UCONN | UNIVERSITY OF CONNECTICUT

Department:

Building/Area:

Unit/Services:

RETURN TO CAMPUS
COVID-19 Protection Plan
Departmental and Administrative Offices

To protect the health and safety of the campus community and visitors, departments will be required to perform a detailed risk assessment and set site-specific prevention protocols. The completion of this template will serve as the department's COVID-19 Protection Plan.

<u>**Instructions:**</u>

1) Complete the Workplace Risk questions applicable to your department's physical workspace and activities performed. Check "Yes" when the specified risk is present in your department and "No" when it is not.

2) Identify the activities, locations, and/or items associated with the risks present in your department.

3) Review the Prevention Protocols presented within the last column for strategies to minimize risks. These are in keeping with the State of CT Rules.

4) For each Workplace Risk that is present in your department, include the prevention protocols you will use in the Department Protection Plan (i.e., how you will be implementing the prevention protocols for each identified activity, location, and/or item). Be specific. For example: What will the occupancies be for each conference room, how will an activity take place, who will be cleaning shared items, etc.

If you have questions related to this risk assessment, or if you need assistance in the assessment of unique departmental risks that are beyond the scope of this template, contact the Department of Environmental Health and Safety at ehs@uconn.edu.

To prevent loss of completed form fields, download and save this form to your computer before filling it out. Be sure to save changes.

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Frequently touched, shared surfaces or items Does your workspace have frequently touched or shared surfaces or items? Examples: doorknobs, light switches, tabletops, PIN pads, conference room chairs, copy machines, hand tools, etc. Note: shared vehicles and carts are addressed in the next section.	☐ Yes ☐ No	**List surfaces and items that are frequently touched or shared:**	• Establish an enhanced cleaning schedule for frequently touched surfaces not cleaned/sanitized by Facilities Operations. • Make available cleaning & disinfecting products near commonly used surfaces. • Consider wipeable or disposable covers on difficult to clean shared equipment/electronics. • Avoid sharing phones, work supplies, office equipment, etc. where possible. • If equipment/tools must be shared, disinfect between users • Request that employees' clean personal workspaces often • Wash hands after disinfection.

Department / Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Shared university-owned vehicles Does your department have shared campus-owned vehicles? Examples include work trucks, cars, vans, and carts. (Note: Livery vehicles should not be included in this risk assessment--consult EHS for guidance on livery vehicles.)	☐ Yes ☐ No	**Identify shared university-owned vehicles:**	• Follow developed guidelines from EHS.

Department/Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Workstations/computers within 6-feet of each other Does your workspace have desks or computers that are within 6-feet of each other? Examples: computer labs, small shared offices, etc.	☐ Yes ☐ No	**Identify locations of workstations and computers that are within 6-feet of each other:**	• Rearrange space or stagger useable workstations to allow safe distance between users. • Stagger days/shifts employees report in-person to minimize contact across employees • Avoid arrangement where employees sit opposite each other. • Mark off computers as "do not use" to allow for physical distancing. • Provide physical barriers between workstations or computers if distancing is not feasible.

Department / Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Visitors Does your department have visitors that enter your workplace? Examples: vendors, personnel from other UConn units, etc.)	☐ Yes ☐ No	**Identify areas that visitors enter your workplace.**	• Maintain log of visitors. • Limit visitation if possible. • Consider number of individuals in determining occupancy limitations. • 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.

Department / Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Reception/waiting areas Does your workspace have reception or waiting areas? Examples: Dept. front desks, equipment distribution desks (stock rooms, Central Supply), help desks, etc. Note: the next question addresses areas where lines may form.	☐ Yes ☐ No	**Identify reception/waiting areas:**	• Implement Safe Distancing signage • If paper transactions or other hand-offs must take place, direct customers to leave paper on desk and then take a step back. • Work with Facilities Operations to provide physical barriers between personnel and customer if person-to-person contact must take place. • Limit the use of waiting/seating areas. Develop a system that allows customers to wait outside. • Rearrange chairs or mark chairs as "do not use" to create physical distance between users. • Regularly sanitize chair arms.

Department/Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Areas where Lines Queue Does your workspace have areas where lines may form?	☐ Yes ☐ No	**Identify areas where lines queue:**	• Develop a system that allows customers to wait outside. • Implement distancing markers at 6-foot intervals.

Department/Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
High traffic areas Does your workspace have high traffic areas that you control? Examples: corridors, central spaces/courts, entrances/exits, etc. Note: This does <u>not</u> include building entrances/exits or hallways in which your department does not have sole control over.	☐ Yes ☐ No	**Identify your high traffic areas**:	• Implement general behavior safe protocol. • Use signage to direct traffic. • Use distancing markers to encourage safe distancing. • If you have two entrances, route incoming traffic through one door and outgoing traffic through another.

Department / Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Breakrooms/kitchenettes Does your department have breakrooms and/or kitchenettes?	☐ Yes ☐ No	**Identify locations of breakrooms and kitchenettes:**	• Encourage personnel to take breaks outside or in their private office. • Decrease room occupancy. • Implement general safety behavior of safe distancing. • Implement a breakroom scheduler to limit occupancy. • Remove unnecessary communal items such as coffee pots, shared dishware and cutlery. • Regularly disinfect frequently touched surfaces such as refrigerator, door, cabinet, and drawer handles; light switches; and sink faucet.

Department / Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Conference/meeting rooms Does your department have conference or meeting rooms? Note: Some conference/meeting rooms are shared among multiple departments. Work with those departments for a shared effort.	☐ Yes ☐ No	**Identify locations of conference and meeting rooms:**	• Encourage virtual meetings whenever possible. • Decrease allowable occupancy to maintain 6 ft distances between occupants. • Post maximum occupancy signs • Rearrange chairs or mark chairs as "do not use" to allow for safe distancing. • Disinfect tabletops, arms of chairs, and other commonly touched surfaces between meetings. • Require scheduling for shared spaces and restrict access when not in use.

Department / Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Mail/package handling Does your department handle mail and/or packages from outside vendors or from campus mail services?	☐ Yes ☐ No	**Identify which employees handle mail/packages and from what sources:**	• Identify a designated area for this activity. • Minimize transaction times with transportation personnel. Make contactless if possible. • Use electronic signatures when possible. • Disinfect or let packages sit for a day before handling. • Wash hands after handling and disinfection.

Department/Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Areas/activities where physical distancing is not possible Does your department have areas or activities where safe distancing is not possible? Examples: certain interpersonal activities, cash registers, etc.	☐ Yes ☐ No	**Identify areas/activities where distancing is not possible:**	• Reassess whether this activity is a critical function, eliminate activity or institute modified processes to ensure safe distancing. • Provide physical barriers between people. • Stagger work operations or instruction. • Limit activity or instruction to reduce contact time.

Department / Building Area Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Additional Items Do you have any other areas or activities not identified in other sections of this risk assessment that will need prevention protocols for COVID-19?	☐ Yes ☐ No	**Identify areas or activities that have not been listed elsewhere:**	• Enhanced cleaning and/or disinfection between users. • Applicable signage, physical barriers, and floor markings to ensure physical distancing or other restrictions.

Department / Building Area Protection Plan:

How will you communicate your department-specific COVID-19 Protection Plan (and future amendments) to your employees?

Identify designated staff assigned to implementation and enforcement of this plan:

Department Head/Director/Dean is responsible for ensuring the following is complete prior to returning employees to campus:

- Prevention Protocols in the Departmental Risk Assessment are complete and remain in place.
- Employees have taken the required COVID-19 Return to Campus Training.
- Employees have or are provided an appropriate face covering. The University will provide face coverings, however the employee can wear their own if it is appropriate.
- A system is in place to log individuals on premise over time to support contact tracing.
- A manager or supervisor has reviewed this COVID-19 Protection Plan and the required protective measures with the employee, including the mandatory use of face coverings in the workplace.

Department Head/Director/Dean

Name: _____ **Date:** _____

Title: _____ **Proposed Start Date:** _____

For Provost or EVP of Admin Review (Name)	_____ **Date:** _____