

## OPERATIONAL PLAN

### Jon M. Huntsman School of Business

### COVID-19 Operation Plan: Data Analytics & Information Systems Department

#### Work Schedules for DAIS Department Employees

1. We will continue to encourage telework for DAIS employees where possible, especially for employees who are high-risk or caring for someone who is high-risk.
2. Employees who work in 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 DAIS Main Office (EBB 715) at one time.
5. The DAIS mailroom may only accommodate one (1) person at a time. When faculty members come to pick up mail, copies, or office supplies, they will need to wait until other individuals have exited before entering the space.

#### 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. Within the halls of EBB 7th Floor, movement will be unidirectional. Individuals should walk in a clockwise direction in the hallway, using the middle stairwell for moving upwards and the back stairwell for going down.
6. 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](#).
7. 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.

#### 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 covering in classrooms, hallways, stairwells, offices, restrooms, and other areas of the Huntsman School of Business and specifically in the DAIS department.
3. The DAIS Conference Room can hold a maximum of three (3) in-person attendees to allow adequate distance between individuals.
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 in elevators and stairwell entrances to the EBB 7th Floor DAIS Department. Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
2. Hand sanitizer, tissues, and disinfecting wipes will be available upon entering the DAIS Office and in the Conference Room.
3. Approved USU signage and floor decals will be placed in the office area to indicate where to stand and wait at an appropriate social distance.
4. Sufficient disinfectant spray and paper towels have been ordered to provide more frequent cleaning of high-touch surfaces.
5. Conference table will be wiped down by the meeting host at the conclusion of a meeting.
6. 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. The DAIS 7th Floor
7. Restroom will have disinfectant wipes and a sign requesting wipe down of faucet, light switch, door handles, and other surfaces after each use.
8. Employees will wipe down their respective workstations at the close of their time in office each day.
9. Front desk staff will sit behind a plexiglass barrier to conduct business in EBB 715. They will be required to wear a face covering when interacting with visitors when not behind the plexiglass barrier.
10. Chairs will be moved and signage placed on reception area furniture to facilitate social distancing with visitors who come to the DAIS Office (EBB 715).
11. The conference room (EBB 709) will be limited to three (3) people to facilitate social distancing (6 feet apart). Chris Corcoran's office (EBB 711) will have only one guest chair in use, placed at least 6 feet away from his desk.
12. Internal doors will be propped open so handle use is not necessary and ventilation is increased. A fan will be added to increase airflow out of the office area.
13. Signage will be placed around the department indicating that individuals should walk one-way-only in the DAIS corridors. Signage will be placed in classrooms indicating "entrance only" and "exit only" doors.

## 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 employeeresources 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.
3. The DAIS fall retreat will spend appropriate time addressing COVID-19 safety and protocols.
4. Employees who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if needed, in addition to completing USU's [Symptomatic Employee form](#) and contacting [USU Risk Management](#). 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.
5. Before an DAIS employee returns to work, Chris Corcoran, 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/>