

UTEP Athletics Re-Open Plan

Level: Limited Campus Operations

Affected Staff Members:

- Jim Senter, Director of Athletics
- Jeff Darby, Senior Associate Athletic Director
- Daniel Garcia, Associate Athletic Director
- Julie Levesque, Senior Associate Athletic Director
- Nick Popplewell, Senior Associate Athletic Director

Schedule for Phased Resumption of Office Operations: Executive Team athletics employees will initiate and test low-density operations starting May 14, 2020.

Home Screening/Stay Home: Employees will be trained before the first day of limited operations on screening themselves daily before leaving for work. The following will cause an employee to stay home:

- Cough
- Shortness of breath or difficulty breathing
- Fever/Temperature above 100.4°F/38°C
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

Employees will report to their supervisor when they are staying home with any of these symptoms. The supervisor will record the symptoms and report them to EH&S.

Employees will also stay home if they have a member of their household who has any of the symptoms listed above.

Employees will stay home if they have been informed by a public health authority that they have been in contact with someone diagnosed with COVID-19 and should self-isolate or self-monitor.

Employees who have been diagnosed with COVID-19 will remain in quarantine until cleared by a physician for return to work.

Work Screening: Any employee who develops any of the above symptoms during the day will be sent home immediately. A touchless infrared thermometer will be maintained by Associate Athletic Director Danny Garcia. He will take each employee's temperature upon arrival and ask recommended medical questions. If an employee is sent home because of illness, UTEP Environmental Health and Safety will be notified.

Visitors: The Athletics Office is closed to visitors at this time and the building is locked.

All deliveries will be received at Central Receiving.

Work Schedule: The Athletics Executive Team will be in the office two days the week of May 11 (May 14 & 15), and three days the week of May 18 (May 19, 20 & 21), and work remotely on all other days (May 11, 12, 13, 18 & 22).

Hygiene: Employees in the Athletics Office will engage in the following hygiene practices and remind each other to follow these practices until they become our regular habits.

- Wash our hands when we arrive at work.
- Set our phones to remind us to wash our hands every 2 hours thereafter at a minimum.
- Wash our hands when we go into, and out of any meeting in the conference room.
- Wash our hands when we leave the office area, and when we return from any function outside the office area.
- Wipe down our doorknobs, desk, phone, light switches and chair surfaces at the beginning and end of the work day.
- Wipe down buttons of copying machines and printers before we use them.
- Wipe down the conference table before each meeting.
- Refrain from using other workers' phones, desks, offices, or other tools and equipment whenever possible.
- Keep all interior office doors and frequently used cupboards unlatched or open so that they can be accessed without using hands.
- Coughs and sneezes made into elbows.
- Lunches and food will be kept in personal desk areas. The breakroom will not be used for eating, and buffet-style, potluck or shared meals or food are not allowed.
- Use disposable tableware.

In addition to the restrooms, alcohol-based hand-sanitizer will be available in the conference room and in the reception area for employees and visitors.

Alcohol-based cleaner and paper towels will be available in each desk area, the conference room and in the break room.

Distancing: Employees in the Athletics Offices will observe the following practices and will remind each other to follow these practices until they become habit.

- Wear face coverings on campus when not in our own office spaces by ourselves.
- Maintain a minimum of six feet between people at all times.
- We will not shake hands, elbow-bump, hug or engage in other physical contact.
- Minimize congestion of staff in the copy room and common areas.
- Use online communication instead of face-to-face communication when reasonable.

Employees will avoid going into each other's offices as much as possible. Team meetings will be held in the conference room with social distancing.

All employee work stations will be separated by at least 6 feet.

The conference room will be set up for six-foot separation and extra chairs will be removed from the table.

Carpet will be marked to clearly indicate and remind people of the 6-foot distance expectation.

Cleaning Protocol: The janitorial staff will clean all office common areas each morning and evening during non-work hours, including restrooms, conference room and break room. They will wipe down doorknobs, light switches and other common surfaces. All garbage cans will be cleaned and emptied daily.

In addition to the cleaning done by janitorial staff, every employee is responsible for maintaining clean workstation surfaces, including phones, keyboards and desks.

The office will ensure adequate supplies to support cleaning and disinfection practices, including soap, paper towels, alcohol-based cleaner, hand sanitizer, tissue and other cleaning supplies.

Face Coverings: Staff will wear face coverings at all times while on campus unless they are in their personal work area without any other people present. A limited supply of disposable face coverings will be available for staff or visitors who forget their face coverings at home. It is the responsibility of employees to properly dispose of or clean face coverings.

Use of eye and face shields, gloves, and other types of personal protective equipment (PPE) beyond face coverings is optional. Optional PPE is not

necessary when social distancing, health screenings and frequent hand washing are regularly practiced. If personally chosen, optional personal protective equipment should allow for unrestricted function and movement, be durable, clean and disinfected regularly.

Training: On the first day of return to work, Robert Moss will train employees using materials provided by UTEP EH&S.

Athletics Goals for Return to Work:

1. Implement and assess the type of training needed to ensure employees are as safe as they can be upon returning to work in small groups.
 - a. Objective 1 is to evaluate building entry, health questions, temperature screening and proper PPE
 - b. Conduct training module, provided by EH&S (possibly supervised training by EH&S for evaluation purposes)
 - c. Create written document that records best practices, indicates possible gaps in training or protocols
 - d. Begin the personal discipline needed to maintain social distancing and implement best practices
2. Assess each athletic facility for the ability to implement best practices for safety, social distancing and functionality for staff and return of athletes
 - a. Walk each facility and devise plan for use and what areas may need to be closed
 - b. Determine ingress and egress to ensure that flow and testing is maintained
 - c. Evaluation of Locker Rooms, Sports Medicine, Equipment Room and Weight Room of LKD
3. Develop a written plan for the return of employees based upon job functions, essential tasks, and timing associated with return of athletes.
 - a. Create a matrix to coordinate athlete return with essential employees.
 - b. Evaluate if a blue and orange list of employees could be developed to reduce possible exposure by 50%.