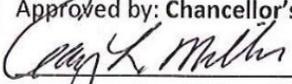




Approved by: Chancellor's Cabinet

Signature: Gary Miller, Chancellor
Date: <u>3/28/2017</u>

Amended November 4, 2021 as to UWSA Policy

BUILDING HOURS AND ACCESS POLICY OP-29-21-10

I. PURPOSE

This policy establishes official hours for all University buildings and outlines access to those buildings after closing, with an additional purpose of improving safety of students and employees working alone.

II. DEFINITION

Blue Pass - An official non-transferable blue-colored authorization card issued by the appropriate university authority which allows unsupervised student access into specific areas (labs, studios, etc.) while campus buildings are

open. Students are issued a blue pass upon verification they meet the guidelines set forth in this policy.

III. POLICY

A. Building Hours

1. Academic Buildings
 - a) Monday through Sunday
 - i. 6:00AM to 11 :00PM
 - a. Buildings will be locked at 11 :00 PM. Students and employees will be allowed to remain in buildings until midnight to complete university business.
2. Student Support/Non-Academic Buildings
 - a) Includes: Cofrin Library, Weidner Center for the Performing Arts, Kress Events Center, University Union, Housing Community Center, Shorewood Golf Course and Facilities.
 - b) These Buildings employ building managers and will be staffed during their individual hours of operation. Departments or programs responsible for building operations will also be responsible for ensuring the building has appropriate staffing.
 - c) General building hours are established to meet the needs of the services and programs offered in these buildings.
3. Notification of Building Hours
 - a) Building hours will be posted on entry doors of the university buildings open to the



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public.

4. Extended Hours

- a) For specific reasons (ex. final exam week) extended building hours can be approved. A request for extended hours must be made to Public Safety no later than two weeks prior.
- b) Legal Holidays
 - i. Buildings are closed on all legal holidays

B. Building Access

1. University employees (faculty, staff, LTE's, student employees and graduate students, etc.) in buildings after hours.
 - a) After-hours access for University employees requires approval by their Academic Dean or Director or his designee.
 - b) University employees will provide university identification to Public Safety staff upon request.
2. University students in buildings after hours
 - a) The university will not allow students in any Academic or Non-Academic buildings past the hours of operations, as described above, unless the student is working with a faculty or staff member who has approved after-hours access. For safety reasons, students are encouraged to prioritize work and complete it during normal business hours. This ensures that students are working when others are present in the building.
 - i. In rare circumstances, Public Safety can approve unsupervised student access after-hours (ex. time sensitive experiments/events, required curricular activities, etc.) The request must come from the appropriate faculty member or Director detailing the date(s), time(s), location(s) and general description of activity.
 - ii. Students refusing to leave a closed building may be subject to referral to the Dean of Students and may be issued a citation for violating UWS Chapter 18.07(2) "Closing Hours"
3. Unsupervised access to Labs, Studio's, etc. during building hours of operation:
 - a) Two or more students may perform unsupervised work together in Labs, studio's, etc., if all members of the group have blue passes as authorized below under Section C.

C. Working in Isolation [Working in Isolation Policy](#) (University of Wisconsin System Administrative Policy 620)

1. Individuals conducting hazardous operations or using hazardous chemicals or materials within campus laboratories, studios and workshops, research facilities or similar environments ordinarily should not work in isolation. Those performing maintenance or repair of equipment or campus property involving hazardous operations, chemicals or materials ordinarily should not work in isolation. At least one other individual who is knowledgeable of safety equipment and can come to the aid of the worker should be visible or audible range. This policy does not supersede activities that have more stringent requirements such as permit required confined spaces.



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Individuals may work in isolation if they receive explicit written approval from the person in charge of the work. Written approval may be granted if the person in charge of the work had done the following:

- a) Conducted a hazard analysis to assess the work area to identify potential or existing hazards, determine if the hazards can be mitigated, and decide whether such activities should be closely monitored, restricted or disallowed.
- b) Implemented procedures and corrective actions to eliminate, minimize or control hazards when individuals are working in isolation.
- c) Assessed and documented the requirements for emergency equipment, emergency aid, and a means of obtaining emergency assistance based upon the nature and degree of the exposure to the hazard.
- d) Ensured emergency aid and communications systems are available and compatible with work assignments. This includes providing an effective communication system between any individual who works in isolation and person(s) capable of assisting the individual.
- e) Ensured a point of contact is aware of the individual's location and the time frame they will be at the location while working alone.
- f) Ensured the individual understands and is fully trained on emergency procedures.
- g) Educated and trained (document training) the individual on all safety procedures, practices and protocols which include:
 - i. Adherence to appropriate measures established for working in isolation; and
 - ii. Awareness of the hazards and the methods used to control or eliminate them so work can be performed safely.
- h) Evaluated safety measures on a regular basis to ensure that the practices are applicable, effective, compliant and in consideration of any new changes in work tasks or operations.
- i) Ensured incidents and injuries are reported immediately to the person in charge of the work.
- j) Ensured all incidents are investigated, corrective action taken when necessary and documented.
- k) Developed a system, such as after-hour permits or permission forms for undergraduate students, to prevent untrained persons from gaining access to laboratories and other hazardous locations within campus buildings.