

COVID-19 PSYCHOLOGY DEPARTMENT OPERATION PLAN

WORK SCHEDULES FOR DEPARTMENT STAFF, FACULTY, AND GRADUATE STUDENTS

1. Faculty and staff with their own office may return to work onsite.
2. The department will continue to encourage telework for our department, especially for staff, faculty, and graduate students who are high-risk or caring for someone who is high-risk.
3. To reduce the number of employees in shared workspaces Hillary Fruge, Becca Boman, and Cara Brewer will continue to work from home. Krista Terrell (private office), Brandee Spackman (open-space office, with the addition of Plexiglas protection and floor tape), Tressa Haderlie (private office), and Ben Elwood (private office) may work from the office or home, as needed, based on preferences and task assignments.
4. Supervisors (including graduate mentors) will coordinate schedules to avoid conflicts for space.
5. For graduate students who work in shared offices or workspaces, social distancing is required. Maximum occupancy will be determined for each office and must never be exceeded. Additional office space may be assigned as necessary. Face coverings are required and will be provided upon request.

STAFF, FACULTY, AND GRADUATE STUDENT SAFETY GUIDELINES FOR ONSITE WORK

1. All staff, faculty, and graduate students will follow USU's COVID-19 hygiene standards. Including frequent hand-washing and use of hand sanitizer, avoiding touching eyes, nose or mouth with unwashed hands, and covering coughs and sneezes.
2. Staff, faculty, and graduate students must wear a cloth face-covering in common areas, hallways, restrooms, and the break room, where office members may pass or briefly interact at a close distance.
3. The department will provide a face-covering upon request. Face-coverings should be changed or washed each day.
4. USU-approved signage and floor decals will be posted to minimize congestion in the break/copy room (EDUC487A), and EDUC 4th floor restrooms.
5. Face-coverings are not required when only one person is in an office or conference room.
6. Meetings will be scheduled in spaces that facilitate social distancing and/or occur remotely using web-conferencing tools. Conference rooms will be limited to the following capacities to promote social distancing (6 feet apart). Signs listing new room capacities will be posted on the doors:
 - a. EDUC487C: eight people
 - b. EDUC413H: nine people
 - c. EDUC409: four or five people
7. Thesis and Dissertation defense and proposal meetings may be face-to-face, in EDUC487C and EDUC413H, and will be limited to room capacity. They also may occur partially or fully via remote web-conferencing tools (e.g., Zoom) to accommodate those who cannot be onsite for health reasons.

EVENTS, PROGRAMMING, AND SERVICES

1. Large meetings (e.g., faculty, staff and student meetings) will continue to be held virtually where possible or with a hybrid of in-person and virtual attendance to ensure access and adequate social distancing in meeting rooms.

2. Events, including interviews and colloquia, may continue if appropriate social distancing is maintained. While events will have limited in-person attendance, all events will be web-broadcast to provide access to those who do not wish to attend events.

ADVISING AND MENTORING

1. Undergraduate advising will follow SOPs provided by central advising.
2. All professional student advising activities with undergraduate students will be done remotely for fall, 2020. These meetings may originate from an advisor's home or office. No face-to-face student meetings will be held with advising.
3. Graduate students and their mentors and advisors may meet face-to-face given appropriate social distancing and face-covering.
4. This message will be communicated to undergraduate and graduate students via email and on the department website. USU-approved signage will be posted at the doors of the undergraduate professional advising office that describe processes to meet with an advisor remotely.

GRADUATE STUDENT OFFICE SPACE

1. Each graduate student mentor will develop a plan for their graduate student offices. Each plan will incorporate prevention, social distancing, and communication.

UNDERGRADUATE STUDENTS: RESEARCHERS AND TEACHING SUPPORTS

1. Undergraduate students who are invited into research spaces, graduate student office spaces, or offices will be expected to follow guidelines and procedures outlined herein in and individual faculty mentor plans.

FACILITY PROTOCOLS TO PROTECT EMPLOYEES AND VISITORS

1. USU-approved COVID-19 signage that lists COVID-19 symptoms will be posted at both entrances of the main office suite, inside of both elevators, and in all six stairwells. Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
2. Sufficient wipes and/or disinfectant spray and paper towels will be stocked in order to provide frequent cleaning of high-touch surfaces. High-touch surfaces in work areas include telephones, door handles, light switches, copier buttons, conference room tables, water coolers, refrigerators, and microwaves.
3. Conference tables will be wiped down by the meeting host at the conclusion of a meeting.
4. A schedule will be developed and to determine which staff member will conduct a daily walk through and wipe down all high-touch surfaces areas at least two times a day.
5. Faculty, staff, and students will wipe down their respective workstations daily (if used).
6. Front desk staff (Brandee Spackman; Hillary Fruge) will sit behind a plexiglass barrier to conduct business. They will be encouraged to wear face-covering when interacting with visitors. Until a plexiglass barrier is obtained for the front desk, the public entrance will not be open to visitors. Approved USU floor decals will be placed in the reception area to indicate where to stand and wait at an appropriate social distance.
7. The reception area and conference rooms will include hand sanitizer, tissues, and no-touch trash can.
8. Chairs will be removed, and signage will be placed on reception area furniture to facilitate social distancing while guests wait.

8. Conference rooms will be limited to the following capacities to facilitate social distancing (6 feet apart). Signs listing new room capacities will be posted on the doors:
 - a. EDUC487C: eight people
 - b. EDUC413H: nine people
 - c. EDUC409: four or five people
9. Unless it creates privacy, data security, or other security risks, internal doors will be propped open during business hours, so that door handle use is not necessary, and ventilation is increased.

TRAINING AND COMMUNICATION PLAN FOR RETURN TO ONSITE OPERATIONS

1. A copy of this plan will be emailed to department employees and graduate students once approved.
2. A copy of this plan will be posted to the department website.
3. Preparations for return-to-work and expectations will be discussed during staff meetings. Space will be reserved on the agenda to answer questions from employees.
4. A faculty town hall will be held via Zoom to facilitate awareness, set expectations, and answer questions.
5. A graduate-student town hall will be held via Zoom to raise awareness, set expectations, and answer questions.
6. Employees will be emailed the USU-approved screening questions to review before coming back to work on site.
7. Employees who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if the symptoms are of concern to the employee. For any of these symptoms, the State of Utah recommends testing for COVID-19: fever, cough, shortness of breath, sore throat, muscle aches, and chills, or decreased sense of smell or taste.
8. 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 appropriate hygiene activities.
9. Supervisors will monitor (using passive observation) their onsite employees daily for potential symptoms and send employees home who exhibit symptoms.
10. The department will post USU-approved signage setting expectations for staying home when sick, respiratory hygiene and etiquette, and workplace behavior.

TRAVEL NEEDS AND LIMITATIONS FOR THE COMING YEAR

The psychology department will adhere to the guidelines related to travel provided by the university.

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 COVID-19 symptoms before and after travel for personal or business reasons and to stay home until symptoms have fully resolved.
3. Individuals returning from high-risk areas or who have potentially had direct contact with a laboratory confirmed case of COVID-19 may be required to work from home for at least 14 days.