

UTEP Office of the President Work/Safety Plan

Level: Limited Campus Operations

Affected Staff Members:

- Heather Wilson, President
- Ricardo Aduato, Chief of Staff
- Patti Martinez, Executive Assistant
- Aysha Sandoval, Executive Assistant
- Lorraine Sanchez, Accounting Specialist II
- Veronica Sanchez, Executive Assistant
- Elaine Ramirez, Executive Assistant

Schedule for Phased Resumption of Office Operations: President's Office employees, with the exception of student employees, will initiate and test limited campus operations starting June 1, 2020.

Home Screening/Stay Home: Employees will be trained before the first day of limited operation on screening themselves daily before leaving for work. The President's Office may also test a smartphone-based application for home screening and notification if it is complete and available for testing. 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 symptoms and report them to EH&S. The employee will remain at home for three days even if they feel better after experiencing these symptoms and will arrange for a free COVID-19 test before returning to work.

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. When supplies are available, a touchless infrared thermometer will be maintained by the Executive Assistant at the front desk. If an employee is sent home because of illness, UTEP Environmental Health and Safety will be notified.

Visitors: The President’s Office will only be open for visitors by appointment scheduled by Executive Assistants in advance.

Visitors will be required to bring and wear a face covering. Visitors will be asked to use hand sanitizer upon arriving and departing the office area. Signs will be posted for visitors with these instructions and the symptoms that should cause them to cancel the meeting and go home outside of the President’s Office.

All visitor meetings will take place in the conference room to limit visitor movement and exposure in the back office areas.

Meetings with visitors will be limited to no more than 15 minutes when at all possible.

All deliveries will be received at Central Receiving.

Staggered Work Schedule: The President’s Office will test a staggered work schedule to minimize density in the office and reduce risk to all team members. The work schedule may be adjusted as circumstances warrant with the approval of the President.

Employees are designated on Teams A or B as shown on the table below.

Staggered Work Test

Team	Employee	Work Schedule				
		Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
A	Heather Wilson	Telework	8:00 am to 5:00 pm	Telework	8:00 am to 5:00 pm	Telework
	Patti Martinez	Telework	8:00 am to 5:00 pm	Telework	8:00 am to 5:00 pm	Telework

	Lorraine Sanchez	Telework	8:00 am to 5:00 pm	Telework	8:00 am to 5:00 pm	Telework
	Elaine Ramirez	Telework	7:00 am to 4:00 pm	Telework	7:00 am to 4:00 pm	Telework
B	Ricardo Adauto	7:00 am to 4:00 pm	Telework	7:00 am to 4:00 pm	Telework	Telework
	Veronica Sanchez	8:00 am to 5:00 pm	Telework	8:00 am to 5:00 pm	Telework	Telework
	Aysha Sandoval	7:00 am to 4:00 pm	Telework	7:00 am to 4:00 pm	Telework	Telework

Hygiene: Employees in the President’s 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 copy 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, not in the breakroom.
- The breakroom will not be used for eating.
- Buffet style, potluck or shared meals or food are not allowed.
- We will 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 Office of the President 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.
- Not shake hands, elbow-bump, hug or engage in other physical contact.
- Minimize congestion of staff in the copy room and common areas.
- Use the stairs in most circumstances to make the elevator available for those who cannot use the stairs and limit elevator use to one person at a time.
- 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.

UTEP Facilities will assess the main reception desk and will provide a temporary plexiglass screen, if warranted.

All employee work stations will be separated by at least 6 feet, which is possible with the staggered work schedule.

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

The chairs will be moved from the reception area.

Carpet will be marked to clearly indicate and remind people of the six-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, break room and elevator area. 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.

Tracking: The front desk will maintain a "sign in/sign out" clipboard to maintain a record of employees and visitors who are in the President's office by date and time. All employees will sign in and sign out using the clipboard. The Executive Assistant at the front desk is responsible for recording the arrival and departure of visitors.

Training: On the first day of return to work, the President for Team A and the Chief of Staff for Team B will train employees using materials provided by UTEP EH&S and this document. For the purposes of adjusting training materials for subsequent offices, EH&S may observe this training.

At the beginning of the second week of low density operations, both Teams will conduct reinforcement training using this document and any training materials provided by EH&S.

Checklists and Signs: Employees will prepare checklists at their workstations to remind themselves daily of the requirements in this plan. Signs will be posted in the office with reminders where needed.