

UNIT PLAYBOOK

This playbook is to be used in addition to the University [policies](#) and [NDR Guidelines](#).

1. Unit name: **Notre Dame Environmental Change Initiative**
2. Building and Floor: Flanner 7S
3. Names of any other units sharing space: None
4. Please provide the names of your faculty, staff, students and postdocs who will regularly work in your space. Staff must have an approved “partial” or “essential” workspace assignment to work more than a few hours on campus each week.

Name:	Title:	Office or Room number (note if shared space by # people):	Weekly On-Campus Schedule:	Notes/Concerns
Kara Primmer	Program Director	721 Flanner	1 days a week as needed	
Brett Peters	Assistant Director; ND-LEEF	720 Flanner	1 days a week as needed	
Jennifer Tank	Faculty Director	716 Flanner	Limited; few hrs. at a time	Will be based in 192 Galvin M,T, Th
Diogo Bolster	Faculty Assoc Director for ND-LEEF	NA	Will be in Fitzpatrick Office	
Lindsay Chadderton	TNC AIS Director	719 Flanner (normally two occupants)	Limited, few hrs. at a time	Only present if Andrew Tucker not in office
Andrew Tucker	TNC AIS Scientist	719 Flanner (normally two occupants)	M-F, 9-5	
Danielle Wood	ND GAIN Project Director	712 Flanner	Limited, as needed	Will be at CCI office mainly.
Father Terry Ehrman	Faculty Affiliate	711 Flanner	M-F, 6 hrs./day	
Casey Stoffel	SWC Project Coordinator (Wang/Wei)	714 Flanner (RAP space; now limited to one occupant)	Limited, visit as needed.	Will be mostly remote for now
Aaron Bivins	Postdoc (Bibby)	715 Flanner(now limited to two or less occupants)	Works Remotely	Remote for semester
Samantha Rumschlag	Postdoc (Rohr)	718 Flanner (now limited to two or less occupants)	2 scheduled days/week	
Michael Mahon	Postdoc (Rohr)	718 Flanner (now limited to two or less occupants)	2 scheduled days/week	
Gopal Penny	Postdoc (Muller)	N/A	Works Remotely	GP is based at U of M (Ann Arbor)
Zachariah Silver	Temporary Research Associate (Hamlet)	715 Flanner (now limited to two or less occupants)	Limited	

Phillip Stepanian	RAP	714 Flanner (RAP space; now limited to one occupant)	Works Remotely	Do not need to be on campus for teaching or research
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Note: 715 & 718 are the postdoc shared offices, now limited to two (preferably one) occupants; 714 is RAP office, and we will limit to one person at a time, 713 is vacant. Conference room limited to one person, cleaning after occupied.

Undergraduates: No undergrads will be in the ECI office this semester.

5. Masks must be worn in shared spaces (offices, common space, etc.) whenever there is more than one person present. Some shared spaces may now have posted occupancy limits less than the number of people who previously worked in same location before. How will you manage shared office spaces or rooms in your unit?

We have moved assigned desks so that there are only the maximum number of occupants assigned to each office space. There are no more than two people assigned to each space. In most cases, only one person will be in any office at one time (except for SR & MM who share residence).

6. Some staff have received a workspace assignment of "remote." This designation does allow staff with an occasional business need to be on-campus. Remote staff are asked to alert their managers prior to traveling to campus. How will you manage any requests from remote staff to come to campus?

We will request that people let Kara Primmer know via email when they plan to be in the ND-ECI space. She will ensure that there are no conflicts, and if there are, she will work to help identify a schedule that will work for all parties.

7. Please detail how you will manage the regular activities of your unit that require participation from multiple participants. Be sure to include how you will organize regular seminars, team meetings, student meetings, and other types of collaboration, etc.

We plan to keep all activities virtual for the fall semester. We will hold all team meetings on Zoom. We are also planning a virtual seminar series to replace our usual Brown Bag Seminars. We will ask faculty/postdocs/staff that need to meet with undergraduate students, that they hold their meetings outside of the ND-ECI space.