

2020 COVID-19 Safety Plan for Ecology and Evolutionary Biology (EEB)

Safety Plan Supervisor Name: Metin Cosgel (until 8/23/2020) and Pam Diggle (after 8/23/2020)

This plan describes the operating procedures for EEB 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.**
- If an employee is deemed essential by their supervisor, they will follow this plan and complete [Re-Entry Training](#).
- 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](#).
- 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 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 are rearranging the office environment to maintain 6' of distance between employees, and stagger the position of desks to avoid sitting opposite each other.
- We are communicating 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](#).
- Employees will fill out an [On Premises Personnel Log](#) in order to notify the Department Head each time they enter and leave a campus building. This information will only be used for the purpose of facilitating contact tracing, if necessary.
- Building elevators will be avoided if possible. If an elevator must be used, people will ride alone when possible. No more than two people will be allowed at any one time.

- Common spaces (kitchens, conference rooms, etc.) are closed. All food will be eaten in private offices or outside the building.
- All operational laboratory spaces have an [approved safety plan by the OVPR](#).
- No non-essential visitors will enter our building(s).

Date: 6/19/2020