

Unit Playbook

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

1. Unit name: Children's Environmental Health Initiative
2. Building and Floor: Flanner 10S
3. Names of any other units sharing space: Fitzgerald Real Estate Institute, American Studies (CAL)
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
Marie Lynn Miranda	Faculty Director	1013	Sporadically in this office space	Main office in the Main Building
Carolina Avendano	Director Research Operations	1011	4 hr/day , M-Th	Usually it will be 8-12, M-Th, but hours might change
Aaron Lilienfeld	Research Analyst	1023	8 hr/day , M-Th	Usually it will be 9-5, M-Th, but hours might change
Joshua Tootoo	Director of Training and Geospatial Sciences	1012	8 hr/day , M-Th	Usually it will be 9-5, M-Th, but hours might change
Dominique Zephyr	Statistician Professional	1021	4 hr/day, M and W	Specific times and days might change

Note: All currently occupied CEHI offices are designated for one staff/faculty. There is maximum occupancy of 2 people in those offices at any given time and both occupants would be required to wear masks. Should any of the shared offices be utilized this semester, both occupants will be required to masks when co-habituating or create a rotating schedule

Undergraduates: No undergrads will be in the CEHI offices 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?
 - a. We will adhere to the occupancy limit currently posted for each of the shared spaces on our suite (Kitchen, restrooms, and conference rooms); additionally

anyone entering a shared space will use their mask at all times. If significant activity has occurred in the shared space, the staff will clean the area with disinfecting materials provided by CEHI.

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?
 - a. For any staff assigned as “remote”, the staff will communicate the date, time, and location on campus to visit to the Director of Research Operations, Carolina Avendano (cavendan@nd.edu). After complying with the daily check-in and obtaining a green passport to be on-campus on the day planning to visit campus, the staff will go to campus to take care of their business.

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.
 - a. All of our unit activities that require participation from multiple participants are currently being held via zoom. We have team leaders that schedule the zoom meetings and send the invites to all the participants involved.
 - b. We also hold GIS training sessions for various health departments across the nation via zoom on a regular basis. The team is well versed on preparing and hosting these trainings virtually, since they have been holding these prior to COVID-19.