

OPERATIONAL PLAN

Jon M. Huntsman School of Business COVID-19

Operation Plan: Marketing, Strategy, Leadership & Entrepreneurship (MSLE) Department

Work Schedules for MSLE Department Employees

1. We will continue to encourage telework for the MSLE department 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 MSLE Main Office (EBB 415) at one time.
5. The MSLE Mailroom may only accommodate one (1) person at a time. If already occupied when faculty members come to pick up mail, copies, or office supplies, they must wait until the occupant exits 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 which 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 within the Marketing & Strategy Department.
3. The MSLE Conference Room can hold a maximum of four (4) 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 MSLE Department on the 4th floor of the Eccles Business Building. 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 in both the MSLE Office and the MSLE Conference Room.
3. Approved USU floor decals will be placed in the reception area to indicate where to stand at an appropriate social distance.
4. Employees will wipe down their respective workstations at the close of their time in the office.
5. Conference table will be wiped down by the meeting host at the conclusion of a meeting.
6. Georgia will disinfect high-touch surfaces at least three times each weekday.
7. The restroom will have a sign requesting that each user wipe down the faucet, light switch, and door handle after use.
8. Front desk staff in EBB 415 will sit behind a plexiglass barrier to conduct business. They will be required to wear a face covering when not behind the plexiglass barrier.
9. Chairs will be removed and/or signage will be placed on reception area furniture to facilitate social distancing while guests wait.
10. Tables and chairs will be moved and signage placed on reception area furniture to facilitate social distancing with visitors to the MSLE Office (EBB 415).
11. The MSLE conference room (EBB 409) will be limited to four (4) people to facilitate social distancing (6 feet apart). Dept Head Jim Davis's office (EBB 411) will have only one guest chair remain in use, well over 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 (clockwise) in the MSLE corridors.
14. Signage will be placed in classrooms indicating "entrance only" and "exit only" doors.
15. Individuals are encouraged to use personal workspace printers rather than common area copiers. When used, common area copier will be wiped down with disinfectants after each use by the individual-user. Only one person in the workroom at a time.

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 with faculty and staff in department meetings.
3. The MSLE Fall Start-Up will spend approximately half the meeting time addressing COVID-19.
4. 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.
5. Before an MSLE employee returns to work, Department Head Jim Davis must approve the date they will return to onsite work to ensure proper 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).
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.