Per the UConn Phase 3 Reopen Plan, the University continues its plans to de-densify the Storrs and regional campuses and provides the following guidance:

Individuals working from home now, should continue to do so unless approved by the University to return to campus. Therefore, most employees are expected to telecommute through 31 December 2020 unless the primary duties of the job require them to be on campus full-time or on a significantly limited basis with manager approval and University authorization. The only faculty and staff (including post-doctoral scholars) that will be allowed on the campus will be the following categories of employees before, during and after reentry:

- Direct Contact with/Support for Students - defined as close professional contact with students within 6-ft for more than 15 minutes as a primary job function. For example, a classroom instructor in-front of students; residential life staff, certain academic functional assignments, staff providing continued window service; or a food/retail service professional. Even with these roles, where telecommuting or rotational programs can be supported, they should be.
- Critical Infrastructure Support - defined as a role with or without direct student contact on a full-time basis where all primary job functions cannot be done remotely, such as facility operations, police/fire, animal care and support. It does not include work that is "preferred" to be accomplished onsite or non-critical infrastructure work by an employee or manager or any such work that can continue to be done remotely in areas outside these critical infrastructure responsibilities.
- Part-Time or Rotational Critical Support Functions often with No Direct Contact with/Support for Students – defined as roles that include some and limited critical administrative functions that cannot be done remotely, such as some financial, payroll, administrative, and HR functions for a small number of hours per day for 1-2 days per week. It does not include work that is "preferred" to be onsite or non-critical infrastructure work by an employee or manager or any such work that can continue to be done remotely. Employees and those in this category should be less than 15% of a manager's staff.
- Research Colleagues – research faculty and staff working in a lab approved for research reentry under the research ramp up process. Work that may be done remotely should continue to be done so. All sponsored program supported personnel must be working on the aims of the grant as pay for no work expired at the end of June. Any situations where an employee is unable to work in the lab and who cannot telecommute should be noted. In this event, additional information will be forthcoming.[1]

ITS has approximately 70 staff members that fit the above criteria have been notified that they have been approved to return to campus. The following plan will be implemented for any staff currently on campus, as well as any staff that may return should the University allow additional staff members to return to campus. The below "ITS Return to Campus COVID 19 Protection Plan" has been approved by the Provost. Managers and supervisors in each area are responsible for ensuring that all items are followed.

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[1] University of Connecticut, "Reopen Phase Three," 22 July 2020, https://reopen.uconn.edu/wp-content/uploads/sites/3065/2020/08/UConn-Reopen-Phase-3-Fall-2020-Final.pdf.

<u>ITS Return to Campus COVID 19 Protection Plan</u>

Approved August 28, 2020

- Individuals are responsible for following all applicable safety protocols, including social distancing and wearing face coverings/masks.
- Employees have taken the required "COVID-19 Return to Campus Training" provided by Environmental Health and Safety and saved a copy of the signature page to receive credit: https://ehs.uconn.edu/covid-19-campus-training.
- Employees have or are provided an appropriate face covering. The University will provide face coverings; however employees can wear their own if it is appropriate.
- Individuals on site will log their time in their Outlook Calendar, as well as the appropriate ITS Building Calendar. (See Item 3 below).
- Managers and supervisors should review this COVID-19 Protection Plan with their staff and ensure the required protective measures are in place in their area.
- This plan is intended to cover guidelines for each building that ITS occupies: Rowe, Library Sub-Basement, Library Technology support center, Chaplin, Solarium, TAB, Data Center, CEN

1. Frequently touched, shared surfaces or items
    - Doorknobs, light switches, tabletops, conference room chairs, copy machine, copy machine touch pad, papers on copy machine, reams of paper, office supplies, cabinet doors, cabinet drawers, refrigerator, microwave, bathroom/kitchen faucets and paper towel dispensers, water cooler levers, plastic cup supply, deliveries, drink and snack machines, counter and table in copy/mail room.
    - Department / Building Area Protection Plan:
        - Employees working on campus must take responsibility for keeping themselves safe by disinfecting shared areas before using them and avoid sharing phones, work supplies, office equipment, etc. where possible.
        - Personal workspace cleaning: employees regularly clean personal workspace.
        - Copy machines: A bottle of disinfectant spray and roll of paper towels (provided by UConn) will be left by the copy machines so users can disinfect the machine before using it.
        - Bathrooms: a spray bottle of disinfectant and roll of paper towels (provided by UConn) will be left in each bathroom. User should clean contact surfaces before using.
        - Office supplies: All community staplers, tape dispensers, writing utensils, etc. from applicable locations (loading dock counter, copy rooms, conference rooms, etc) will be removed and employees are encouraged to use their own items.
        - Avoid sharing phones, work supplies, office equipment, etc. where possible.
        - If equipment/tools must be shared, disinfect between users.
        - Wash hands after disinfection.

2. ITS shared university-owned vehicles
    - Identify shared university-owned vehicles:
        - 9-549 2008 Chevy G2500 Express Van

- 9-443 2018 Ford C Max
- 9-436 2018 Ford Transit
- 9-58   2011 Chevy Equinox
- 9-312 2018 Ford Transit
- 9-550 2008 Chevy K1500 Pickup Truck
- 9-316 2008 Ford G2500 Express Van
- 9-15   2016 Ford Transit Connect
- 9-353 2019 Dodge Caravan
- Department / Building Area Protection Plan:
    - Limit use of shared vehicles, when possible, to one person per vehicle per day resulting in minimization of risk of infection through sharing. Users should use personal vehicles when possible.
    - One (1) spray bottle of disinfectant and roll of paper towels (provided by UConn) will be left in each vehicle. User should clean inside of vehicle, door handles, etc. before using.
    - Activities that can be done before or after the trip should be done outside of the car when possible (discussion, paperwork, etc.).

3. Workstations/computers within 6-feet of each other
    - Department / Building Area Protection Plan:
        - Continue working remotely unless work cannot be done remotely.
        - Continue using Teams for meetings even when in-person meetings are possible.
        - Identify locations of workstations and computers that are within 6-feet of each other for those on campus.
        - Rearrange space or stagger useable workstations to allow safe distance between users.
        - On-site schedules may be modified to stagger days/shifts employees report in-person to minimize contact across employees.
        - Calendars for each ITS building have been created in Outlook to allow staff to schedule and keep track of their on-site workdays. This will help identify and limit the number of employees in each building location (see section on "Outlook Calendars" at the end of the document).
        - Avoid arrangements where employees sit facing each other.
        - [Physical barriers](#) may be considered where appropriate.

4. Visitors
    - Department / Building Area Protection Plan:
        - Maintain log of visitors to each building.
        - Limit visitation and implement contactless deliveries/visitations if possible.
        - Remind visitors of the University's requirements on physical distancing and use of face coverings while on campus.
        - Remind visitors of the need for health screening prior to coming to campus.
    - Identify areas that visitors enter your workplace:

- TAB Loading dock:
  - Delivery of packages (delivered by Central Warehouse) containing goods purchased by ITS.
- Technology Support Center
  - Customers enter via appointment.
- TAB front entrance:
  - Device support – contactless drop off and pick up has been established.
- Data Center:
  - Vendors and contractors enter by appointment.

5. Reception/waiting areas
   - All ITS locations have locked key-card entry doors to prevent the public and un-scheduled visits. All visits should be scheduled and the staff member expecting someone should plan to meet them to let them in.
   - Identify reception/waiting areas:
     - TAB Loading dock deliveries (see item 4).
     - Technology Support Center waiting area has been removed.
     - TAB front entrance device support – contactless drop off and pick up has been established to prevent waiting areas.

6. Areas where lines queue
   - Identify areas where lines queue:
     - TAB loading dock deliveries (see item 4).
     - Technology Support Center - No lines should be forming, as TSC procedures now allow only 3 total customers in facility. Others will be asked to schedule an appointment.
     - TAB front entrance device support – contactless drop off and pick up has been established to prevent waiting and lines forming. Customers will arrive by appointment only, wait in their car while they contact dispatcher, and then drop off or pick up devices in the outdoor box.

7. High traffic areas
   - Identify your high traffic areas:
     - Entrances, exits, and hallways in each ITS building
   - Department/Building Area Protection Plan:
     - General safe behavior will be followed in main corridors, hallways, exit/entrances. Signage may be used to remind staff and visitors to maintain safe distance.

8. Breakrooms/kitchenettes
   - Identify locations of breakrooms and kitchenettes:
     - Each ITS building has break rooms/ kitchenettes.
   - Department/Building Area Protection Plan:

- Encourage staff to take breaks outside or in their own work areas.
- Chairs may be removed to limit room capacity.
- Use spray bottle of disinfectant and roll of paper towels (supplied by UConn) in Breakroom/Kitchenette to disinfect frequently touched surfaces such as refrigerator handle, microwave handle, touch pads, faucet, cabinets and drawer handles, water cooler levers, etc.
- Remove unnecessary communal items, such as coffee pots, shared dishware and cutlery.
- Discard shared condiments, coffee stirrers, cream, sugar, etc.
- Discard communal dirty dish scrubber. Encourage paper towels to be used.
- Provide a supply of hand soap and dish soap on kitchenette sink.
- Water cooler plastic cups: discontinue use and bring own reusable water bottle
- Drink and snack machines in loading dock area: use spray bottle of disinfectant left in the loading dock to disinfect machines before using.

9. Conference/meeting rooms
   - Identify locations of conference and meeting rooms:
     - ITS has conference rooms in each of the ITS buildings.
   - Department/Building Area Protection Plan:
     - Teams meetings have replaced most in-person meetings and will continue whenever possible.
     - 6 ft distances between occupants must be observed when using a conference room.
     - Chairs may be rearranged or extra chairs removed to allow for safe distancing.
     - Disinfect tabletops, arms of chairs, and other commonly touched surfaces between meetings.
     - Conference rooms must be reserved in Outlook prior to use.

10. Mail/package handling
    - Identify which employees handle mail/packages and from what sources:
      - Business Office staff - incoming delivery processing and end user notification
      - End users who pick up their ordered goods
      - Vendors
      - Mail Services Staff
    - Department/Building Area Protection Plan:
      - Deliveries are dropped off at the TAB loading dock one day every other week by Central Warehouse. They are then processed, and end users are notified to pick up delivery.
      - End user picks up delivery, signs packing slip and sends a phone picture of signed slip to uitsreceiving@uconn.edu to complete processing.
      - Unless packages are needed immediately, end users should pick packages up the day after being notified they are in the TAB loading dock.

- End users can pick packages up directly from Central Warehouse. If picking up directly, users are required to sign packing slip and send a phone picture of signed slip to uitsreceiving@uconn.edu.
- Mail Services staff drops campus and USPS mail off to Business Office weekly on Wednesdays. They let themselves in to the building and leave the mail on the counter for later distribution by Business Office staff. The mail sits at least one day before being handled and distributed.

11. Areas/activities where physical distancing is not possible
- Does your department have areas or activities where safe distancing is not possible?
    - A car at times may require more than one individual / technician for trips to regional campuses. Staff should follow the precautions outlined for vehicles under item 2.

Outlook Calendars:

Calendars for each ITS building have been created in Outlook to allow staff to schedule their on-site workdays. This will help identify and limit the number of employees in each building location. ITS staff have access to each of the building calendars and should log their time in each building accordingly by following the steps below. Note, this is only to keep track of time on site, not to "book" your time like you would for a conference room.

Calendar Instructions:

1. Open the calendar view in Outlook by clicking on the calendar icon.
2. When opening a building calendar for the first time, under the "Home" top navigation, click the "Open Calendar" or "Add Calendar" button (depending on what version of Outlook you have). See pictures below:
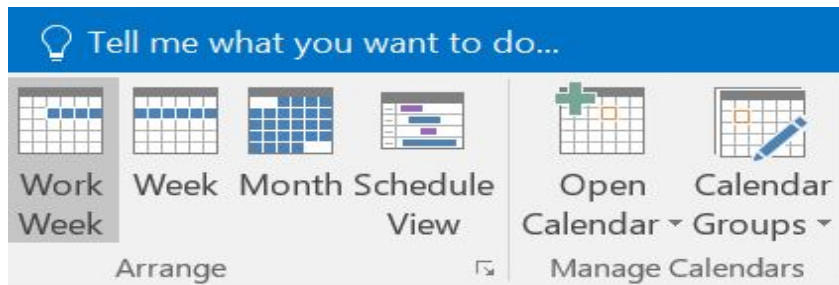
Or
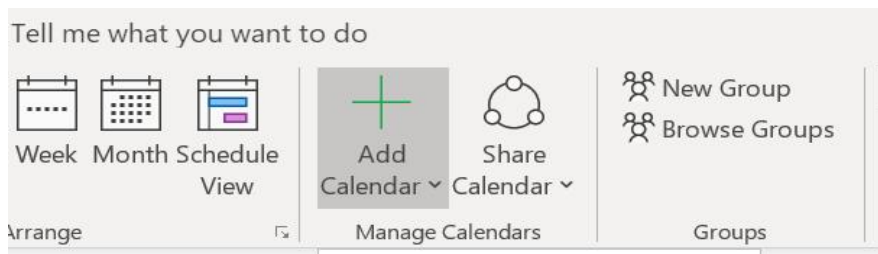
3. Select "From Room List" and search for one of the building calendars by name below or type ~ ITS - and you should see all of the ITS calendars):

      - ~ ITS - Rowe
      - ~ ITS - Library Sub-Basement
      - ~ ITS - Technology Support Center
      - ~ ITS - Chaplin
      - ~ ITS - Solarium
      - ~ ITS - TAB
      - ~ ITS - Data Center
      - ~ CEN

4. Double click on the calendar you are looking for. Click "Ok."
5. When the building calendar opens, go to the day you will be on site and right click anywhere in the day.
6. Select "New All Day Event"
7. Enter your name and time you will be in the building in the subject line. Note: For TAB only, also include which building you will be in since there are 4 buildings. Leave location empty. Click Save.
8. The calendars in Figures 1 and 2 on the next page are examples of staff on site on September 2nd in the Library Sub-basement Calendar (~ ITS - Library Sub-Basement), and the TAB Calendar (~ ITS - TAB) so you can visualize how this will look.
9. Note: You are adding info directly to the top of the calendar rather than sending an invite to yourself or the room like you would when scheduling a meeting in a conference room.
10. Note: When viewing the same calendar at a later time, the calendar should now appear where you have your groups of calendars saved for easy access so you should not need to repeat steps 2 to 3 to search for the calendar again.
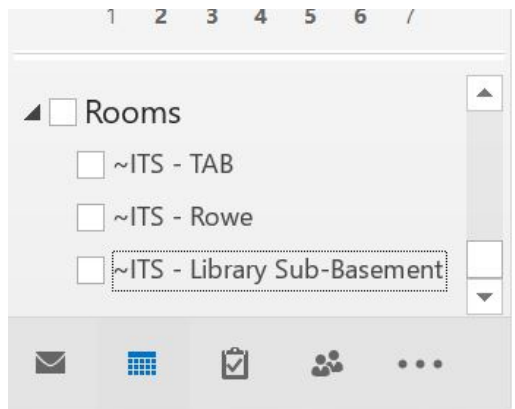
Figure 1. Library Sub-basement Calendar (~ ITS - Library Sub-Basement) example of staff in on September 2:

Figure 2. TAB Calendar (~ ITS - TAB) example of staff in on September 2 (note, the building in the TAB is also listed):

Additional Resources:

https://reopen.uconn.edu/covid-dashboard/

https://uconn.edu/public-notification/coronavirus

https://reopen.uconn.edu/wp-content/uploads/sites/3065/2020/08/UConn-Reopen-Phase-3-Fall-2020-Final.pdf