Approved August 4th 2020
Revised August 7th 2020

Note that the department will not repopulate until after July 1. The department is repopulating starting August 17th 2020.

Work Schedules for Employees
1. ITLS personnel have medium exposure risks consistent with teaching and classroom responsibilities as well as student support and administrative personnel.
2. We will continue to encourage telework for our department, especially for employees who are high-risk or caring for someone who is high-risk, or those needing an accommodation for any other reason.
3. Supervisors and employees will coordinate schedules to avoid workspace conflicts for space. To that end we will stagger our work schedule with a morning shift 8am-12:15pm person reception from 9am-1:30pm remote reception will follow from 1:30pm-5pm. followed by a break and an afternoon shift 12:45pm-5pm.
4. Employees with their own office may return to work on site and during their regular work hours. For employee teams in shared offices or workspaces, there should be 6 feet of distance between workstations. Staggered schedules will be used when distance is not possible.

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 and students will wear a cloth face covering when 6-feet social distancing is difficult to maintain.
3. The department will provide two face coverings for each employee. Face coverings should be changed or laundered each day.
4. Face coverings are not required when only one employee is in an office or conference room. Employees are encouraged-required 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.
5. Meetings will be scheduled in spaces that facilitate social distancing and/or occur remotely using web-conferencing tools. No more than one person will be in the break/copy room at a time.
6. As desired, any ITLS employees needing to meet with additional protection can schedule 215E. This room will be set up with a Plexiglass barrier on a desk and
have a HEPA filter. As one example, our business services manager will hold one on one meetings in 215E instead of her own office since 215F lacks enough room.

a. Remaining rooms – as designated by research operation plans from individual faculty and enrollment caps for centrally scheduled spaces.

7. As a point of re-emphasis, employees seeking further reduction of workplace exposure need only ask for an accommodation which will be provided in line with USU policies. Employees seeking accommodations should initiate discussion with their supervisor and/or HR about refinements to the existing plan. If health information is disclosed as part of these conversations it will only be shared as needed with risk management.

Events and Programming

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 Zoom. 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.

4. ITLS specific events.
   a. Until further notice all USU Esports events will need to be done online, unless a plan is submitted outlining how department operations can be followed.
   b. Department retreat will be virtual in the Fall.
   c. New student orientation will be online in the Fall.
   d. Brown bags (program) can be done if speakers either connect virtually or agree to wear face coverings and social distancing is maintained. Both 282 and 280 will be scheduled so that if we expand past social distancing guidelines we can overflow into 280. Participants will bring their own food.
   e. Graduate student conference on Learning and Technology (Spring 2021) will be done virtually.

Facility Protocols to Protect Employees and Visitors

1. Face coverings are required inside the Education building, this is consistent with both USU and the Utah State executive order.

2. USU-approved COVID-19 signage that lists COVID-19 symptoms will be posted at both entrances of common spaces.

3. Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
4. 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, ice machine, refrigerators, and microwaves.
   a. Desks and chairs in public spaces will be disinfected twice per day (midday and end of day). Chairs will be disinfected before and after each use by the individuals sitting in them. Any obvious contamination on the surface should first be removed with a wet paper towel that is discarded in the garbage can. The surface will then be cleaned with a mid-level disinfectant Clorox Wipe (or disinfectant spray). Hands will be washed after cleaning is complete.

5. Front desk staff will sit behind a plexiglass barriers 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.

6. The reception area and conference rooms will include hand sanitizer, tissues, and a no-touch trashcan.

7. Approved USU floor decals will be placed in the reception area to indicate where to stand and/or wait at an appropriate social distance.

8. USU-approved signage will be placed in reception area furniture to facilitate social distancing while guests wait.

9. Rooms will be limited as follows to facilitate social distancing of 6 feet apart. 215C (6 people), 215E, (2 people), 277 (* people), 271 (* people), 270 (7 people, including VR space), for 277 (Esports) and 271 a shared graduate office, space is not sufficient for 6 feet of social distancing. If two people are within 6 feet then face coverings will be required. Face coverings are available in the main office if needed.

10. ITLS will follow the standard operating procedures from central advising.

Training and Communication Plan
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 (Deidri, Annalee, Andy). 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.

7. If an employee does not feel enough precautions are being met they can direct concerns that will be kept anonymous to covid-19@usu.edu for now and via a forthcoming website.

Travel Needs and Limitations

1. Individuals returning from high risk areas or who have had close contact with someone with a confirmed COVID-19 diagnosis will be required to work from home for at least 14 days. The University may require employees to quarantine in additional circumstances. Supervisors should consult with Risk Management if they have a question about whether an employee should be quarantined.