

COVID-19 Department Operation Plan for Mathematics & Statistics (Animal Science Building)

General Departmental Operating Plan

Following are general guidelines for departmental operations during COVID-19 stabilization. More detailed requirements for departmental operations and specific common spaces follow. An OP for the Aggie Math Learning Center is provided as an appendix.

A. Work Schedules for Department Employees

1. The department will continue to allow telework for employees who are not required to be physically present to perform duties. Telework will be especially encouraged and facilitated for employees who are either high-risk or caring for high-risk individuals.
2. Supervisors will assist employees to coordinate schedules to allow workers to maintain appropriate social distancing in shared workspaces.
3. Employees with their own offices may return to work on site and during regular work hours.

B. General Guidelines for Onsite Work

1. Employees will follow USU's COVID-19 hygiene standards, including frequent hand washing/sanitizing, avoiding face contact with unwashed hands, and covering coughs and sneezes.
2. Cloth face coverings will be provided to employees, who will be required to wear coverings whenever 6-foot distancing cannot be maintained. Face coverings should be changed or laundered daily.
3. Employees are required to wear face coverings in common areas, hallways, restrooms, kitchen and workrooms.
4. Employees are not required to wear face coverings when alone in an office or conference room.
5. Meetings will be conducted in spaces which allow appropriate social distancing and/or conducted remotely using web-conferencing.
6. Maximum social distancing occupancy limits will be posted for common spaces and employees expected to maintain appropriate spacing.

C. General Protocols to Protect Employees and Visitors in the Animal Science Building

1. USU-approved COVID-19 signage that lists COVID-19 symptoms will be posted at building and common area entrances. Employees or visitors who are exhibiting symptoms will be instructed to return home, conduct business remotely, and referred to USU's COVID information page for details on reporting and current policies.

2. Employees with high frequency of contact will be provided with plexiglass barriers and be required to wear face coverings when interacting with visitors.
3. All common areas will be provided with hand sanitizer, tissues, no-touch trashcans, sanitizing wipes and/or spray disinfectant + paper towels.
4. Meeting hosts or the most recent user are expected to wipe down high touch surfaces in common areas.
5. USU-approved floor decals will be used to indicate appropriate traffic flow directions in stairwells and to indicate appropriate separation for those waiting to access facilities.
6. Chairs/furniture will be removed or signage placed on common area furniture to facilitate six-foot distancing.
7. Unless it creates a privacy, data security, or other security risk, internal doors to common areas will be propped open so handle use is not necessary and ventilation is increased.
8. Signage will be posted on the four restrooms to request single occupancy and encourage hand-washing, facial coverings, and appropriate hygiene. Occupancy indicators will be procured and installed, along with floor signage, so that visitors are reminded to maintain appropriate distancing.

D. Events, Activities and Training

1. Staff, faculty and committee meetings will be held virtually or in scheduled conference rooms with face coverings, social distancing and remote attendance options.
2. Training for student employees, graduate students and faculty will be moved on-line where possible, managed virtually when personal interactions are required, with options for hybrid physical attendance (with facial covering, distancing and sanitizing measures) when appropriate physical sites can be scheduled.
3. Departmental colloquia and seminars will be delivered remotely and attended primarily via teleconference, with options for hybrid physical attendance by departmental graduate students and faculty (with facial covering, distancing and sanitizing measures) when appropriate physical sites can be scheduled.

E. Travel Needs and Limitations

1. The department will continue to limit travel outside of Cache Valley for business purposes, including conferences and training.
2. Employees will be advised to check COVID-19 symptoms before and after travel for personal or business reasons. Those with illness will be asked to stay home until symptoms have fully resolved.

3. Individuals returning from high risk areas or who have potentially had contact with a laboratory confirmed case of COVID-19 may be required to work from home for at least 14 days.

F. Training and Communication Plan for Return to Onsite Operations

1. A copy of this plan will be emailed to faculty, graduate students and staff once approved.
2. Employees will be emailed the USU-approved screening questions to review before coming back to work on site. Employees who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if the symptoms are of concern to the employee. For any of these symptoms, the state of Utah recommends testing for COVID-19: fever, cough, shortness of breath, sore throat, muscle aches and chills, or decreased sense of smell or taste.
3. The plan will be discussed with staff at our recurring staff meetings. Time will be put on the agenda for feedback and questions from all employees.
4. The plan will be discussed formatively with the departmental leadership team during the summer and then will occupy a scheduled slot for faculty discussion and questions at our fall retreat in August.
5. The GPC and Asst. Head for Graduate Studies will work with graduate students to determine needs for space and make office assignments consistent with social distancing. Graduate students will have a dedicated opportunity to ask questions during the Fall TA workshop in August.
6. Undergraduate tutors and recitation leaders will be provided with a copy of this plan and the Aggie Math Learning Center (AMLC) OP via Canvas during their Fall 2020 training activities (see Appendix A, AMLC OP).

Protocols for Specific Departmental Spaces

G. General Access and Traffic Flow

1. Sufficient wipes and/or disinfectant spray and paper towels have been ordered to provide more frequent cleaning of high-touch surfaces. High touch surfaces in our work areas include: telephones, reception desk-top, door handles, light switches, copier buttons, conference room tables, refrigerators, and microwaves. A student hourly worker will walk through and wipe down high-touch surfaces areas each day.
2. Common study and seating areas will have seating removed and/or rearranged to accommodate social distancing.
3. Department will follow USU guidance for building traffic flow and elevator use (to be provided by central working group).

H. Kitchen Area (ANSC 102) and Workroom (ANSC 107)

1. In both kitchen and workroom signage will be posted asking users to wipe down high touch surfaces after use.
2. The kitchen will be limited to 1 person at a time. Disinfectant spray and paper towels will be available to clean all surfaces before and after use.
3. The workroom will be limited to 3 people. Disinfectant spray and paper towel will be available to wipe down copiers and other equipment after each use.

I. Conference Rooms (ANSC 112/119/101)

1. Conference room will be available by reservation only with the business services staff. Reservations will include a 10 minute buffer between meetings to allow for surface cleaning. Staff will remind meeting hosts of their hygiene responsibilities when reservations are made.
2. The large conference room (119) will be limited to 10 people, the small conference room (112) to 6 people, and the graduate study room (101) to two people to facilitate social distancing (6 feet apart).
3. Unless it creates a privacy, data security, or other security risk, internal doors will be propped open so handle use is not necessary and ventilation is increased.
4. Conference tables, chair arms, and high touch surfaces will be wiped down by the meeting host at the conclusion of the meeting.
5. Conference rooms will include hand sanitizer/disinfectant spray, paper towel, and a no-touch trash can.

Detailed Departmental Operation Guidelines

J. Administration and Reception (ANSC 108)

1. A phone/intercom system will be set up outside the storefront of the administration offices. A phone list will be posted to keep traffic inside the admin area to a minimum and will allow staff to provide contactless communication/service to faculty, students and visitors.
2. Reception area [Business Assistant & Student Office Assistant] will sit behind a plexiglass barrier to conduct business and wear a face covering when interacting with visitors. Approved USU floor decals will be placed in the reception area to indicate where to stand and/or wait at an appropriate social distance. Hand sanitizer will be available in the reception area for visitors and employees as well as disinfectant spray and paper towels.
3. Closed offices [DH, Assoc. DH, Business Manager & GPC] will require wearing face coverings when two or more persons are in the room, since the social distancing is not

guaranteed, given the size of this office. Hand sanitizer will be available in the office. Remote meetings will be highly encouraged.

4. Employees will wipe down their respective offices and workstations daily.

K. IT Support Services

1. IT Support will continue to provide help and resources to the department through WebEx/Zoom, phone, email, Slack, and in person meetings as needed. In person support will be used as a last resort in the event we cannot walk someone through procedures according to their problems. All IT Support initiation should be done electronically or through the phone system at the front of the administration space (ANSC 108).
2. Equipment being returned or lent out will be wiped down and sanitized to the best of our ability.
3. PPE will be worn when working at another employee's machine including mask and gloves to reduce cross contamination and spread of COVID.
4. Schedules will be arranged to minimize physical overlap between the IT techs.
5. Each IT tech will wipe down their spaces at the end of their workday.

L. Advising Office (ANSC 116/117)

1. We will continue to advise remotely using WebEx/Zoom, phone, and email. The office will not be open for walk-ins. Signage will be posted with remote contact information.
2. Any meetings requiring personal contact, which should be rare, will be scheduled when the advising office can accommodate a visitor with appropriate social distancing and all participants required to wear facial covering. Meeting host will be responsible for sanitizing surfaces before and after any such meetings.
3. Sr. Advisor will work from her own office and will return to work on site and during her regular work hours (7 AM to 4 PM).
4. Among the advising team who work in the advising office, social distancing will be required. To accomplish this, no more than two employees may work in the advising office (Rm 116) at any one time and those individuals must still be diagonal, not adjacent, to each other.
5. Sr. Advisor and Peer Advisors will coordinate schedules to promote distancing.
6. Advising staff meetings will be held on a weekly basis through Webex/Zoom.

M. Guidelines for Graduate Student Offices

1. Occupancy limits will be posted outside offices occupied by multiple graduate students

2. Grad students will be surveyed to determine office needs and at which times. Based on those results and room caps with distancing we will assign office space, with staggered office usage to allow sufficient physical spacing.
3. Each office space will have a designated student to coordinate its usage and report any scheduling/usage issues to the GPC.
4. Faculty who wish to share an office with specific graduate students in their research group will address spacing, hygiene and time management to maintain safe distancing in their individual research COVID SOPs.
5. Grad students will wipe down their workspaces before and after use, with department-provided supplies.
6. Grad students will be required to wear face masks whenever more than one student is present in a room.

N. Aggie Math Learning Center (AMLC, ANSC 118 and 220)

The USU Aggie Math Learning Center (AMLC) has the mission of providing mathematics and statistics learning support to student enrolled in Quantitative Literacy (AL) course and other math and statistics classes at USU. They operate in the Animal Science Building in rooms 118 and 220. Their operations will conform with all procedures outlined in this base document. For specific details on their operations see Appendix A (USU AMLC Operations Plan) to COVID-19 Department Operations Plan for Mathematics and Statistics (Animal Science Building) (attached).

Appendix A (USU AMLC Operations Plan) to COVID-19 Department Operations Plan for Mathematics & Statistics (Animal Science Building)

Purpose and Scope

The Aggie Math Learning Center (AMLC) provides academic support to students in mathematics and statistic courses. The AMLC will provide this support via:

- Online tutoring, conducted remotely by both tutors and students.
- Face-to-face tutoring in ANSC 118 will be available to help students to initiate online contact, with special learning needs, or having technical difficulties. Students will sign up online for 30/60 minute appointments in the AMLC, during which they may work on homework and request help from tutors on a Web-based queue.
- Recitation leaders will be scheduled to offer office hours remotely via workstations in ANSC 220 if their personal situation does not allow otherwise.
- We anticipate approximately 30 tutors and 40 to 60 recitation leaders in the Fall 2020.

A. Employees

1. All AMLC employees will be expected to abide by policies in the General Guidelines for Onsite Work section of the Department of Mathematics and Statistics Operation Plan. Additional procedures for onsite work specific to the AMLC are listed below.
 - a. Employees in ANSC 220 and ANSC 118 will always wear a face covering.
 - b. All AMLC employees will be required to complete and document COVID-19 Safety Awareness Training.
 - c. Safety training on COVID-19 operations will be conducted by the first day of class. Refresher training and updates will be provided on a regular basis.

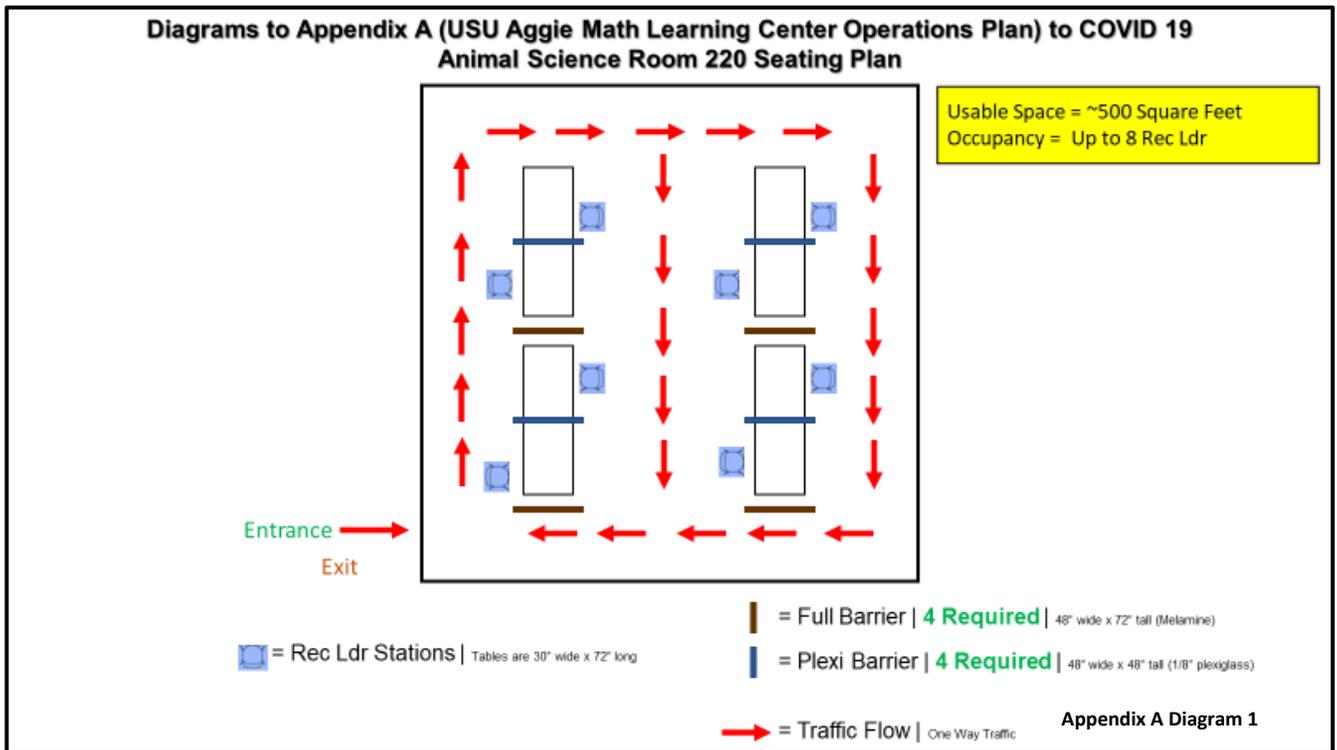
B. General AMLC Operations

1. Students will be encouraged to access all AMLC services remotely via signage, advertisement on the AMLC website, and through announcements from instructors and Canvas course pages.
2. In order to maintain availability to AMLC services, face-to-face tutoring will be available in ANSC 118.
3. Workstations for recitation leaders to conduct online office hours will be available in ANSC 220.
4. AMLC spaces will follow guidelines in the Mathematics and Statistics Operations Plan as described in the section on General Protocols to Protect Employees and Visitors in the Animal Science Building. Additional protocols specific to AMLC are listed below.
 - a. Students will be required to wear face coverings to enter ANSC 118/220.
 - b. Hand sanitizer and wipes will be available at each student workstation, tutor station and entrances/exits.
 - c. Students, tutors and recitation leaders will be directed to clean and disinfect high-touch objects and surfaces in their workstations: table surfaces, markers, computer keyboards, screens, headsets, and shared writing instruments.

C. Procedures Specific to Recitation Leader Office Hours.

1. In case that a recitation leader needs access to an appropriate space or technology needed to conduct online office hours they will be able to use ANSC 220.
2. The maximum occupancy for ANSC 220 will be eight persons. In order to comply with this occupancy limit, a schedule for office hours will be created and approved by the AMLC Director.
3. Diagram 1 shows the seating arrangement and designated traffic flow.
4. Recitation leaders will be responsible for sanitizing the space before and after use.

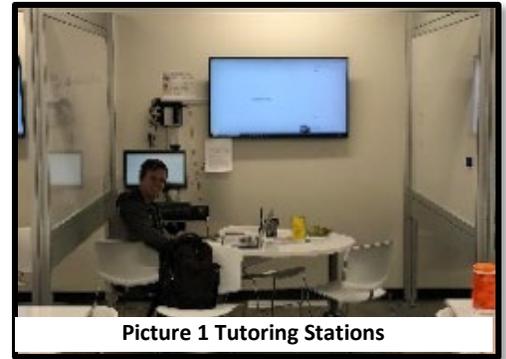
Diagram 1: Traffic Flow and Seating for Remote Office Hours (ANSC 220)



D. Procedures to Protect Employees and Visitors during F2F Tutoring (ANSC 118)

1. The maximum occupancy of ANSC 118 will capped at 19 people (14 students, three tutors and one AMLC receptionist). The total square footage of the room is just over 1000' square feet.
2. Tutoring will be scheduled online, by appointment only, for either 30 or 60 minutes.
3. Arriving students will check in with the AMLC receptionist. The receptionist will direct them to an assigned workspace (see Diagram 2 below) to begin their work.
4. Visitors exhibiting symptoms will be instructed to return home, conduct tutoring remotely, and referred to USU's COVID information page for details on reporting and current policies.

5. Students needing assistance will add their name to a web-based queue. Tutors will call students from their workspace to their tutoring stations at the north end of the room. When finished, student will return to their assigned workspace, or exit. Tutors will sanitize the student side of the station between tutees.
6. Tutoring Stations (see Picture 1). Each tutor will work in a separate cubicle, separated by physical barriers. Partitions are eight feet apart. A plexiglass barrier will be emplaced between tutee and tutor. Tutors will clean their workspace at the end of each shift.
7. Student Workstations (see Picture 2). Students waiting for assistance will sit in an assigned workstation. Partitions (Picture 2 and Diagram 2) will separate each student. Students will move throughout the room in the directions indicated on Diagram 2. Students will be asked to clean their station prior to leaving. The AMLC receptionist will help ensure workstations are cleaned.
8. High-touch surfaces on exit doors and workstations will be disinfected regularly by AMLC employees.



Picture 1 Tutoring Stations



Picture 2 Student Workstations

Diagram 2: Traffic Flow and Seating for Tutoring in AMLC (ANSC 118)

