



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
□	COOP: 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.
□	SOPs: Distributed Standard Operating Procedures specific to respective organizations to all employees by leadership.
□	Phone Trees and Maps: Phone Trees and Maps for all employees updated and distributed to those who need to know under "FOR OFFICIAL USE ONLY" purposes.
□	Emergency Contact Information: Obtained and distributed to all employees emergency contact information for different types of reporting information purposes.
□	Conducted assessment of each areas of operation and implemented the following, as applicable:
□	Training: 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.
□	Walk-Thru of Areas with Employees: Scheduled and conducted a walk-through with employees in preparation for opening office areas, service areas, classrooms, labs, and other pertinent areas for operation.
□	Communications: 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.
□	Signage: 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.
□	Screening Questions: Series of relevant questions written and posted for answering prior to entering facility or room.
□	Controlled Entrance: Main entrance area(s) and exit area(s) identified for control purposes, as applicable.

CHECK BOX	ACTION
□	Temperature Check: Have a thermometer to check temperature. Optional, and used, as needed.
□	Sanitizing: 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.
□	Sign-in Roster/Pen: Have sign-in roster and pen for people entering room for accountability and contact tracing, as needed. Or have technological equivalent to capture information.
□	Sneeze Guards: Service area and/or classrooms/labs have sneeze guards, as appropriate.
□	Mask: 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.
□	Social Distancing: 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.
□	Re-Sanitizing: Protocols and procedures in place to re-sanitize after each customer or class. Focus on high touch areas. Sanitize hands.
□	Fogging: Fogging scheduled for rooms after multiple use or special situations.
□	Technology: Use of technology in place and operational, as appropriate.
□	Teleworking: Teleworking approved on a case by case basis by supervisor and work being monitored for accountability.
□	Leave Policy: Obtained policy from HRO to understand type leave status for employees when sick, quarantined, in isolation, teleworking, or other scenarios for monitoring and accountability.
□	Accommodations: 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.
□	Group Gatherings/Activities: In compliance with the current cap for gatherings/activities in accordance with latest executive order and DPHSS guidance memo and procedures.
□	Break Rooms and Lunch Rooms: 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.
□	Restroom: 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
□	Residence Halls: Requirements in COOP in compliance for common kitchen, laundry, recreation, restrooms, shower facilities, meals, isolation/quarantine.
□	Isolation Room/Area: Identify temporary isolation room/area for temporary holding of potentially sick individuals until information is obtained, then released to go home. Sanitize after use.
□	Contact Tracing: Orientation or training conducted and UOG Safety Office and DPHSS contact information distributed for use, as appropriate. See COOP.
□	Lock Down Procedures: 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.