School to oversee the operations of the School.
- SOH Facilities (2) - Are required to perform building safety and security inspections, deliver and monitor needed cleaning supplies, install required Covid-19 signage, perform site assessments, and oversee construction projects.
- SOH Computing (3) – Are Required to maintain the School's servers, perform IT support for faculty and staff computers, and upgrade software as required.
- Associate Dean/HR (2) – Require access to paper academic personnel files.
- SOH Advancement (1) – pick up mail weekly to deposit checks from donors

All individuals have received prior approval from the Assistant Dean, have taken the return to campus training on UCLC, and are participating in the daily wellness check-in program. Unit directors are scheduling their staff to ensure building density levels are in compliance with current guidelines, and individuals will log their time on campus via the Dean's Office Master Calendar. All policies and directives have been communicated to all Dean's Office Personnel.

Faculty and staff who may visit to obtain computing services schedule appointment times and are met either outside, in a designated conference room, or computing laboratory to ensure proper physical distancing is maintained while communicating with technicians about the issue. Use of the rooms will be scheduled on the respective room calendars.

At this time no other use of the conference room and Lab are being scheduled. All activities that would normally take place in these spaces are now remote. Proper signage to remain distant has been installed and cleaning products and instructions are present.

Any non-Humanities employee, student, visitor, vendor, or contractor needing to access Humanities space will need to schedule an arrival time and be met by an authorized Humanities employee to gain entry. Prior to their arrival they will receive information about campus policies and procedures related to Covid-19 operations.

Additional employees that may need to work on site on a regular or occasional basis will need to obtain prior approval from the Assistant Dean, complete required training, utilize the symptom checking app and follow all campus safety protocols.

2c) Disinfecting Protocols

- ☒ Review the UCI's COVID-19 cleaning procedures for general environments
- ☒ Review existing cleaning supplies inventory and If you need COVID-19 related safety or cleaning supplies please complete the Returning to Site -Supplies needed form or email the Logistical Support Team.

Please add additional comments here regarding your disinfecting protocols (if needed):
Equipment and work areas are cleaned after each use following established protocols by the individual using the room. Cleaning procedures have been posted in all lobbies, workrooms, conference rooms, computer labs, and kitchens.

The

2d) Physical Distancing Guidelines (check all that will be implemented)

- ☒ Review Return to Campus signage page and evaluate COVID related Campus signage (i.e. directional signs and floor markings, etc.) to control the flow of employees and help ensure that they remain physically distant
- ☒ Physical barriers between workstations located less than six feet apart and where two or more team members must work in close proximity
- ☒ Designating "entry only" and "exit only" doors (when practical)
- ☒ Using a shared calendar to schedule access and control population density over time
- ☒ Using shift work (i.e., staggered work schedules) control population density over time
- ☒ Conducting remote group meetings

☒ Minimize in person meetings to times when it is necessary or for safety reasons, all employees use face coverings, and remain physically distant (except for safety reasons and emergencies)

Please add additional comments here regarding your physical distancing guidelines (if needed):
Unit leaders are scheduling their employees to ensure building density levels. Construction projects are adhering to distancing protocols established by the campus and Facilities Management. Computer service calls are performed by scheduling a time for drop off and pick up. Individuals are asked to come to HG 4301 a conference room or HH 269 a computer lab to ensure distancing while discussing issues with the equipment to the technician. Technicians then return to their individual offices to make repairs, update software, etc. The conference room usage will be documented on the room calendar. Kitchens and workrooms are marked with the proper signage for occupancy and keeping distance reminders. Cleaning supplies are readily available should an individual need them. Currently individuals are only entering the kitchen to pick up mail. No one is preparing or storing food at this time.

2e) Employee Communications and Training on How to Limit the Spread of COVID-19 (check all that will be implemented)

☒ The Unit leader will complete COVID-19 "Returning to Work" training and ensure employees complete the training before returning to the workplace

☒ The Unit leader will review current unit safety plans and procedures and assure that returning staff have completed all required safety training

☒ The Unit leader will instruct employees returning to the workplace to conduct daily symptom monitoring before reporting to work. Daily Self-Monitoring Information

☒ The Unit leader will conduct a virtual welcome back meeting in advance with employees to review the return to campus plan and identify any concerns or suggestions. This includes reminding employees to:
   ● Prioritize team member safety and health
   ● Stay home if sick
   ● If desired by the employee, they may request to continue working remotely if they or a family member are at higher risk for severe illness due to COVID-19. Contact your local HR person for assistance.

Add additional comments here regarding employee communications and training (if needed):
Several communications have taken place to notify individuals of requirements and necessary training. These communications will continue as necessary when changes or updates occur. We are planning a Staff Town Hall for August for all staff to reiterate important information and campus guidelines.

2f) Return to Earlier Phase

☒ If operationally necessary or if required by the campus management in response to local public health directives, the return to an earlier operational phase will occur.

SECTION 3: UNIT/OFFICE PLAN

3a) Unit/Office Workspace

Provide a summary of the use of the workspace that includes an overview of the schedule of on-site employees, particularly if work will be performed in shifts. (Note: When possible, employees who share shifts should remain consistent over time to limit the number of per person contacts.) *Please do not include names and contact information.*

All individuals returning are occupying individual offices at this time. Individuals in the schools' Computing and HR groups will continue to telecommute and only come to campus on an as needed basis. These times are scheduled by the supervisor for the Unit. Facilities staff are conducting regular building and security inspections and are rotating days scheduled by the Director of Facilities. All areas within the school have the proper signage posted and clearly marked to include the establishment of one-way corridors, stairways, and new occupancy standards.

3b) Shared Spaces (if applicable)

Describe the intended schedule for use of shared/contiguous spaces and for shared equipment. The use of shared and contiguous space and equipment must be coordinated between operational units/offices.

The computer lab and conference room used to meet individuals dropping off and picking up equipment are scheduled when needed by a technician. The equipment and work surfaces are cleaned after each use. The work/copy rooms being utilized do not have a high traffic volume at this time and users are instructed to clean the equipment after each use.

3c) Shared Space not under your control (if applicable)

If your Operational Unit/Office use shared spaces that are not under your control (e.g., workshops, conference rooms, breakrooms, etc.), gather information to help ensure that the unit has appropriate policies and safeguards in place.

N/A

SECTION 4: ACKNOWLEDGEMENT AND APPROVAL

I have verified that the Plan Owner has:

a) Performed a detailed risk assessment and implemented a site-specific protection plan;

b) Trained employees on how to limit the spread of COVID-19, including how to screen themselves

   for symptoms and stay home if they have them;

c) Implemented individual control measures and screenings;

d) Implemented disinfecting protocols; and

e) Implemented physical distancing guidelines

APPROVED:

_____

Authorized Approver's Name and Title: Tyrus Miller, Dean, School of Humanities

POST APPROVED PLANS IN PUBLIC AREA OF WORKSPACE (Retain in file for 1 year after posting)

LOCATION POSTED: Click or tap here to enter text. DATES POSTED: to

7

Appendix B
Humanities Floor Plans with Covid Sign Markup

Symbol Key

One Way Directional Flow

Two Way Directional Flow
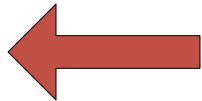
Exit Route
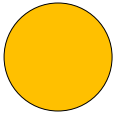
Stand Here (Paws)
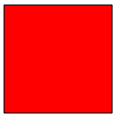
Stairway Up Only
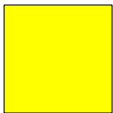
Stairway Down Only
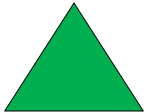
Maintain 6' Entry Reminder
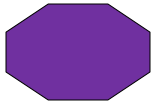
Covid-19 Maximum Occupancy Signs

Designates Spaces with Enter/Exit Only Doors
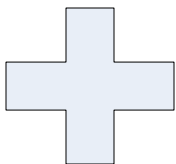
Designates Exterior Seating Areas Marked
with Maintain Physical Distance Signs
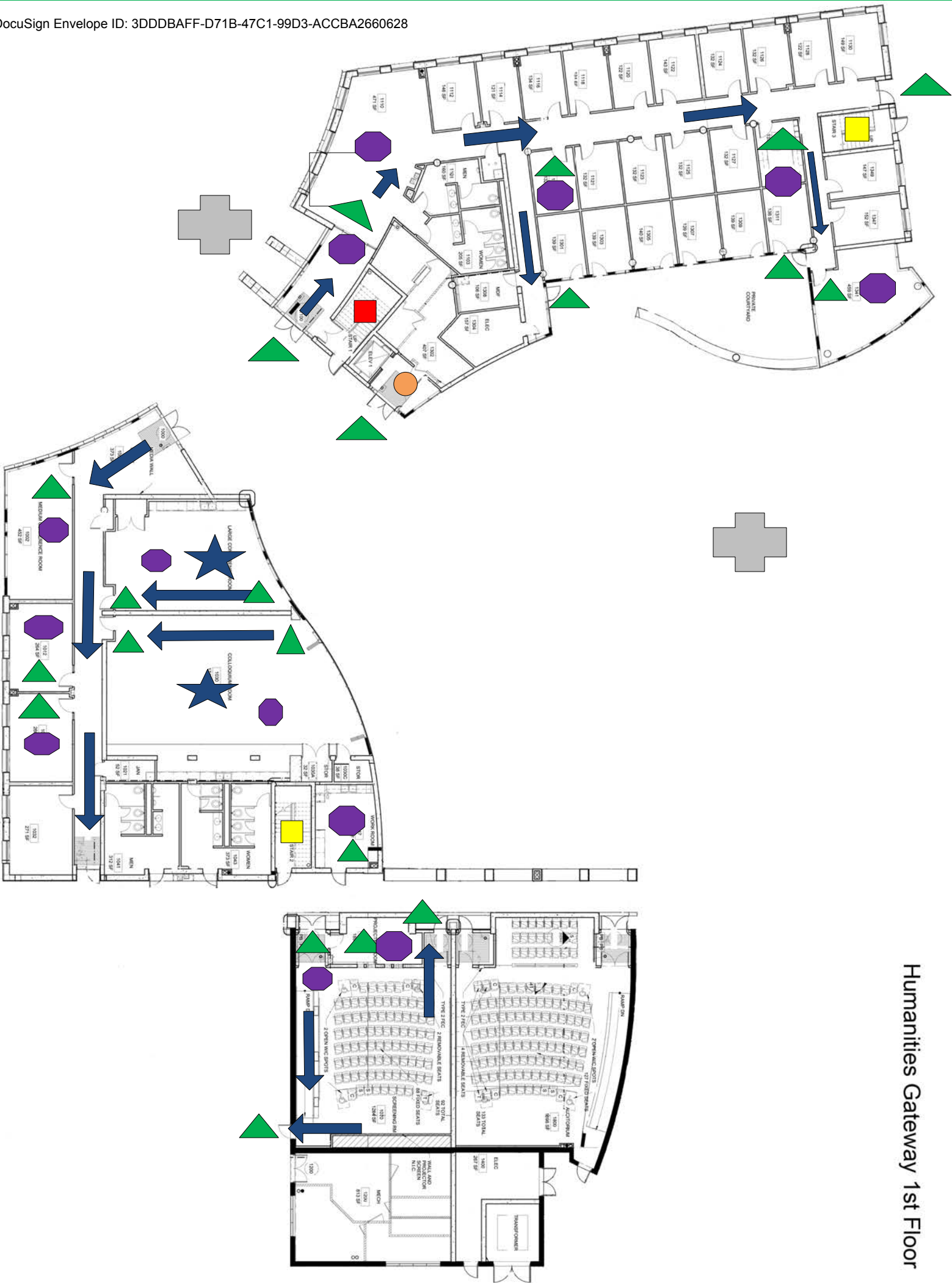
Humanities Gateway 1st Floor
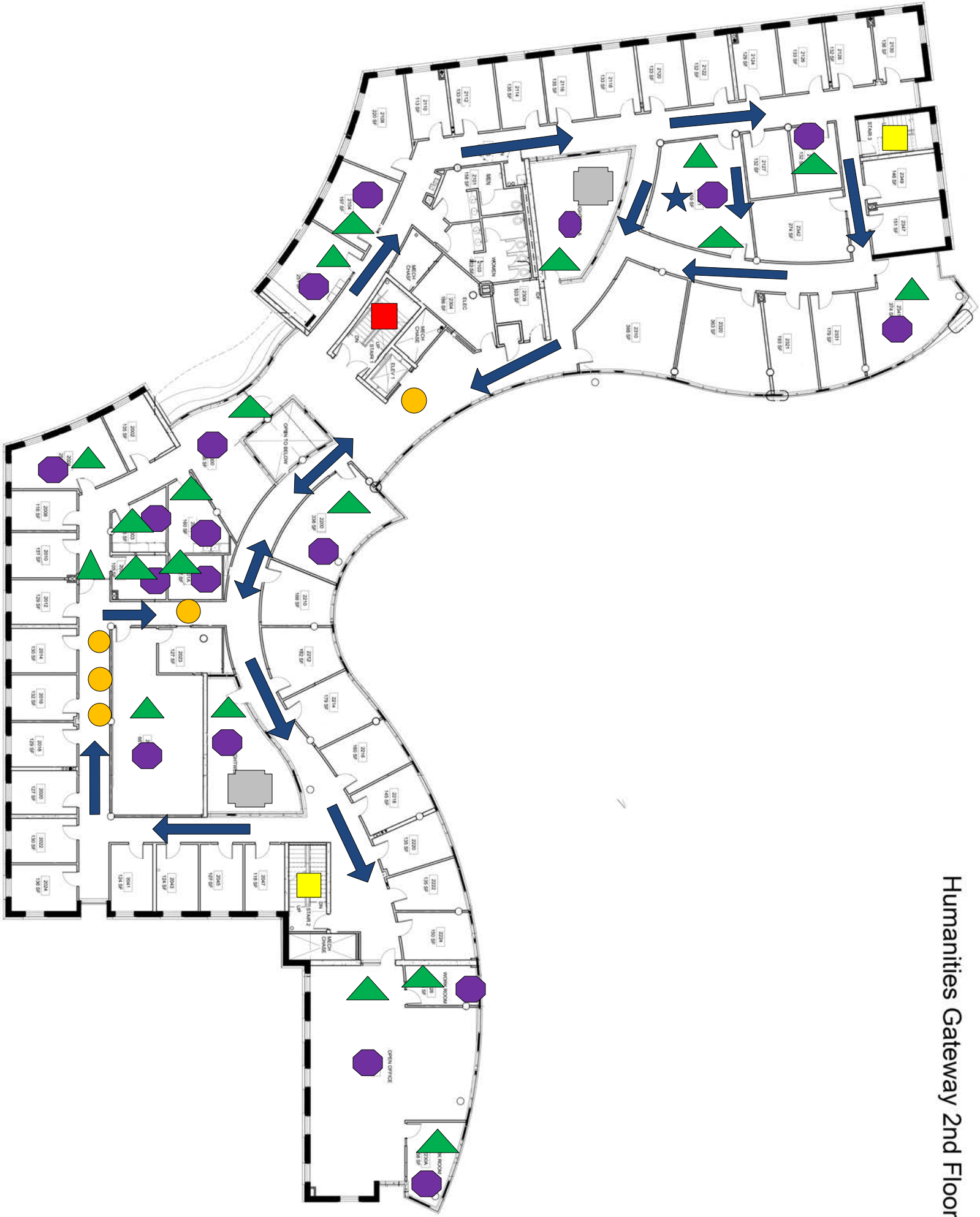
Humanities Gateway 2nd Floor

Humanities Gateway 3rd Floor

Humanities Gateway 4th Floor

N
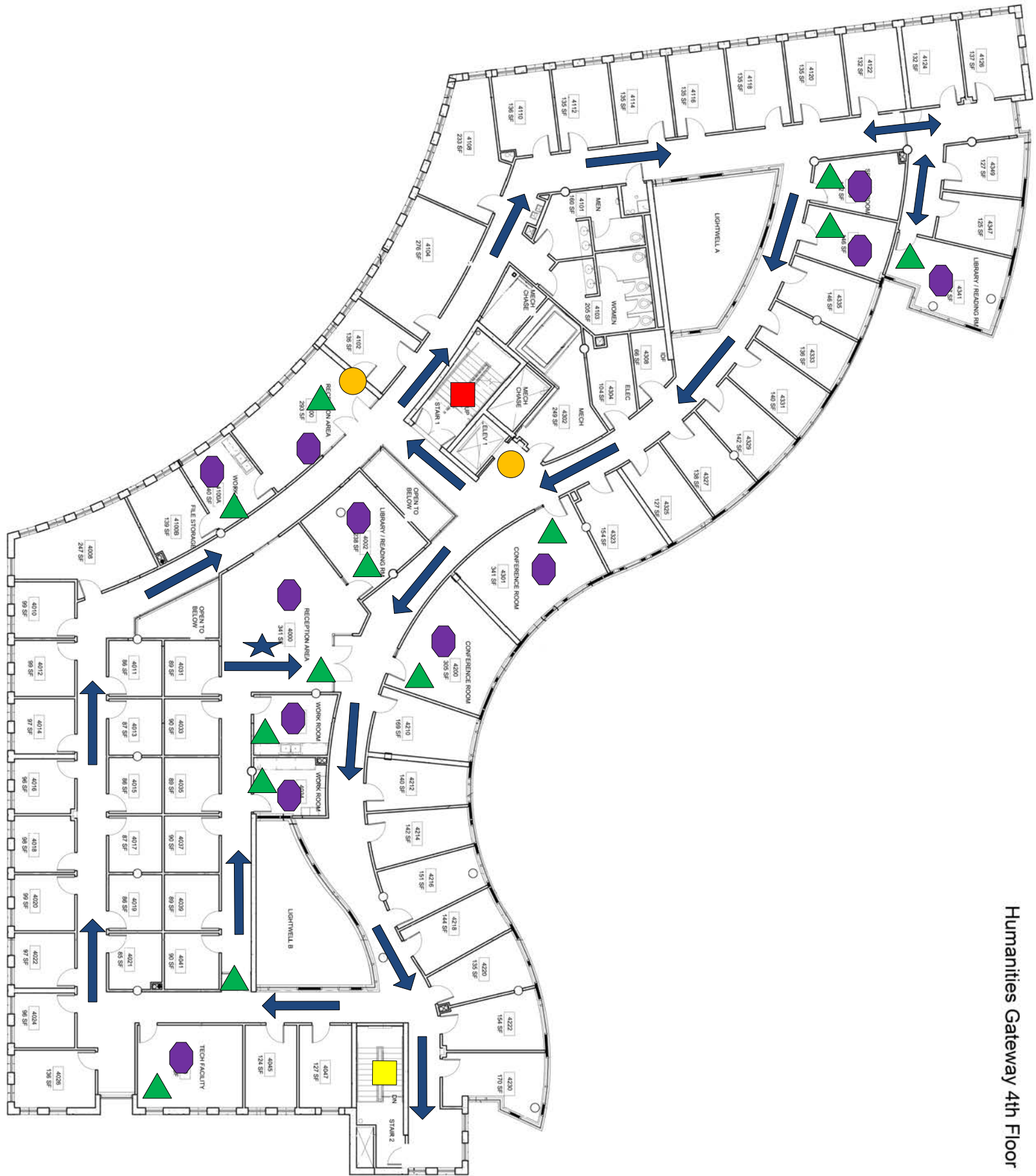
SCALE: NONE
DRAWN BY:
DATE
REVISION:
CAAN # 9030
PROJECT #
ASF—

CAMPUS MAP # 601

TITLE:
HUMANITIES HALL
FIRST FLOOR\

161B
46φ

168
42φ

178B
67φ

161A
76φ

161
2759φ

178
1682φ

178A
76φ

131
60φ

135
45φ

178C
48φ

100
475φ

134
375φ

ELEC.
136
186φ

156
679φ

156A
187φ

105
563φ

143
910φ

144
93φ

142
458φ

142A
12φ

122
206φ

WOMEN

146
252φ

108
476φ

112
587φ

118
599φ

152
149φ

121
252φ

MEN

123
87φ

120
87φ
JAN.
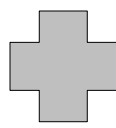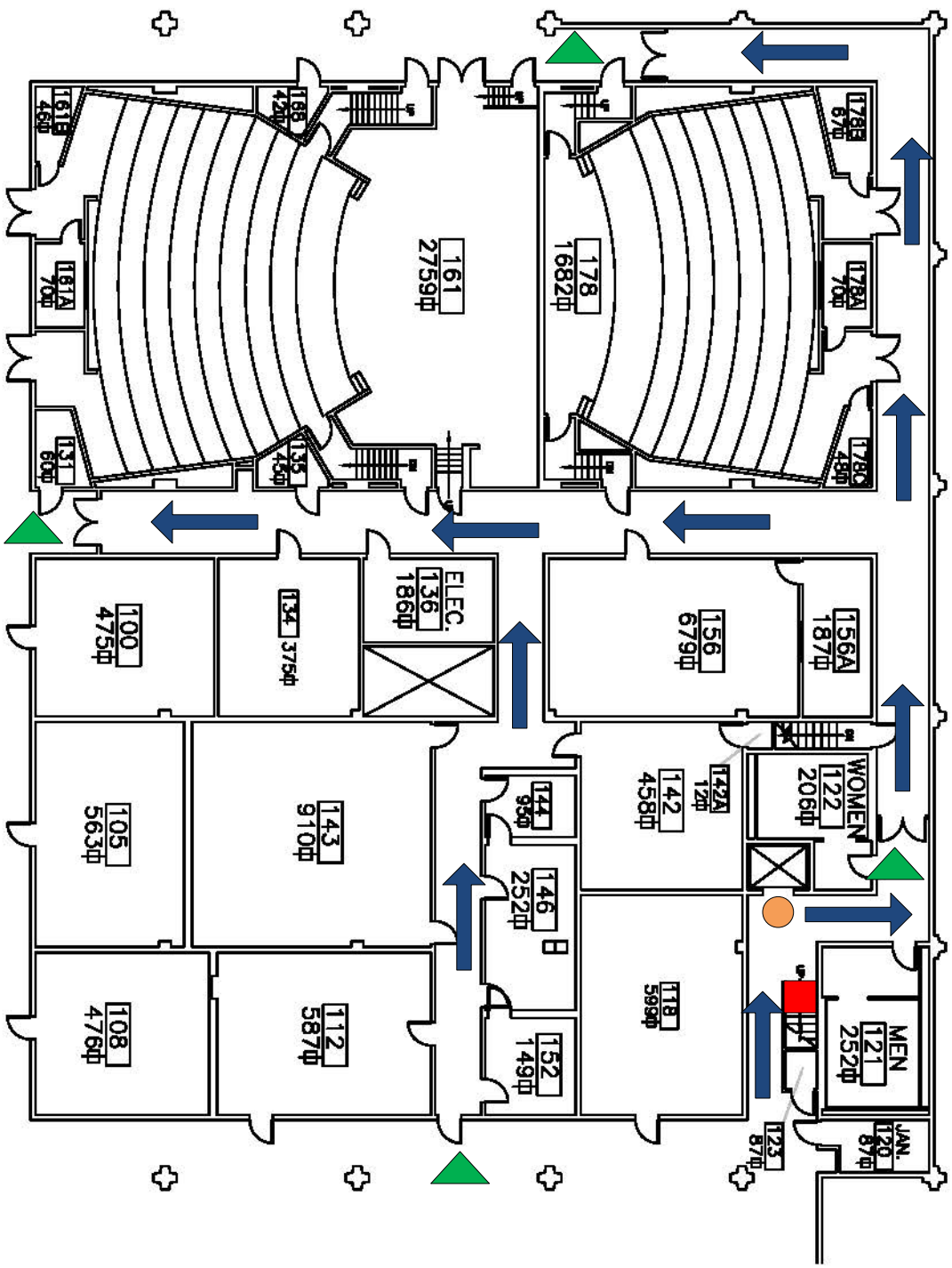
UCIrvine | Facilities Management
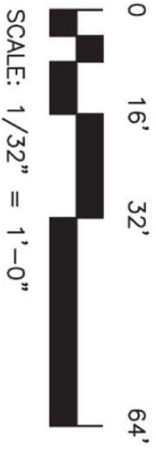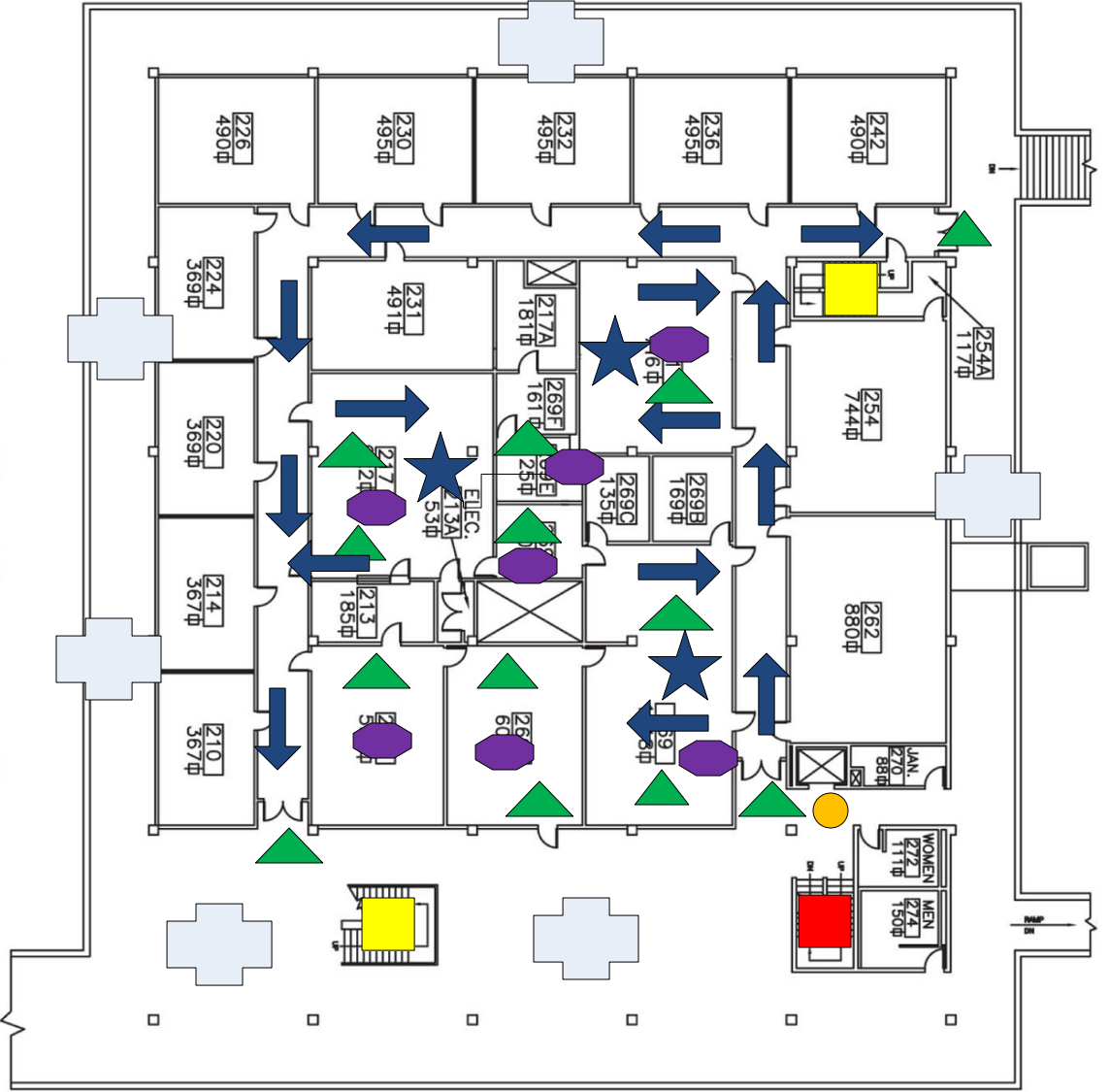
SHEET NUMBER

1

HUMANITIES HALL

SECOND FLOOR

FACILITIES MANAGEMENT

UNIVERSITY OF CALIFORNIA, IRVINE

NORTH

SCALE: 1/32" = 1'-0"

0   16'   32'   64'

CAMPUS MAP NUMBER
"CMN"
030

DRAWING RETRIEVAL INFORMATION
G:\CAD\REDUCED FLOOR PLANS\030\030-2.DWG

SQUARE FOOTAGE OF FLOOR
SQ. FT. = 14,981

DATE OF LATEST REVISION
6/09/2010

FOR REFERENCE ONLY, SUBJECT TO CHANGE WITHOUT

H-

226
490

230
495

232
495

236
495

242
490

224
369

231
491

217A
181

254A
117

254
744

220
369

217
2

269F
161

269E
251

269C
135

269B
169

262
880

214
367

213A
53

ELEC.
213A

213
185

210
367

270
88

JAN.
270
88

WOMEN
272
111

MEN
274
150

RAMP
DN
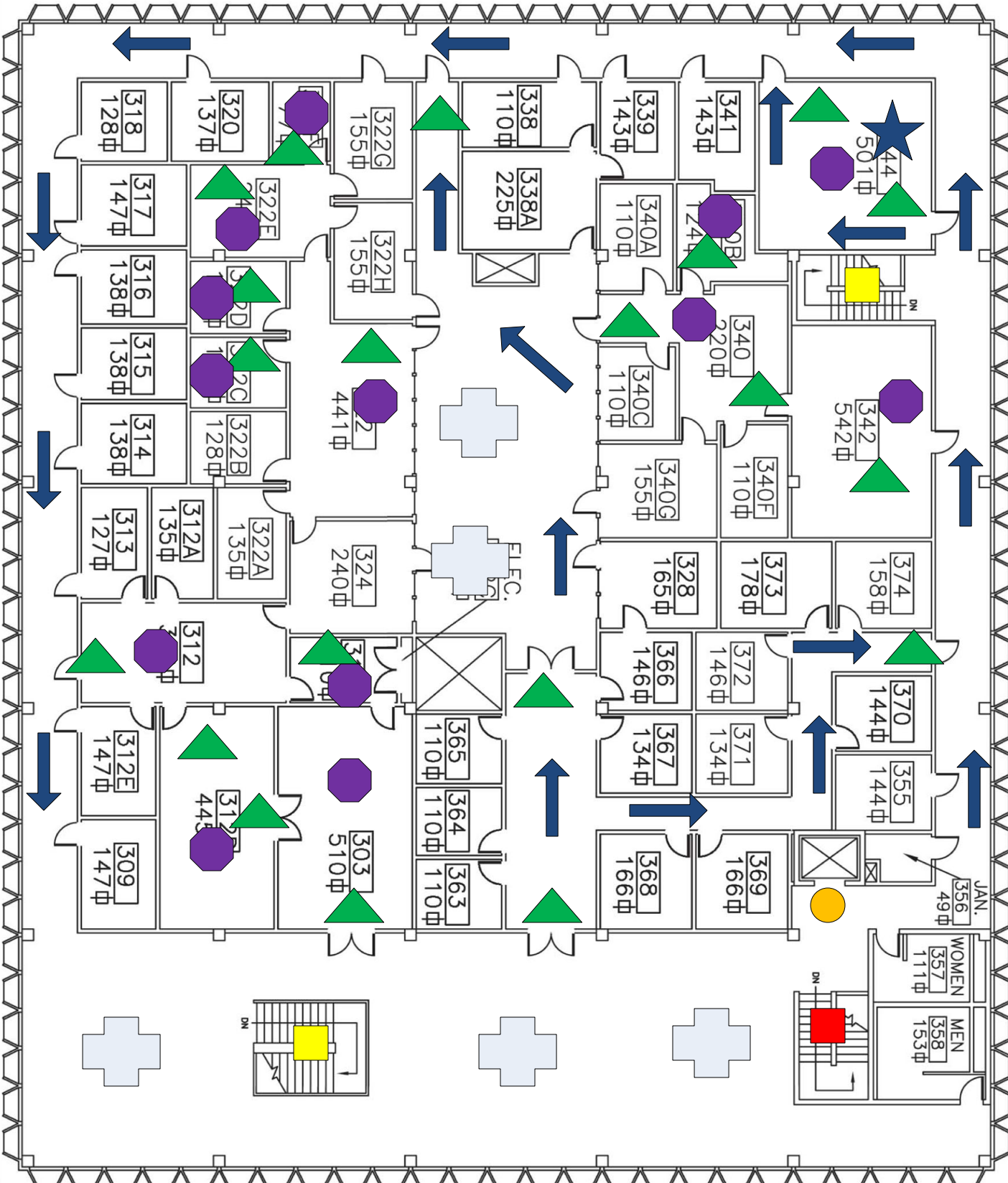
LABEL

Humanities Instructional Building
Ground Floor

90 T.A. Office 310 SF

92 Office 130 SF

94 Office 135 SF

96 Office 135 SF

98 Office 145 SF

99 Office 125 SF

Kitchen 209 SF

88 T.A. Office 270 SF

95 Office 138 SF

93 Office 137 SF

85 Lobby 366 SF

Office SF

Office SF

91 Office 180 SF

83 Cust.

UP (E) STAIR 1

76 Electrical

81 Mech.

79 Office 135 SF

77 Office 135 SF

75 Office 135 SF

74 Fan Room

73 Office 135 SF

72 Office 156 SF

71 Office 135 SF

64 Office 156 SF

69 Office 136 SF

62 Office 156 SF

60 Office 145 SF

65 Data

56 Office 143 SF

55 Copy Room 700 SF

57 Break Room 225 SF

58 Library 130 SF

(E) LANDSCAPE AREA

(E) LAWN AREA

(E) CONCRETE WALKWAY

(E) LAWN AREA

STAIR DN.

STAIR DN.

(E) EXTERIOR AREA

(E) CONCRETE WALKWAY

(E) STAIR 4 UP

(E) ELEVATOR

(E) RAMP UP

100 Lecture Hall

190
Office
132 SF

192
Office
137 SF

194
Office
138 SF

196
Office
139 SF

198
Office
136 SF

199
Office
146 SF

188
Office
136 SF

187 Storage
4 SF

197
Office
136 SF

186
Office
136 SF

185A
Office
116 SF

195
Office
136 SF

184
Office
136 SF

193
Conf. Room
136 SF

185
Lobby
559 SF

191
Kitchen
214 SF

182
Lab
230 SF

LABEL

Humanities Instructional Building
Floor 1

1st Floor Plan

178

179
Office
152 SF

176
Office
122 SF

177
Office
168 SF

174
Office
136 SF

175
Office
104 SF

172
Office
136 SF

173
Office
136 SF

170
Office
136 SF

169
Office
135 SF

168
Office
136 SF

167
Office
157 SF

166
Office
136 SF

289 SF

161
Office
113 SF

152
Office
115 SF

159
Office
110 SF

150
Office
122 SF

157
Office
203 SF

146
Conf.
Room
356 SF

155
Stora
323 S

Lobby
300

135
Conf.
Room
1224 SF

137
Conf.
Room
468 SF

100
Lecture
3650 SF

110
Lecture
1065 SF

LABEL
Humanities Instructional Building
Floor 2

LABEL
Humanities Instructional Building
Floor 3

LABEL

Humanities Instructional Building
Floor 4

(E) STAIR #1

478 Office 136 SF
479 Office 136 SF
476 Office 136 SF
477 Office 136 SF
474 Office 136 SF
475 Office 136 SF
472 Office 136 SF
473 Office 136 SF
470 Office 136 SF
468 Office 136 SF
469 Conf. Room 349 SF
466 Office 136 SF
45_ Kitc__ 191 S_
Office 12_ SF
461 Office 130 SF
452 Office 136 SF
459 Office 124 SF
457 Office 193 SF
448 Office 272 SF
449 Data
443 Lobby 626 SF
453 Office 212 SF
431 Office 194 SF
446 Office 185 SF
__ce
429 Office 133 SF
427 Office 137 SF
425 Office 124 SF
423 Office 150 SF
435 Lobby 1020 SF
421 Office 135 SF
__ 25_ SF
R__ 345 SF
409 Office 136 SF
407 Office 136 SF
405 Office
403 Office 136 SF
401 Office 146 SF
420 ffice _2 SF
418 Office 136 SF
416 Office 136 SF
414 Office 136 SF
412 Office 136 SF
410 Office 136 SF
408 Office 136 SF
406 Office 136 SF
404 Office 136 SF
402 Office 136 SF
400 Office 146 SF
(E) STAIR #3

(E) FLOOR EXIT PATHWAY

PATH__ EXIT

HUMANITIES OFFICE BLDG
MURRAY KRIEGER HALL
FIRST FLOOR

NORTH

FACILITIES MANAGEMENT

UNIVERSITY OF CALIFORNIA, IRVINE

CAMPUS MAP NUMBER — 600
"CAAA"
9025
DRAWING RETRIEVAL INFORMATION — 9,111

SQUARE FOOTAGE OF FLOOR — 9,111
DATE OF LATEST REVISION — 6/10/2010

Rooms:
174 — 160
162 — 240
160 — 138
158 — 140
146 — 158
148 — 125
144 — 160
142 — 155
140 — 126
118 — 187
234 — 102
ELEC.
111 — JAN. — 60
107 — ELEC. — 25
114 — WOMEN — 99
100 — 130
100B
100A — ELEC. — 413
100D — 588
100C — MECH. — 668

173 — 150
169 — 150
163 — 150
159 — 150
153 — 150
149 — 150
143 — 150
139 — 150
133 — 150
129 — 150
123 — 150
119 — 144 — MEN

UP
DN

TITLE
HUMANITIES OFFICE BLDG
MURRAY KRIEGER HALL
SECOND FLOOR

FACILITIES MANAGEMENT

UNIVERSITY OF CALIFORNIA, IRVINE

CAMPUS MAP NUMBER
600

"CAAN"
9025

SQUARE FOOTAGE OF FLOOR
9,189

DRAWING RETRIEVAL INFORMATION

DATE OF LATEST REVISION
6/10/2010

FOR REFERENCE ONLY, SUBJECT TO CHANGE WITHOUT N

NORTH

Room numbers (north wing):
274, 155
274A, 215
260, 242
252, 288
244, 264
240, 288
234, 210
230, 210
224, 205
220, 210
202, 234
MECH.

WOMEN 214, 99
MEN 219, 144
JAN. 211, 61
ELEC. 207, 24

273, 150
269, 150
263, 150
259, 150
253, 150
249, 150
243, 150
239, 150
233, 150
229, 150
223, 150

Room numbers (south wing):
142, 200A
144, 200B
144, 200C
140, 200D
200, 538
200J, 128
202, 200
200H, 202
383, 200
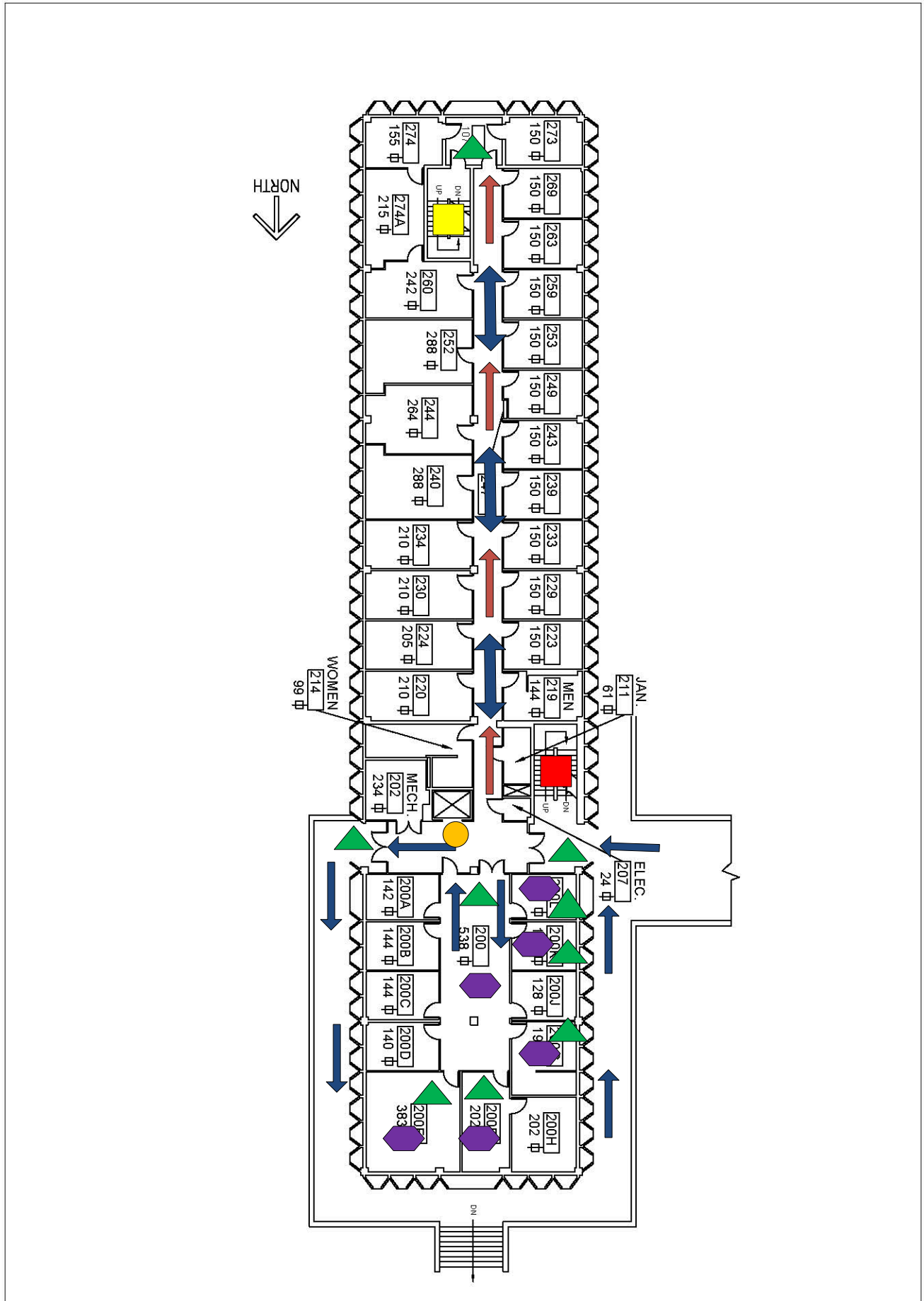
HUMANITIES OFFICE BUILDING
MURRAY KRIEGER HALL
THIRD FLOOR

FACILITIES MANAGEMENT

UNIVERSITY OF CALIFORNIA, IRVINE

NORTH

CAMPUS MAP NUMBER	600
"CAAN"	9025
DRAWING RETRIEVAL INFORMATION	
SQUARE FOOTAGE OF FLOOR	9,341
DATE OF LATEST REVISION	6/9/2010

FOR REFERENCE ONLY, SUBJECT TO CHANGE WITHOUT N
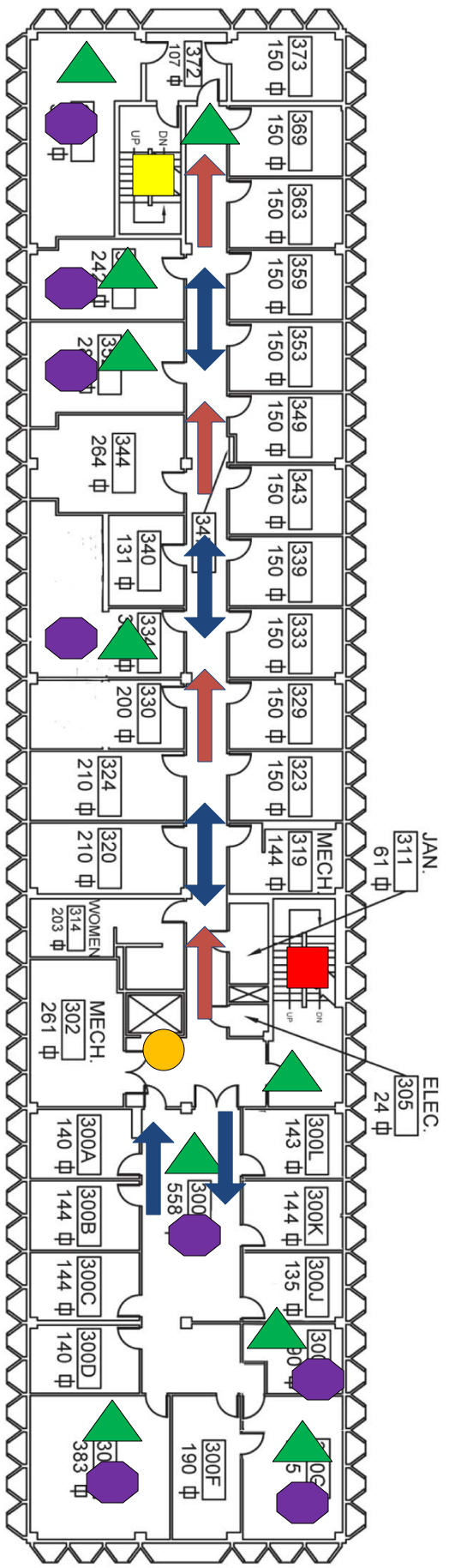
373 150
369 150
363 150
359 150
353 150
349 150
343 150
339 150
333 150
329 150
323 150
319 144
MECH.
JAN. 311 61
ELEC. 305 24
107 372
344 264
340 131
334
330 200
324 210
320 210
314 203 WOMEN
302 261 MECH.
300A 140
300B 144
300C 144
300D 140
558 300
300L 143
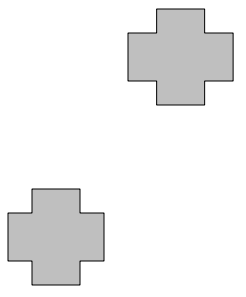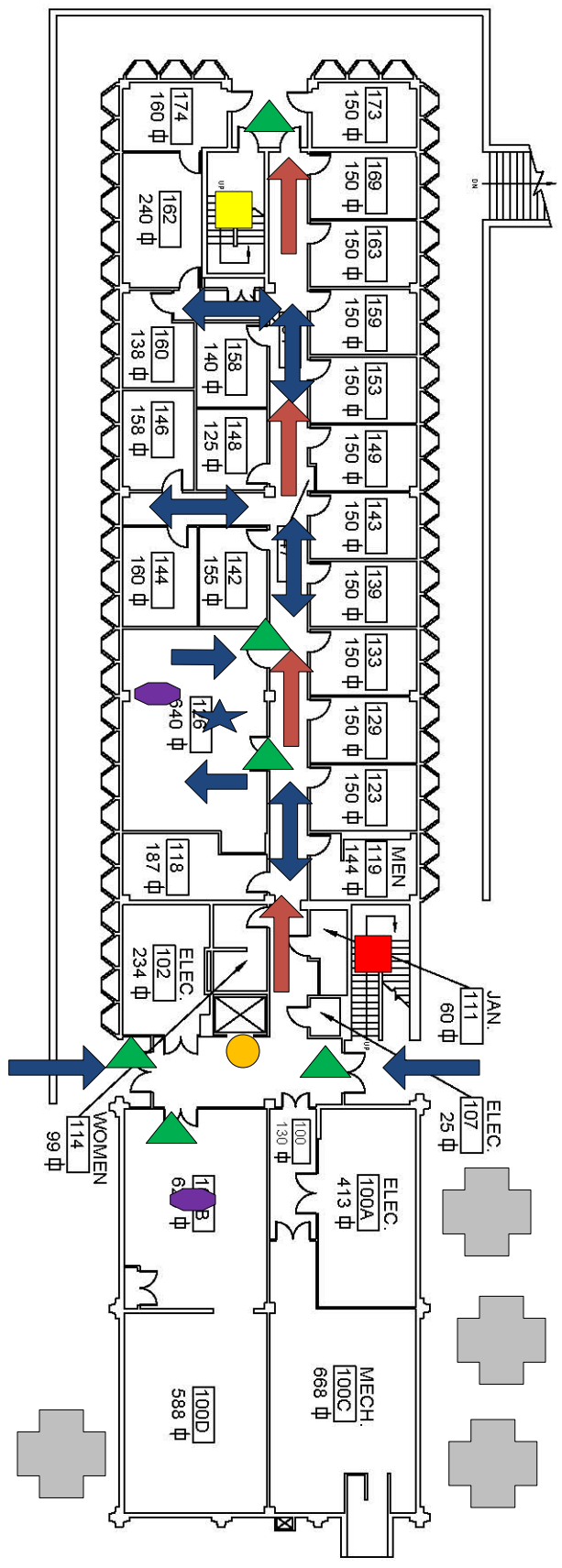300K 144
300J 135
300F 190
383

NORTH

TITLE
HUMANITITES OFFICE BLDG.
MURRAY KRIEGER HALL
FIFTH FLOOR

FACILITIES MANAGEMENT
UNIVERSITY OF CALIFORNIA, IRVINE

CAMPUS MAP NUMBER 600
"CAAN" 9025
SQUARE FOOTAGE OF FLOOR 48,22
DATE OF LATEST REVISION 6/09/2010
DRAWING RETRIEVAL INFORMATION

NORTH

Room labels:
- 567 / 144
- 563 / 106
- 557 / 106
- 558 / 106D
- 554 / 106
- 553 / 106
- 550 / 106
- 549 / 106
- 546 / 144
- 543 / 144
- 544 / 144
- 537 / 144
- 534 / 106
- 533 / 106
- 528 / 106
- 527 / 106
- 524 / 106
- 525 / 106
- 520 / 106
- 523 / 106
- 509 JAN. / 23
- 510 / 216 MECH.
- WOMEN
- 510A / 112 MECH.
- MEN
- 505 / 92
- 500 / 276
- 500B / 101
- 500E / 203
- 500C / 452
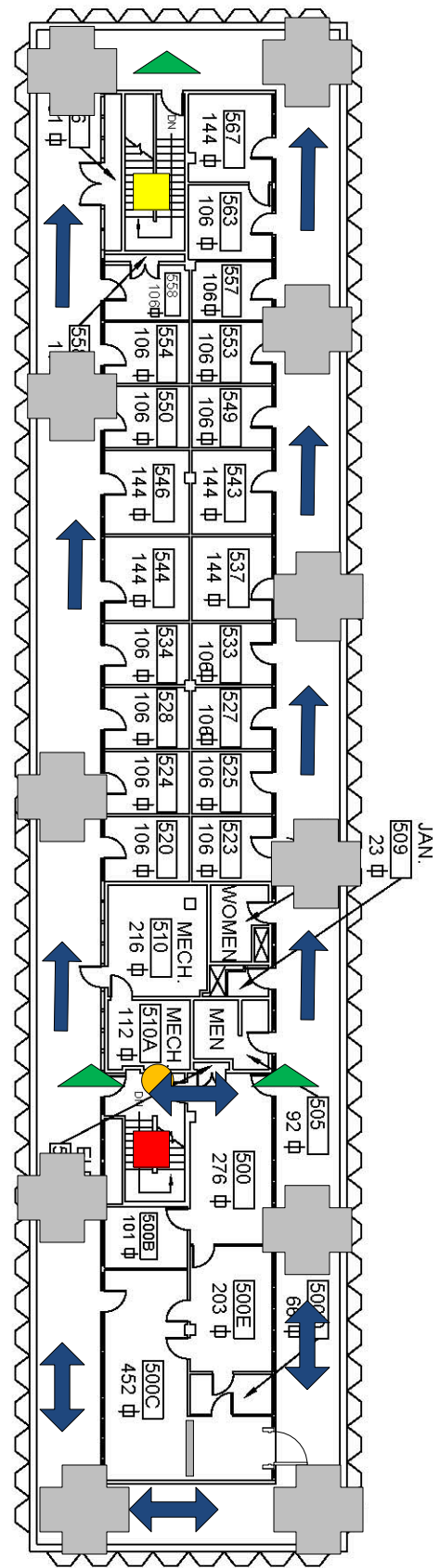
Appendix C
Humanities Common Space Covid Occupancy

Building	Room	Part	Department	Use	Ver. Occ.
Humanities Gateway	1000		Humanities Dean	Lobby	3
Humanities Gateway	1002		Humanities Dean	Conference Room	14
Humanities Gateway	1010		Humanities Dean	Conference Room	20
Humanities Gateway	1012		Humanities Commons	Library	5
Humanities Gateway	1022		Persian	Library	6
Humanities Gateway	1030		Humanities Dean	Conference Room	40
Humanities Gateway	1047		Humanities Dean	Kitchen	2
Humanities Gateway	1070	A	Film and Media Studies	Service Room	2
Humanities Gateway	1070		Film and Media Studies	Screening Room	20
Humanities Gateway	1100		Persian	Lobby	2
Humanities Gateway	1110		Persian	Lobby	5
Humanities Gateway	1119		Persian	Storage	2
Humanities Gateway	1129		Humanities Commons	Kitchen	2
Humanities Gateway	1311		Humanities Commons	Conference Room	6
Humanities Gateway	1341		Persian	Conference Room	10
Humanities Gateway	2000		Film and Media Studies	Lobby	4
Humanities Gateway	2001	A	Film and Media Studies	Storage	2
Humanities Gateway	2001		Film and Media Studies	Kitchen	2
Humanities Gateway	2003		Art History	Copy Room	2
Humanities Gateway	2004		Film and Media Studies	Conference Room	6
Humanities Gateway	2005		Art History	Mail Room	2
Humanities Gateway	2021		Film and Media Studies	Lab	10
Humanities Gateway	2023		Film and Media Studies	lab service	2
Humanities Gateway	2047		Film and Media Studies	File Room	2
Humanities Gateway	2100		Film and Media Studies	Library	4
Humanities Gateway	2104		Film and Media Studies	Library	3
Humanities Gateway	2121		Humanities Dean	Conference Room	14
Humanities Gateway	2200		Art History	Conference Room	10

Appendix C
Humanities Common Space Covid Occupancy

Humanities Gateway	2226		Film and Media Studies	Conference Room	2
Humanities Gateway	2230	A	Film and Media Studies	Conference Room	2
Humanities Gateway	2230		Film and Media Studies	Bullpen	14
Humanities Gateway	2341		Film and Media Studies	Conference Room	10
Humanities Gateway	2342		Film and Media Studies	Library	2
Humanities Gateway	3000		Asian-American Studies	Lobby	5
Humanities Gateway	3008		Asian-American Studies	Conference Room	6
Humanities Gateway	3011	A	African American Studies	Work Room	2
Humanities Gateway	3011		African American Studies	Work Room	2
Humanities Gateway	3013	A	African American Studies	Storage	2
Humanities Gateway	3013		African American Studies	Kitchen	2
Humanities Gateway	3014		African American Studies	Copy Room	2
Humanities Gateway	3016		Humanities Dean	Library	2
Humanities Gateway	3100		Asian-American Studies	Library	4
Humanities Gateway	3104		Asian-American Studies	Library	3
Humanities Gateway	3200		GSS	Conference Room	10
Humanities Gateway	3230	A	English	Breakout Room	2
Humanities Gateway	3230		English	Bullpen	12
Humanities Gateway	3301		Asian-American Studies	Conference Room	10
Humanities Gateway	3341		African American Studies	Conference Room	12
Humanities Gateway	4000		HRI	Conference Room	10
Humanities Gateway	4002		HRI	Library	4
Humanities Gateway	4032		HRI	Work Room	2
Humanities Gateway	4034		HRI	Work Room	2
Humanities Gateway	4100	B	Humanities Dean	File Room	2
Humanities Gateway	4100	A	Humanities Dean	Kitchen	2
Humanities Gateway	4100		Humanities Dean	Lobby	4
Humanities Gateway	4200		HRI	Conference Room	6
Humanities Gateway	4301		Humanities Dean	Conference Room	8

Appendix C
Humanities Common Space Covid Occupancy

Humanities Gateway	4337		Humanities Dean	Copy Room	2
Humanities Gateway	4339		Humanities Dean	Server Room	2
Humanities Gateway	4341		Humanities Dean	Library	4
Humanities Gateway	Hypaethrals		Humanities Dean		6
Humanities Gateway	Patio		Humanities Dean		4
Humanities Hall	207		Humanities Studio	Lab	13
Humanities Hall	213		Humanities Studio	Student Station	2
Humanities Hall	217		Humanities Studio	Lab	13
Humanities Hall	251		Humanities Studio	Conference Room	17
Humanities Hall	269	E	Humanities Studio	Mail Room	2
Humanities Hall	269	D	Humanities Studio	Copy Room	3
Humanities Hall	269	A	Humanities Studio	Lab	15
Humanities Hall	269		Humanities Studio	Lab	10
Humanities Hall	303		Humanities Dean	Conference Room	14
Humanities Hall	312	D	Academic English	Conference Room	12
Humanities Hall	312	B	Academic English	Kitchen	2
Humanities Hall	312		Academic English	Lobby	4
Humanities Hall	322	F	Spanish - Portuguese	Kitchen	2
Humanities Hall	322	E	Spanish - Portuguese	Storage	2
Humanities Hall	322	D	Spanish - Portuguese	Testing Room	2
Humanities Hall	322		Spanish - Portuguese	Lobby	4
Humanities Hall	340	B	Spanish - Portuguese	Kitchen	2
Humanities Hall	340		Spanish - Portuguese		5
Humanities Hall	342		Spanish - Portuguese	Conference Room	12
Humanities Hall	344		Spanish - Portuguese	Conference Room	12
Humanities Hall	Patio		Spanish - Portuguese		6
Humanities Instructional Building	55		Philosophy	Conference Room	18
Humanities Instructional Building	57		Philosophy	Kitchen	2
Humanities Instructional Building	58		Philosophy	Lobby	6

Appendix C
Humanities Common Space Covid Occupancy

Humanities Instructional Building	85		Philosophy	Lobby	4
Humanities Instructional Building	86		Philosophy	Kitchen	2
Humanities Instructional Building	135		HRI	Conference Room	18
Humanities Instructional Building	137		Humanities Dean	Conference Room	10
Humanities Instructional Building	143		Humanities Dean	Lobby	5
Humanities Instructional Building	146		Humanities Dean	Conference Room	8
Humanities Instructional Building	155		Humanities Dean	Storage	2
Humanities Instructional Building	163		Humanities Dean	Kitchen	2
Humanities Instructional Building	175		Humanities Dean	Copy Room	2
Humanities Instructional Building	185		Humanities Core	Lobby	5
Humanities Instructional Building	187		Humanities Core	Copy Room	2
Humanities Instructional Building	191		Humanities Core	Kitchen	2
Humanities Instructional Building	193		Humanities Core	Conference Room	2
Humanities Instructional Building	200		ELS	Library	5
Humanities Instructional Building	208		ELS	Library	6
Humanities Instructional Building	220		ELS	Conference Room	10
Humanities Instructional Building	221		ELS	Kitchen	2
Humanities Instructional Building	235		ELS	Lobby	5
Humanities Instructional Building	243		Comparative Literature	Lobby	5
Humanities Instructional Building	246		Comparative Literature	Conference Room	8
Humanities Instructional Building	253		Comparative Literature	Copy Room	2
Humanities Instructional Building	257		Comparative Literature	Library	5
Humanities Instructional Building	267		Comparative Literature	Kitchen	2
Humanities Instructional Building	311		English	Conference Room	10
Humanities Instructional Building	315	A	Academic English	Conference Room	8
Humanities Instructional Building	335	F	Academic English	Kitchen	2
Humanities Instructional Building	335		Academic English	Lobby	5
Humanities Instructional Building	341		English	Conference Room	12
Humanities Instructional Building	343	F	Academic English	Conference Room	10
Humanities Instructional Building	343		Academic English	Lobby	2

Appendix C
Humanities Common Space Covid Occupancy

Humanities Instructional Building	351		English	Kitchen	2
Humanities Instructional Building	411		English	Conference Room	10
Humanities Instructional Building	414		English	Copy Room	2
Humanities Instructional Building	415		English	Kitchen	2
Humanities Instructional Building	420		English	Large Office	3
Humanities Instructional Building	433		English	File Room	2
Humanities Instructional Building	435		English	Lobby	6
Humanities Instructional Building	443		East Asian Studies	Lobby	5
Humanities Instructional Building	451		East Asian Studies	Kitchen	2
Humanities Instructional Building	463		East Asian Studies	Library	2
Humanities Instructional Building	469		East Asian Studies	Conference Room	10
Krieger Hall	126		History	Conference Room	18
Krieger Hall	200	K	History	Copy Room	2
Krieger Hall	200	G	History	Kitchen	2
Krieger Hall	200	F	History	Work Room	2
Krieger Hall	200	E	History	Conference Room	10
Krieger Hall	200		History	Lobby	3
Krieger Hall	300	H	History	Kitchen	2
Krieger Hall	300	E	History	Conference Room	10
Krieger Hall	300		History	Lobby	5
Krieger Hall	334		History	Bullpen	8
Krieger Hall	352		History	Library	4
Krieger Hall	360		History	Library	3
Krieger Hall	374		Classics	Library	8
Krieger Hall	400	L	Classics	Copy Room	2
Krieger Hall	400	K	Classics	Work Room	2
Krieger Hall	400	H	Classics	Mail Room	2
Krieger Hall	400	F	Classics	Kitchen	2
Krieger Hall	400	D	Classics	Conference Room	10
Krieger Hall	400		Classics	Lobby	5

Appendix D
Examples of Signage installed in Humanities