

# **ANNEX E**

## **UNIVERSITY OF GUAM**

# **CRISIS AND DISASTER MANAGEMENT PLAN**

**Pandemic Plan and Procedures for Preparing and  
Operating Under PCOR2/3 / UPPOP2/3**

**UPDATED AUGUST 16, 2021**





## ANNEX E - UOG Crisis and Disaster Management Plan

### University of Guam – Pandemic Plan and Procedures for Preparing and Operating Under PCOR2/3 / UPPOP2/3

As of August 16, 2021

#### PURPOSE

To provide the University of Guam Continuity of Operations Plan (UOG COOP) guidance on effectively planning and executing procedures to open the University under Pandemic emergency conditions (public health emergency) for Pandemic Conditions of Readiness 2/3 (PCOR2/3) / UOG Pandemic Phased Operating Plan 2/3 (U-PPOP2/3). Goal remains to (1) Protect human life, (2) Stabilize the incident, (3) Preserve property, and (4) Resume normal operations.

#### SCOPE

These procedures apply to all personnel, facilities, and properties owned or are under the responsibility of the University of Guam (UOG). **“Personnel” is defined as UOG employees, students, guardians/parents (as applicable), visitors, tenants, and contractors unless specifically stated otherwise.** UOG leadership will ensure all information are disseminated to all personnel in a timely manner.

Latest guidance from the Governor’s Executive Orders (EO), Department of Public Health and Social Services (DPHSS) Guidance Memos, and Joint Information Center (JIC) Releases serve as the baseline for operating the University in PCOR2 and PCOR3. This includes:

1. Governor’s EO 2021-16, dated July 21, 2021
2. DPHSS Guidance Memos 2021-18, dated July 29, 2021
3. UOG Letter to DPHSS, Re: Higher Education (University of Guam), dated August 3, 2021

Other official sources are also included.

All personnel have the responsibility to comply and enforce the guidance set forth in this Annex. This includes correcting violators on the spot to comply with the guidance.

As Guam continues to be in PCOR 3, individuals and businesses who fail to comply with applicable DPHSS Guidance Memoranda and Directives may be subject to fines pursuant to 10 G.C.A. §19802 and 26 GAR Chapter 4 Article 28, as well as any other penalties available under Guam Law.

The UOG Safety and Security Office has the overall responsibility for monitoring compliance. Contact information: Al Garrido, Safety Administrator; Office - 735-2372; Cell – 929-2155; e-mail – [garridoa3216@triton.uog.edu](mailto:garridoa3216@triton.uog.edu). This office will also serve as UOG’s point of contact to respond to DPHSS inquiries and complaints/concerns from all personnel. This office will also evaluate UOG’s implementation of its guidelines and procedures and ensure coordination with respective contacts within each UOG organization, the Student Health Office, School of Health (SOH), and Chief Planning Office.

Non-compliance issues can be reported to [covidsafety@triton.uog.edu](mailto:covidsafety@triton.uog.edu).

The primary contact for these procedures is the Chief Planning Office. Contact information: Jim Hollyer, Special Assistant to the President; Office – 735-2995; WhatsApp – 486-2075; e-mail [hollyerj@triton.uog.edu](mailto:hollyerj@triton.uog.edu).

David Okada, Chief Planning Officer/Interim Chief of Staff; Office - 735-2990; Cell – 688-6627; e-mail – [dsokada@triton.uog.edu](mailto:dsokada@triton.uog.edu).

The primary contact for the UOG Student Health Services is Georgette Apuron. Office – 735-2225/6; email – [apurong@triton.uog.edu](mailto:apurong@triton.uog.edu).

## **GUIDANCE FOR FANUCHANAN 2021 SEMESTER**

As the COVID virus continues to mutate and has proven to spread easier, UOG will need to prepare to respond to immediate, stricter guidance if or when released by the Governor and DPHSS. As such, UOG may need to revert to fully online as one high possibility. All units will have a contingency plan in place should stricter guidance be announced.

As our University prepares for in-person learning and the full re-opening of the campus, as outlined in President's Directive 2021-02, dated August 13, 2021, and President Memo for Students, dated August 13, 2021, everyone must remain steadfastly committed to the health and safety of our students and employees. Vaccinations are helping to reduce the risk factors for vaccinated individuals and remains strongly encouraged to be completed by all.

UOG will continue to maintain 6-feet social distancing for campus operations. However, classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes may be flexible to accommodate between 1 to 5 feet social distancing, depending on the enrollment/attendees and to maximize social space based on enrollment/attendees for that room. Deans and directors have the authority to apply stricter guidelines, as needed, and will be responsible for the decisions and oversight of those decisions. One size is not going to fit all scenarios – each room will need to be looked at to see what is appropriate and safe.

Anything less than 6-feet for those areas mentioned above will require more attention to other mitigating measures such as additional frequent sanitizing, air flow quality control, and possible mask + face shield combination.

### **Updated campus safety protocols for official on/off-campus activities include, but not limited to:**

- ✓ **Poster and Signage Information.** Continue to display COVID-19 safety and prevention posters throughout your areas, both indoors and outdoors. Post and enforce all COVID-related signage and instructions.
- ✓ **Ingress/Egress.** Ingress/egress flows may be two-ways, with 6-feet social distancing as people move from one location to another.
- ✓ **If sick, stay home.** Stay home if you're sick or if you've been in contact with someone who is positive or potentially positive for COVID-19. Seek medical attention and/or testing, as appropriate.
- ✓ **Proper wearing of masks.** Wear a mask always covering your nose and mouth whether indoors or outdoors. This may be subject to fines by appropriate authorities.

- ✓ **Proper use of face shields.** Use of face shields will be used when in close proximity (less than 3 feet) and more frequent sanitizing will occur.
- ✓ **Maintain Social Distancing.** UOG maintains a 6-feet social distancing requirement, except as specified for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes. This flexibility to accommodate between 1 to 5 feet social distancing within these exception areas will depend on the enrollment/attendees for those spaces to maximize social space. Deans and directors have the authority to make certain areas more strict, as needed. One size is not going to fit all scenarios. Each room may be different based on the dean/director's expectations of use and requirements. Additional mitigating measures will also be incorporated.
- ✓ **Air Quality Control.** Use portable HEPA filter systems in rooms and other alternative air flow control measures. This is more critical in areas not using 6-feet social distancing standards.
- ✓ **Hand sanitizing.** Everyone will wash or sanitize hands frequently, especially before touching their face. Hand sanitizers will be available in rooms and individuals are encouraged to carry their own hand sanitizers for personal use.
- ✓ **Regular space/high touch area sanitizing.** Regular sanitizing of rooms and high-touch surfaces will continue to occur frequently and after each use.
- ✓ **Sign-in sheet (contact tracing logs) controls.** Sign-in sheet (contact tracing logs) controls or electronic entries are required for every room. For main entrance lobby areas, deans/directors may continue to have this as an option, but, every room is a requirement. This is for contact tracing and outbreak management purposes. Records will be kept for a minimum for 30 days.
- ✓ **No loitering.** No loitering or unofficial gatherings before or after scheduled events. This does not include outdoor spaces designated for studying or resource areas, respite areas, and designated waiting areas where students are waiting just prior to class or in between classes.
- ✓ **Reporting sick individuals.** Sick individuals will be reported to the proper authorities, as appropriate.
- ✓ **Temporary isolation areas.** Temporary isolation areas will be identified by each dean/director for their area of operation, pending departure of the potentially sick individual(s).
- ✓ **Lockdown procedures.** Proper lockdown and sanitizing procedures for potentially contaminated areas remain in effect. Coordination must be done with the UOG Safety and Security Administrator.
- ✓ **Temperature checks.** Temperature checks are optional and may be required as stricter measures by deans/directors.
- ✓ **Touchless water filling stations.** Water fountains will remain disabled and only Touchless water filling stations are authorized. These stations will be frequently sanitized as well.
- ✓ **Eating and drinking in classrooms, labs, meeting or resource rooms.** Food and beverages are not authorized for consumption in classrooms, labs, meeting or resource rooms. Such items should be consumed outside of the classroom, outdoors, or designated eating places and with at least 6 feet of social distancing.
- ✓ **Meals for official UOG events.** If there are meals and/or drinks at UOG activities on and off campus, they will be served as to-go meals/drinks and must be previously approved. Requests for approval should be submitted to [covidsafety@triton.uog.edu](mailto:covidsafety@triton.uog.edu). Meals for residence halls will follow guidelines provided, which starts on page 20.
- ✓ **Stricter guideline authority.** UOG units are authorized to instill stricter guidelines as applicable for their areas of operation.



Classrooms and labs using less than 6 feet for a short time for the purposes of student learning of tasks or testing will have stricter Personal Protective Equipment (PPE) usage for protection of the instructor, students, and meeting participants. This also includes more hand sanitizers available for use. Examples of this type of scenario includes, but not limited to:

- ✓ A physical activity where it takes at least two (2) personnel to physically move a person (weighted mannequin) during a lab training, such as for the nursing program. Students and employees will wear the appropriate PPEs based on current CDC guidelines.
- ✓ How to administer shots where close proximity is necessary between two students. Students and employees will wear the appropriate PPEs based on current CDC guidelines.
- ✓ Exercise/activity courses where students may remove the mask during physical activity portion of the course, but must maintain 6-feet social distancing during the time when mask is off. Once activity is over, students must properly wear a mask.
- ✓ Lab scenario where at least two (2) people are required to complete or manage a task, such as a chemistry lab where strong acid usage requires two (2) students to work closely together – one (1) on the equipment and one (1) on the reagent (chemical). Students and employees will properly wear required mask, safety goggles, gloves, and lab coat.
- ✓ Art or ceramic courses when operating the printing press or ceramic potters. Students and employees will wear masks and face shields.
- ✓ Animal lab when handling the animals such as rodents. Students and employees will wear masks, face shields, and gloves.
- ✓ Physical education training for doing spotting techniques, as well as performing basic gymnastic stunts, balancing, and appropriate progressions for a tumbling program. Spotters will wear masks and face shields. Students performing techniques will not be wearing a mask for physical safety reasons only while performing the act. Otherwise, masks will be worn.
- ✓ For class field trips and carpooling. To maximize numbers of students/employees in a vehicle for class field trips or site work, students/employees may carpool up to two (2) individuals per row of seats. Example, driver and one (1) person as front passenger. On back seat, up to two (2) individuals. If there is a third row of seats, such as a van, each succeeding full row of seats may have up to two (2) individuals. All personnel will wear a masks, have hand sanitizers, and have windows rolled down.

Practicums/field instructions/clinicals in direct collaboration with partner organizations will follow the respective partner organizations' procedures and requirements or UOG's if the organization's guidelines do not meet UOG's standards to protect students or employees.

## OTHER REFERENCES

Guidance and changes are subject to updates at any time as the public health emergency situation is a fluid condition and can change the operational status on a moment's notice.

- GHS/OCD Website: <https://ghs.guam.gov/coronavirus-covid-19>
- DPHSS Website: <http://dphss.guam.gov/covid-19/>  
<http://dphss.guam.gov/covid-19-educational-resources/>  
[https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread\\_poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf)  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html#cover>  
<http://dphss.guam.gov/wp-content/uploads/2019/11/School-Building-Sanitation-Rules-Regulations.pdf>

- CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#not-wear>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- USDOE COVID-19 Website: <https://www.ed.gov/coronavirus?src=feature>
- UOG Website: <https://www.uog.edu/covid-19/>
- OSHA Guidance on Preparing Workplaces:  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- Reasonable Accommodation in the Workplace: <https://adata.org/factsheet/reasonable-accommodations-workplace>
- John Hopkins University Contact Tracing Course:  
<https://www.coursera.org/learn/covid-19-contact-tracing>

### **GUIDANCE FOR OPERATING UNDER PCOR2/3 / U-PPOP2/3**

As the public health emergency condition is still in effect, every precautionary measure remains in effect to ensure awareness and reduce the potential for spread of COVID-19.

Framework – Vulnerability assessments will be done for each area in order to provide mitigating measures and re-configure the area to prepare to open for operation. These measures provide minimum requirements to reduce the spread of the COVID-19 virus to protect all Personnel.

Know how the coronavirus spreads:

- ✓ Vaccine to prevent coronavirus disease 2019 (COVID-19) is currently being distributed in accordance with approved DPHSS priorities. Every employee and student are highly encouraged get vaccinated.
- ✓ The best way to prevent illness is to avoid being exposed to this virus.
- ✓ The virus is thought to [spread mainly from person-to-person and airborne transmission](#).
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

At a minimum, the following actions will apply as the baseline to help reduce coronavirus spread:

#### **Protecting Self and Others:**

**If you are sick, notify your supervisor or respective UOG point of contact(s) and stay home.** Do NOT come on campus, leave the house, or visit public areas, except to get medical care. Contact your health service provider or DPHSS for assessment and/or testing, as appropriate. See more guidance under **“Monitor Your Health”** below.

### **Maintain Social Distancing:**

Keeping space between you and others is one of the best practices to reduce exposure to the coronavirus and slowing its spread.

- ✓ Stay at least 6 feet (about 2 arms' length) from others. Exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session. This flexibility to accommodate between 1 to 5 feet social distancing within these exception areas will depend on the enrollment/attendees for those spaces to maximize social space. Deans and directors have the authority to make certain areas more strict, as needed. So, one size is not going to fit all scenarios. Each room may be different based on the dean/director's expectations of use and requirements. Additional mitigating measures will also be incorporated.
- ✓ Do not gather in groups.
- ✓ Stay out of crowded places and avoid mass gatherings.

Limit close contact with others whether indoors or outdoors. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you, or they, have no symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

### **Use a mask, cloth face cover, and face shield (if needed) when around others:**

The primary purpose of using a mask, face cloth covering, and face shield is to reduce an individual from potentially spreading the virus, especially when an individual has COVID-19, but does not know it. Its secondary purpose is to reduce the risk of being infected.

- ✓ You could spread COVID-19 to others even if you do not feel sick.
- ✓ All personnel will wear a mask or cloth face cover when they have to go out in public, and when on UOG campus. All personnel must also wear a mask or cloth face covering while in UOG official vehicles and boats, on- and off-campus, when there is more than one person inside.
- ✓ A properly worn mask or cloth face cover will be worn over the nose and mouth.
- ✓ Continue to keep about 6 feet between yourself and others. The mask or cloth face cover is not a substitute for social distancing. Exception to this 6 feet applies only to classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session. This flexibility to accommodate between 1 to 5 feet social distancing within these exception areas will depend on the enrollment/attendees for those spaces to maximize social space. Deans and directors have the authority to make certain areas more strict, as needed. So, one size is not going to fit all scenarios. Each room may be different based on the dean/director's expectations of use and requirements. Additional mitigating measures will also be incorporated.
- ✓ If washable, wash face mask or face cloth covering on a daily basis.
- ✓ Face shields can be worn with a face mask or face cloth covering where social distancing is not always consistent, such as a faculty walking around in a lab or classroom environment to check student work. **Face shields are not a substitute for face masks or cloth face cover.**
- ✓ Face shields will be worn properly so that it covers the entire face, from forehead to below the chin, wrapping around the sides of the face. Face shields will be used with masks when within 3 feet of each other and more frequent sanitizing will occur.
- ✓ Face shields should be sanitized after each use.
- ✓ Masks with exhalation valve are prohibited as it does not stop virus droplets from escaping and possibly infecting others.

An initial washable face mask will be provided to all UOG employees and students. Masks after this initial issue will be provided by the individual. The Triton Bookstore have masks for sale.

### Use Sneeze Guards for Customer Service Areas:

Sneeze guards are used to help to reduce the risk of micro droplets, which are dispensed when coughing or sneezing between people in close proximity. All customer service areas and classrooms should have a sneeze guard where close proximity is needed to conduct business or service.

Sneeze guards or barriers may also be used between personnel work space in addition to reconfiguring space to maximize social distancing or positioning personnel so they are not facing each other.

Sneeze guards should be sanitized frequently, and should be as frequent as after every customer. Sample sneeze guard and barrier/panel samples are at **Attachment A**.

### Wash Your Hands Often:

- ✓ [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- ✓ Washing hands or sanitizing should occur when entering a new room within UOG for different activities.
- ✓ If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry. Sanitize more frequently when closer than 3 feet for a short duration.
- ✓ **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- ✓ Avoid close contact.
- ✓ All personnel will have their own personal hand sanitizer for use.
- ✓ All areas will ensure sufficient cleaning materials and supplies are available for use.

### Cover Coughs and Sneezes:

- ✓ **If you are in a private setting and do not have on your mask or cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- ✓ **Throw used tissues** in the trash.
- ✓ Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and Disinfect:

- ✓ **Clean AND disinfect [frequently touched surfaces](#) daily and on a recurring basis.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- ✓ **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- ✓ **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work.
- ✓ Everyone is responsible at every level to clean and disinfect areas of operation.

Cleaning - refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting - refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



(<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>)

A comprehensive listing of areas to sanitize, especially high touch areas to be used by FMS is at **Attachment B** for your information and internal use, as appropriate, by unit/department and individuals.

### **Monitor Your Health:**

#### ***Employees, Tenants, and Contractors:***

- ✓ **If you are sick, notify your supervisor or respective UOG point of contact(s) and stay home. Do NOT come on campus, leave the house, or visit public areas, except to get medical care.**
- ✓ **Contact your health service provider or DPHSS for assessment and/or testing, as appropriate.**
- ✓ **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
  - Especially important if you are [running essential errands](#), going on campus, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
  - Wear your mask.
  - If experiencing emergency warning signs for COVID-19, seek emergency medical care immediately or call “911”. Emergency warning symptoms may include trouble breathing, persistent pain or pressure in the chest; new confusion, inability to wake or stay awake, and/or bluish lips or face.
- ✓ **Take your temperature** if symptoms develop.
  - Don’t take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
  - Individuals with a temperature of 100.4<sup>0</sup> Fahrenheit (F)(38.0<sup>0</sup> Celcius (C)) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (see *contact tracing section below*).
- ✓ Follow [CDC guidance](#) if symptoms develop.

#### ***Students and Visitors:***

- ✓ **If you are sick, notify your respective UOG point of contact(s) and stay home. Do NOT come on campus, leave the house, or visit public areas, except to get medical care.**
- ✓ **Contact your health service provider or DPHSS for assessment and/or testing, as appropriate.**
- ✓ UOG Residence Hall students will follow the protocols established by the Dean, Enrollment Management and Student Success (EMSS) and Residence Hall Director.
- ✓ The UOG Student Health Office is available for students who may need to use its services for regular operations purposes.
- ✓ Students will coordinate with their respective faculty for class accommodations, as appropriate.
- ✓ **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
  - Especially important if you are [running essential errands](#), going on campus, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
  - Wear your mask.
  - If experiencing emergency warning signs for COVID-19, seek emergency medical care immediately or call “911”. Emergency warning symptoms may include trouble breathing, persistent pain or pressure in the chest; new confusion, inability to wake or stay awake, and/or bluish lips or face.

- ✓ **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
  - Individuals with a temperature of 100.4<sup>0</sup> Fahrenheit (F)(38.0<sup>0</sup> Celcius (C)) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (see *contact tracing section below*).
- ✓ Follow [CDC guidance](#) if symptoms develop.

#### ***Asymptomatic Personnel:***

- ✓ If a Personnel was **asymptomatic**, someone who did not develop symptoms throughout the course of being a COVID-19 positive:
  - They may return to school or work ten (10) days after the date of their first positive confirmed COVID-19 test, AND
  - Isolation and other precautions can be discontinued.

#### ***Symptomatic Personnel:***

- ✓ If a Personnel was **symptomatic**, they may return to school or work:
  - Ten (10) days after the date of their first positive confirmed COVID-19 test, **AND**
  - After twenty-four (24) hours with no fever (without the use of fever-reducing medications) and other symptoms have improved.
  - Requiring a negative COVID-19 test prior to returning to school or work is not recommended. Instead, UOG will follow the time and symptoms-based approach described above in determining when individuals can return to school or work following COVID-19 diagnosis.
  - If a Personnel was monitored by DPHSS, they will be issued a written clearance letter by DPHSS once they are cleared to return to school or work.

#### ***Testing for COVID-19 of Personnel:***

- ✓ If a Personnel is diagnosed with a probable or laboratory confirmed case of COVID-19 through UOG or health center, the Personnel will be informed of the result, and UOG Contact Tracing Call Center and DPHSS will be notified. The UOG Contact Tracing Call Center or DPHSS will contact the individual for more information.
- ✓ If a Personnel was in close contact with someone outside of the UOG campus who tested positive with COVID-19 as identified by DPHSS, such Personnel must inform the UOG Safety Administrator (Office - 735-2372; Cell – 929-2155; e-mail – [garridoa3216@triton.uog.edu](mailto:garridoa3216@triton.uog.edu)) once they are identified by DPHSS as a close contact, AND they must go into isolation for fourteen (14) days, during which they are not to report to school or work until cleared by DPHSS.

#### **Communications:**

##### **Hours of Operation:**

Each UOG unit is responsible to ensure notices of operations are posted and available to the public. Encouraging appointments, or phone calls, or use of online services are recommended. Physical visits should be the last alternative, and when needed. It is important to ensure students and other customers are not confused about our University's hours of operation and services availability. All supervisors will ensure their operations will be appropriately and physically staffed to accommodate walk-in services.

Publication of hours of operations may be submitted to the University Marketing and Communications Office at [marcom@triton.uog.edu](mailto:marcom@triton.uog.edu) and posted within each unit's website or social media, on bulletin boards, and/or appropriate locations for students and visitors to see.

In addition to signage, every semester, and more frequently as appropriate, information on COVID-19 prevention measures will also be provided to all personnel, to include, but, not limited to, opening day events, convocation, orientations, counseling sessions, and job site meetings. At a minimum, areas covered will include:

- ✓ If sick, stay home; Do NOT come on campus
- ✓ Sign-in procedures
- ✓ Wearing of mask or cloth face covering
- ✓ Social distancing of six (6) feet (exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session)
- ✓ Practice of good hygiene (hand washing/sanitizing; cover coughs, sneezes, etc)

Additionally, other information may include:

- ✓ COVID-19 symptoms
- ✓ What to do if feeling ill
- ✓ Emergency numbers

Videos and references will be placed at the UOG website at: <https://www.uog.edu/covid-19/>.

### **Internal and Emergency Contact Information:**

In an emergency situation, communication is key to minimize and contain the situation. Keep organizational Phone Trees and maps updated for internal rapid communication. Ensure phone trees and maps are treated as FOR OFFICIAL USE ONLY (FOUO) and provided only to those who need to know.

Include emergency contact numbers for internal reporting and to proper authorities. Ensure private information are protected and reported only as authorized.

- ✓ UOG Safety and Security Office has the overall responsibility for monitoring compliance. Contact information: Al Garrido, Safety Administrator; Office - 735-2372; Cell – 929-2155; e-mail – [garridoa3216@triton.uog.edu](mailto:garridoa3216@triton.uog.edu). This office will also serve as UOG's point of contact to respond to DPHSS inquiries and complaints/concerns from all personnel. This office will also evaluate UOG's implementation of its guidelines and procedures and ensure coordination with respective contacts within each UOG organization, the Student Health Office, School of Health (SOH), and Chief Planning Office.
- ✓ Non-compliance issues can be reported to [covidsafety@triton.uog.edu](mailto:covidsafety@triton.uog.edu).
- ✓ The primary contact for these procedures is the Chief Planning Office. Contact information:
  - Jim Hollyer, Special Assistant to the President; Office – 735-2995; WhatsApp – 486-2075; e-mail [hollyerj@triton.uog.edu](mailto:hollyerj@triton.uog.edu).
  - David Okada, Chief Planning Officer/Interim Chief of Staff; Office - 735-2990; Cell – 688-6627; e-mail – [dsokada@triton.uog.edu](mailto:dsokada@triton.uog.edu).
- ✓ The primary contact for the UOG Student Health Services is Georgette Apuron. Office – 735-2225/6; email – [apurong@triton.uog.edu](mailto:apurong@triton.uog.edu).
- ✓ Unit/department level emergency contact information. To be provided by the unit/department.

### **Signage:**

Signage plays a big part in clarifying information to all personnel and part of UOG's communication plan. Signage will be placed at appropriate locations on campus and within

facilities without cluttering walls, windows, doors, glass doorways, and/or flooring. This includes all main office areas, service areas, restrooms, lounges, lunch/break rooms, and classrooms. Signage printed on paper should be in a document protector or laminated to prolong its lifespan. All signage should be appropriately presentable. Samples of signage are at **Attachment C**. At a minimum, signage will include:

- ✓ If sick, stay home; Do NOT come on campus
- ✓ Wearing of mask or cloth face covering
- ✓ Social distancing of six (6) feet (exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session)
- ✓ Proper washing of hands and use of hand sanitizers

Other resources in addition to Attachment C:

- ✓ <http://dphss.guam.gov/covid-19-educational-resources/>
- ✓ [https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread\\_poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf)
- ✓ <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html#cover>

### **Screening:**

All personnel will be subject to screening. Screening entails asking a series of pertinent questions to minimize the risk of the COVID-19 spread within UOG facility areas. Answers to these questions will be, “NO”, in order to access UOG facility areas. For any “YES” answers, the individual will be denied access and sent home and/or referred to appropriate Public Health contacts for proper care and guidance. These questions include, but not limited to:

- ✓ Have you been diagnosed with COVID-19 within the last 14 days?
- ✓ Have you had any symptoms that make you likely to be COVID-19 positive (i.e. cough, shortness of breath, fever) within the last 14 days?
- ✓ Do you live with someone who has been or is diagnosed with COVID-19 or traveled within the last 14 days and not under approved restrictive movement?

Taking temperature of all personnel is optional. However, it is recommended to have a thermometer for those cases where temperature taking is prudent. Individuals with a temperature of 100.4° F (38.0° C) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (*see contact tracing section below*). When taking temperature, ensure proper preparation, use, sanitization, and accountability of thermometers/equipment.

### **Accommodations:**

Certain personnel may be at a higher risk levels based on certain conditions. For those conditions that are within the privacy of the Americans with Disability Act (ADA), all personnel can contact Larry Gamboa, UOG’s Acting EEO/ADA/Title IX Director at 735-2971/2244 or e-mail at [lgamboa@triton.uog.edu](mailto:lgamboa@triton.uog.edu). Students may contact Ms. Sallie Sablan, Senior Academic Counselor, ADA Specialization at 735-2460 or e-mail at [sssablan@triton.uog.edu](mailto:sssablan@triton.uog.edu).

For conditions that are not at the level of the ADA, “reasonable accommodations” may be requested through their supervisor or primary UOG point of contact who may seek consultation on such requests with UOG’s EEO/ADA/Title IX Office (*see contact information above*). Medical documentation or proof of condition (may not necessarily be medical) may be requested in order

to assess and provide appropriate accommodation options. Accommodations are considered “reasonable” if they do not create an undue hardship or a direct threat.

**Sign-in Sheets:**

Sign-in sheets will be used for purposes of contact tracing if information is needed. At a minimum the sign-in sheet should have the location in the header and information will include, full name, date, time in and out, and contact information (phone and e-mail). Sign-in sheets will be retained by the units for at least 30 days.

If a contact tracing investigation is done, appropriate sign-in sheets will be provided through the Safety and Security Office POC (see page 1). In such cases, information will be held for up to 6 months, subject to the closure of the contact tracing investigation.

These retention time frames for the sign-in sheets are subject to any updates from DPHSS.

**Administrative Controls:**

Administrative control measures will be addressed to minimize exposure to coronavirus. This may include, but, not limited to:

- ✓ Telling sick personnel to stay home and keeping your supervisor, or appropriate UOG primary point of contact, informed. Do NOT come on campus if sick.
- ✓ Minimizing contact among personnel by replacing face to face contact with virtual or online communications, teleworking, or shift work, as feasible.
- ✓ Ensuring appropriate personnel to physically cover areas for walk-in services.
- ✓ Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks.
- ✓ Developing and maintaining emergency communications plans.
- ✓ **Training employees:**
  - Benefits of getting vaccinated.
  - On COVID-19 risk factors and protective behaviors.
  - Who need to use protective clothing and equipment in relation to their current and potential duties.
  - On contact tracing for awareness and operations purposes.
  - On lock down procedures specific to their organization and operation.
- ✓ Water fountains will NOT be used and accessible to the public and will be disabled. Touchless water filling stations are authorized for use and will be sanitized at least three times a day, or more frequently, as needed. Water for drinking is also available at the Triton Bookstore and other vending food services on campus.
- ✓ All personnel are encouraged to bring their own filled water bottle containers for use.
- ✓ Lunch/break rooms and lounges will be closed and will only be used for significant, special circumstances under the discretion of the supervisor and following procedures for sign-in, social distancing, and sanitizing before and after each use.
- ✓ Where appropriate, all personnel should eat at their desk, outside, or at authorized eating locations. Do not consume food or drinks with your mask pulled down while walking around campus. Take your food or drink to a fixed location at least 8-10 feet away from others before removing your mask.
- ✓ Deans/directors may impose stricter guidance, as appropriate, based on their activity/circumstances. Example – making temperature checks mandatory versus optional or reducing social distancing spaces for designated exception areas to accommodate requirements, with appropriate adjustments to stricter mitigating measures.



- ✓ Employees who are authorized teleworking on a case by case basis and on regular work status will remain required to and are expected to physically report to duty within two (2) hours of receiving notice from their supervisor.
- ✓ All units will implement an absentee process tracking the daily attendance of students and employees.
- ✓ The Senior Vice President and Provost will serve as the lead when transitioning between online, partial, or full face to face classes or academic activities. The UOG President remains the approving authority, unless further delegated.

Policies and procedures will clarify the variations of work status that will help employees balance workload when not physically present in the workplace. Employees and supervisors should also understand what status they will be in when dealing with caregiving for a sick family member, being sick, caring for children if school or day care centers are closed, or are afraid to come to work because of fear of possible exposure and not working at all. Refer questions on policies and procedures to the Human Resources Office (HRO) at 735-2350/51 or [hro@triton.uog.edu](mailto:hro@triton.uog.edu).

### **Facilities Management and Operations:**

Everyone has facilities management and operations roles in implementing sign-in procedures, sanitizing, social distancing, mask/face cloth covering/face shield, and reporting requirements. Each level needs to do their part to ensure a complete effort is made to reduce the risk of spreading the coronavirus causing COVID-19. These levels include, but not limited to: individuals, units/departments, and Facilities Management & Services (FMS). Communication is key to containing the spread.

FMS will be responsible to provide a primary hand sanitizing solution for major entrance areas, common service areas, and classrooms for customers to a facility. There may be more than one provided based on the configuration of the facility as discussed with each dean or director.

As a general rule, private offices to a facility will be the responsibility of each dean/director. Special situations of support can be discussed with FMS.

Campus spaces and facilities should be used for official University business. UOG organizations may allow campus use for authorized community programs that lack alternative venues, if programs adhere to the requirements in this or other applicable guidance. Businesses and organizations hosting special events at UOG will need to submit their action plans to their UOG POC prior to having their event.

Ventilation systems will operate properly and increase of circulation of outdoor air where appropriate. Do not open windows and doors over a prolong period of time if they pose a safety or health risk (e.g. allowing pollens exacerbating asthma symptoms or creating a mold environment). Steps will be taken to minimize air from blowing from one person directly at another individual if fans and other mechanical ventilation systems are used. Portable high-efficiency particulate air (HEPA) fan or similar filtration systems to help enhance air cleaning is authorized for purchase provided budget is approved for them. Portable high-efficiency particulate air (HEPA) fan or similar filtration systems are required for all classrooms, labs, and meeting or resource rooms when in session.

All personnel will depart when done with their activity, not linger, and resume a 6 feet minimum social distancing. Gathering and socializing is discouraged when arriving to or departing an activity. Taking photos still require social distancing of 6 feet. Number of personnel in a gathering will not exceed the maximum requirement established by DPHSS.

Each dean/director will assess and implement the best method(s) to control access and exits within their facilities and develop control measures for proper ingress/egress social distancing as well as sign-in procedures with contact information for potential contact tracing actions, if needed.

### **Classrooms/Labs/Conference/Resource Rooms:**

Organizing small groups in cohorts is recommended, when possible.

Units/departments that have classrooms, labs, and conference or resource rooms have the primary responsibility to re-organize these spaces to comply with sign-in procedures, sanitizing, social distancing, room capacity requirements, and mask or face cloth cover usage. Each area is unique and every room needs to be physically assessed based on its intended purpose for use and the type of furniture used. Classrooms, labs, and conference or resource rooms are authorized, by exception, for no less than 6 feet while in session. Samples of classroom, lab, and conference room layouts are at **Attachment D**. Samples of classroom, lab, and conference room using 3 feet guidelines are specifically at Attachment D-27 through D-34.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
  - If sick, stay home; Do NOT come on campus
  - Sign-in procedures
  - Wearing of mask or cloth face covering
  - Social distancing of six (6) feet (exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session)
  - Practice of good hygiene (hand washing/sanitizing; cover coughs, sneezes, etc)
  - Areas for use (chairs, tables, etc)
  - COVID-19 related screening questions
  - Emergency numbers

Use of Volunteers and Teaching Assistants (TAs). Employees (faculty, staff, administrators) and tenants may empower the use of attendees as volunteers to assist in the management of signing in, social distancing, use of mask or face cloth covering, hand sanitizing, and areas for use, as appropriate. TAs may also be used.

Sanitizing solutions. FMS will be responsible for providing hand sanitizing solutions, as appropriate for employee common area rooms (if needed). Not all rooms will require a hand sanitizing solution as hand washing should be the primary source for sanitizing hands at the nearest restrooms. Some rooms will have sink capability that can serve this purpose as well, such as a lounge or lunch/break room. All personnel will have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. At a minimum, rooms that have been exposed to a COVID-19 positive person will be closed for at least twenty-four (24) hours before sanitizing and cleaning.

Rooms that are not used for seven (7) consecutive days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About one hour may be sufficient given the average size rooms on campus. On average the solution needs about 10-15 minutes to be efficacious and dry.

Technology. Technology can be used to augment the use of multiple rooms to increase the size of a class or meeting to meet the needs of the user. Costs for these capabilities will be the responsibility of the unit/department. If such technology capabilities are needed, deans/ directors may seek the assistance of the Office of Technology, Operations Department, at 735-2640 or [helpdesk@triton.uog.edu](mailto:helpdesk@triton.uog.edu).

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office. Contact information:

Kalyne Roberto, Project Coordinator; Office - 735-2995; Cell – 929-0626; e-mail – [robertok@triton.uog.edu](mailto:robertok@triton.uog.edu).

Jim Hollyer, Special Assistant to the President; Office – 735-2995; WhatsApp – 486-2075; e-mail [hollyerj@triton.uog.edu](mailto:hollyerj@triton.uog.edu).

### **Offices and Work Areas:**

Units/departments have primary responsibility to re-organize these spaces to comply with sign-in procedures, sanitizing, social distancing, and mask or face cloth cover usage. Each area is unique and every room needs to be physically assessed based on its occupancy and the type of furniture used.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users, especially for meetings. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
  - If sick, stay home; Do NOT come on campus
  - Sign-in procedures
  - Wearing of mask or cloth face covering
  - Social distancing of six (6) feet (exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session)
  - Practice of good hygiene (hand washing/sanitizing; cover coughs, sneezes, etc)
  - Areas for use (chairs, tables, etc)
  - COVID-19 related screening questions
  - Emergency numbers

Sanitizing solutions. Units/departments will be responsible for providing hand sanitizing solutions, as appropriate for offices and work areas (if needed). Not all rooms will require a hand sanitizing solution as hand washing should be the primary source for sanitizing hands at the nearest restrooms. Some rooms will have sink capability that can serve this purpose as well, such as a lounge or lunch/break room. All personnel are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. At a minimum, rooms that have been exposed to a COVID-19 positive person will be closed for at least twenty-four (24) hours before sanitizing and cleaning.

According to the CDC, rooms that are not used for seven (7) consecutive days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 10-15 minutes to be efficacious and dry.

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office. Contact information:

Kalyne Roberto, Project Coordinator; Office - 735-2995; Cell – 929-0626; e-mail – [robertok@triton.uog.edu](mailto:robertok@triton.uog.edu).

Jim Hollyer, Special Assistant to the President; Office – 735-2995; WhatsApp – 486-2075; e-mail [hollyerj@triton.uog.edu](mailto:hollyerj@triton.uog.edu).

### **Service Units and Lobby Areas:**

Units/departments that have service units and lobby areas have the primary responsibility to re-organize these spaces to comply with sanitizing, social distancing, and mask or face cloth cover usage. Each area is unique and every room needs to be physically assessed based on its intended purpose for use and the type of furniture used.

Service units are recommended to have customers conduct business electronically or by phone. If physical presence is necessary, appointments are encouraged. Communications with customers to meet expectations and reduce confusion are extremely important. Service units will also have appropriate personnel on site to provide service for walk-ins during open hours of operation.

Installing service windows or having a curb-side pickup area for customer service is recommended to reduce traffic into facilities, where possible.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
  - If sick, stay home; Do NOT come on campus
  - Sign-in procedures
  - Wearing of mask or cloth face covering
  - Social distancing of six (6) feet (exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session. Deans/directors may have flexibility in this area depending on their situation and ability to service customers)

- Practice of good hygiene (hand washing/sanitizing; cover coughs, sneezes, etc)
- Areas for use (chairs, tables, etc)
- COVID-19 related screening questions
- Emergency numbers
- ✓ Clear marking of waiting lines (six feet apart) outside of normal waiting areas will be done and customers outside should be kept informed of waiting time. See sample waiting line markings at **Attachment E**.

**Identify the last person to be helped near closing time so that others who may come in line after that, do not need to wait if they will not be helped.**

Sanitizing solutions. FMS will be responsible for providing hand sanitizing solutions, as appropriate for employee common areas and customer service areas, as appropriate. Units/departments will ensure accountability of reusable containers. All customers/visitors are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. At a minimum, rooms that have been exposed to a COVID-19 positive person will be closed for at least twenty-four (24) hours before sanitizing and cleaning.

Rooms that are not used for seven (7) consecutive days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 10-15 minutes be efficacious and dry.

Technology. Technology can be used to facilitate communication to customers, as appropriate. Costs for these capabilities will be the responsibility of the unit/department. If such technology capabilities are needed, deans/directors may seek the assistance of the Office of Technology, Operations Department, at 735-2640 or [helpdesk@triton.uog.edu](mailto:helpdesk@triton.uog.edu).

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office. Contact information:

Kalyne Roberto, Project Coordinator; Office - 735-2995; Cell – 929-0626; e-mail – [robertok@triton.uog.edu](mailto:robertok@triton.uog.edu).

Jim Hollyer, Special Assistant to the President; Office – 735-2995; WhatsApp – 486-2075; e-mail [hollyerj@triton.uog.edu](mailto:hollyerj@triton.uog.edu).

### **Calvo Field House Activities, Group Activities/Event, and Camps:**

Group activities in this area are considered medium to high risk that needs assurance of stringent compliance in accordance with the latest Governor EOs and DPHSS Guidance Memos concerning these types of activities to minimize the spread of the coronavirus. Businesses and organizations hosting group activities at UOG will need to submit their action plans to their UOG POC prior to having their event and will comply with UOG protocols.



Units/departments managing such group activities will ensure areas used are compliant with sign-in procedures, sanitizing, social distancing, and mask or face cloth cover, and face shield usage, as appropriate. Physical activities not requiring masks, face cloth covering, or face shields must ensure other mitigating measures are complied with to minimize the spread of the coronavirus. Room consideration should have proper ventilation and/or portable high-efficiency particulate air (HEPA) fan or similar filtration systems to help enhance air cleaning, as appropriate and as budget allows. Activities outdoors is highly recommended. Each area is unique and every room needs to be physically assessed based on its intended purpose for use and the type of furniture/equipment used.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
  - If sick, stay home; Do NOT come on campus
  - Sign-in procedures
  - Wearing of mask or cloth face covering
  - Social distancing of six (6) feet (exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session. The Athletics Director has the authority to modify recreational areas, as needed)
  - Practice of good hygiene (hand washing/sanitizing; cover coughs, sneezes, etc)
  - Areas for use (chairs, tables, etc)
  - COVID-19 related screening questions
  - Emergency numbers

Taking temperature of employees, students, and visitors is optional. However, it is recommended to have a thermometer for those cases where temperature taking is prudent. Individuals with a temperature of 100.4<sup>0</sup> F (38.0<sup>0</sup> C) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (*see contact tracing section below*). When taking temperature, ensure proper preparation, use, sanitization, and accountability of thermometers/equipment.

Sufficient personnel will be hired to effectively manage the activity in accordance with the plan of action.

Sign-in sheet. Sign-in sheet is required for purposes of contact tracing if information is needed. At a minimum the sign-in sheet should have the location in the header and information will include, full name, date, time in and out, and contact information (phone and e-mail). Sign-in sheets will be retained by the units for at least 30 days.

Sanitizing solutions. Units/departments will be responsible for providing hand sanitizing solutions, as appropriate, for the activity. All personnel are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. At a minimum, rooms that have been exposed to a COVID-19 positive person will be closed for at least twenty-four (24) hours before sanitizing and cleaning.

Rooms that are not used for seven (7) consecutive days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 10-15 minutes to be efficacious and dry.

Technology. Technology can be used to augment the use of multiple rooms to increase the size of activity to meet the needs of the user. Costs for these capabilities will be the responsibility of the unit/department. If such technology capabilities are needed, the host may seek the assistance of the Office of Technology, Operations Department, at 735-2640 or [helpdesk@triton.uog.edu](mailto:helpdesk@triton.uog.edu).

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office. Contact information:

Kalyne Roberto, Project Coordinator; Office - 735-2995; Cell – 929-0626; e-mail – [robertok@triton.uog.edu](mailto:robertok@triton.uog.edu).

Jim Hollyer, Special Assistant to the President; Office – 735-2995; WhatsApp – 486-2075; e-mail [hollyerj@triton.uog.edu](mailto:hollyerj@triton.uog.edu).

### **Lunch/Break Rooms, Lounges, and Authorized Eating Locations:**

Lunch/break rooms and lounges will be closed and will only be used for significant, special circumstances under the discretion of the supervisor. All personnel should eat at their desk, outside, or at authorized eating locations. Do not consume food or drinks with your mask pulled down while walking around campus. Take your food or drink to a fixed location at least 8-10 feet away from others before removing your mask.

### **Restrooms:**

FMS is responsible for the recurring cleaning and sanitizing of rest rooms on campus. Sanitizing checklist will be used, to include replenishing supplies, as needed.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. Restrooms may require monitoring to ensure compliance. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
  - If sick, stay home; Do NOT come on campus
  - Wearing of mask or cloth face covering
  - Social distancing of six (6) feet (exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session)
  - Practice of good hygiene (hand washing/sanitizing; cover coughs, sneezes, etc)
  - Areas for use (sinks/stalls, etc)
  - Emergency numbers
- ✓ Clear marking of waiting lines (six feet apart) outside of normal waiting areas will be done.

**Residence Halls:**

Residence Halls management presents unique situations in an operation that is 24/7 with common kitchen, laundry, recreation, restrooms, shower facilities, and designated eating areas which makes this area medium to high risk that needs assurance of stringent compliance in accordance with sanitizing, social distancing, and mask or face cloth cover, and face shield usage, as appropriate. Each area is unique and every area needs to be physically assessed based on its intended purpose for use and the type of furniture/equipment used. The Residence Hall Director has the authority to refine guidelines within the residence halls operations.

Appropriate signage or labels will be posted to ensure relevant information is communicated to its users. At a minimum, signage or labeling will include:

- ✓ Social distancing maximum capacity for that space (number of people allowed).
- ✓ Requirements of:
  - If sick, get displaced into quarantine or isolation location, as appropriate
  - Sign-in procedures, as applicable
  - Wearing of mask or cloth face covering
  - Social distancing of six (6) feet (exceptions to this will be authorized by the Residence Hall Director for the common kitchen, laundry, recreation, restrooms, shower facilities, and designated eating areas)
  - Practice of good hygiene (hand washing/sanitizing; cover coughs, sneezes, etc)
  - Areas for use (chairs, tables, etc)
  - COVID-19 related screening questions, as applicable
  - Emergency numbers

Taking temperature of personnel is optional. However, it is recommended to have a thermometer for those cases where temperature taking is prudent. Individuals with a temperature of 100.4<sup>0</sup> F (38.0<sup>0</sup> C) will not be allowed to enter UOG facilities. See your health provider or contact DPHSS (see *Contact Tracing section below*). When taking temperature, ensure proper preparation, use, sanitization, and accountability of thermometers/equipment.

Sufficient personnel will be hired to effectively manage the operation in accordance with the operations plan of action.

Sanitizing solutions. The Residence Halls Office will be responsible for providing hand sanitizing solutions, as appropriate, for areas of operations, as needed. All personnel are encouraged to also have their own personal hand sanitizing solutions to meet their personal needs.

Room Sanitizing. At a minimum, rooms that have been exposed to a COVID-19 positive person will be closed for at least twenty-four (24) hours before sanitizing and cleaning.

Rooms that are not used for seven (7) consecutive days or more do not require sanitizing. Normal routine cleaning is all that will be needed. There are two methods to sanitize a room:

- ✓ Using wipes or spray bottle to sanitize high touch areas in the room, including door handles. Sanitizing should occur after each use. This is the preferred method of sanitizing, especially if the room will be used throughout the day.
- ✓ Fogging. FMS has the capability to sanitize a room with a mister or fogger. Arrangements may be made for this service in advance. Sufficient time must be allowed in order to sanitize the room and for the solution to dry. About an hour may be sufficient given the average size rooms on campus. On average the solution needs about 10-15 minutes be efficacious and dry.

Training. Employees should be trained on how to respond if a resident becomes ill. Adequate cleaning and personal hygiene supplies should be made available. See **Contact Tracing** and **Lock Down Procedures** below.

Meal Program. The Residence Hall Director has the flexibility to manage the contracted vendor as a buffet style, controlled serving. Meal program will be modified to ensure higher level of food preparation and distribution are conducted in ways to reduce the potential spread of the coronavirus. If stricter guidelines are necessary, the Residence Hall Director has the option to shift to pre-packaged food and outline the process for distribution. Residents need to ensure that there is no congregation during meals that violate social distancing and sanitizing measures as outlined by the Residence Hall Director.

Assistance to plan and reconfigure space areas may be provided upon request through the Chief Planning Office. Contact information:

Kalyne Roberto, Project Coordinator; Office - 735-2995; Cell – 929-0626; e-mail – [robertok@triton.uog.edu](mailto:robertok@triton.uog.edu).

Jim Hollyer, Special Assistant to the President; Office – 735-2995; WhatsApp – 486-2075; e-mail [hollyerj@triton.uog.edu](mailto:hollyerj@triton.uog.edu).

**Contact Tracing:**

Contact tracing is the process to identify, monitor, and support individuals (contacts) who have been exposed to a COVID-19 infected person and possibly were infected themselves. The contact tracing process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.

UOG manages a Contact Tracing Call Center under the guidance of DPHSS and can serve as an initial reporting center for UOG cases.

- ✓ Hours of Operation: 9am to 5pm.
- ✓ Phone Number: 735-2600.
- ✓ Primary POC: Carlos Taitano.
- ✓ Primary POC Phone Number: 483-2324.
- ✓ E-mail: [ctaitano@triton.uog.edu](mailto:ctaitano@triton.uog.edu).

Positive COVID results must be reported to DPHSS Medical Operations by calling “311” and selecting Option 1.

All UOG employees and tenants have the responsibility to understand this process, report suspected individuals (name and contact information) to the Contact Tracing Call Center, and follow the lock down procedures described below. **During the process, it is important for everyone to NOT PANIC, and think through the process in a quick, efficient, thorough, and safe manner.**

If a UOG organization is contacted by a DPHSS case investigator, they will be referred to the UOG Safety Office as the first contact for UOG. Point of contact is Al Garrido, Safety Administrator; Office - 735-2372; Cell – 929-2155; e-mail – [garridoa3216@triton.uog.edu](mailto:garridoa3216@triton.uog.edu).

### **Lock Down Procedures/Isolation Measures:**

When a suspected or confirmed case is found on campus or if an infected person has been on campus, regardless of community transmission, coordination and lock down procedures will be implemented as described below.

It is important for everyone to NOT PANIC, and think through the process in a quick, efficient, thorough, and safe manner:

#### **Isolate symptomatic individual:**

If an individual displays symptoms consistent with COVID-19 while on campus grounds, the following steps will be taken:

- Pick a room or area for temporary isolation purposes.
- Restrict the number of people entering the isolation area.
- Immediately call the UOG Safety Administrator for accountability and mitigation measures. Contact person: Al Garrido, Safety Administrator; Office - 735-2372; Cell – 929-2155; e-mail – [garridoa3216@triton.uog.edu](mailto:garridoa3216@triton.uog.edu).
- UOG Safety Administrator will assess individual and obtain preliminary personal contact tracing information. Obtain other names of individuals and contact information that may have been exposed, and travel route of the individual while on campus.
- Information regarding persons who had contact with the sick individual during the time the individual had symptoms and two (2) days prior to the onset of symptoms must be compiled and provided to the UOG Contact Tracing Call Center and DPHSS.
- If the individual is a minor (under 18 years of age), emergency contact numbers for parents or legal guardian will be obtained and provided the UOG Contact Tracing Call Center and DPHSS.
- Provide information to UOG Contact Tracing Call Center and DPHSS.
- Follow guidance from UOG Contact Tracing Call Center and DPHSS.
- **Send the individual directly home to monitor their symptoms, seek medical clinical evaluation and testing, and notify the UOG Safety Administrator of test result.**
  - If an employee, the employee will be placed on appropriate leave or work status (supervisors consult with HRO).
  - If a student, the student will make appropriate arrangements with their faculty for school work, as appropriate.
- Simultaneously, secure and close the routes/areas traveled by the infected individual.
- Close those areas for at least 24 hours, then conduct immediate sanitation measures and next steps below. Those areas will remain secured until sanitizing is completed.
- If route/areas traveled cannot be clearly identified, then an immediate decision for lock down of major areas or the facility will be done.
- The UOG Safety Administrator will inform the UOG campus employees of the closed areas and to avoid those areas until further notice.
- If an individual is diagnosed with a probable or laboratory confirmed case of COVID-19, the individual (or parent/guardian) will:
  - Immediately inform the UOG Safety Administrator (Office - 735-2372; Cell – 929-2155; e-mail – [garridoa3216@triton.uog.edu](mailto:garridoa3216@triton.uog.edu)).
  - Stay home, isolate, and remain in contact with their DPHSS Investigation unit.
  - Names of positive COVID-19 individuals will not be disclosed unless written permission has been given by the infected individual. Exception to providing names of these individuals will be to the UOG Contact Tracing Call Center and DPHSS.
  - If an employee, the employee will be placed on appropriate leave or work status (supervisors consult with HRO).



- If a student, the student will make appropriate arrangements with their faculty for school work, as appropriate.
- All personnel involved in a case investigation and contact tracing activities with access to confidential information will be properly trained and will sign a confidentiality statement acknowledging the legal requirements to not disclose COVID-19 information.

**Clean and disinfect thoroughly.**

- For at least 24 hours, close off areas used by the individual suspected or confirmed as having the COVID-19 virus. Open outside doors and windows (if applicable) to increase air circulation in the area and then begin cleaning and disinfecting.
- Clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual suspected or confirmed as having the COVID-19 virus, focusing especially on frequently touched surfaces. FMS will provide room sanitation via fogging as well as other sanitizing protocols. Schedule for fogging.
- When in doubt of a room use, err on the side of abundance precaution and sanitize.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

**Outlining Next Steps.** Identify next steps in the process and courses of actions through the UOG Safety Administrator. The UOG Safety Administrator will coordinate the respective ad hoc task force for appropriate next steps and decisions.

- Is a short-term closure (2-5 days) of facilities needed? If so, which facilities/areas?
- Is a longer time needed?
- Who needs potential quarantine and for how long? What are the confidentiality requirements?
- Any testing requirements for COVID-19?
- What information to personnel and the public will be done? How soon? The Office of the Marketing and Communications will take the lead.

**Make decisions about extending the class or service suspension and event and activity cancellation in coordination with DPHSS.**

- Should classes or services be temporarily suspended to stop or slow the further spread of COVID-19?
- Is there an alternative online plan for classes that are affected?
- If there is no online alternative for classes, what is plan of action to take care of the students?
- Are there alternative work sites for faculty/staff and other personnel or option for teleworking, as approved by the supervisor or appropriate UOG point of contact?
- If classes or services are suspended, can some facilities spaces stay open for faculty/staff and other personnel that are not ill?
- Should other large events and activities be cancelled? If so, when and for how long?
- When can students and other personnel return to campus and what additional steps are needed to do this?
- When should students and other personnel who are well but are taking care of or share a home with someone with a case of COVID-19 to return to campus?

## **Implement options to continue education and other related supports for students.**

### **▪ Ensure continuity of education and research.**

- Review continuity plans, including plans for the continuity of teaching, learning, and research. Implement e-learning plans and distance learning options as feasible and appropriate.
- Ensure continuity plans address how to temporarily postpone, limit, or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
- Consider the following approaches:
  - Use of existing infrastructure and services (e.g., Moodle, Skype for Business, MS Teams, and Big Blue Button) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
  - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.

### **▪ Determine:**

- How to convert face-to-face lessons into online lessons and how to train faculty to do so.
- How to triage technical issues if faced with limited IT support and staff.
- How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.

### **▪ Ensure continuity of Residence Halls.**

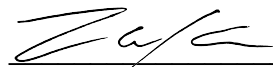
- **Work closely with DPHSS and/or the Safety Administrator on decisions related to student housing.**
- **If cases of COVID-19 have not been identified among residents of the Residence Halls**, students may be allowed to remain in on-campus housing. In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials. Any on-campus resident who may have been in close contact with a confirmed case of COVID-19 should follow instructions provided by local public health officials and Residence Halls Director, including possible temporary relocation to alternate housing for self-quarantine and monitoring for symptoms.
- **If cases of COVID-19 have been identified among residents of the Residence Halls, work with DPHSS officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations managed by GovGuam's quarantine or isolation facilities, as appropriate. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).
- **Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus.** Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges, or pose risk of transmission to others either on the way

to the home or once there. The Residence Hall Director will work with DPHSS officials and UOG Safety Administrator to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

- **Ensure any staff remaining to support students in the Residence Halls receive necessary training to protect themselves and residents from spread of COVID-19.** Staff should also be trained on how to respond if a resident becomes ill. Adequate cleaning and personal hygiene supplies should be made available.
- **Ensure continuity of meal programs.**
  - Consult with DPHSS officials to determine strategies for modifying food service offerings to the Residence Halls community, as needed.
  - Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
  - If there is minimal to moderate or substantial community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “pre-packaged food”, as needed.
  - If Residence Halls residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with DPHSS officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
  - Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- **Consider if, and when, to stop, scale back, or modify other support services on campus.**
  - Do students or employees need essential medical, social, or mental health services?
  - How will these services be provided while classes are dismissed or students are in temporary housing?
  - What other types of services (e.g., library services, cleaning services) are needed?
  - What other actions need to be taken to further reduce the risk of COVID-19 transmission while maintaining services deemed necessary?

**Checklist for Use:**

A general guidance checklist is at **Attachment F** for use by UOG organizations.

  
Thomas W. Krise, Ph.D.  
President



**Plexiglass  
shields  
reduce  
risks to  
employees  
in the  
workplace.**

# easy adds

**Redefine spaces and add protection with modular/ moveable walls, panels, and screens**







# UOG High-Touch Custodial Guidelines for COVID-19 Response (DRAFT - 3/23/2020)

## FMS Custodians & Our Campus Clients:

- Every day, we come prepared to work safely and to provide high-quality, verified cleaning and sanitizing services to FMS' UOG clients. Before heading to work in the morning, we . . .
  - Wash our hands with soap and water, with at least 20 seconds of washing time.
  - Wear freshly washed clothes for work; including laundered caps and hats.
  - Do not smoke - if we can help it - viruses can enter our body from our fingers.
- Follow these personal precautions while at work (and back home):
  - Work, rest, and be a minimum of 6 feet from the next person.
  - Wash our hands with soap and water, with at least 20 seconds of washing time.
  - Cover our nose and mouth with a tissue, or sleeve, when sneezing or coughing.
  - Do not touch our face with unwashed hands. Our eyes, nose, and mouth are how germs (viruses and bacteria) enter our body.
  - Do not shake hands. Instead, wave, elbow bump, bow, etc.
  - Monitor our health more closely than usual for cold or flu symptoms.
  - Stay home if sick:
    - Stay home and call your doctor if you have symptoms like coughing, shortness of breath, fever, and/or sore throat.
    - If you need help getting medical care, call 911.
- Normally, we sweep, mop, and wax room floors; clean bathrooms; take out trash; clean window and doors; pick up trash within 20 feet of our building, help other crews, and do a whole host of other tasks to keep UOG going ... *and now we have a bit more to do.*
- The UOG' FMS' Custodial staff, and supporting colleagues, are one of the campuses' **most important groups at this difficult time** - we help reduce the chance of someone contracting COVID-19. While we can never make the risks zero, we can do a lot to reduce the chances. We are critical to everyone's continued health and **we take that responsibility seriously and personally - we "own" campus buildings' cleanliness!** Below is the list of "high-touch" items to clean and/or sanitize on every shift. Once these tasks are done, sign and date this form and return it to the building office for their records.
- Wearing the Personal Protective Equipment (PPE) - gloves, mask, eye protection, etc. - required by the cleaning solution label, clean and sanitize these items in the building you maintain and make a check on this list when done. Note and follow the labeled mixing concentration and "contact time" for each cleaning/sanitizing chemical and/or surface.

### Bathrooms

- ☐ or ☐ N/A - Bathroom floors
- ☐ or ☐ N/A - Bathroom grab bars
- ☐ or ☐ N/A - Counters
- ☐ or ☐ N/A - Diaper changing stations
- ☐ or ☐ N/A - Door edges (opening edge)
- ☐ or ☐ N/A - Doorknobs / handles / bars / push plates
- ☐ or ☐ N/A - Employee / Guest lockers
- ☐ or ☐ N/A - Hand-dryers
- ☐ or ☐ N/A - Light switches
- ☐ or ☐ N/A - Paper towel dispensers
- ☐ or ☐ N/A - Sinks
- ☐ or ☐ N/A - Soap dispensers
- ☐ or ☐ N/A - Toilet seats (both sides), cover flap, flush handle, sprayer handle
- ☐ or ☐ N/A - Toilet stall doors, handles, locks, ADA handles
- ☐ or ☐ N/A - Toilet tissue holder
- ☐ or ☐ N/A - Trash / Garbage cans
- ☐ or ☐ N/A - Urinals
- ☐ or ☐ N/A - Wash basins
- ☐ or ☐ N/A - Other \_\_\_\_\_

### General areas

- ☐ or ☐ N/A - ADA door openers
- ☐ or ☐ N/A - Benches
- ☐ or ☐ N/A - Door edges (opening edge)
- ☐ or ☐ N/A - Doorknobs / handles / bars / push plates
- ☐ or ☐ N/A - Drinking fountains / buttons
- ☐ or ☐ N/A - Elevator / lift buttons
- ☐ or ☐ N/A - Equipment handles
- ☐ or ☐ N/A - Handrails (stair and balcony)
- ☐ or ☐ N/A - Notice boards
- ☐ or ☐ N/A - Trash / Garbage cans
- ☐ or ☐ N/A - Vending machine buttons
- ☐ or ☐ N/A - Water cooler handles
- ☐ or ☐ N/A - Water handles / taps / spigots / bibs
- ☐ or ☐ N/A - Other \_\_\_\_\_

### Lounge areas

- ☐ or ☐ N/A - Air conditioner remotes
- ☐ or ☐ N/A - Appliances (touchable nob, surfaces)
- ☐ or ☐ N/A - Arm rests
- ☐ or ☐ N/A - Chairs

I confirm that I am using the cleaning/sanitizing training I received, and the above tasks were accomplished with significant attention to detail. I confirm that I have washed my hands prior to signing this report.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ am/pm \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ am/pm

Employee name and signature

date and time

Over-sighter name and signature

date and time

## Attachment B-2

- ☐ or ☐ N/A - Coffee stations
- ☐ or ☐ N/A - Counters
- ☐ or ☐ N/A - Door edges (opening edge)
- ☐ or ☐ N/A - Doorknobs / handles / bars / push plates
- ☐ or ☐ N/A - Drawer pulls / handles
- ☐ or ☐ N/A - Drinking fountains / buttons
- ☐ or ☐ N/A - Light switches
- ☐ or ☐ N/A - Kitchen surfaces
- ☐ or ☐ N/A - Microwave oven handles
- ☐ or ☐ N/A - Refrigerator handles
- ☐ or ☐ N/A - Tables
- ☐ or ☐ N/A - Telephones (w/ permission)
- ☐ or ☐ N/A - Touch screen displays (w/ permission)
- ☐ or ☐ N/A - Trash / Garbage cans
- ☐ or ☐ N/A - TV remotes
- ☐ or ☐ N/A - Vending machine buttons
- ☐ or ☐ N/A - Vinyl furniture
- ☐ or ☐ N/A - Water cooler handles
- ☐ or ☐ N/A - Water handles / taps / spigots / bibs
- ☐ or ☐ N/A - Other \_\_\_\_\_

### Storage areas

- ☐ or ☐ N/A - Cleaning equipment (e.g. vacuum cleaner bags)
- ☐ or ☐ N/A - Containers (plastic, metal)
- ☐ or ☐ N/A - Other \_\_\_\_\_

### Office areas

- ☐ or ☐ N/A - Air conditioner remotes
- ☐ or ☐ N/A - Appliances (touchable nobs, surfaces)
- ☐ or ☐ N/A - Arm rests
- ☐ or ☐ N/A - Chairs
- ☐ or ☐ N/A - Computer mice (w/ permission)
- ☐ or ☐ N/A - Counters
- ☐ or ☐ N/A - Desktops (w/ permission)
- ☐ or ☐ N/A - Door edges (opening edge)
- ☐ or ☐ N/A - Doorknobs / handles / bars / push plates
- ☐ or ☐ N/A - Drawer pulls / handles
- ☐ or ☐ N/A - Fan switch / knob
- ☐ or ☐ N/A - Filing cabinet handles
- ☐ or ☐ N/A - Keyboards (w/ permission)
- ☐ or ☐ N/A - Letter boxes

- ☐ or ☐ N/A - Light switches
- ☐ or ☐ N/A - Podiums
- ☐ or ☐ N/A - Projector remote
- ☐ or ☐ N/A - Seat backs
- ☐ or ☐ N/A - Tables
- ☐ or ☐ N/A - Telephones (w/ permission)
- ☐ or ☐ N/A - Touch screen displays (w/ permission)
- ☐ or ☐ N/A - Trash / Garbage cans
- ☐ or ☐ N/A - TV remotes
- ☐ or ☐ N/A - Vinyl furniture
- ☐ or ☐ N/A - Water cooler handles
- ☐ or ☐ N/A - Water handles / taps / spigots / bibs
- ☐ or ☐ N/A - Other \_\_\_\_\_

### Specialty areas - Field House

- Triton Fitness Center
- ☐ or ☐ N/A - Fitness room carpet
- ☐ or ☐ N/A - Exercise ball
- ☐ or ☐ N/A - Yoga mats
- ☐ or ☐ N/A - Other \_\_\_\_\_

### Locker Room

- ☐ or ☐ N/A - Lockers
- ☐ or ☐ N/A - Mirrors
- ☐ or ☐ N/A - Showers
- ☐ or ☐ N/A - Sinks
- ☐ or ☐ N/A - Other \_\_\_\_\_

### Arena

- ☐ or ☐ N/A - Bleacher seats
- ☐ or ☐ N/A - Cart handles
- ☐ or ☐ N/A - Floor chairs
- ☐ or ☐ N/A - Floor tables
- ☐ or ☐ N/A - Sport balls
- ☐ or ☐ N/A - Other \_\_\_\_\_

### Concessions

- ☐ or ☐ N/A - Equipment
- ☐ or ☐ N/A - Floors
- ☐ or ☐ N/A - Other \_\_\_\_\_

# STAY SAFE. MAKE SPACE.

THIS CONFERENCE ROOM  
CAN HOLD A MAXIMUM OF



PERSONS AT A TIME

**KINDLY WAIT OUTSIDE  
IF THE MAX OCCUPANCY  
HAS BEEN REACHED.**

FOR MORE INFORMATION, VISIT  
[WWW.UOG.EDU/COVID-19](http://WWW.UOG.EDU/COVID-19)

## UOG PROMOTES A HEALTHY WORKPLACE

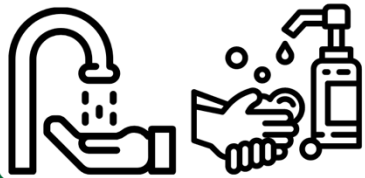
YOUR ACCESS TO THE OFFICE MAY BE **RESTRICTED** IF:

- YOU HAVE ANY SYMPTOMS RELATED TO COVID-19.
- YOU HAVE HAD CLOSE CONTACT WITH A PERSON INFECTED WITH COVID-19.

KINDLY OBSERVE THE FOLLOWING:

### PRACTICE

good hygiene.  
Wash hands frequently.



### PRACTICE

good coughing  
and sneezing  
etiquette. Cough  
and sneeze in  
elbow and away  
from others.



### STAY HOME

if you are feeling sick.  
Seek medical care.



### MAINTAIN

a safe social distance.



### PROTECT

and respect  
yourself and  
others by  
wearing a mask.




FOR MORE INFORMATION, VISIT [WWW.UOG.EDU/COVID-19](http://WWW.UOG.EDU/COVID-19)

Attachment C-3


# Stop the Spread of Germs

Accessible version <https://www.cdc.gov/coronavirus/2019-novel-coronavirus/schools-children/school-screening.html>


## Help prevent the spread of respiratory diseases like COVID-19.




Stay at least 6 feet  
(about 2 arm lengths)  
from other people.




Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.




When in public,  
wear a mask over your  
nose and mouth.




Do not touch your  
eyes, nose, and mouth.




Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

3/8/20 4:00pm EDT

**NO MASK,  
NO ENTRY.**



**FACE MASKS MUST BE  
WORN AT ALL TIMES.**



# COVID-19

## Protect you and your loved ones



Wash your hands  
with soap and  
water  
for 20 seconds

Use hand  
sanitizer  
when unable to  
wash



Cover cough or  
sneeze with tissue  
or bent elbow



Disinfect hightouch  
items like  
phone, tablet,  
keyboard,  
doorknobs



Avoid touching  
your face

Stay home when  
feeling sick





## Guam / Micronesia Geriatrics Workforce Enhancement Program

This publication is supported by the Health Resources and Services Administration of the US Department of Health and Human Services as part of an award totaling \$749,989.00 with zero percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the US Government. Geriatrics Workforce Enhancement Program Award #: 1 U1QHP33078-01-00

# COVID-19

## Kōjbarok eok im ro raorōk ippam



Kwaļ peim kin  
joob  
im den iumwin 20  
jekōn

Kōjbal kein karreo  
pa ko (hand  
sanitizer)  
ñe kwōj jab maroñ  
kwaļ peim



Pinej am bokbok  
ak m aje ilo  
napkin  
ko ak mokjen  
peim



Kōjbal kein karreo  
manman kij ñan men  
ko emmakikij jibwi  
einwōt talboon, tablet,  
keyboard, jikin  
kōppeļok kōjām ko



Kajjoñ jab jibwe  
turin mejañ

Bed wōt im weo  
eļaññe kwōj  
eñjaake am  
nañinmej





## Guam / Micronesia Geriatrics Workforce Enhancement Program

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# COVID-19

## Tùmùnù Pusin En me Atongewmw Kewe



Tènù poumw non  
ùkùùkùn 20 seken  
ngeni soop me  
chiri  
ngeni konik

Aea sanitizer  
fansoun  
omw kosapw  
tongeni  
tènù poumw ngeni  
soop me konik



Pwènù omw mwoor  
ika mwesinong  
non tissue ika fen  
nekupupun poumw



Nimeti fichi ekkewe  
pisek en mi soun  
nèùnèù ika atapa ren  
Foon, tablet,  
keyboard, suukun  
asam



Kosapw atapa  
won mesomw

Nòmwetiw non  
iimw fansoun  
omw mefi  
wèùnùgawan  
semau



# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://who.int/epi-win)

## Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

## Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN

 World Health Organization

Page 12 of 50

# HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

## Do's →

Adjust the mask to your face without leaving gaps on the sides

Cover your mouth, nose, and chin

Avoid touching the mask

Clean your hands before touching the mask

Inspect the mask for damage or if dirty

Clean your hands before removing the mask

Remove the mask by the straps behind the ears or head

Pull the mask away from your face

Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it

Remove the mask by the straps when taking it out of the bag

Wash the mask in soap or detergent, preferably with hot water, at least once a day

Clean your hands after removing the mask

## Don'ts →

Do not wear the mask under the nose

Do not remove the mask where there are people within 1 metre

Do not use a mask that is difficult to breathe through

Do not use a mask that looks damaged

Do not wear a loose mask

Do not wear a dirty or wet mask

Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

World Health Organization

Page 13 of 50

# FINDINGS

(roughly and quickly evolving)

**UOG has 184** FACE-TO-FACE  
LEARNING SPACES in 30 major  
buildings:

**98** CLASSROOMS

**32** LABS

**15** CONFERENCE ROOMS

**39** OTHER (ATRIUMS, ROTUNDAS,  
FITNESS ROOMS, RESOURCE ROOMS)

Oh, and **85** **restrooms**, not including the 3 dorms  
or the 35 Dean Circle houses.



## Information Captured on Rooms

### COVID-19 Focused

- Room Number
- Room Common Name
- Room Name by Donor
- Room Type (Classroom, Lab, Conference Room, Office, Auditorium, etc.)
- Length (ft)
- Width (ft)
- Area (sq ft)
- Floor Level
- Room Occupancy (based on Guam Fire Code)
- Seating Type (tablet armchairs, tables & chairs, theater, incline, flex, office, lab)
- Current # of Seats
- Social Distancing # of Seats
- Seat Material (cloth, plastic, vinyl, wood, etc.)
- Floor Type (tile, carpet, concrete)
- A/C Type (central or split)
- Projectors, TVs, Boards (chalk or white / set or flex)

**Length and width dictate how many students can be in a room - with buffer spaces**

**These materials, especially, will dictate our new cleaning and disinfection practices**

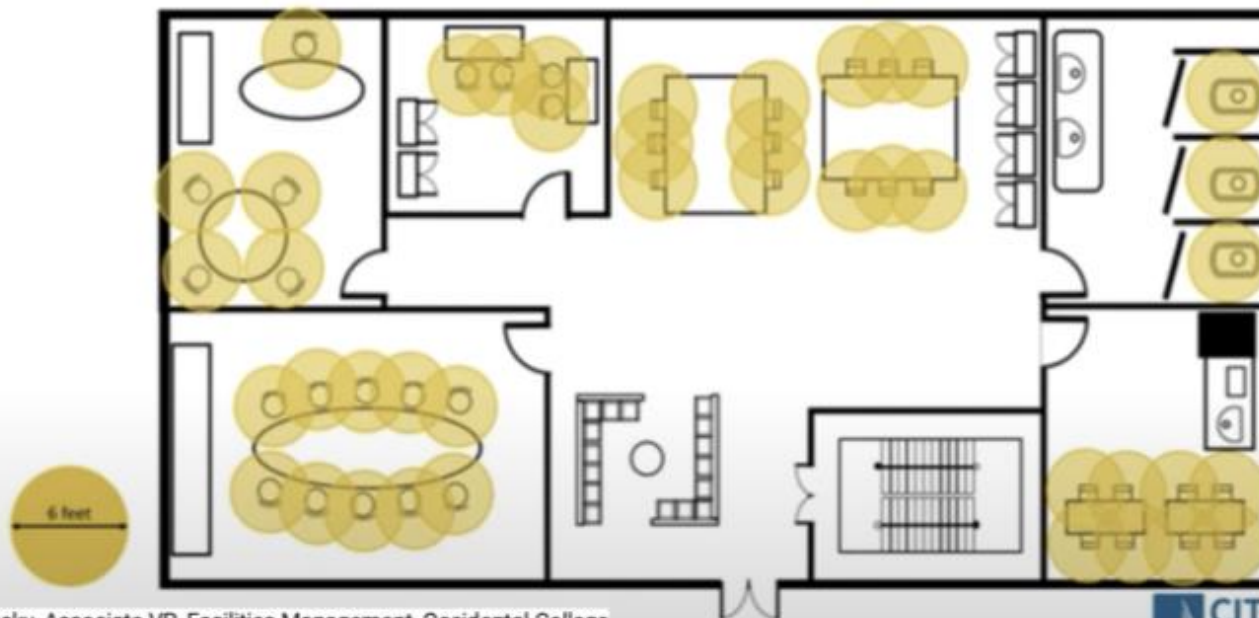
# Attachment D-3

Building	Room Number	Room Common Name	Room Name by Donor	Room Type	Length (ft.)	Width (ft.)	Area (sq. ft.)	Floor Level	Room Occupancy (based on Guam Fire Code)	Seating Type (tablets, armchairs, tables & chairs, theater, incline, flex, office, lab)
Humanities & Social Science (College of Liberal Arts & Social Sciences)	310		None	Classroom	27	17	459	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	111	Online Learning Room	None	Computer Room	39	13	507	1		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Computer Room	None	Computer Room	13	8	104	2		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)	318	Conference	None	Conference	24	13	312	3		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Conference Room	None	Conference Room	19	13	247	2		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Conference Room	None	Conference Room	23	11	253	1		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)	206F	Lab	None	Lab	8	4	32	2		lab
Humanities & Social Science (College of Liberal Arts & Social Sciences)	109	Social Work Division Multipurpose Room	None	Multipurpose Room	21	14	294	1		tables & chairs
Humanities & Social Science (College of Liberal Arts & Social Sciences)		Multipurpose Room	None	Multipurpose Room	17	13	221	2		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	318	ProgramDev	None	Student Room	27	27	729	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	312		None		11	9	99	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	318		None		12	11	132	3		
Humanities & Social Science (College of Liberal Arts & Social Sciences)	121B		None		15	10	150	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)		Atrium	Henry Sy Atrium	Atrium	71	71	5041	1		flex
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	110		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	111		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	112		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	150		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	149		None	Classroom	34	32	1088	1		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	234		None	Classroom	37	19	703	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	220B	Classroom	None	Classroom	28	24	672	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	C203	Classroom	None	Classroom	34	30	1020	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	218	Classroom	None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	262		Camacho Family Personal Finance Center Room	Classroom	34	24	816			
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	261		None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	260		None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	259		None	Classroom	34	24	816	2		
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	209	Matson Conference Room	Matson Navigation Company Conference Room	Conference	15	14	210	2		tables & chairs
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	211	Conference Room	None	Conference	30	21	630	2		tables & chairs
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	239	President's Conference Room	None	Conference	25	15	375	2		tables & chairs
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	131	IT&E Lecture Hall	Margarita Duenas Perez & Jaime F. Tugueiro IT&E Lecture Hall	Lecture Room	26	70	1820	1		incline
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	129	Anthony Leon Guerrero Multipurpose Room	Anthony Leon Guerrero Multipurpose Room	Multipurpose Room	32	70	2240	1		flex
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	235	Center for Entrepreneurship and Innovation	Bank of Hawaii Center for Entrepreneurship and Innovation Resource Room	Resource Room	53	46	2438	2		flex
Jesus & Eugenia Leon Guerrero School of Business & Public Administration (SBPA)	105	Student Organization Room	None	Student Room	22	18	396	1		tables & chairs
Lecture Hall (College of Liberal Arts & Social Sciences)		Auditorium	None	Auditorium	63	45	2835	1		theater
Lucio Tan Student Service Center		Cafeteria	None	Cafeteria	87	60	5220	1		flex
Lucio Tan Student Service Center		Rotunda	None	Rotunda	48	44	2112	1		flex
Lucio Tan Student Service Center		MakerSpace	None	Student Room	45	27	1215	1		tables & chairs
Marine Laboratory	205	Classroom	None	Classroom	28	35	980	2		
Marine Laboratory	202	Conference Room	None	Conference	18	11	198	2		tables & chairs
Marine Laboratory	206	Lab	None	Lab	28	35	980	2		lab
Marine Laboratory	201	Lab	None	Lab	23	28	644	2		lab
Office of Information Technology (OIT)		Training Room A	None	Classroom	25	19	475	1		tables & chairs
Office of Information Technology (OIT)		Training Room B	None	Classroom	25	19	475	1		tables & chairs
Office of Information Technology (OIT)		Conference Room	None	Conference	18	15	270	1		tables & chairs
Office of Information Technology (OIT)		Computer Lab	None	Lab	53	31	1643	1		tables & chairs
Richard F. Taitano Micronesian Area Research Center (MARC)		Conference	None	Conference	23	10	230	2		tables & chairs
School of Education (SOE)	117		None	Classroom	29	29	841	1		
School of Education (SOE)	103		None	Classroom	23	22	506	1		
School of Education (SOE)	108A	Classroom	None	Classroom	23	18	414	1		
School of Education (SOE)	108B	Classroom	None	Classroom	29	28	812	1		

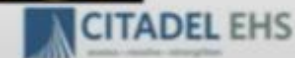
# FROM THIS



## PHYSICAL ENVIRONMENT



Tom Polansky, Associate VP, Facilities Management, Occidental College  
Panelist for Association of Physical Plant Administrators (APPA) Town Hall: Impact of COVID-19 on Space



# TO THAT

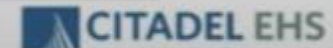


## PHYSICAL ENVIRONMENT



Tom Polansky, Associate VP, Facilities Management, Occidental College

Panelist for Association of Physical Plant Administrators (APPA) Town Hall: Impact of COVID-19 on Space



Attachment D-6





Attachment D-7





## HAFA ADAI & WELCOME

**UPON ENTRY,  
PLEASE..**

- SIGN IN
- CHECK YOUR TEMPERATURE
- SANITIZE HANDS

**THANK YOU FOR HELPING STOP  
THE SPREAD OF COVID-19**

Attachment D-9



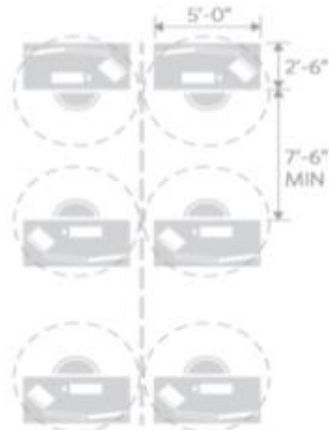
# work spaces

## \_reconfiguration concepts

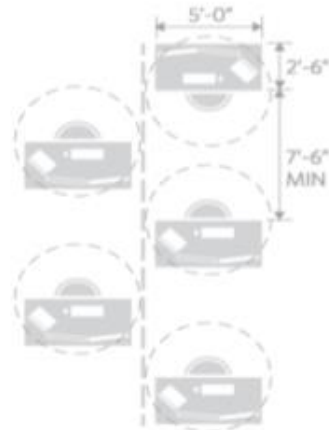
**reduce density**



**rotate desks 90° on spine**



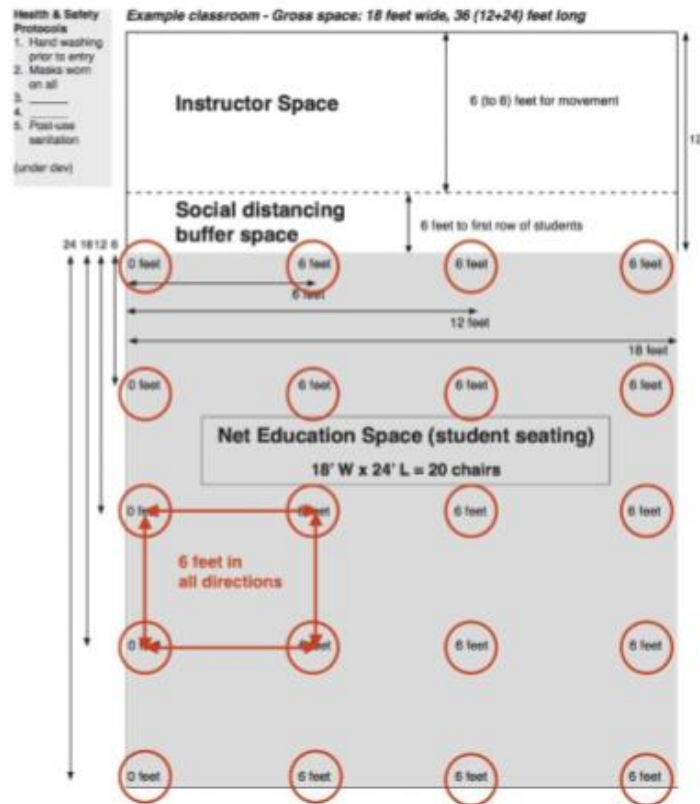
**offset on spine**



- removed chairs
- occupied chairs

- by rotating desks individuals have more dedicated space
- avoid face-to-face orientation

**DRAFT:**  
**Potential Spacing for UOG Classrooms under COVID-19**  
**Social Distancing Guidelines (April 28, 2020)**



# GENERAL CLASSROOM FRAMEWORK

6ft x 6ft boxes

Attachment D-12

**Room Type:** Classroom

**Length:** 34 ft

**Width:** 24 ft

**Area:** 816 sq ft

**Seating Type:** Tables & Chairs

**Current # of Seats:** 25

**Social Distancing # of Seats:** 9

**Seat Material:** Plastic

**Floor Type:** Tile

**A/C Type:** Central

**Projector:** Yes

**Projector Screen:** Yes

**TV:** No

**Board:** White, set

# School of Business & Public Administration (SBPA) Room 261





**BEFORE**

Under normal conditions, this room holds up to **25 seats + 1 instructor.**





**AFTER**

With social distancing measures, this room accommodates up to **9 seats + 1 instructor.**

Attachment D-15

**Room Type:** Classroom

**Length:** 27 ft

**Width:** 27 ft

**Area:** 729 sq ft

**Seating Type:** Tablet armchairs

**Current # of Seats:** 42

**Social Distancing # of Seats:** 6

**Seat Material:** Plastic, wood

**Floor Type:** Tile

**A/C Type:** Central

**Projector:** No

**Projector Screen:** Yes

**TV:** Yes

**Board:** Whiteboard, set

# Humanities & Social Sciences (HSS) Room 201



**BEFORE**

Under normal conditions, this room holds up to **42 seats + 1 instructor.**



**AFTER**

With social distancing measures, this room accommodates up to **6 seats** + **1 instructor**.

Attachment D-18

**Room Type:** Auditorium

**Length:** 63 ft

**Width:** 45 ft

**Area:** 2835 sq ft

**Seating Type:** Theater, Tablet  
Armchairs

**Current # of Seats:** 191

**Social Distancing # of Seats:** 33

**Seat Material:** Cloth, plastic, wood

**Floor Type:** Carpet

**A/C Type:** Central

**Projector:** Yes

**Projector Screen:** Yes

**TV:** No

**Board:** No

## College of Liberal Arts & Social Sciences (CLASS) Lecture Hall





**BEFORE**

Under normal conditions, this auditorium holds up to **191 seats.**





**AFTER**

With social distancing measures, this auditorium accommodates up to **33 seats**.

Attachment D-21

**Room Type:** Lab

**Length:** 30 ft

**Width:** 27 ft

**Area:** 810 sq ft

**Seating Type:** Lab

**Current # of Seats:** 20

**Social Distancing # of Seats:** 6

**Seat Material:** Plastic

**Floor Type:** Tile

**A/C Type:** Central

**Projector:** Yes

**Projector Screen:** Yes

**TV:** No

**Board:** White, set

# College of Natural & Applied Sciences (CNAS) Science Lab 103



**BEFORE**

Under normal conditions, this lab holds up to **20 seats + 1 instructor.**





## AFTER

With social distancing measures, this lab accommodates up to **6 seats + 1 instructor**.

Instructors may need to wear **masks + face shields** in lab courses because they often walk around the room to check on students' work during lab. Plexiglass barriers not needed (so far).

Attachment D-24

**Room Type:** Lab

**Length:** 31 ft

**Width:** 27 ft

**Area:** 837 sq ft

**Seating Type:** Lab

**Current # of Seats:** 36

**Social Distancing # of Seats:** 6

**Seat Material:** Plastic

**Floor Type:** Tile

**A/C Type:** Central

**Projector:** Yes

**Projector Screen:** Yes

**TV:** No

**Board:** White, set

**College of Natural  
& Applied Sciences  
(CNAS) Science  
Lab 112**



**BEFORE**

Under normal conditions, this lab holds up to **36 seats + 1 instructor.**





## AFTER

With social distancing measures, this lab accommodates up to **6 seats + 1 instructor**.

Instructors may need to wear **masks + face shields in lab courses** because they often walk around the room to check on students' work during lab. Plexiglass barriers not needed (so far).

## Attachment D-27

**Note: All rooms shown below can accommodate (in terms of spacing and access to an electrical outlet) a stand-alone HEPA air purifier. In most cases, the unit can be placed at the front of the room near the instructor.**

### SC112

6 ft - 18 seats + 1 instructor

3 ft - 26 seats + 1 instructor

Normal Conditions - 36 seats + 1 instructor

(3 ft distancing)



## Attachment D-28

### SC121

6 ft - 20 seats + 1 instructor

3 ft - 30 seats + 1 instructor

Normal conditions – 55 seats + 1 instructor

(3 ft distancing)





## Attachment D-29

### SC200

6 ft - 19 seats + 1 instructor

3 ft - 35 seats + 1 instructor

Normal Conditions – 61 seats + 1 instructor

(3 ft distancing)



## Attachment D-30

### SC306

6 ft - 20 seats + 1 instructor

3 ft - 25 seats + 1 instructor

Normal Conditions – 35 seats + 1 instructor

(3 ft distancing)



## Attachment D-31

### HSS306

6 ft - 8 seats + 1 instructor

3 ft - 14 seats + 1 instructor

Normal Conditions - 42 seats + 1 instructor

(3 ft distancing)





## Attachment D-32

### CLASS Lecture Hall

6 ft – 33 seats

3 ft – 51 seats

Normal conditions – 191 seats

(3 ft distancing)



## Attachment D-33

### SBPA President's Conference Room

6 ft – 7 seats

3 ft – 9 seats

Normal conditions – 22 seats

(3 ft distancing)



## Attachment D-34

### SBPA261

6 ft – 11 seats + 1 instructor

3 ft – 14 seats + 1 instructor

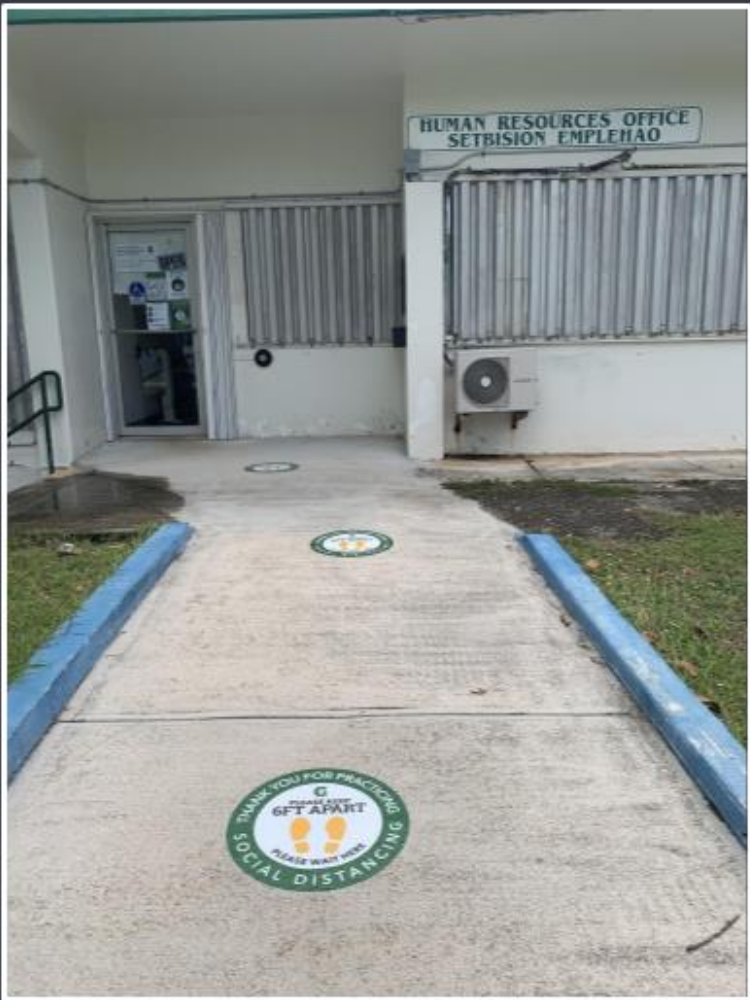
Normal conditions – 22 seats + 1 instructor

(3 ft distancing)















**GENERAL GUIDELINE CHECKLIST BASED ON UOG'S PANDEMIC PLAN AND PROCEDURES FOR  
PREPARING AND OPERATING UNDER PCOR2/3 / U-PPOP2/3 - AUG 16, 2021**

**Attachment F**

CHECK BOX	ACTION
□	<b>COOP:</b> Distributed the updated PCOR2/3 / U-PPOP2/3 COOP to all personnel in organization by leadership. Distributed the Academic COOP to all personnel, as applicable.
□	<b>SOPs:</b> Distributed Standard Operating Procedures specific to respective organizations to all employees by leadership.
□	<b>Phone Trees and Maps:</b> Phone Trees and Maps for all employees updated and distributed to those who need to know under "FOR OFFICIAL USE ONLY" purposes.
□	<b>Emergency Contact Information:</b> Obtained and distributed to all employees emergency contact information for different types of reporting information purposes.
□	<b>Conducted assessment of each areas of operation and implemented the following, as applicable:</b>
□	<b>Training:</b> All employees trained and understand purpose of COVID-19 Room Capacity Configuration; Sign-in Procedures; Mask Wearing; Social Distancing; Hand Sanitizing or Washing; Proper Procedures for Sneezing or Coughing; If Sick Stay Home or See Your Health Provider; Hours of Operation; Line Markers for those Waiting in Line Outside Doors; Contact Tracing; Lock Down Procedures; Benefits of Getting Vaccinated.
□	<b>Walk-Thru of Areas with Employees:</b> Scheduled and conducted a walk-through with employees in preparation for opening office areas, service areas, classrooms, labs, and other pertinent areas for operation.
□	<b>Communications:</b> Posted important information in website, social media, primary bulletin boards, and other appropriate locations of hours of operation; points of contact information for questions or appointment; relevant schedules or activities, etc. Employees on site to take care of Walk-ins.
□	<b>Signage:</b> Posted signs for COVID-19 Room Capacity; Sign-in Procedures; Mask Wearing; Social Distancing; Hand Sanitizing or Washing; Proper Procedures for Sneezing or Coughing; Areas for Use (chairs, tables, etc); COVID-19 Related Screening Questions; If Sick Stay Home or See Your Health Provider; Hours of Operation; Line Markers for those Waiting in Line Outside Doors.
□	<b>Screening Questions:</b> Series of relevant questions written and posted for answering prior to entering facility or room.
□	<b>Controlled Entrance:</b> Main entrance area(s) and exit area(s) identified for control purposes, as applicable.

CHECK BOX	ACTION
<input type="checkbox"/>	<b>Temperature Check:</b> Have a thermometer to check temperature. Optional, and used, as needed.
<input type="checkbox"/>	<b>Sanitizing:</b> Have hand sanitizers available for people entering or hand wash area for classrooms/labs, offices, service areas, etc. Have sufficient supplies for the semester, plus reserves.
<input type="checkbox"/>	<b>Sign-in Roster/Pen:</b> Have sign-in roster and pen for people entering room for accountability and contact tracing, as needed. Or have technological equivalent to capture information.
<input type="checkbox"/>	<b>Sneeze Guards:</b> Service area and/or classrooms/labs have sneeze guards, as appropriate.
<input type="checkbox"/>	<b>Mask:</b> Everyone has on a mask or cloth face cover. Use of face shield in addition to face mask, as appropriate. Face shields are required for less than 3 feet activities.
<input type="checkbox"/>	<b>Social Distancing:</b> The 6 feet social distancing is applicable to all areas. Exceptions are for classrooms, labs, office spaces, meeting or resource rooms, bathrooms, elevators, and any other areas used for official purposes and while in session. Applicable mitigation measures are increased to compensate for less than 6 feet, as appropriate.
<input type="checkbox"/>	<b>Re-Sanitizing:</b> Protocols and procedures in place to re-sanitize after each customer or class. Focus on high touch areas. Sanitize hands.
<input type="checkbox"/>	<b>Fogging:</b> Fogging scheduled for rooms after multiple use or special situations.
<input type="checkbox"/>	<b>Technology:</b> Use of technology in place and operational, as appropriate.
<input type="checkbox"/>	<b>Teleworking:</b> Teleworking approved on a case by case basis by supervisor and work being monitored for accountability.
<input type="checkbox"/>	<b>Leave Policy:</b> Obtained policy from HRO to understand type leave status for employees when sick, quarantined, in isolation, teleworking, or other scenarios for monitoring and accountability.
<input type="checkbox"/>	<b>Accommodations:</b> Contacted the EEO/ADA/Title IX Office for the various options available based on employees' needs for reasonable accommodations based on documentation submitted for any medical conditions. Student request for COVID-19 accommodations go through the EEO/ADA/Title IX Office.
<input type="checkbox"/>	<b>Group Gatherings/Activities:</b> In compliance with the current cap for gatherings/activities in accordance with latest executive order and DPHSS guidance memo and procedures.
<input type="checkbox"/>	<b>Break Rooms and Lunch Rooms:</b> Rooms are closed and will only be used for significant, special circumstances under the discretion of the supervisor. Do not consume food or drinks with mask pulled down. Take food/drinks to a fixed location at least 8-10 feet away from others before removing mask. Sanitize before and after use of an area.
<input type="checkbox"/>	<b>Restroom:</b> Sanitizing checklist being used on a recurring schedule and are socially distanced with COVID-19 Room Capacity Configuration; signage; and Line Markers for those Waiting in Line Outside Doors.

CHECK BOX	ACTION
□	<b>Residence Halls:</b> Requirements in COOP in compliance for common kitchen, laundry, recreation, restrooms, shower facilities, meals, isolation/quarantine.
□	<b>Isolation Room/Area:</b> Identify temporary isolation room/area for temporary holding of potentially sick individuals until information is obtained, then released to go home. Sanitize after use.
□	<b>Contact Tracing:</b> Orientation or training conducted and UOG Safety Office and DPHSS contact information distributed for use, as appropriate. See COOP.
□	<b>Lock Down Procedures:</b> All personnel know procedures tailored to each area in their organization. Alternative plans for classes, labs, services, office support, and operations have been discussed and ready to implement, as required. Care for personnel in place.