

2020 COVID-19 Safety Plan for History Department

Safety Plan Supervisor Name: Mark Healey

This plan describes the operating procedures for History Department during summer 2020.

- **Faculty and staff will continue to telework, if possible.** If a faculty or staff member believes that it has now become essential that they come to campus, permission may be granted by the College for **periodic visits to perform specific tasks that can be performed nowhere else**. To visit campus:
 - a. Employees must first complete [Re-Entry Training](#) from the Division of Public Safety before requesting permission to come to campus.
 - b. Employees must then fill out a [Campus Access Request Form](#). This request can be made one time to cover multiple visits, such as periodic checking of mail or removal of books from an office. The department head will then receive an email to prompt review and approval of the request; it will then be sent to the Dean's office for final review. The employee, supervisor and department head will receive an email from CLAS regarding approval. Employees may not enter Wood Hall until they have been notified of approval.
 - c. Employees will be required to sign in and sign out every time they enter and leave a campus building. This information will only be used for the purpose of facilitating contact tracing, if necessary. Employees should log each visit electronically through the [Building Visitation Log](#) accessible off the Department homepage (<https://history.uconn.edu/building-visitation-log/>).
- Employees returning to campus in our unit will wear masks at all times unless they are in a room by themselves. Individual employees should [request PPE from the Facilities Warehouse](#) and should [contact HR to obtain a specialized mask if needed](#).
- Common spaces (kitchens, conference rooms, etc.) are closed. All food will be eaten in private offices or outside the building.
- Employees will be cognizant of all touch points and avoid them if possible. Frequent hand washing is required. Employees will be responsible for disinfecting workspaces and equipment before and after each use.

- Employees using the copy machine should be sure to wear gloves and, if possible, wipe down any surfaces they touch afterwards (gloves and cleaning supplies will be available next to the machine).
- Water fountains in Wood Hall will solely be usable for the purposes of filling water bottles. Drinking directly from water fountains is not permitted, and labels will be attached to the wall to indicate this.
- Employees will not enter any University building if they feel unwell. Personnel and supervisors will follow [guidelines issued by UConn HR](#) regarding illness, suspected illness, suspected contact with a COVID+ person, and reporting.
- We have created a cleaning plan for all employees including what each person can do to keep areas safe, a checklist that incorporates basic workplace hygiene, and cleaning procedures that is clear on the responsibilities for individual employees and shared spaces.
- We have communicated to our employees that if anyone who has been asked to return to work has concerns about coming to work they should first discuss with their supervisor. If a mutually agreeable arrangement is not created, they should [contact the Dean's Office](#).
- No non-essential visitors will enter our building(s).

Digitally signed by Mark Healey

Date: 19 June 2020