

OPERATIONAL PLAN

Jon M. Huntsman School of Business COVID-19

Operation Plan: Management Department

Work Schedules for Management Department 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. Supervisors and employees will coordinate schedules to ensure alignment with appropriate public health guidelines. For employees who work in shared offices or workspaces, social distancing will be required.
3. To facilitate this, no more than three (3) employees are permitted to work at one time in EBB 306.

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. 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.
7. When possible, copy requests will be sent to the department administrative assistant, who will make copies and place them on the front desk for pickup.
8. To reduce traffic in the work/breakroom area, commonly-used office supplies will be placed in the main office area.
9. Only one person at a time will be allowed in the work/breakroom area. A mirror will be installed at the blind corner so employees can clearly see if the room is occupied. Employees will turn the light off upon leaving to indicate the area is empty.
10. To facilitate visibility, only the main department office door will be used.

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. Appointments for department services will be held virtually or scheduled so that social distancing, use of face coverings, and cleanliness can be maintained.
3. 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. 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. The department administrative assistant will sit behind a plexiglass barrier to conduct business. They will be required to wear a face covering when interacting with visitors. Until a plexiglass barrier is obtained, the Management Department office will not be open to visitors.
5. The reception area and conference rooms 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. Chairs will be removed and/or signage will be placed on reception area furniture to facilitate social distancing while guests wait.
7. The department conference room will be limited to 3 people to facilitate social distancing (6 feet apart). Unless it creates a privacy, data security, or other security risk, internal doors will be propped open to increase ventilation and eliminate the need to touch door handles.
8. A sign will be posted at the main office door stating that deliveries are to be placed on the empty front desk and authorizing delivery personnel to sign for packages on behalf of the department administrative assistant.

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 online 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.
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.

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). Individuals 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.