

UTEP Institute of Oral History Work/Safety Plan

Level: The Institute of Oral History will continue to work remotely until Spring 2021.

Affected Staff Members:

- Yolanda Chávez Leyva, Director
- Vianey Alejandra Zavala, Manager
- Denise Amparan, Administrative Assistant
- Kimberly Sumano Ortega, PhD student research assistant
- Ligia Arguilez, PhD student research assistant

Remote work goals: The IOH staff is exploring alternatives to conducting oral histories in person since this is not allowed at this time. Using Zoom, Skype, Pixtore, and other apps, we are creating a schedule of interviews to continue adding to our “Seeking Refuge” project. In the meanwhile, we are working on content for a digital humanities project using the oral histories we have already collected as well as images from the “Uncaged Art” exhibit. We are exploring funding possibilities to hire students to develop the digital portion. We are also remotely processing oral histories in order to send them to the UTEP Library Special Collections where they are available to the public via https://scholarworks.utep.edu/oral_history/ In the Fall semester, we will offer our standard oral history workshop via an online platform, focusing on remote oral history interviewing.

Staff meetings: The staff meets weekly via Zoom. We are also in contact through phone calls and emails. The director is available also through text messages.

Phased resumption (tentatively Fall 2020)

Schedule for Phased Resumption of Office Operations: The Institute of Oral History will remain working remotely through the summer. At the end of the summer, we will reassess the COVID-19 situation to check whether we can begin limited operation.

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

- | | |
|---|--------------------------|
| • Cough | • Sore throat |
| • Shortness of breath or difficulty breathing | • Loss of taste or smell |
| • Fever/Temperature above 100.4 F/38C | • Nausea |
| • Chills | • Vomiting |
| • Muscle pain | • 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 Administrative Assistant at her desk. If an employee is sent home because of illness, UTEP Environmental Health and Safety will be notified.

Visitors: The Institute of Oral History will only be open for visitors by appointment scheduled 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 at our front door for visitors with these instructions and the symptoms that should cause them to cancel the meeting.

All visitor meetings will take place in the director's office or an LART 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. We will encourage meetings to be held via Zoom, Microsoft Teams, or other similar platforms.

Staggered Work Schedule: Should the IOH gradually reopen in the fall semester, we will stagger employees (except for the Director) so that there will be one employee present in the office Monday through Friday.

Hygiene: Employees in the IOH 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.
- Buffet style, potluck or shared meals or food are not allowed.
- We will use disposable tableware.

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, and the conference room.

Distancing: Employees of the IOH 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 an LART conference room with social distancing.

Only one chair will be available for visitors in the reception area.

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 visitors by date and time. All employees will sign in and sign out using the clipboard.

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.