

# MODEL PLAN

## COVID-19 Department Operation Plan for General Office Work Space

This model should be used as an example when creating your own onsite department operation plan. Your office space may have unique challenges or issues. For a consultation with Risk Management, email [risk@usu.edu](mailto:risk@usu.edu).

### Work Schedules for Department Employees

1. We will continue to encourage telework for our department, especially for employees who are high-risk or caring for someone who is high-risk.
2. Supervisors and employees will coordinate schedules to avoid workspace conflicts for space.
3. Employees with their own office may return to work on site and during their regular work hours.
4. For employee teams who work in shared offices or workspaces, social distancing will be required. To accomplish this, no more than two employees may work in the shared office at any one time and those individuals must still be diagonal, not adjacent, to each other.
5. To facilitate reducing the number of employees in shared work spaces, Employee A will continue to telework, and Employees B and C will work in staggered shifts. Employee D and Employee E will work rotating shifts alternating one day on site and the next day teleworking.

### Employee Safety Guidelines for Onsite Work

1. All employees will follow USU's COVID-19 hygiene standards. Including frequent handwashing and/or use of hand sanitizer, avoiding touch their eyes, nose or mouth with unwashed hands, and covering coughs and sneezes.
2. Employees will wear a cloth face covering when 6-feet social distancing is difficult to maintain. The department will provide a face covering for each employee. Face coverings should be changed or laundered each day.
3. Face coverings are not required when only one employee is in an office or conference room. Employees are encouraged to wear face coverings in common areas, hallways, restrooms, and the break room, where office members may pass or briefly interact at a close distance.
4. Meetings will be scheduled in spaces that facilitate social distancing and/or occur remotely using web-conferencing tools.
5. Lunch breaks will be staggered to minimize congestion in the break room.

### Events, Programming, and/or Services

1. Meetings will continue to be held virtually where possible or with a hybrid of in-person and virtual attendees to ensure adequate social distancing in conference rooms.
2. Training will be provided virtually through the use of Adobe Connect (or other web conference service). Training may be provided in-person if the group is small enough to fit in the training space where social distancing, use of face coverings, and cleanliness can be maintained.
3. Appointments for department services will be held virtually or scheduled so that social distancing, use of face coverings, and cleanliness can be maintained.

# Facility Protocols to Protect Employees and Visitors

1. USU-approved COVID-19 signage that lists COVID-19 symptoms will be posted at both entrances of the office. Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
2. Sufficient wipes and/or disinfectant spray and paper towels have been ordered to provide more frequent cleaning of high-touch surfaces. High touch surfaces in our work areas include: telephones, door handles, light switches, copier buttons, conference room tables, water coolers, refrigerators, and microwaves.
  - A. Conference tables will be wiped down by the meeting host at the conclusion of a meeting.
  - B. [Employee A] will conduct a daily walk through and wipe down high-touch surfaces areas at least two times a day.
  - C. Employees will wipe down their respective workstations daily.
3. Front desk staff will sit behind a plexiglass barrier to conduct business. They will be encouraged to wear a face covering when interacting with visitors. Until a plexiglass barrier is obtained for front desk, the public entrance will not be open to visitors.
4. The reception area and conference rooms will include hand sanitizer, tissues, and a no-touch trashcan.
5. Approved USU floor decals will be placed in the reception area to indicate where to stand and/or wait at an appropriate social distance.
6. Chairs will be removed and/or signage will be placed on reception area furniture to facilitate social distancing while guests wait.
7. The large conference room will be limited to X-number of people to facilitate social distancing (6 feet apart).
8. Unless it creates a privacy, data security, or other security risk, internal doors will be propped open so handle use is not necessary and ventilation is increased.

# Training and Communication Plan for Return to Onsite Operations

1. A copy of this plan will be emailed to department employees once approved.
2. Preparations for return to work and expectations will be discussed during weekly staff meetings. Space will be reserved on the agenda to answer questions from employees.
3. Employees will be emailed the USU-approved screening questions to review before coming back to work on site. Employees who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if the symptoms are of concern to the employee. For any of these symptoms, the state of Utah recommends testing for COVID-19: fever, cough, shortness of breath, sore throat, muscle aches and chills, or decreased sense of smell or taste.
4. Before an employee returns to work, their supervisor must approve the date they will return to onsite work to ensure proper work arrangements including social distancing, wearing of face coverings, and proper hygiene activities.
5. Supervisors will monitor (using passive observation) their onsite employees daily for potential symptoms and send employees home who exhibit symptoms.
6. The department will post USU-approved signage setting expectations for staying home when sick, respiratory hygiene and etiquette, and workplace behavior.

# Travel Needs and Limitations for the Coming Year

1. The department will continue to limit out-of-state travel for business purposes including conferences and training.
2. Employees will be advised to check COVID-19 symptoms before and after travel for personal or business reasons and to stay home until symptoms have fully resolved.
3. Individuals returning from high risk areas or who have potentially had contact with someone with a higher risk of infection will be required to work from home for at least 14 days.