

## Administrative Spaces

### Department Social Distancing Protocols

***Below are instructions and guidelines to help you create the social distancing protocol or plan for your area:***

1. The department “social distancing protocol” is a plan outlining safety preventive measures taken or the department will implement to minimize and prevent the spread of COVID-19.
2. Note, the “Workspace Assessment Guide” and “Department Social Distancing Protocols & Checklist” are designed for administrative spaces.
3. The protocols should be specific to the department. Each department is different in terms of workspace, size, configuration, and business operations. Thus, it’s recommended that each department create its own plan as opposed to having one general plan for the entire division or college.
4. **Use the “Workspace Assessment Guide” to assess department areas and business operations for compliance with social distancing and identify areas needing attention.**
5. Have a plan in place to address items/areas identified during the assessment. **Some recommended actions are noted in the “Workspace Assessment Guide.”**
6. Tie everything together. Have a written plan in place to create consistency and awareness. **Use the attached “Department Social Distancing Protocols & Checklist” to put together the social distancing protocols** for your department and ensure the required measures are in place. The Checklist can be used as the department social distancing protocols or separate plans can be written; however, the plans must encompass all elements in the Checklist.
7. Additional safety preventive measures can be included. Safety preventive measures should be based upon current known information on how COVID-19 is spread, sound scientific data, and guidelines from CDC, state and local public health officials.
8. **Submit “Department Social Distancing Protocols & Checklist” to AVP or unit head and the division VP for review and approval. For academic departments, the protocols shall be submitted to both the Dean and Provost for approval.**
9. **The “Department Social Distancing Protocols” must be reviewed and approved as noted above before the rest of the department staff/faculty return to campus.**
10. Communicate and provide a copy of protocols to affected staff/faculty once the plan has been approved.
11. Please keep in mind, this is the initial step. Workspaces might need to be reassessed, safety preventive measures and specific protocols might need to be revised as more personnel returns to campus.

## Administrative Spaces

### Department Social Distancing Protocols & Checklist

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Provide copy and communicate protocols to all affected department personnel once plan has been approved.

	Safety Preventive Measures	Yes	No
1.	All department personnel, including student assistants, have been informed that they will need to bring and wear face covering when on campus (except in situations where the face coverings pose a health/safety risk). Failure to comply with the policy can result in disciplinary actions.		
2.	All employees in the department have been reminded to practice social distancing whenever feasible.		
3.	It <b>has been stressed</b> to all departmental personnel not to come to work when ill.		
4.	Department workspaces have been assessed. Adjustments have been made where necessary to comply with social distancing.		
5.	Department reception area has been assessed, and corrections have been made to comply with social distancing requirements. Write N/A if there's no department reception area. Check applicable corrective actions below: <ul style="list-style-type: none"> <li><input type="checkbox"/> Guest "chairs" are spaced 6 ft. apart and far away from reception desk.</li> <li><input type="checkbox"/> Shared items have been removed or there is a plan in place to disinfect items after each user.</li> <li><input type="checkbox"/> Where a line may form, markings have been placed on the floor reminding people where to stand.</li> <li><input type="checkbox"/> Install Plexiglas shield.</li> </ul>		
6.	Measures have been implemented to ensure department breakroom is in compliance with social distancing requirements. Write N/A if there is no department breakroom. <ul style="list-style-type: none"> <li><input type="checkbox"/> Occupancy has been limited (if necessary).</li> <li><input type="checkbox"/> Social distancing requirements are posted on the door(s) or in a highly visible area in the breakroom.</li> <li><input type="checkbox"/> Reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, towels) and shared package food (i.e. salt, sugar) have been removed.</li> <li><input type="checkbox"/> Protocols are in place for shared appliances and cleaning frequently/commonly touched surfaces.</li> </ul>		
7.	Department conference/meeting room has been assessed, and measures are in place to comply with social distancing requirements. Write N/A if there is no department conference room. Check applicable safety preventive measures below: <ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting will continue to be held virtually.</li> <li><input type="checkbox"/> If in-person meeting is necessary, occupancy will be limited to allow space for physical distancing.</li> <li><input type="checkbox"/> Meeting organizer will wipe down commonly touched surfaces before and after the meeting.</li> <li><input type="checkbox"/> Maximum occupancy and social distancing requirements are posted outside the room.</li> </ul>		

	<b>Safety Preventive Measures</b>	<b>Yes</b>	<b>No</b>
8.	Business operations and job tasks requiring face-to-face interactions have been assessed. Business operations, work practices, etc. have been modified where necessary to comply with social distancing and to minimize interactions. <i>Attached revised process(es).</i>		
9.	Establish measures and procedures to increase sanitation. <i>Attached a copy of department protocol</i> outlining how shared workspaces, shared items/equipment, and frequently touched surfaces will be disinfected. The protocol should identify specific items, cleaning frequency, and responsibilities. Communicate protocol to all employees; post signage reminding employees of protocol if necessary.		
10.	Measures are in place to prevent unnecessary contacts. Check applicable safety preventative measures below: <input type="checkbox"/> Minimize the sharing of items and equipment. <input type="checkbox"/> Revised work practices/process to reduce contact (i.e. contactless payment system) <input type="checkbox"/> Continue meeting virtually. <input type="checkbox"/> Employees have been advised to avoid office gatherings and unnecessary visits.		
11.	Attached a copy of social distancing protocols for department vehicles. Write N/A if there is no department vehicle.		
12.	Department protocols have been <b>clearly communicated</b> , and a copy of the department social distancing protocols have been provided to all department personnel, including student assistants.		
13.	There is a process in place to document and track applicable training and communications to ensure all department personnel are informed and aware of department protocols.		
14.	Workspace will be reassessed and safety protocols will be reviewed and updated as necessary as more personnel returns to campus. Revised protocols will be communicated to affected staff/faculty.		
15.	List any other safety measures taken or to be implemented:		

### **PROTOCOLS REVIEW & APPROVAL**

The attached protocols have been reviewed and approved.

**Dean/AVP/Other  
Signature:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Provost/VP  
Signature:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_