

OPERATIONAL PLAN

Jon M. Huntsman School of Business

COVID-19 Operation Plan: Business Services

Work Schedules for Business Services Employees

1. We will continue to encourage telework for our department where possible, especially for employees who are high-risk or caring for someone who is high-risk.
2. Supervisor and employees will coordinate schedules to ensure alignment with appropriate public health guidelines.
3. For employees who work in shared offices or workspaces, social distancing will be required.
4. To facilitate this, no more than three employees may work simultaneously in EBB 313, and no more than one employee may work in EBB 311. When social distancing in these areas is difficult to maintain, employees will wear face coverings.

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 touching their eyes, nose or mouth with unwashed hands, and covering coughs and sneezes.
2. Employees will wear a cloth face covering when 6-foot social distancing is difficult to maintain. The department will provide two face coverings 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 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.
4. Meetings will be scheduled in spaces that facilitate social distancing and/or occur remotely using web-conferencing tools.
5. If an employee experiences COVID-19 symptoms, that individual will be advised to stay home until (1) there has been no fever for 3 days; (2) symptoms have improved, AND (3) it has been at least 10 days since the onset of symptoms (per CDC guidelines). The employee should also complete USU's [Symptomatic Employee form](#) and contact [USU Risk Management](#).
6. Individuals who have traveled to an area with high levels of community spread, or who have been in close contact with someone who has tested positive for COVID-19 may be required to work from home for at least 14 days.

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. In-person training may be provided when spaces aligned with COVID-19 safety guidelines are available.
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 signage that lists (1) COVID-19 symptoms and (2) COVID-19 preventative measures will be posted at all building entrances, as well as on all office or department entrances. Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
2. Common use high-touch surface areas, including telephones, door handles, light switches, copiers, tables, chairs, refrigerators, microwaves, etc., will be wiped down with disinfectants after each use by the individual users (this includes common areas, such as the mail room). All high-touch surfaces will also be wiped down at the close of each business day.
3. Employees will wipe down their respective workstations at the close of their time in the office.
4. Front desk staff will sit behind a plexiglass barrier to conduct business. They will be required to wear a face covering when interacting with visitors.
5. The reception area will include hand sanitizer, tissues, and a no-touch trashcan. 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. One chair will be removed from the reception area furniture to facilitate social distancing while guests wait.
7. The office door will remain open to increase ventilation and eliminate the need to touch door handles.

Training and Communication Plan for Return to Onsite Operations

1. A copy of this plan will be emailed to department employees. Department plans will also be available on the employee resources section of the Huntsman School website.
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 who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if the needed. They will also need to complete USU's [Symptomatic Employee form](#) and contact [USU Risk Management](#) immediately. The state of Utah recommends COVID-19 testing if any of the following are present: fever, cough, shortness of breath, sore throat, muscle aches and chills, or decreased sense of smell or taste.
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.
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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 for COVID-19 symptoms before and after travel for personal or business reasons. If symptoms are present, the employee will be required to stay home until (1) there has been no fever for 3 days; (2) symptoms have improved, AND (3) it has been at least 10 days since the onset of symptoms (per CDC guidelines). Employees should also complete USU's [Symptomatic Employee form](#), and contact [USU Risk Management](#) immediately.
3. Employees returning from high risk areas or who have had contact with infected individuals may be required to work from home for at least 14 days.