

COVID-19 Department Operation Plan

Work Schedules for Geosciences Front Office Employees

- Geosciences allows and accommodates telework for our four staff employees, especially those who are high-risk or caring for someone who is high-risk. Employees who recently have been symptomatic or who become symptomatic will be instructed to work from home if they are feeling well enough to do so.
- Employees each have their separate workspaces and can work onsite during their regular hours.
- Our two primary front office staff will conduct work in the office as following, and modify from there as mutually agreed.
 - Ellen Imler on Tuesdays, 9:30am-11:30am
 - Hollie Richards on Monday, Wednesday, Thursday and Friday, 8:00am-5:00pm
- When not in the office, staff are available by phone, email, slack, and video chat during work hours.
- Through the summer, as possible, office days will increase until back to near-normal schedule in time for fall semester.
- The Geology Museum will remain closed, and no employees are affected by this.

Employee Safety Guidelines for Onsite Work

- Employees will not come to campus if they feel sick, and they will follow USU's COVID-19 hygiene standards.
- Face coverings are required in the front office and public spaces such as hallways, classrooms, and restrooms. *Masking and social distancing are still required, regardless if a person has tested positive for COVID-19 in the past or received the COVID-19 vaccine.* The department will provide at least one mask for each employee and student, and will provide disposable masks for visitors who do not have one. Face coverings are not required when only one employee is in a private office.
- No sharing of desks.
- Meetings of small groups will be scheduled in spaces that facilitate social distancing. Meetings of larger groups will be facilitated by videoconferencing.

Facility Protocols to Protect Employees & Visitors

- Office furniture is reduced and rearranged to allow six feet distancing and safe movement and passage.
- No more than two visitors at a time will be allowed in the main room of the front office.
- Access to supplies, photocopier machine, and library areas of the front office

during regular working hours will be limited to office staff only. Employees or visitors who are exhibiting symptoms will be instructed to return home.

- Approved USU floor decals will be placed in the reception area to indicate where to stand and/or wait at an appropriate social distance. Tape on floor will help guide visitors six feet around desks and office door.
- Plexiglass shield will sit at reception desks.
- Frequently touched surfaces will be cleaned by office personnel twice per day, in addition to such cleaning of surfaces already being conducted each morning by custodians.
- Mask station will be installed outside office entrance with masks provided by department. We request that every person in the public area of the office wear a mask.
- No-touch hand sanitizer station will be in front office.
- The following will be kept available, as supplies allow: tissues, trash cans, hand sanitizer, masks, disinfectant wipes.
- The GEOL 413 conference room will be limited to 5 people to accomplish social distancing.

Training & Communication Plan

- All office employees have been involved in drafting this plan.
- A copy of this plan will be delivered and introduced by the Department Head to all Department staff, faculty and students once approved.
- USU-approved COVID-19 signage that lists COVID-19 symptoms and University protocols will be posted at the office and building entrances and on the hallway monitor.
- Email reminders will be sent by Department Head as needed.

Department Events

- The Geo Department's seminar series will be held remotely by videoconferencing. Seminars will no longer have coffee or food provided.
- Any other department events will be planned to achieve social distancing, in some cases by being held outdoors on the Old Main Quad.

Travel

- The Geosciences Department will adhere to all current travel policies and reporting guidelines set by USU and pertinent government agencies.