

## 2020 COVID-19 Safety Plan for Department of Linguistics

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This plan describes the operating procedures for **Department of Linguistics** during Fall 2020.

- **Other than teaching or attending scheduled in-person classes, members of the department should continue to telework, when possible.** Permission may be granted by the College for **periodic visits to perform specific tasks that can be performed nowhere else.**
- The main office (Oak 368) will maintain limited hours. Tamara will be present in the office Tuesday 10:00am-12:00pm and Wednesday 11:00am-1:00pm, and may otherwise be contacted by email. Please plan ahead if you need Tamara's help with a physical task in the office and please be patient.
- The conference room (Oak 338) has a maximum occupancy of **seven** (one instructor and six seated). All use of the conference room must be scheduled and approved.
- The copy room (Oak 369) is open for use by one person at a time.
- The department kitchen is closed. All food will be eaten in private offices or outside the building.
- Members of the department returning to campus in our unit will wear masks at all times unless they are in a room by themselves.
- The department has created cleaning recommendations for all employees including what each person can do to keep areas safe, basic workplace hygiene, and cleaning procedures that is clear on the responsibilities for individual employees and shared spaces. (see Appendix below).
  - a. Employees will be cognizant of all frequent touch points and avoid them if possible.
  - b. Employees will wash hands frequently.
  - c. Employees are encouraged to disinfect personal workspaces regularly.
  - d. Employees must disinfect shared equipment, such as the copier, before and after each use.
- The department will provide disinfecting spray, paper towels and hand sanitizer in areas of common 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.

- For those employees who return to work in shared offices, we have arranged for shift work and staggering of assigned workspace within the office environment to maintain 6' of distance between employees.
- We have communicated to our employees that if anyone who has been asked to return to work has concerns about coming to work, they should first discuss this concern with their supervisor. If a mutually agreeable arrangement is not created, they should [contact the Dean's Office](#).
- 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.
- All operational laboratory spaces have an [approved safety plan by the OVPR](#).
- No non-essential visitors will enter the department.

## APPENDIX

### Recommendations for Hygiene in the Office based on CDC guidance

- Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. If hands are visibly dirty, use soap and water rather than hand sanitizer. Key times to clean hands include:
  - Upon arrival at office
  - Before and after class
  - After blowing nose, coughing, or sneezing
  - After using the restroom
  - After putting on, touching, or removing cloth face coverings
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover mouth and nose with a tissue when you cough or sneeze, or use the inside of elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, and telephones. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (at least 6 feet) from others when possible.