

COVID-19 Reopening Plan- Administrative Offices

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

This return to campus plan is intended to assist the Senior Management Team (SMT) members in creating a return to the workplace plan for administrative offices to return safely to work during the COVID-19 pandemic. Guidance may change in accordance with federal, state, and local government and local health agency guidance.

As with all of our planning, the foundation is built upon the four pillars:

1. **Social Distancing:** Maintain six feet of distance from those around you when possible.
2. **Mask/ Face Covering:** Wear a mask or face covering over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the [Executive Order 2020-153 in Section 2.a-2.k](#).*
3. **Sanitization:** Wash your hands with soap and water for 20 seconds multiple times each day or use hand sanitizer of at least 60% alcohol. Sanitize your desk, workstation twice daily, high-frequency touch surfaces, and living spaces with wipes found across campus.
4. **Personal/ Social Responsibility:** Actively encourage those around you to adhere to these pillars while doing so yourself. Remember, we are in this together and we all have a role to play in preventing the spread of COVID-19.

Restricted Summer Re-opening of Administrative Offices - LSSU's COVID-19

Taskforce has established a procedure to ensure that those who return to campus can do so in a way that maintains the health and safety of the LSSU community.

- Personnel in offices - Although the stay-at-home order has been lifted, social distancing is still essential to prevent the spread of COVID-19. With Supervisor approval, use a combination of the following options to re-engage office areas.
 - Work from home
 - Work from office
 - Adjusted schedule
 - Alternating schedules
- Moderating face to face interaction - Use virtual meetings if spacing is not available to social distance. Have virtual options when meeting face to face for campus community members who prefer to use this method to attend meetings.

Safety Protocols - We all must do our part to keep the Laker campus community safe.

- **Complete the daily health screening** - Complete the daily health assessment required by LSSU when working from campus.
- **If you have symptoms or have been exposed, stay home** - If you experience symptoms of COVID-19 (new cough, fever, shortness of breath, sore throat, muscle aches, chills, loss of taste or smell) or have been exposed to someone confirmed to have the virus, stay home. For those who experience symptoms of COVID-19, call the

LSSU Health Care Center at 906-635-2110 to report your health condition. If after hours, call War Memorial Hospital at 906-635-4460.

- **Wear a face covering** - It is strongly recommend that employees, if medically able, wear a cloth face covering in all public spaces on campus. If you do not have a face covering, one will be provided. See Appendix #2 for how to safely wear and take off a cloth face covering.
- **Wash your hands** - Wash your hands frequently throughout the day for at least 20 seconds, especially after touching any surfaces, and avoid touching your face. Hand-sanitizer dispensers shall be available for any office where employees are working. See Appendix # 4 for how to wash your hands.
- **Continue social distancing** - Keep at least six feet between yourself and others. If this is not possible, follow face covering and handwashing guidelines posted throughout the building.
- **Disinfecting/Cleaning** - Clean and disinfect frequently touched surfaces with an EPA approved disinfectant against COVID-19 at the beginning and end of shift, and immediately after visitors. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - EPA approved disinfectant can be found at the following link:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- **Required Signage**
 - CDC Educational Posters
 - What you should know about COVID-19 to protect yourself and others (Appendix #1)
 - How to safely wear and take off a cloth face covering (Appendix #2)
 - Symptoms of coronavirus (COVID-19) (Appendix #3)
 - Hand washing (Appendix #4)
 - Stop the spread of germs (Appendix #5)
 - Social distance markers
 - Traffic flow markings
 - Entrance and exit doors
- **Reduce or eliminate the use of shareables** - Wherever possible, reduce or eliminate the use of shared items such as pens, paper sign in sheets, common coffee makers, etc.

Workforce Training - Training that provides information about COVID-19 and how to maintain safety on campus must be completed upon return to the office. Training must be documented for record in personnel file with the Human Resources Office. The COVID-19 training will include the following:

- What you should know about COVID-19 to protect yourself and others
- How to safely wear and take off a cloth face covering
- Symptoms of coronavirus (COVID-19)
- Hand washing
- Stop the spread of germs

Engineering Controls - For the safety of employees, areas that will interact with the public should review their offices to determine the need for the following:

- Barriers
- Modification of work spaces
- Removal of furniture
- Placement of public sanitation stations
- Ensure water fountains are turned off
- Verify adequate ventilation flow with the Physical Plant