

## **Eastern Plan for Phase 1 Reopening of Administrative and Staff Offices**

Pursuant to a directive from the Connecticut Board of Regents, we are calling staff back to work on an alternating basis with staff divided into two distinct groups “A & B” that do not exceed 50% of the total staff on any day. *The staff who will be at work will be those that provide direct, in-person services to students and those who provide supportive functions that positively impact the student body including those who are needed to help prepare the campus for students’ arrival in August.*

In this connection, Eastern was required to submit the following plans for reopening administrative and support services offices effective 07/13/2020; and, these plans may change as conditions warrant or new guidance is provided by the state or CDC.

### **1. Timeline for each office/service to be opened**

- All administrative and support services offices will be open effective 07/13/2020

### **2. Daily schedule for each office on campus/Total number of staff to be on campus each day (daily log should be kept of all individuals on campus for contact tracing if needed)**

- A Spread Sheet for daily schedule(s) indicating total number of staff for each office on campus; and total staff on campus has been submitted in a separate email
- Daily logs will be maintained for each office
- Core office hours are currently 8:00 a.m. to 5:00 p.m. with in-person services available during those times
- Employees working on campus are expected to adhere to their regularly scheduled times for arrival, break periods if any, and departure with exceptions approved by the respective supervisor.
- Services in offices will be provided in person and on-line; upon the return of students to campus, hours of in person availability will be posted by each office, and disseminated throughout the campus community

### **3. Plan to maintain masking and 6 feet of social distance in offices, in lines for services and other common areas**

- All employees were advised via email from Human Resources dated 05/20/2020 of the Governor’s directive that face masks must be worn while on campus except for individual employee(s) in private offices; reminder email sent 06/18/2020
- Additional notification/reminder to wear face mask will be sent out via email on 07/10/2020 prior to administrative and support staff return to the campus on 07/13/2020
- Employees who are unable to wear a mask due to certain medical conditions must provide medical documentation; and, may need to continue working remotely if possible
- One washable, cloth face mask will be provided to each employee, upon request
- Pursuant to the BOR’s Office of Human Resources, *“Wearing of masks is a requirement per the Governor’s Executive order and will be treated as a work rule. The university will take immediate action if employees do not comply with the face mask requirements. Repeated instances of non-compliance will result in discipline up to and including discharge, in accordance with collective agreement (sic), if the non-compliant employee is represented by a union.”*
- A copy of the BOR’s *Student COVID-19 Mask & Social Distancing Guidelines, Effective for the 2020-2021 Academic Year* is attached.
- Signage posted reminding campus community to maintain requisite physical distancing (6 feet) in offices, common spaces, in queues for service, and in other locations on campus as necessary

- Tape placed on floors measuring requisite physical distancing (6 feet) in queues for service, and in other locations as necessary
- Meetings of more than three (3) people must be conducted via Webex or Microsoft Teams; in person meetings of three (3) or fewer people may be conducted in person with appropriate physical distancing and all participants wearing face masks

#### **4. Plan to provide additional safety measures for student facing staff when social distance cannot be maintained (plexiglass shields, remote services, appointments, etc.)**

- Installing plexiglass dividers in areas that have student facing interactions, areas where desk locations do not provide adequate physical distancing, and reception areas
- Protective shields will be installed at classroom podiums
- Installing signage (wall and floor taping) to promote appropriate physical distancing, ingress and egress control, directional signage for stairways, max occupancy signs for conference rooms, face mask signs at entrances, in corridors, bathrooms, entrances to offices, and break rooms
- Informational signage re: Covid-19 symptoms/testing, etc. will be placed in common areas, at building entrances, in bathrooms, break rooms, and throughout residence halls
- Hand sanitizing stations installed in areas at building entrances, outside of classrooms and other heavily traveled areas throughout buildings
- Facilities staff will remove extra furniture in classrooms, common areas, and Library to ensure appropriate physical distancing (6 feet) to promote social distancing or designate certain areas as “out-of-service”
- Staff will provide services in person by appointment, or through appropriate queuing for services, i.e., floor markings showing six feet distancing; signage asking visitors to call into offices before entering; and, services will also be provided by staff working remotely
- Face shields and gloves can be provided to staff for in person transactions, and processing certain monetary or other “high touch” transactions

#### **5. Plan for cleaning regime in accordance with relevant State and CDC guidelines**

- Facilities staff are currently engaged in deep cleaning buildings in accordance with relevant CDC and State guidelines
- Facilities staff have received and will continue to receive training on new cleaning protocols, and safe and proper use of approved cleaning chemicals and disinfectants
- Public bathrooms with a high traffic volume such as classroom buildings, will be cleaned twice daily, as well as sanitized each night, all other bathrooms will be cleaned and sanitized daily
- Students will be trained in proper cleaning protocol for residence hall shared suite bathrooms, and will be provided with requisite cleaning supplies to clean bathrooms daily
- All buildings will be cleaned daily and sanitized each evening
- “High touch” areas will be cleaned daily and will receive additional disinfecting/cleaning each evening
- Disinfecting wipes or disinfecting spray and paper towels available at copiers, in classrooms, and at other “high touch” equipment and/areas
- Fresh air intake in buildings will be adjusted to increase the number of air changes per hour; and, nightly purges of air intake will occur
- All HVAC filters changed to high efficiency microbial filters, starting with buildings with administrative and support staff returning on July 13, including Gelsi-Young, Student Center, Sports Center, Library and Wood Hall
- HVAC filters will be replaced on a quarterly basis

- Purchasing Office coordinating with Facilities Management & Planning to procure masks, face shields for employees
- Purchasing Office coordinating with Facilities Management & Planning to procure masks, and PPE for employees who need those items to safely perform their duties
- Purchasing Office coordinating with Facilities Management & Planning to create an inventory for dispensing masks, face shields, and PPE as required
- Additional cleaning and disinfecting equipment ordered, for example disinfecting electrostatic sprayers; training for Facilities staff will occur when equipment is received (currently on backorder until October and December 2020)
- Facilities staff receiving additional training on proper cleaning and disinfection of bathrooms, classrooms, general office areas and high touch surfaces

**6. Plan for communication to staff, students and community on the hours of on ground and remote operations**

- Information on return of administrative and support staff to campus and ongoing availability/scheduling information provided via dedicated page on Eastern website and individual Department pages on website; and, through email, text, and social media to campus community, including students and parents
- COVID-19 Page established on Eastern website 03/06/2020; information updated daily
- Frequent communications via email, text, and social media to students, parents, and other stakeholders
- Email updates provided to all staff and faculty
- Eastern President regularly issues detailed updates to campus community
- Targeted communication to faculty, full-time, permanent staff, university assistants, and student employees regarding benefits, compensation, and updated leave entitlements sent via email or USPS/hand delivery to staff without on-campus email access
- Virtual University Meeting for campus community 05/08/2020
- Employees advised by email dated 06/24/2020 regarding the 07/13/2020 return to on-campus work for administrative and support services staff; specific details were provided in that notification
- Virtual Town Hall Forums for faculty and staff conducted by Eastern President: 04/01/2020; 05/15/2020; 06/30/2020