From:	Estlund,Karen
To:	Withers,Benjamin; Long,Kelly
Cc:	Mravinec,Kristin
Subject:	Re: Facilities Spreadsheet
Date:	Wednesday, November 11, 2020 1:13:52 PM

Confirming that the Morgan Library and VTH Library will be open and hours have already been coordinated with Facilities.

Please let me know if you need any additional information from me.

Best,
Karen

--
Karen Estlund
Dean of Libraries
Colorado State University
karen.estlund@colostate.edu

she/her/hers

From: Withers,Benjamin <Ben.Withers@colostate.edu>
Date: Friday, November 6, 2020 at 13:09
To: Hayes,John <John.Hayes@colostate.edu>, Stetter,Mark <Mark.Stetter@colostate.edu>, Pritchett,James <James.Pritchett@ColoState.EDU>, Walker,Beth <Beth.Walker@colostate.edu>, Nerger,Janice <Janice.Nerger@colostate.edu>, Youngblade,Lise <Lise.Youngblade@ColoState.EDU>, Stromberger,Mary <Mary.Stromberger@ColoState.EDU>, Estlund,Karen <Karen.Estlund@colostate.edu>
Cc: Long,Kelly <Kelly.Long@ColoState.EDU>
Subject: Facilities Spreadsheet

Dear Fellow Dean,

Please find attached two documents pertaining to Post-Fall Break planning. The Word document is a revised version of the one we discussed with the PPT and provides the context and outlines our approach. The Excel document operationalizes the part of the plan where you and your units help decide what buildings need special care, either by restricted access or extending time it is open. Essentially, if you plan to have a college-controlled building unlocked from 8-5 and there's no special restrictions, there' nothing you have to do b/c that is the default. Let me know if additional explanation is needed; if not, please return by noon, November 11 (Wednesday).

Some areas to consider: 1) if you have people in your buildings in offices, labs, etc. after 5 pm, address safety concerns 2) if faculty need access to classrooms after 5 pm and have access to the

building, will the classrooms they need be unlocked or accessible; 3) many faculty have courses in buildings that don't "belong" to their home college (Stadium, Clark, etc) and you'll want your chairs to make sure those classrooms are available or the faculty have other arrangements; 4) if you share space with other colleges in buildings, discuss your mutual plans to keep open/restrict public access during 8-5 and after.

It never gets easier, does it?

Ben

Benjamin C. Withers
Professor and Dean
College of Liberal Arts
Colorado State University