2020 COVID-19 Safety Plan for Department of Communication
Safety Plan Supervisor Name: Ken Lachlan

This plan describes the operating procedures for the Department of Communication for 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**. Permission to return for brief, individual visits may still be granted by the supervisor.

- 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 strongly encouraged. 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 have communicated to our employees that if anyone who has been asked to return to work has concerns about doing so, they should first discuss with their supervisor. If a mutually agreeable arrangement is not created, they should [contact the Dean’s Office](#).

- Employees will be required to sign in and sign out every time they enter and leave a campus building. This information will only be used for the purpose of facilitating contact tracing, if necessary. Use the [UConn Location Log](#).

- 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 (e.g. the kitchen) are closed until further notice. All food will be eaten in private offices or outside the building.

- Laboratory space may not reopen for human subjects research unless they have a [safety plan approved by the OVPR](#).

- No non-essential visitors will enter our building.