

## COVID WORK PLANS

A COVID Work Plan should address how your department will operate to minimize risk to employees and students. Ideally, plans will accomplish removing risk, reducing risk through administrative controls, and setting usage expectations of COVID related supplies that provide additional protection. Maintaining a safe work environment is a *shared responsibility*! Some considerations for your plans are:

- I. **General Office Space** – The goal is to identify and address where physical space between employees, students or customers is needed. Some solutions may include:
  - a. Allowing remote work as business needs allow.
  - b. Staggering shifts or alternating schedules.
  - c. Increasing physical space between employee work stations through reconfiguring the workspace. Moving & Storage can support in this effort through a work request placed through Work Control at [workor@wm.edu](mailto:workor@wm.edu).
  - d. Creating physical distance between employees and customers perhaps through logistical changes (ex. moving a table) or through signage cues to establish wait locations.
  - e. Eliminating reception area seating or minimizing usage.
  - f. Eliminating shared items, such as pens.
  - g. Coordinating work so large numbers of people do not need to congregate.
  - h. Designation furniture for use or non-use through signage requested through the Building Emergency Coordinator.
  
- II. **Conference Rooms** – Meetings should be held virtually if at all possible. These rooms will be operating at a reduced capacity to allow for physical distancing. Signage will be displayed outside the conference room with the capacity indicated. Meetings should be conducted in a quick manner. Disinfectant wipes will be available for each participant to clean the area they will occupy prior to use.
  
- III. **Break Rooms** – Break rooms may be occupied only if physical distancing can be maintained. High touch surfaces should be disinfected prior to use. Replace or remove items handled with high contact frequency such as coffee makers, snacks, re-usable coffee mugs. Encourage employees to bring their own beverages or refillable water bottles. Water fountains with filters and bottle refill stations will remain open to allow for refilling. Do not bring in shared food items unless individually wrapped.
  
- IV. **Classroom Operations** – Classrooms will be occupied at a reduced level to allow for physical distancing. Chairs will be marked to indicate usage expectations. Centrally located bulk containers of wipes will be available for those entering to clean their desk or workspace. Students will also be wearing cloth face masks. Faculty will have the choice to wear either masks or face shields. Instructors have been provided adequate space in the front of each classroom to allow for instruction while keeping physically distant from students. Instructors will be responsible to disinfect podiums and any shared classroom electronics.

- V. **Electronics Disinfecting** – Electronics utilized by multiple users will require disinfecting when multiple users are involved. Ideally, as one needs to use a podium, hardware in a conference room or a computer in a lab, they would be responsible to use supplies provided to clean it prior to use. Consider cleaning tablets used and touched frequently by multiple users.

<https://www.wm.edu/offices/facilities/departments-directors/ehs/documents/computer-cleaning-guidelines.pdf>

- VI. **Vehicle Usage** – Ideally, smaller vehicles that do not allow distancing will be for individual use. When this is not possible, the guidance linked below for shared transportation vehicles should be followed for use, cleaning and disinfecting:

<https://www.wm.edu/offices/facilities/departments-directors/ehs/documents/shared-vehicle-cleaning.pdf>

- VII. **COVID Supplies** – Supplies for COVID response include cloth face coverings, hand sanitizer, disinfectant wipes, cleaners for electronics, acrylic barriers and gloves. See the COVID Supply Management guidance for supply use on campus at <https://www.wm.edu/offices/facilities/departments-directors/ehs/documents/covid-supply-management.pdf>

For planning purposes, a centralized location for bulk hand sanitizer bottles and wipes should be identified. Small, refillable bottles for individuals are available as needed. For locations where frequent transactions between individuals must continue to occur, acrylic barriers are available.

- VIII. **Signage** – Signage should be used to encourage traffic flow to decongest areas, moderate flow, encourage distancing, and identify room occupancies. Signage will also provide direction for sanitizing expectations, coughing/sneezing etiquette, hand hygiene and other healthy practices. Building Emergency Coordinators have been tasked with identifying signage needs for each building. If additional signage is needed beyond the initial planning efforts, please contact your Building Emergency Coordinator.

Please see the following sites for additional guidance:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- <https://www.wm.edu/offices/facilities/departments-directors/ehs/workplace/covid-19-safety/index.php>