

Departmental Return-to-Campus Toolkit – Version 3

Please review the information below to help you complete the questions and fields in the toolkit response areas. Submit plans to your Dean’s Office or to the Chief of Staff for your Vice President’s division.

Plan approval is needed before resumption activities can begin. Once your plan is approved, the current access request process for staff in your department will sunset. You can continue to refine plans and add additional functions and physical distancing components over the course of the summer. This is meant to be an iterative process.

Please note the following guiding principles as you review the guidance.

- Physical distancing will remain a cornerstone in preventing spread of COVID-19 during resumption of in-person activities.
- Functions that can effectively be accomplished remotely should remain remote over summer and into the fall term.
- Departments should NOT plan to return all staff at one time but should plan to increase in-person activities and staffing slowly in waves over the course of summer and fall.
- Departments should prioritize functions that are most effectively delivered in person and develop plans to resume those functions by assessing the physical distancing and cleaning measures necessary to reduce the likelihood of spreading the illness.

Department Information

Department: [College of Education](#)

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Department Main Office Location: [HEDCO 230](#)

In-Person Priority Functions

As stated in the principles above, departments may choose to maintain existing remote functions for the foreseeable future. If that is the case, complete in the table below, and then continue to the Mitigation Strategies section on page 3.

Departments wanting to resume some in-person work over the summer should prioritize **functions that are critical to your operations and that rely on in-person interactions to be most effective**. When determining whether or not these functions should return to in-person mode, consider the following:

- Can the function be effectively done remotely?
 - If so, continue to provide that service remotely. Consider whether or not additional communication is needed to ensure that students know how to connect to your services remotely.
 - There may be cases where an individual employee is asking to return to work on campus. These requests can be approved on a case by case basis depending on the work space necessary (single occupancy office vs. shared space).
 - If not, consider the following:
 - Does this function need to be available in person full-time, or could it be made available in person at certain times?
 - How many people are necessary for this function to be effectively performed in person? Note: Human Resources will be providing information about staff availability to help determine which staff are available to return to work on campus.
 - Can the function be performed in a way that minimizes the potential spread of illness? (See Physical Distancing Guidelines below)
- What student-supporting functions are most effectively delivered in person?
- Complete the following table for the priority functions that you'd like to begin delivering in person. Add additional rows if necessary.

College Staffing:

Function	Amount of time on campus Full Time or Part Time	# of Staff Required	Can achieve Physical Distancing Guidelines? (Y/N)	Date In-Person functions should resume	Notes:
HEDCO 230					
Deans	Limited Part Time	1 – 2	Y	8/31/2020	Operations can continue remotely. The part-time / presence of these staff provides support to on-campus students, faculty, and staff.
Financial Staff	Limited Part Time	1 - 2	Y	8/31/2020	Operations can continue remotely. This part-time presence will facilitate

					certain transactions and provide support to faculty who are on campus.
Human Resources	Limited Part Time	1	Y	8/31/2020	Operations can continue remotely. This part-time presence will facilitate certain transactions and provide support to faculty who are on campus.
IT and Student Learning Commons Staff	Full time (while classes are in session)	1 - 3	Y	8/31/2020	To provide student and faculty technical support. To oversee the Learning Commons for students using those facilities.
Collegewide instructional faculty	Full and Part time		Y	9/14/2020	Instructional faculty teaching in-person classes.

Department Staffing

Function	Amount of time on campus Full Time or Part Time	# of Staff Required	Can achieve Physical Distancing Guidelines? (Y/N)	Date In-Person functions should resume	Notes:
Academic Departments					
Front Office Staff	Limited Part Time	1	Y, if only one person at a time; may need plexiglass barriers.	8/31/2020	Other than mail distribution, operations can continue remotely. Staff would only return in person if directed or if they request it.
Faculty Offices	Limited Part Time	– unknown	Y	9/14/20	Operations can continue remotely. Some programs may require some on-campus presence for instruction.
Instructional Technology Support	Limited Part Time, possibly full time	1 - 4	Y	ongoing	Learning Commons will be functional at reduced density and capacity while students are on campus.

Research Unit Staffing:

Research units are continuing remote activities as needed. All on-campus activities will align to the guidance in this document and to any guidance provided by the OVPRI.

ECCARES: ECCARES is providing remote services to children served in the Early Childhood CARES Program. All Unclassified faculty and classified Assistants/Associate teachers are working remotely. We are hoping in the Fall to have some classrooms functioning. Early Childhood CARES must work under ODE guidelines- These guidelines are being established over the summer.

Function	Amount of time on campus Full Time or Part Time:	# of Staff Required:	Can achieve Physical Distancing Guidelines? (Y/N)	Date In-Person functions should resume:	Notes:
ECCARES 1500 W. 12th Ave., Eugene, OR 97402					
Financial Staff: Early Childhood CARES Manager and some classified support staff are working in the building.	Part and Full time	Approx. 6 office support staff are working Full time and 4 Part time:	YES	Anticipating in the Fall	Operations can continue remotely. This part-time presence will facilitate certain transactions and provide support to faculty who are on campus.

Once critical functions have been identified, review the number of people who could repopulate your workspace according to the function chart above. Using these numbers, please refer to the guidance below to implement physical distancing in your workspaces.

It is important to note that as phases of resumption fluctuate on campus and in our community, our plans for resumption will also shift. This plan will serve as a starting point; and we recognize that plans will be reevaluated as updates are received. Evolving guidance will be posted on the [Resumption website](#).

Mitigation Strategy Guidelines

There are a number of strategies that can help limit the spread of illness. The following is a summary of the steps the University is taking based on [Oregon Health Authority](#) and [CDC guidance](#).

- Enhanced cleaning – Custodial crews are completing daily wipe downs of commonly touched surfaces (e.g. handrails, elevators, door handles). This practice will continue over summer and into fall term.
- Restroom upgrades – Over the coming months CPM will be upgrading restrooms (excluding Auxiliary buildings) to include hands free faucets and paper towel dispensers to help limit the number of touched surfaces in restrooms.
- Increased air handling – Where possible, air handling systems are being increased to maximize the circulation of air within buildings.
- Face Covering requirement – As of June 15th, UO is implementing a face covering requirement that will help limit the spread of illness especially in pedestrian areas and locations where maintaining a strict 6 feet physical distance isn't possible.
- Signage – Branded signage for: hand washing, staying home if ill, maintaining 6 feet of distance, face covering requirements, floor stickers to mark distancing where lines form, and Covid related room occupancy will be available.
- Physical Distancing – It is important that individuals maintain 6 feet of distance. Classrooms will be set up and/or marked so that seating meets the physical distancing guidelines. Events and other official gatherings will also comply with physical distancing guidelines.
- Elevators – It is recommended that no more than 2 people use elevators at one time.
- Hallways and Stairways – It is recommended that individuals act like vehicles and always stay to the right when moving around in buildings.

In addition to these mitigation strategies, departments must develop resumption plans that address physical distancing in the spaces in which they operate.

Instructions: Review the categories of physical distancing options below; then select the mitigation strategy that best fits your space, and respond to any related questions provided. If a category does not apply to your department, enter N/A.

1. Entering Departmental Space

- a. If your department only has one entrance/exit:
 - i. Prop entrance door open. Please note that fire doors cannot be propped. Contact the UO Fire Marshal's office if unsure of whether a door is a fire door - uofm@uoregon.edu
- b. If your department has multiple entrances/exits:
 - i. Prop entrance door open. Please note that fire doors cannot be propped. Contact the UO Fire Marshal's office if unsure of whether a door is a fire door - uofm@uoregon.edu
 - ii. Use floor markings to designate a one-way flow of pedestrian traffic for people to go into and out of your space. Inform faculty and staff of designated flows.
- c. Describe your department's plan for physical distancing in the entrances to departmental spaces:**

Introduction

The College of Education (COE) will maintain remote function through summer until the first official day of on-campus classes (September 29th, 2020), and will hold only limited in-person operations

through the Fall*. All staff and faculty will not resume in-person / on-campus operations in the Fall**.

The College of Education’s plan supports the university’s stated goal of *having students physically on campus in the Fall* by offering some in-person instructional options and by facilitating the operations of any associated staff (either in-person or remotely) in the Fall.

Sixty-six (66) in-person classes will be offered in Fall 2020 (the average number of in-person classes for the last 3 Falls (2017 – 2019) is 157 classes). Sixty-six classes represents approximately 42% of that 3-year average.

The plan that follows applies to all COE academic and research units with approved “in-person operations”, (defined as “operations most effectively performed in-person” for the Fall). Inclusions and exceptions are noted via appendices to this plan.

Department and Unit heads will identify the operations and roles/individuals necessary to support the in-person academic needs of the unit (see tables above). Once identified by role, Department Heads will follow the resumption decision-making guidance and will consult with HR to determine the availability of the employees in their unit, and will create alternate plans or place alternate processes in place if personnel are not physically available.

All efforts will be made to ensure in-person staffing to support the in-person instructional activities for each department/program. Wherever possible, program-representatives (SSC, program director, or other assigned representative) will be available to support the major programs while in-person activities are underway:

- Counseling Psychology Program
- Couples and Family Therapy Program
- Family and Human Services Program
- Prevention Science Program
- Critical and Sociocultural Studies in Education Program
- UOTeach Curriculum and Teaching Program
- Curriculum and Teacher Education Program
- Educational Foundations Program
- Administrator Licensure Program
- Educational Leadership Program
- Quantitative Research Methods Program
- Communication and Disorders and Sciences Program
- School Psychology Program
- Special Education Program

Where a program representative cannot be available, a department-level representative will be assigned to provide urgent in-person*** support and presence to the students engaging in in-person instruction. Similarly, at least one college-level representative will be available during normal business hours, while in-person instruction is underway.

All staff and faculty regular schedules will be determined in conjunction with each member's supervisor and submitted to each department's designated "occupancy coordinator". Occupancy schedules will be approved by both the occupancy coordinator and department head (in light of the full scope of department in-person schedules) before in-person activities begin on campus.

Staff necessary to conduct in-person operations may begin alternate schedules on campus on August 31st2020. Faculty necessary to conduct in-person operations may begin alternate schedules on campus on September 14th 2020.

*Note 1: Starting dates for any in-person presence will continue to depend on CDC guidance, State, and University guidance. All units must be ready to pivot to more conservative measures, should changes occur.

**Note 2: Any faculty and staff who are designated (and able) to provide in-person operations in support of the limited in-person activities that will occur in the Fall will do so on staggered, and alternating schedules to facilitate social distancing and reduce density.

***Note 3: All faculty and staff (including student-workers and GEs) with on-campus activity will take the following 15-minute training:

<https://uomytrack.pageuppeople.com/learning/3027>

Note 4: In addition to the on-campus instructional activities resuming in the Fall, the College of Education is responsible for the student Field Experiences required by several of our academic programs. These field experiences occur off-campus and are subject to the licensure policies, programmatic standards, and re-opening guidance of external agencies such as school districts. As a small example, in Oregon, the re-opening guidance for school districts will not be available until mid-August. As a result, over the course of the summer, the COE will be engaging in developing a comprehensive plan to approach these various field-placement needs, based on the overarching premise of striving to keep our students safe while preserving their quality of experience and instruction during this pandemic.

College of Education Resumption Plan

Department Entrances:

All Department spaces will implement a system to facilitate distancing and sanitization at entrances.

Entranceway Distancing:

- Traffic flow management: Where appropriate, signs, posters, and guidance will be posted on the floor, walls, stairways, and on doors to indicate how to maintain six feet of distance particularly in narrow areas. In some cases, certain doorways may be designated as Entrance or Exit only. Certain stairwells and hallways may be designated as one-way only. All elevators in the COE will be one-person-use only, with exceptions for individuals in the same household and/or individuals providing support to someone with a disability or specific need. Use of elevators will be prioritized for individuals who are unable to use the stairs and for maintenance staff moving bulky items.

- For the COE, Eric Owens will be introducing and posting these signs over the summer in consultation with designated occupancy coordinators. When staff and faculty return in the Fall additional modifications can be requested.

Example: Suite 230 glass doors to enter, stairwell to exit.

Entranceway sanitizing:

- Hand sanitizers and wipes will be available at department entranceways as well as at critical points within departments. Wipes will be available at classroom entranceways.

Propping Doors:

- Internal doors to departments will be propped open to facilitate hygiene and traffic flow. Doors will be propped open when doing so does not override any other health guidelines. For example, in some instances, propping a door open may expose front-desk staff to hallway traffic that is less than 6 feet away.
- External Doors will not be propped. All COE buildings have at least one entrance that is automatic (hands free). Traffic will be directed to those doors. External doors that are not automatic will have hand sanitizer available immediately inside.
- Doors to stairwells and other designated fire doors may not be propped open.

Additional Distancing Measures:

- Meetings will continue to occur via Zoom.
- In the event that an in-person meeting is necessary, incoming traffic (visitors who are neither staff/faculty occupants of the department suite nor students attending class in the area) will enter by pre-scheduled appointment. The number of visitors with appointments entering any given area will be limited and will be based on the needs of that unit.
Example: In HEDCO 230, meetings will continue to occur via Zoom, however, in the rare instance that critical in-person visits within Suite 230 become necessary, those meetings would be limited to four 30-minute in-person meetings/visitors per day. In Suite 230 priority for outside / in-person visits would be given to the dean.
- COE employees who are not on the “occupancy schedule” for a given period, or who are on an “off” day of their regular schedule, can request to enter the space if needs arise. These requests will be compared with other planned occupancy for that day before being approved.
- Transactions between units (e.g. activity between HEDCO 230 and HEDCO 130) will be limited by implementing changes to procedure (such as reduced inter-office mail hand-offs, and by reducing mail distribution to weekly instead of daily).
- An occupancy coordinator role will be assigned in each area to facilitate and support these measures. This person is not responsible for enforcing beyond facilitating the traffic flow via scheduling, but this individual can report significant concerns to the Dean’s Office lfortin@uoregon.edu The occupancy coordinator will be expected to have insight into the days’ guests to minimize density in work areas.
- For units that choose to implement additional cleaning schedules, one person should also have insight into that internally adopted cleaning schedule.

2. Lounges/Breakrooms/Kitchens

a. Physical Distancing

- i. Option 1: Only allow 1 person to be in these spaces at a time
- ii. Option 2: Allow multiple occupants but encourage distancing:
 1. Look at furniture arrangements to encourage physical distancing. The following are two options to address this:
 - a. Tape or mark chairs that should not be used.
 - b. Remove chairs that should not be used. (Note: if storage within the department is not available and assistance is needed, please contact Eric Owens at eowens@uoregon.edu)

b. Disinfecting

- i. CPFM has identified a single use disinfecting wipe that can be used that meets current CDC guidelines. Please do not order other types of cleaning supplies directly. A central process will be put in place.
- ii. Departments will be able to order tubs of single-use disinfecting wipes centrally to clean commonly touched surfaces within the department. Develop a list of these surfaces in your department and communicate the expectation that faculty, staff and students wipe down the items they use in shared spaces. These may include:
 - Copy machines
 - Refrigerators
 - Microwaves
 - Light switches in common spaces
 - Shared equipment/office supplies
 - Coffee pots
 - [Cupboard and drawer handles](#)
 - [Taps on sinks \(unless they are hands free\)](#)
 - [Stairway handrails](#)
 - [Pens, markers](#)
- iii. Consider restricting shared use of some commonly touched items ([such as pens, markers](#))
- iv. Prop open doors in these spaces to limit touching of doorknobs.

c. Describe your department's plan for managing lounges, breakrooms, kitchens:

Maintaining ongoing distancing, low-density, and sanitization in kitchens, breakrooms, and lounges will be the primary responsibility of the users of these spaces. Individual behavior changes may be necessary. Signs and communication will be critical to supporting the healthy use of these spaces.

Distancing and Traffic:

- [Staff/faculty who are on regularized, in-person schedules will observe physical distancing while using kitchen and breakroom areas. Depending on the size of the kitchen/break area, 1 – 2 people may use the space at a time.](#)

- All break-areas, lounges, and lobbies will have chairs removed to limit occupancy to the designated amount based on square footage. In most break areas, this will result in one chair per table. In some instances, tables will be removed to maximize physical distancing.

Scheduled use:

- In the event that a unit's occupancy schedule suggests the need for it, kitchen and breakroom user-schedules will be considered in a given department. A daily sign-up sheet in 10- to 15-minute increments may be implemented via the designated occupancy coordinator.
- Individuals who are occupants of a given suite or area will have priority access to using shared lounges/kitchens/breakrooms. If access is given to visitors, all physical distancing and sanitizing rules will apply and it is presumed that individual was a scheduled visitor and so would be tracked on a department's visitor roster.

Sanitizing:

- Individuals using kitchen and general break-areas are responsible for sanitizing the area and the items they used/touched before and after each use, before leaving the area.
- For lobby areas of COE buildings that are not within a department, the CPM crew will be responsible for cleaning these areas in accordance with CDC guidelines.
- When doing so does not override any other health guidelines, doors to kitchens, breakrooms, and lounge-areas should remain open to limit the touching of doorknobs.
- Bathrooms will be cleaned on a CDC sanitizing schedule. In addition to the physical modifications that will be made to bathrooms (see mitigation strategies and restroom upgrades page 3), an extra waste bin will be placed outside each restroom door in the event that individuals needed to touch a handle on the way out.

3. Front Desk/Counters

- a. Modify operations to minimize face-to-face interactions. Can questions be handled via email or Zoom? Can paperwork be managed electronically?
- b. Place university provided signage to remind visitors to maintain physical distance. Each department will receive a pack of posters to start. Additional posters can be downloaded and printed: <https://communications.uoregon.edu/covid-19-campus-safety-awareness-toolkit>
- c. Add floor markings to designate where people stand when waiting in line.
 - i. Branded floor stickers are under development and will be available through UO Print Services.
- d. Daily, high volume transaction areas may benefit from the installation of barriers or movement of furniture to help maintain distance. Please note that materials for physical barriers may be difficult to locate, and installation plans must consider applicable building and fire codes. A centralized program is being developed to assist departments in assessing whether a barrier is appropriate. This should only be considered if the options above are not applicable.

- i. Departments should complete this planning process before submitting a barrier request through [Design & Construction](#).
 - ii. Additionally, providing counter/reception staff with face shields is a cost-effective strategy to assist physical distancing measures. UO has the ability to produce face shields.
- e. If you have front desks/counters, describe your department's plan for managing front desks and counters:**

Continue remote operations:

- The College of Education (COE) will maintain remote operations through summer until the first official day of on-campus classes (September 29th, 2020), and will hold only limited in-person operations through the Fall. Buildings will be closed to the general public (including tours) through the Fall.
- In-person front desk activities, if any exist in a department (as noted previously in this document), will be limited to serving individuals, particularly students with scheduled activity in the building.
- Daily meetings, questions, scheduling, and other academic communication will continue to be handled electronically via email or Zoom.
- In the event an in-person meeting is scheduled, occupancy coordinators and/or schedulers will be responsible for ensuring that each visitor or guest receives a pre-crafted note describing how to interact in the building, department, unit, or office once they arrive. This can be implemented as a “signature block” sign off. This will minimize in-person confusion and/or interactions.
- To facilitate contact tracing, should it be necessary, the designated occupancy coordinator will maintain a centrally available written document (daily rosters) of everyone who enters the space daily. This list will include scheduled occupants; visitors with pre-scheduled appointments; and approved drop-ins.

Communication:

- Communication to students will be shared prior to the beginning of the quarter (attached), and regularly throughout the Fall quarter. This communication informs students how college operations, instructional operations, and individual behavior will be different in the Fall, and sets students expectations regarding the state of operations during the Fall quarter.
- In addition to the letter, an orientation webinar, will be held in the week before classes to alert COE students to these expectations and the business and academic operations for the Fall.
- Signs will be posted throughout the college as a reminder.
- In addition to signs indicating how operations will be conducted, each department will maintain at least one functioning dial-in and dial-out number (whether for a staff member who is in person or who is remote*). This number will be posted in the event that students taking classes in-person need immediate support. Additional university numbers will also be provided for similar reasons.

Physical barriers and modifications:

- Any front desk areas that will be occupied in departments will be reviewed by our facilities manager, Eric Owens, to determine distancing measures are in place. In cases where distancing

cannot be assured in any other way, physical barriers and Plexiglas dividers will be installed. Individuals occupying these areas will be given reusable face shields to wear in addition to masks and Plexiglas dividers. Space modifications will occur over the course of the summer if an area requires additional modifications or barriers, departments will contact Eric Owens.

Front desk Distancing:

- **Single occupancy:** When front desks are occupied they will be used as single-use occupancy only (i.e., not intended for shared use during this time). If the space must be shared, schedules will alternate. BOTH the person leaving, AND the person arriving will be responsible for sanitizing the area before and after use.
- **Extended use:** If the space will be used by more than one person, preference will be given to allowing schedules to proceed multiple days at a time. In other words, when one person can occupy the space for 2 – 3 days while the other person works remotely before switching to the alternate, permit that to occur (rather than multiple switches throughout the day or morning/afternoon schedules). As with individual offices, occupants are responsible for sanitizing this space.

4. Shared Office Space

- a. The use of shared office space should be limited as possible. Options to minimize occupancy and to maintain physical distancing may include:
 - i. Continue remote telework for non-essential activities.
 - ii. Reconfigure shared workspaces to provide adequate physical distancing. Consider 35 square feet per person as a guide to determine appropriate occupancy in shared spaces.
 1. Split or stagger shifts among staff in shared spaces;
 2. Use floor markings and signage to designate spacing;
 3. Consider alternative workspaces such as conference rooms or other unoccupied offices for staff in shared office space; and
 - iii. Restrict non-essential meetings and conduct meetings virtually using remote technology (Zoom/Teams) as much as possible. If in-person meetings are necessary, follow physical distancing requirements.
- b. In addition to limiting occupancy to the extent achievable:
 - i. Stagger seating/desk layouts to maximize distancing;
 - ii. Implement physical barriers where available and helpful.
- c. Describe your department's plan for managing office occupancy:**

General:

- As noted previously in this plan, the College of Education (COE) will maintain remote function through summer until the first official day of on-campus classes (September 29th, 2020), and will hold only limited in-person operations through the Fall.

- Shared office space in the College of Education will be managed so that few individuals will have to share office space. If office space must be shared it will be limited. In the limited occasions that space is shared, it will be done so based on: ability to distance individuals, stagger schedules, limit shared materials, sanitize regularly, and ensure regular fresh air circulation. **Example:** In HEDCO suite 230 there are two shared office spaces. One is configured for four individuals, and the other is configured for two individuals. Each office will use alternating/staggered schedules to reduce occupancy to half the typical occupancy. The office with four will be reduced to two individuals at a time. Occupancy schedules for shared office spaces, will be designed by supervisors in consultation with the occupancy coordinator and staff-member.
- Departments with shared office spaces that cannot avoid overlapping occupancy in the Fall in spite of all precautions, should consult with Eric Owens to fully determine the limitations of the space before applying these guidelines. In the event that shared offices cannot be managed safely and the individual's role cannot be adequately maintained remotely, alternative spaces may be assigned.

5. Single Occupancy Offices

- a. Single occupancy offices typically provide the physical distancing recommended in state guidelines.
- b. Physical distancing will be difficult to maintain for one-on-one activities such as faculty office hours and advising. The current recommendation is for those activities to remain remote. Faculty or advisors may be in their offices to participate, but students should remain remote.
- c. **Describe your department's plan for functions where multiple people are in single occupancy offices at one time:**

General:

- Individuals approved to occupy their offices on limited schedules in the Fall as noted in this plan, will be responsible for sanitizing their spaces as needed throughout the day and in playing a role in keeping public mingling to a minimum, i.e. evaluating areas that are already occupied (hallways, bathrooms) before entering, physically distancing, observing posted/pasted signage.
- Single occupancy offices are not ideal for holding extended meetings. Student advising and other one-on-one meetings will continue by Zoom or phone even if both parties are on campus. In the event an in-person meeting is deemed necessary, in addition to identifying large conference rooms based on their availability, faculty will also consider outdoor, physically-distanced meetings.

6. Department Controlled Classrooms

- a. If you are planning to use department managed classrooms for fall courses, a COVID occupancy needs to be established. The Mitigation Strategies team has developed a methodology to help determine a COVID room occupancy that accounts for physical distancing. Please contact Chuck Triplett or Ken Kato for more information. ct@uoregon.edu or kkato@uoregon.edu

General:

- Over the summer, all COE classrooms, conference rooms, and meeting rooms will be modified to meet COVID occupancy guidelines. When faculty use these spaces they should not be reconfigured, and no furniture will be added to any modified classroom. Individuals with questions about classroom configuration will be directed toward Eric Owens.

7. Supply Ordering

- a. Identify supplies (e.g., single-use disinfectant wipes, hand sanitizer, face shields, floor marking tape, etc.) that your unit needs to support safe in-person activities. Purchasing & Contracting Services (PCS) can assist with centralized bulk purchasing for efficacy and cost effectiveness. PSC will require confirmation of departmental budget for the items unless the University has determined to cover the cost of that item centrally.
 - i. Note: It is critical that you place your order with our Logistics team as soon as possible. There is an average **90-day delivery estimate** for certain products and protective equipment in high demand.
 - ii. Note: Requests for personal protective equipment (PPE) that is NOT required PPE for a job hazard unrelated to COVID-19 should be reviewed by Environmental Health & Safety prior to ordering through Logistics. Examples include but are not limited to gloves, disposable masks, and gowns.
 - iii. To place an order, please contact UOP2help@uoregon.edu. Please include detailed item specifications and quantities.

General:

COE has placed a first order for sanitizing wipes, hand sanitizer, face-shields (limited only), masks, and gloves (limited only). The ongoing ordering of these items will be managed by facilities manager Eric Owens. Items will be kept in functional places for use, and safe places for storage.

If you have any questions or concerns or would like to share successful physical distancing plans or elements, please contact Krista Dillon – kristam@uoregon.edu.

8. Identify a COVID-19 Isolation Room for your Unit

- a. In the event that a staff member finds out that they are COVID-positive while working on campus and **does not have a means of transporting themselves home**, it is crucial that an “isolation space” is designated for them while they wait for transportation.
 - a. If the staff member has a private office, they should wait in their office with the door closed until transportation arrives.
 - b. If the staff member does not have a private office, they should either wait outside the building physically distanced from others or they need to be able to retreat to a designated waiting space until transportation arrives.
 - c. Students receiving notification that they are COVID-positive should be directed to return to their place of residence and call the UO Health Center.
 - d. Supervisor should contact the Case Management team through established channels, and room sanitation will be placed in custodial deep cleaning queue after staff exits the space.
- b. **Identify your department’s designated Isolation Room for COVID-positive staff members to reside while waiting for transportation:**

Lokey 170M (a predominantly vacant office in Lokey Education South) is designated as the College of Education’s Isolation space for individuals who find out they are COVID-positive while on campus and who do not have a means of transporting themselves home and so must wait for transportation.

Individuals who find out they are COVID-positive while they are on campus, are encouraged to immediately cease direct interaction with colleagues, notify their supervisor electronically, and take only the time necessary to collect any personal items they will need before either traveling home, or to the isolation space to await transportation.

Appendices

[Appendix A: HEDCO Clinic Resumption Plan](#)

[Appendix B: HEDCO Clinic Capacity Chart](#)

[Appendix C: Cross College Contact List](#)

APPENDIX A: HEDCO Clinic Resumption Plan

Academic Departmental Return-to-Campus Toolkit – Version 2

Please review the information below to help you complete the questions and fields in the toolkit response areas. Submit plans to your Dean's Office or to the Chief of Staff for your Vice President's division.

Plan approval is needed before resumption activities can begin. Once your plan is approved, the current access request process for staff in your department will sunset. You can continue to refine plans and add additional functions and physical distancing components over the course of the summer. This is meant to be an iterative process.

Please note the following guiding principles are you review the guidance.

- Many functions that can effectively be accomplished remotely should remain remote over summer and potentially into the fall term.
- Departments may have **some** functions that are more effective in person. Departments can develop plans to staff those functions in person by assessing the physical distancing and cleaning measures necessary to reduce the likelihood of spreading the illness
- Departments should NOT plan a return of their entire staff at one time but should plan to bring functions and staff back slowly in waves over the course of summer and fall.

Department Information

Department: [HEDCO Clinic](#)

Department Planning Contact Name: [Wendy Hadley, Lalla Pudewell](#)

Department Planning Contact Email: whadley2@uoregon.edu; pudewell@uoregon.edu

Department Planning Contact Phone: [541-346-1474](tel:541-346-1474) (Eric Owens)

Department Main Office Location: [HEDCO Rm 170](#)

In-Person Priority Functions

As stated in the principles above, departments may choose to maintain existing remote functions for the remainder of the summer term. If that is the case, complete in the table below, and then continue to the Mitigation Strategies section on page 3.

Departments wanting to resume some in-person work over the summer should prioritize **functions that are critical to your operations and that rely on in-person interactions to be most effective**. When determining whether or not these functions should return to in-person mode, consider the following:

- Can the function be effectively done remotely?
 - If so, continue to provide that service remotely. Consider whether or not additional communication is needed to ensure that students know how to connect to your services remotely.
 - If not, consider the following:
 - Does this function need to be available in person full time, or could it be made available in person at certain times?
 - How many people are necessary for this function to be effectively performed in person? Note: Human Resources will be providing information about staff availability to help determine which staff are available to return to work on campus.
 - Can the function be performed in a way that minimizes the potential spread of illness? (See Physical Distancing Guidelines below)
- What student-supporting functions are most effectively delivered in person?
- Complete the following table for the critical functions that must be delivered in person. Add additional rows if necessary.

Function	Full Time or Part Time	# of Staff Required	Can achieve Physical Distancing Guidelines? (Y/N)	Date In-Person functions should resume	Notes:
EXAMPLE FOR DEPARTMENT REMAINING REMOTE					
EXAMPLE: ALL FUNCTIONS REMAINING REMOTE	N/A	N/A	N/A	N/A	N/A
EXAMPLE FOR DEPARTMENT RETURNING SOME FUNCTION IN PERSON					
EXAMPLE: Faculty Support	Part Time	2	Y	7/15/20	Faculty are going to need staff scanned, and requests are going to come in randomly.
EXAMPLE: Student Support	Part Time	1-2	Y	9/15/20	Students need help with registration, crises, etc. Some needs can be handled remotely, but others require in person. Plan to set rotating office hours for each staff member to maximize coverage and minimize exposure.

Comprehensive Diagnostic and Assessment Center	Part Time-10 hours in person	2 at a given appointment (faculty plus trainee; total of 6 individuals)	Y	8/24/20	This service has been shutdown since 3/16 due to COVID-19 restrictions and cannot be done remotely. Testing requires face to face interactions but can be done safely with a plexiglass barrier, individuals will be masked, and all test items will be thoroughly sanitized prior to and after each use with a minimum of 24 hours between use of each testing kit (kits will be rotated).
Speech Language and Hearing Center	Part Time	4-6 individuals on a given day	Y	9/21/20	80% of this service will remain remote via zoom sessions. We anticipate a 20% return to services in the fall with the incoming cohort of graduate trainees.
Center for Healthy Relationships and Adult Practicum	Part Time	6-8 individuals on a given day	Y	9/14/20	50% of this service will remain remote via zoom sessions. Some trainees will continue to utilize rooms to provide remote services, whereas others will provide in-person services in spaces that can accommodate 6' of space between staff and individual clients/ family members.

Child and Family Center and Autism Evaluations	Part Time	6 individuals on a given day; CFC sessions will be run at the satellite facility in the Prevention Science Institute	Y	9/14/20	50% of this service will remain remote via zoom sessions. Some trainees will continue to utilize rooms to provide remote services, whereas others will provide in-person services in spaces that can accommodate 6' of space between staff and child and family clients. Parents of young children (under age 5 years) or very active children will be notified that only children who can maintain social distance and tolerate wearing a mask will be allowed to enter the clinic space.
Center for Teaching and Learning	not sure whether this service will be running. Contacting folks again this week to see about plan.				

Now that you have identified critical functions in your unit, review the number of people who could repopulate your workspace according to the function chart above. Using these numbers, please refer to the guidance below to implement physical distancing in your workspace. It is important to note that as phases of resumption fluctuate on campus and in our community, our plans for resumption will also shift. This plan will serve as a starting point; and we recognize that plans will be reevaluated as updates are received. Evolving guidance will be posted on the [Resumption website](#).

Mitigation Strategy Guidelines

The [Oregon Health Authority](#) and [CDC](#) recommend 6 feet of distance between people as in-person activities resume. Guidance also recommends regularly disinfecting commonly touched surfaces. Custodial staff will be disinfecting restrooms, common spaces, classrooms, and commonly touched surfaces at least once per day. Custodial staff will likely be reducing regular cleaning in office spaces to cover the commonly touched surfaces. Departments should plan for additional cleaning of commonly touched surfaces within their spaces.

Departments should develop plans for how those recommendations can be maintained in your spaces. Facility or Department Managers may be best suited to assist with this task. Physical distancing looks different in every office. We encourage departments to plan for physical distancing that is customizable to your workspace(s). It is also important to start this process early as it may require purchasing of supplies that have long shipping times. These plans do not need to address public common spaces or building entrances and exits; public spaces will be addressed centrally in a separate process.

Instructions: Review the categories of physical distancing options below; then select the mitigation strategy that best fits your space, and respond to any related questions provided. If a category does not apply to your department, enter N/A.

1. Entering Departmental Space

- a. If your department only has one entrance/exit:
 - i. Prop entrance door open Please note that fire doors cannot be propped. Contact the UO Fire Marshal's office if unsure of whether a door is a fire door - uofm@uoregon.edu
- b. If your department has multiple entrances/exits:
 - i. Prop entrance door open. Please note that fire doors cannot be propped. Contact the UO Fire Marshal's office if unsure of whether a door is a fire door - uofm@uoregon.edu
 - ii. Use floor markings to designate a one-way flow of pedestrian traffic for people to go into and out of your space. Inform faculty and staff of designated flows.
- c. **Describe your department's plan for physical distancing in the entrances to departmental spaces:**

HEDCO clinic waiting room will have signs and floor markers to indicate where clients checking-in or waiting to be checked-in should stand in order to maintain social distancing. Clients will be instructed prior to appointment arrival (via letter and phone communication) that only one adult caregiver can accompany each client. Only five clients or accompanying adults will be allowed in the waiting area at a given time. Appointment times will be staggered to minimize the volume of clients and families entering the HEDCO clinic waiting area. Waiting room chairs will be spaced to maintain social distancing guidelines between individual clients/ families. All books, magazines, and toys will be removed from the waiting area. Clients will be taken to clinic rooms as expediently as possible to ensure limited numbers of clients in the waiting area at a given time. Online payment options will be offered to further expedite flow and minimize time in waiting/check-in area. Family

members of clients will be asked to wait in their cars or in outdoor spaces, when possible, while waiting on clients to finish their appointments and will be called/texted when appointments have been completed. Plexiglass barriers will be erected at the primary check-in space and staff and visitors will wear face masks at all times. Clients who enter the HEDCO clinic will be required to wear a mask while in clinic spaces. Clients can wear their own mask or will be provided with a disposable one prior to entering the waiting area. Clients will also complete a brief symptom screen and will have their temperature read prior to entering the clinic (protocol consistent with UHC guidelines). Clients who fail this screen for any reason will not be allowed to enter the space and will be contacted by their provider to either conduct session remotely or will be contacted to reschedule at a later date. Clients with a positive screen will be encouraged to pursue testing. These requirements/procedures will be communicated to clients when scheduling in-person visits over the phone, on appointment reminder calls, in detailed letters sent for initial appointments, and when checking-in at the front desk. Signs indicating this requirement will be posted on the exterior building entrance and also at the HEDCO clinic door entrance. High traffic touch surfaces will be cleaned hourly by front desk staff using university approved disinfectants. Clients and family members will enter through the main locked entryway but will exit either through the primary exit hallway or the secondary exit which leads to the HEDCO building courtyard depending on which room their session is located in (see map for physical flow).

Contact tracing will be managed in accordance with procedures set forth by UHC to conform to HIPAA guidelines and ensure adequate tracing. Separate from the clinical schedules which include client and clinician attendance we will also maintain a list of an students or faculty who enter the space for reasons other than meeting with clients. Staffing records are easily acquired based on scheduling and staff attendance.

2. Lounges/Breakrooms/Kitchens

- a. Physical Distancing
 - i. Option 1: Only allow 1 person to be in these spaces at a time
 - ii. Option 2: Allow multiple occupants but encourage distancing:
 - 1. Look at furniture arrangements to encourage physical distancing. The following are two options to address this:
 - a. Tape or mark chairs that should not be used.
 - b. Remove chairs that should not be used. (Note: if storage within the department is not available and assistance is needed, please contact Chuck Triplett – clt@uoregon.edu)
- b. Disinfecting
 - i. CPFM has identified a single use disinfecting wipe that can be used that meets current CDC guidelines. Please not order other types of cleaning supplies. A central process will be put in place.
 - ii. Departments will be able to request tubs of single-use disinfecting wipes from CPFM to clean commonly touched surfaces within the department. Develop a list of these surfaces in your department. These may include:
 - 1. Copy machines

2. Refrigerators
 3. Microwaves
 4. Light switches in common spaces
 5. Shared equipment/office supplies
 6. Coffee pots
 7. Cabinet and drawer handles
 8. Taps on sinks (unless they are hands free)
 9. Stairway handrails
 10. Pens, markers
 11. Clipboards
- iii. Consider restricting shared use of some commonly touched items.
 - iv. Prop open doors in these spaces to limit touching of doorknobs.

c. Describe your department's plan for managing lounges, breakrooms, kitchens:

Maintaining ongoing distancing, low-density, and sanitization in kitchens, breakrooms, and lounges will be the primary responsibility of the users of these spaces. Individual behavior changes may be necessary. Signs and communication will be critical to supporting the healthy use of these spaces.

Distancing and Traffic:

- Staff/faculty who are on regularized in-person schedules will observe physical distancing while using kitchen and breakroom areas. Depending on the size of the kitchen/break area, 1 – 2 people may use the space at a time.
- All break-areas, lounges, and lobbies will have chairs removed to limit occupancy to the designated amount based on square footage. In most break areas, this will result in one chair per table. In some instances, tables will be removed to maximize physical distancing.

Scheduled use:

- In the event that a unit's occupancy schedule suggests the need for it, kitchen and break schedules will be considered in a given department. A daily sign-up sheet in 10- to 15-minute increments may be implemented via the designated office manager.
- Individuals who are occupants of a given suite or area will have priority access to using shared lounges/kitchens/breakrooms. If access is given to visitors, all physical distancing and sanitizing rules will apply and it is presumed that individual was a scheduled visitor and so would be tracked on a department's visitor roster.

Sanitizing:

- Individuals using kitchen and general break-areas are responsible for sanitizing the area and the items they used/touched before and after each use before leaving the area.
- For lobby areas of COE buildings that are not within a department, the CPFM crew will be responsible for cleaning these areas in accordance with CDC guidelines.
- When doing so does not override any other health guidelines, doors to kitchens, breakrooms, and lounge-areas should remain open to limit the touching of doorknobs.
- Bathrooms will be cleaned on a CDC sanitizing schedule. In addition to the physical modifications that will be made to bathrooms (see mitigation strategies and restroom

upgrades page 3), an extra waste bin will be placed outside each restroom door in the event that individuals needed to touch a handle on the way out.

Copy machines will be wiped with disinfectant after each use by clinic staff and clinical service providers (students and faculty).

Computer keyboards- we will purchase plastic keyboard covers for each of the computers that are placed in common areas (student work room and front desk). Keyboard covers and computer mice will be cleaned with disinfectant after an individual exits the workspace.

I-pads that are used for computerized assessment questionnaires or intake surveys will be wiped down with disinfectant after each use by front desk staff.

Toy sets (based on child age) will be put into rotation such that only one set of toys will be used in a 24-hour period to allow for proper time to disinfect at the end of each business day. After use toys will be placed in designated "dirty" bins to be cleaned at the end of each day and replaced on shelves once they have been properly sanitized.

Light switches, chairs, couches, phones, tables, toys, assessments and laptop keyboards/mouse in each of the clinical service rooms will be disinfected after close of session and prior to the next scheduled session. We anticipate that it will take approximately 10 minutes to appropriately disinfect each room after use and so will include a lag time to allow for spacing of room use.

Rooms will be labeled for maximum use size (e.g., large rooms maximum of 4 people, small rooms maximum of 2 people) to ensure that social distancing can be maintained in any given clinic room.

Records room: Only one person will be permitted into the records room at a time. Entrants will observe signage on door (occupied vs unoccupied) prior to entering this room. Anyone entering the records room will need to indicate usage upon entry and exiting this space to communicate with other staff in the clinic space. Key pad will be covered with plastic cover and cleaned after each use.

Student work room: Only 7 students will be allowed to enter and work in the student work room at a given time. Student work stations will be spaced a minimum of 6' apart to ensure social distancing while at stations and upon exit and entry to space. This requirement will be posted on the exterior door and enforced by clinic staff and relevant clinical directors. Students will also be required to wear a mask while in the work room.

Observation rooms: Only 2 students or faculty will be permitted in the observation rooms at a time. Caregivers will not be permitted to enter these spaces given limited space and inability to properly social distance.

3. Front Desk/Counters

- a. Modify operations so that face-to-face interactions are minimized. Can questions be handled via email or Zoom? Can paperwork be managed electronically?
- b. Place university provided signage to remind visitors to maintain physical distance.
- c. Add floor markings to designate where people should line up.

- i. Additionally, providing counter/reception staff with face shields is a cost-effective strategy to assist physical distancing measures. UO has the ability to produce face shields.
- d. Managing daily, high volume transactions may benefit from the installation of barriers or movement of furniture to help maintain distance. Please note that materials for physical barriers may be difficult to locate, and installation plans must consider applicable building and fire codes. A centralized program is being developed to assist departments in assessing whether a barrier is appropriate. This should only be considered if the options above are not applicable.
 - i. Departments should complete this planning process before submitting a barrier request through [Design & Construction](#).
- e. **If you have front desks/counters, describe your department's plan for managing front desks and counters:**

[See above](#)

4. Shared Office Space

- a. The use of shared office space should be avoided if possible.
- b. Consider ways to minimize office occupancy to maintain physical distancing. Options may include:
 - i. Continue remote telework for non-essential activities.
 - ii. Review [shared workspaces](#) to provide adequate physical distancing
 - 1. Split or stagger shifts among staff in shared spaces;
 - 2. Use floor markings and signage to designate spacing;
 - 3. Identify alternative workspaces such as conference rooms or other unoccupied offices; and
 - iii. Restrict non-essential meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, follow physical distancing requirements and designate excess seating capacity in meeting areas as off-limits. Conduct staff meetings using remote technology (Zoom/Teams).

Describe your department's plan for managing office occupancy:

[Offices will be will scheduled for single occupancy such that administrative staff will alternate days in office or occupy a different room on dates where scheduling requires more support staff. Due to the small size of the administrative office, questions/requests for staff will be handled primarily by email, as much as possible and students/ faculty will no longer be able to enter this office space.](#)

[Front desk staff will be limited to two desks in the front desk area that allows for a minimum of six feet of distance between workspaces. No loitering will be allowed in the front desk area near office staff.](#)

5. Single Occupancy Offices

- a. [Single occupancy](#) offices typically provide the physical distancing recommended in state guidelines.

- b. Physical distancing will be difficult to maintain for one-on-one activities such as faculty office hours and advising . The current recommendation is for those activities to remain remote. Faculty or advisors may be in their offices to participate, but students should remain remote.

NA

6. Department Controlled Classrooms

- a. If you are planning to use department managed classrooms for fall courses, a physical distancing plan will need to be developed. The Mitigation Strategies team has developed a methodology to determine a COVID room occupancy that accounts for physical distancing. Please contact Chuck Triplett or Ken Kato for more information. clt@uoregon.edu or kkato@uoregon.edu

NA

7. Supply Ordering

- a. Identify supplies (e.g., single-use disinfectant wipes, hand sanitizer, face shields, floor marking tape, etc.) that your unit needs to support safe in-person activities. Purchasing & Contracting Services (PCS) can assist with centralized bulk purchasing for efficacy and cost effectiveness. PSC will require confirmation of departmental budget for the items unless the University has determined to cover the cost of that item centrally.
 - i. Note: It is critical that you place your order with our Logistics team as soon as possible. There is an average **90-day delivery estimate** for certain products and protective equipment in high demand.
 - ii. Note: Requests for personal protective equipment (PPE) that is NOT required PPE for a job hazard unrelated to COVID-19 should be reviewed by Environmental Health & Safety prior to ordering through Logistics. Examples include but are not limited to gloves, disposable masks, and gowns.
 - iii. To place an order, please contact UOP2help@uoregon.edu. Please include detailed item specifications and quantities

Orders for supplies have been itemized and sent to COEfinance for purchasing as of 7/8 to allow enough time for delivery in anticipation of gradual resumption of in-person services.

If you have any questions or concerns or would like to share successful physical distancing plans or elements, please contact Krista Dillon – kristam@uoregon.edu.

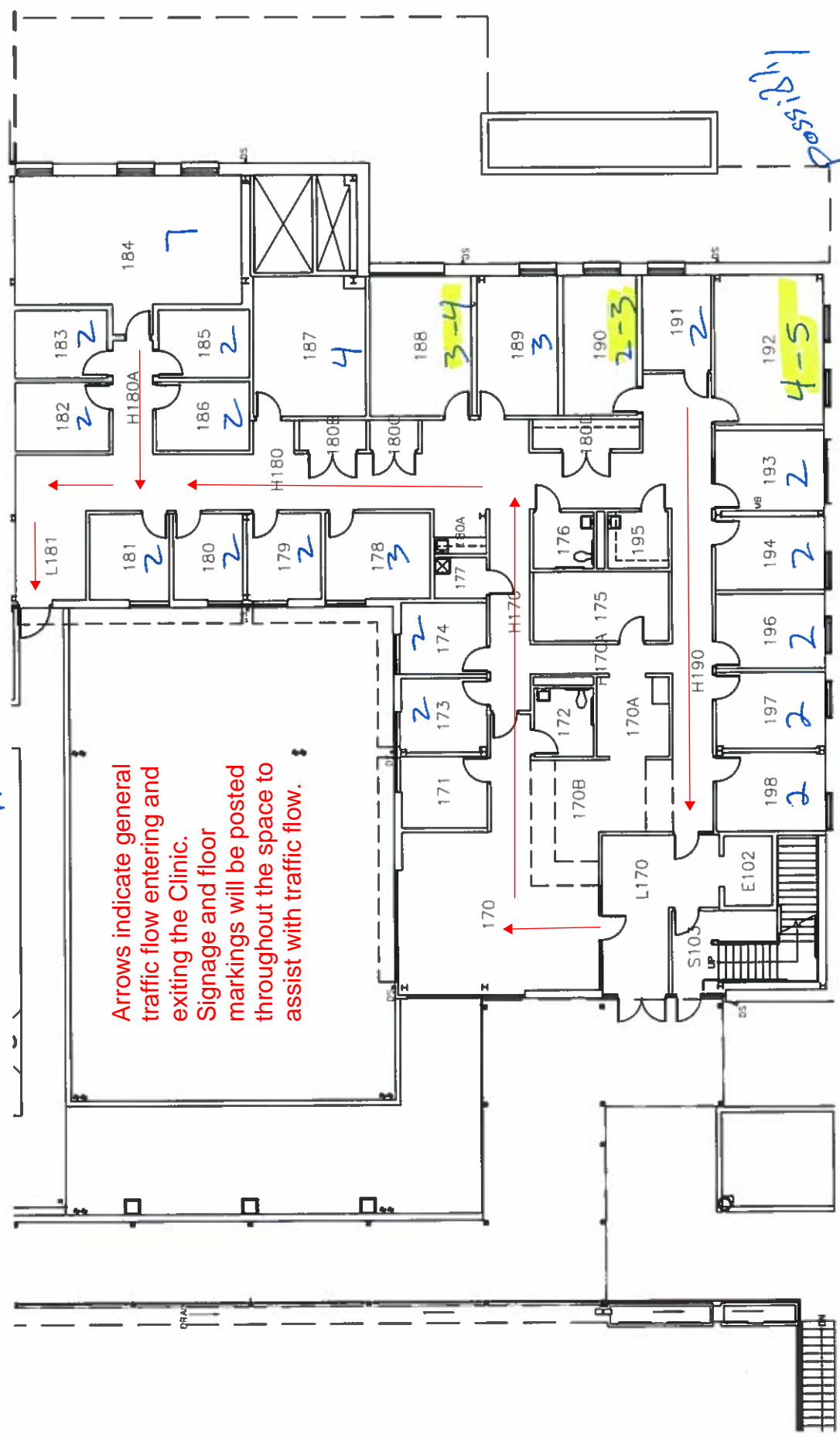
APPENDIX B: HEDCO Clinic Capacity Chart

6/18/20
EHO

REV
7/9/20
EHO

Capacity room limits
Low

HEDCO Clinic



Arrows indicate general traffic flow entering and exiting the Clinic. Signage and floor markings will be posted throughout the space to assist with traffic flow.

possibly achieve
Highlighted spaces could achieve greater capacity ~~with~~ by moving some furniture.

APPENDIX C: Cross College Contact List

COE Research and Outreach Units and Internships

Program Name and Brief Description	Unit Head	Department Planning Contact Name	Program Contact & Number	Location	Mailing Address
College of Educaton (COE)	Dean Randy Kamphaus	Dianna Carrizale-Engelmann	(541) 346-5407	COE complex	1215 University of Oregon, Eugene, 97403
Counseling Psychology and Human Services	Beth Stormshak	Tiffany Yep	541-346-2441	HEDCO 353	
Special Education and Clinical Sciences	Laura Lee McIntyre	Tiffany Yep	541-346-2441	HEDCO 353	
Educational Methodology, Policy and Leadership	Keith Zvoch	Jennifer McGovney	541-346-2453	102A Lokey Education	
Department of Educational Studies	Jenefer Husman	Jennifer McGovney	541-346-2453	102A Lokey Education	
HEDCO Clinic	Wendy Hadley	Wendy Hadley			
Behavioral Research and Teaching (BRT) - conducts research and development in student academic assessment, and teacher professional development to support effective	Gerald (JT) Tindal, Director Julie Alonzo, Associate Director	Raina Megert	Raina Megert, Coordinator of Finance & Operations 541-346-1806 rainam@uoregon.edu	175 Lokey Education Bldg	Behavioral Research & Teaching (BRT) 5262 University of Oregon Eugene, OR, 97403-5262

COE Research and Outreach Units and Internships

Center for Equity Promotion (CEQP) - is dedicated to working with communities to better understand and support the positive development of children and families, particularly those	Heather McClure, Director	Teodoro Reyes-Ramirez	Betsy Ruth, Program Manager 541-346-2585 betsyr@uoregon.edu	1600 Millrace, Suite 355	Center for Equity Promotion 6215 University of Oregon Eugene, OR 97403-6215
Center for the Prevention of Abuse and Neglect (CPAN) - is designed to develop, implement, and research a collective impact and public health approach to child abuse/neglect	Jeffrey Todahl, Co-Director Phyllis Barkhurst, Co-Director	Teodoro Reyes-Ramirez	Jeffrey Todahl, Co-Director 541-346-0919 jtodahl@uoregon.edu	Rainier Building	Center for the Prevention of Abuse and Neglect 1244 Walnut Street Eugene, OR 97403
Center on Human Development (CHD) - is part of a nationwide network that supports, assists, and empowers people with disabilities and their families in schools and communities.	Chris Murray, Director John Seeley, Associate Director	Annette Tognazzini	Annette Tognazzini, Coordinator of Finance & Operations 541-346-1393 annettet@uoregon.edu	Clinical Services Building, #350	Center on Human Development 5252 University of Oregon Eugene, OR 97403-5252
Center on Teaching and Learning (CTL) - conducts research on the design, delivery, and efficacy of the curriculum, instruction, and assessment as individual elements used in schools,	Hank Fien, Director Ben Clarke, Associate Director	Leslie Stephenson	Leslie Stephenson, Business Manager 541-346-0351 lgsull@uoregon.edu	1600 Millrace, Suite 207	Center on Teaching and Learning 1600 Millrace Drive, Suite 207 Eugene, OR 97403
Early Childhood CARES (ECCARES) - provides early intervention and early childhood special education services to children from birth to school aged, in Lane County.	Kim Giansante, Co-Director Lawanda Potter, Co-Director Judy Newman, Director Emeritus	Jeani Williams	Jeani Williams, Coordinator of Finance 541-346-6074 jeani@uoregon.edu	1500 W 12th Ave	Early Childhood Cares 1500 West 12th Avenue Eugene, OR 97402
Early Intervention Research - focuses on improvement and expansion of educational, social emotional, and therapeutic services and supports for infants and young children who are at	Jane Squires, Director	Annette Tognazzini	Annette Tognazzini, Coordinator of Finance & Operations 541-346-1393 annettet@uoregon.edu	Clinical Services Building, #139	Early Intervention Research 901 East 18th Avenue Eugene, OR 97403
Educational and Community Supports (ECS) - focuses on the development and implementation of practices that result in positive, durable, and scientifically sustained change in the	Kent McIntosh, Director	Kim Ledbetter	Kim Ledbetter, Coordinator of Finance & Operations 541-346-7902 kimbra@uoregon.edu	140H Lokey Education Bldg	Educational and Community Supports 1235 University of Oregon Eugene, OR 97403
Institute on Violence and Destructive Behavior (IVDB) - empowers schools and social service agencies to address violence and destructive behavior at the point of school entry and beyond.	Jeffrey Sprague, Co-Director Hill Walker, Co-Director	Teodoro Reyes-Ramirez	Jeffrey Sprague, Co-Director 541-346-3592 jeffs@uoregon.edu	270F Lokey Education Bldg	Institute on Violence and Destructive Behavior 1265 University of Oregon Eugene, OR 97403-1265

COE Research and Outreach Units and Internships

<p>Oregon Career Information System (CIS) - provides a seamless connection between education, workforce, career, and reskilling. CIS assists state agencies, schools, community</p>	<p>Matt Bell, Director</p>	<p>Annette Tognazzini</p>	<p>Matt Bell, Interim Director 541-346-2314 mbell1@uoregon.edu</p>	<p>328 East Broadway, UO Baker Downtown Center</p>	<p>Oregon Career Information System 1244 University of Oregon Eugene, OR 97403-1244</p>
<p>Secondary Special Education and Transition Program (SSET) - is dedicated to the understanding of adolescents and young adults with disabilities and other high-risk</p>	<p>Deanne Unruh, Director</p>	<p>Annette Tognazzini</p>	<p>Annette Tognazzini, Coordinator of Finance & Operations 541-346-1393 annettet@uoregon.edu</p>	<p>901 E 18th Ave Clinical Services Building, 2nd Floor</p>	<p>Secondary Special Education and Training 5260 University of Oregon Eugene, OR 97403-5260</p>
<p>Prevention Science Institute (PSI) - a multidisciplinary institute focused on understanding human development, preventing behavioral health problems, and implementing effective</p>	<p>Laura Lee McIntyre, Director</p>	<p>Rebecca Roby</p>	<p>Rebecca Roby, Assistant Director of Finance & Administration 541-346-4819 rroby@uoregon.edu</p>	<p>1600 Millrace Drive, Suite 105</p>	<p>Prevention Science Institute 1600 Millrace Drive, Suite 105 Eugene, OR 97403</p>
<p>Oregon Education Science Laboratory (OESL) - conducts research on teaching and learning in STEM+C education (science, technology, engineering, mathematics, and computing) with an</p>	<p>Joanna Goode, Director</p>	<p>Teodoro Reyes-Ramirez</p>	<p>Teodoro (Teo) Reyes-Ramirez, Coordinator of Finance & Operations 541-346-4116 treyesra@uoregon.edu</p>	<p>125 Lokey Education Bldg</p>	<p>Oregon Education Science Laboratory 5277 University of Oregon Eugene, OR 97403</p>