

GUIDELINES REGARDING OFFICE DOORS AND WINDOWS

Most campus doors have windows installed. The purpose of these windows is to provide a certain level of safety and security to campus activities, with a primary focus on individual accountability. As such, all door windows, should be kept clear, supporting visibility and accessibility. This policy does not restrict the use of coverings, as long as those coverings are either decorative or utilized for individual privacy.

Generally speaking all doors should remain open or in the case of closed doors, windows should remain unobstructed. The only time that both a door can remain closed and a window covered is when one individual is utilizing the space and privacy is required. If more than one individual is in a room either the door should remain open or the window remain unobstructed.

It is assumed that a closed door or covered windows communicates a condition of privacy, but it also creates the conditions for threat or risk, especially when more than one individual occupies the space. Open doors and unobstructed windows serve as protection for students and staff. Individuals who want to disclose personal or sensitive information may prefer a closed-door session. If so, a balance should be sought that allows for privacy, but does not place individuals at risk. Best practice would suggest that any need for a closed door meeting would be done in a space that has at least one window, allowing for general visibility. This would mean that any window coverings should not impede visual access to the room.

Questions concerning these guidelines should be addressed to the Office of Human Resources.