

OPERATIONAL PLAN

Jon M. Huntsman School of Business

COVID-19 Operation Plan: Stephen R. Covey Center for Leadership & Utah Women & Leadership Project

Work Schedules for Covey Center and UWLP Employees

1. We will continue to encourage telework where possible, especially for employees who are high-risk or caring for someone who is high-risk.
2. Employees with their own office may return to work on site and during their regular work hours.
3. For employees who work in shared offices or workspaces, social distancing will be required.
4. To accomplish this, a maximum of three (3) employees may work in the Covey Center / UWLP Office at one time.

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. All classes and 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. Classes and meetings will be held virtually where possible or with a hybrid of in-person and virtual attendees to ensure adequate social distancing.
2. Students and faculty will be required to wear face coverings in classrooms, hallways, stairwells, offices, restrooms, and other areas of the Huntsman School of Business and specifically in the Marketing and Strategy Department.
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. Instructors will hold their office hours virtually when possible. In-person meetings are discouraged, but when necessary should be held by appointment only (no drop-ins).

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. The front desk will not be manned until an appropriate barrier is in place. Until that time, signage indicating contact information for appropriate staff will be placed at the front desk.
5. The Covey Center common area will have hand sanitizer, tissues, and a no-touch trashcan available to guests. Approved USU floor decals will be placed within the office to indicate where to stand and/or wait at an appropriate social distance.
6. Chairs will be moved and signage placed on reception area furniture to facilitate social distancing.
7. Internal doors will be propped open to increase ventilation and eliminate the need to touch door handles.
8. Sufficient quantities of disinfectant spray and paper towels have been ordered to provide more frequent cleaning of high-touch surfaces. Weston will wipe down high-touch surfaces at least three times each weekday.
9. A maximum of nine (9) individuals will be allowed in the Covey Center at one time. One class will be held within the area and appropriate social distancing guidelines will be followed. Students and instructor are strongly encouraged to wear masks.

Training and Communication Plan for Return to Onsite Operations

1. A copy of this plan will be emailed to 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 with faculty and staff during regular staff meetings and in the MSLE department fall start-up meeting.
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.
4. Before an employee returns to work, Jim Davis, MSLE Department Head, 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.

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.

All faculty and staff are encouraged to read and familiarize themselves with the information, guidelines, and resources available on the USU COVID-19 Response website at <https://www.usu.edu/covid-19/>