

# Animal, Dairy and Veterinary Sciences Department (ADVS) SARS-CoV2 (COVID-19) Operation Plan

This operation plan covers the ADVS department's blueprint to resume activities in the face of the COVID-19 pandemic. When referenced, an email suffices for "in writing" documentation. [USU designates risk level](#) to certain units and activities within the system. This level ranges from Low to Very High Exposure Risk. Supervisors should review with employees and staff what risk level their workplace and activity falls under.

**Please note:** Social distancing and the use of a face covering (i.e., mask) are essential components of this Operation Plan and are referenced widely throughout the document. However, because of the unique aspects of the setting(s) where *you* will be conducting your individual USU job activities, we want to call your attention to the following USU expectations for facial coverings that apply uniformly to all USU personnel (<https://www.usu.edu/covid-19/staying-healthy/face-coverings>):

Everyone on a USU campus is expected to wear a face covering whenever social distancing is difficult. USU follows state guidelines for the use of face coverings – cloth masks, scarves, gaiters, and bandanas – when social distancing cannot be maintained. Face coverings that cover the nose and mouth must be worn by all students, faculty, staff, and visitors on campus whenever social distancing is difficult.

Face Coverings Are Expected When...

- It is difficult to maintain 6 feet social distancing.
- In USU vehicles when riding with others.
- Outside when it is difficult to stay 6 feet from others.
- Hallways, break rooms, and other common areas where social distancing may not be possible.

Face Coverings Are Not Expected When...

- In office areas occupied by a single individual.
- Outside when social distancing can be maintained.
- In break rooms or dining areas while eating, but maintain a 6-foot social distance.

## 1 Potential Sources of COVID-19 Workplace Exposure

COVID-19 is thought to spread mainly person-to-person, and the best way to prevent illness is to avoid being exposed to the virus. Exposure can occur through:

- Interactions with symptomatic and asymptomatic individuals.
- Interactions with the general public, customers, coworkers, and students.
- Interactions with individuals with a higher risk of infection (e.g., international travelers or those who have visited locations with widespread ongoing COVID-19 transmission).
- Contact with surfaces contaminated by COVID-19 carrier(s).

The most common route of infection is “oral” or “mucoctaneous” when viral particles enter the mouth, eyes, or nose by hand contact or on large respiratory droplets when infected people cough or are breathing hard.

## 2 Work Schedules for ADVS Employees

1. ADVS will continue to encourage telework, especially for employees who are [high-risk for COVID-19](#) or caring for someone who is high-risk.
2. Supervisors and employees will coordinate schedules to avoid workspace conflicts for space.
3. Employees with their own office may return to work on site and during their regular work hours.
4. For employee teams who work in shared offices or workspaces, social distancing (6 ft radius) will be required.
5. To accomplish this, no more than two employees may work in the shared office at any one time and those individuals must still be diagonal, not adjacent, to each other.
6. To facilitate reducing the number of employees in shared workspaces, Employee A will continue to telework, and Employees B and C will work in staggered shifts. Employee D and Employee E will work rotating shifts alternating one day on site and the next day teleworking.
7. Approval for implementing novel work schedules (including telework) are approved by immediate supervisors in writing.
8. When workspace distancing is difficult to maintain, wearing face coverings is expected. Face coverings should not substitute for adequate distancing.

## 3 Employee Safety Guidelines for Onsite Work

1. All employees will follow [USU's COVID-19 hygiene standards](#). Including frequent handwashing and/or use of hand sanitizer, avoiding touching their eyes, nose or mouth with unwashed hands, and covering coughs and sneezes.
2. Employees are expected to wear a cloth face covering when 6-foot social distancing is difficult to maintain. The department will provide two face coverings for each employee.
3. Face coverings should be changed or laundered each day.
4. Face coverings are not required when only one employee is in an office or conference room.
5. Employees are expected to wear face coverings in common areas, hallways, restrooms, and the break room, where office members may pass or briefly interact at a close distance.

6. Meetings will be scheduled in spaces that facilitate social distancing and/or occur remotely using web-conferencing tools.
7. Lunch breaks will be staggered to minimize congestion in break rooms.

## 4 Events, Programing, and/or Services

1. Meetings will continue to be held virtually where possible or with a hybrid of in-person and virtual attendees to ensure adequate social distancing in conference rooms.
2. Training will be provided virtually using USU licensed web conferencing services like Zoom.
3. Training may be provided in-person if the group is small enough to fit in the training space where social distancing, use of face coverings, and cleanliness can be maintained. Immediate supervisors need to approve all in-person training in writing.
4. Appointments for department services will be held virtually or scheduled so that social distancing, use of face coverings, and cleanliness can be maintained.
5. Departmental centers that intake outside samples (e.g. UVDL, CIB, and IAR) will develop, implement, and document procedures that decrease exposure from in-person sample submission. Outside is defined as originating external of USU operations.
6. All ADVS Extension and outreach face-to-face educational meetings, conferences, workshops, or events need prior approval, in writing, from the department head. For off-campus Extension events, prior approval must be [obtained by completing a 7-step process](#) that includes a Program Risk Mitigation Plan and COVID-19 Planning Template.

## 5 Facility Protocols to Protect Employees and Visitors

1. USU-approved COVID-19 signage that lists COVID-19 symptoms will be posted at both entrances of the ADVS main office at prominent bulletin areas within ADVS office space within all buildings using [USU approved signage](#). Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
2. Enough wipes and/or disinfectant spray and paper towels will be provided. High touch surfaces in our work areas include telephones, door handles, light switches, copier buttons, conference room tables, water coolers, refrigerators, and microwaves.
  - a. Supplies can be obtained from supervisors and building coordinators. Contact DH office for building coordinator list.
  - b. Conference tables will be wiped down by the meeting host at the conclusion of a meeting.

- c. Center directors and department head will assign and document individuals to conduct a daily walk through and wipe down high-touch surfaces areas at least two times a day.
  - d. Employees will wipe down their respective workstations daily.
3. Front desk staff who interact with the public will sit behind a plexiglass (or equivalent) barrier to conduct business. They will be encouraged to wear a face covering when interacting with visitors. Until a plexiglass barrier is obtained for the front desk, the public entrance will not be open to visitors.
4. Reception areas and conference rooms will include hand sanitizer, tissues, and a no-touch trashcan.
5. [Approved USU floor decals](#) will be placed in the reception area to indicate where to stand and/or wait at an appropriate social distance.
6. Chairs will be removed and/or signage will be placed on reception area furniture to facilitate social distancing while guests wait.
7. Departmental conference rooms AGRS 235 and 252 will be limited in occupancy to facilitate social distancing (6 feet apart). Approved conference room schedulers (Michael Bishop, Cara Allen, Karma Wood, Jodi DeVries, or Tammy Firth) will advise on new occupancy levels and required cleaning and disinfecting after meetings.
8. Unless it creates a privacy, data security, or other security risk, internal doors will be propped open, so doorknob or handle use is minimized, and airflow increased.

## 6 Communication Plan

1. A copy of this plan will be emailed to department faculty, staff, and graduate students once approved. A copy of the plan will be made available on-line.
2. Supervisors will distribute and discuss the departmental SOP with their constituents.
3. Before an employee returns to on-site work, their supervisor must approve the date they will return to onsite work to ensure proper work arrangements including social distancing, wearing of face coverings, and proper hygiene activities.
4. 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:
  - a. fever or chills
  - b. cough
  - c. shortness of breath or difficulty breathing
  - d. fatigue
  - e. muscle or body aches
  - f. headache

- g. new loss of taste or smell
  - h. sore throat
  - i. congestion or runny nose
  - j. nausea or vomiting
  - k. diarrhea
5. Supervisors will monitor (using passive observation) their onsite employees daily for potential symptoms and send employees home who exhibit symptoms.
6. The department will post [USU-approved signage](#) setting expectations for staying home when sick, respiratory hygiene and etiquette, and workplace behavior.
7. Supervisors who learn (even by rumor) of employees suspected, or confirmed, to have been exposed to COVID-19 are to follow the protocols outlined for [confirmed](#) or [suspected](#) cases.
8. Responsibility of supervisors when Risk Management confirms an employee has been exposed to COVID-19 are:
  - a. [Discuss leave options with employee](#)
  - b. Discuss work responsibility and options while on quarantine
  - c. Provide employees with support resources from USU

## 7 Travel

USU is currently developing guidance and procedures for university travel in order to minimize the risk of COVID-19 exposure to our campus communities across the state. Essential travel must be approved by vice presidents and deans. Refer to [USU's COVID-19 Travel Information page](#) for updated information. (<https://www.usu.edu/covid-19/operations/travel>)

### 7.1 When to Self-Isolate After Travel

There is widespread ongoing transmission throughout the world and in the United States, and everyone should avoid nonessential travel, even for personal reasons. When you travel, whether for business or personal purposes, you may be asked to quarantine for 14 days upon your return. You should discuss personal travel plans with your supervisor to determine if and how you would quarantine afterwards. Please report that you are in quarantine by completing the [COVID-19 Questionnaire](#).

### 7.2 University-Related Travel

Please follow these guidelines for university-related travel:

- Travel within the state is discouraged. Use IVC or Zoom as much as possible to facilitate these meetings.

- Deans and VPs will review plans for bringing visiting scholars, speakers, and consultants to campus and postpone anything not essential to the core mission of teaching and learning.
- All employees and students must complete the [travel registration survey](#) to document planned and recent travel, whether it is personal or university-related. If individuals travel, either for university business or personal reasons, internationally or to areas with community spread in the U.S. (New York, California, Washington), they may be asked to self-isolate for 14 days.
- For job interviews, supervisors should discuss options for avoiding travel for the benefit of all parties.
- The International Travel Oversight Committee and Global Engagement will continue to stay in contact with students out on study abroad and will continue to review these situations case by case.

### 7.3 International Travel

USU officials are monitoring COVID-19 to evaluate its potential impact on the campus community, including community members traveling. As part of this effort, USU is monitoring [CDC](#) travel guidance, the [U.S. State Department's](#) travel advisories, and [International SOS](#) risk assessments to advise USU travelers currently on, or planning future university-related domestic or international travel including: study abroad, conferences, or research assignments.

### 7.4 Complete the Travel Registration Survey

If you plan to travel for personal reasons or traveled in the last 14 days, you MUST fill out USU's [travel registration survey](#), regardless of whether you traveled out of state to a domestic or international location. ([https://usu.service-now.com/usu/covid\\_19\\_question.do](https://usu.service-now.com/usu/covid_19_question.do))

## 8 Research

As noted by the USU Research Office (<https://research.usu.edu/covid-19-sops-for-research/>), per USU Safety and Health Policy 337, each USU principal investigator (PI) or laboratory director is responsible for developing safety-specific SOPs for their research environment.

Consistent with that policy, each PI or laboratory director is required to develop COVID-19 SOPs for their research environment. Similarly, researchers who work independently or do not have a research space other than their office should also formulate an individual plan to mitigate risk of exposure to and transmission of COVID-19 during research activities. All COVID-19 Research SOPs should be submitted to the Department Head for approval by June 30, 2020. A COVID-19 Research SOP template is available at the Research Office website noted above. **We would like to reiterate that employees and students are expected to wear a cloth face covering in the common laboratory and associated office cubicle areas when 6-feet of social distancing is difficult to maintain.**