

Resumption Guidance Plan: CAS Department of Biology

Please review the information below to help you complete the questions and fields in the Resumption Guidance Plan response areas. Submit plans to your Divisional Dean and to Cathy Soutar, Director of Planning, Design and Facilities.

Plan approval is needed before resumption activities can begin. Once your plan is approved, the current access request process for staff in your department will sunset. You can refine plans and add additional functions and physical distancing components as needed. This is meant to be an iterative process.

Department Information

Department:	CAS Department of Biology
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Department Main Office Location:	77 Klamath

Guiding Principles

Please note the following guiding principles as you review the guidance.

- Functions that can effectively be accomplished remotely should remain remote over summer and into the fall term.
- Functions that are more effective in person can be staffed by assessing the physical distancing and cleaning measures necessary to reduce the likelihood of spreading COVID-19.
- Departments should NOT plan a return of their entire staff at one time but should plan to bring functions and staff back slowly in waves over the course of the 2020-21 Academic Year.

In-Person Priority Functions

As stated in the principles above, departments may choose to maintain existing remote functions for the remainder of the summer term.

Departments resuming some in-person work during Fall term should prioritize functions that are critical to operations and that rely on in-person interactions to be most effective. When determining whether or not these functions should return to in-person mode, consider the following:

- Which functions can be effectively done remotely, and which functions are most effective in person?
 - If a function can be effectively done remotely, continue to provide that service remotely. Consider whether or not additional communication is needed to ensure that students know how to connect to your services remotely.
 - If a function is most effectively performed in person, consider the following:
 - Does this function need to be available in person full time, or could it be made available in person at certain times?
 - How many people are necessary for this function to be effectively performed in person? Note: Human Resources is providing information about staff availability to help determine which staff are available to return to work on campus. This information will be updated regularly.
 - Can the function be performed in a way that minimizes the potential spread of illness? (See Physical Distancing Guidelines below)

- Complete the following table for the critical functions that must be delivered in person. Add additional rows if necessary.

Table of Functions:

Function	Full Time or Part Time	# of Personnel Required	Can achieve Physical Distancing Guidelines? (Y/N)	Date In-Person functions should resume	Notes:
<i>Student, GE and Faculty Support</i>	<i>Part Time</i>	6	Y	09.28.2020	<u>Administrative Program Assistants (2), OS2 (1), Graduate Program Manager (1) and NTTF/Advisors (2):</u> Students will need help with registration questions, advising, etc. which can be completed remotely. If in-person assistance is needed, will offer scheduled appointments.
<i>Mail and package pickup and distribution</i>	<i>Part Time</i>	1	Y	09.28.2020	<u>Administrative Program Assistant (1):</u> will be available once or twice per week for US mail, campus mail, UPS, and FedEx package receipt or Science Stores drop-off and pick-up.
<i>Business Operations</i>	<i>Part Time</i>	2	Y	09.28.2020	<u>Administrative Program Assistant (1) and Business Manager (1):</u> will provide services that cannot be done remotely such as distribution of mail and preparing spaces for reopening. <u>Business Manager</u>

					<i>will make sure safety protocols are in place for return to work.</i>
<i>Lab Prep</i>	<i>Part Time</i>	<i>3</i>	<i>Y</i>	<i>09.28.2020</i>	<i><u>Lab Preparators (3):</u> Preparation of instructional lab classrooms and course materials for in-person labs</i>
<i>Graduate student research and teaching</i>	<i>Part Time</i>	<i>90</i>	<i>Y</i>	<i>09.28.2020</i>	<i>Graduate students will only return to their institute-provided office to conduct research, teaching, and other department related activities when student's office equipment or privacy is needed and/or is in accordance with their research group's resumption plan submitted to the OVPRI. Graduate Student shared office spaces in Biology will operate in accordance with resumption plan as described below.</i>
<i>Faculty research and teaching</i>	<i>Part Time</i>	<i>80</i>	<i>Y</i>	<i>09.28.2020</i>	<i>Visit infrequently to get items from office such as mail or books necessary to carry out research and/or teaching; Research and work when faculty office equipment or privacy is needed.</i>

Now that you have identified critical functions in your unit, review the number of people who could repopulate your workspace according to the function chart above. Using these numbers, please refer to the guidance below to implement physical distancing in your workspace. It is important to note that as phases of resumption fluctuate on campus and in our community, our plans for resumption will also shift. This plan will serve as a starting point; and we recognize that plans will be reevaluated as updates are received. Evolving guidance will be posted on the [Resumption website](#).

Mitigation Strategy Guidelines

There are a number of strategies that can help limit the spread of illness. The following is a summary of the steps the University is taking based on [Oregon Health Authority](#) and [CDC guidance](#).

- Enhanced cleaning – Custodial crews are completing daily wipe downs of commonly touched surfaces (e.g. handrails, elevators, door handles). This practice will continue over summer and into fall term.
- Restroom upgrades – Over the coming months CPM will be upgrading restrooms to include hands free faucets and paper towel dispensers to help limit the number of touched surfaces in restrooms.
- Increased air handling – Where possible, air handling systems are being increased to maximize the circulation of air within buildings.
- Face Covering requirement – As of June 15th, UO is implementing a face covering requirement that will help limit the spread of illness especially in pedestrian areas and locations where maintaining a strict 6 feet physical distance isn't possible.
- Signage – Branded signage for: hand washing, staying home if ill, maintaining 6 feet of distance, face covering requirements, floor stickers to mark distancing where lines form, and COVID-related room occupancy will be available.
- Physical Distancing – It is important that individuals maintain 6 feet of distance. Classrooms will be set up and/or marked so that seating meets the physical distancing guidelines. Events and other official gatherings must also comply with physical distancing guidelines.
- Elevators – It is recommended that no more than 2 people use elevators at one time.
- Hallways and Stairways – It is recommended that individuals act like vehicles and always stay to the right when moving around in buildings.

In addition to these mitigation strategies, departments must develop resumption plans that address physical distancing in the spaces in which they operate.

Restrict non-essential meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, follow physical distancing requirements and designate remaining seating capacity in meeting areas as off-limits. Conduct staff meetings using remote technology (Zoom/Teams).

***Instructions:** Review the categories of physical distancing options below; then select the mitigation strategy that best fits your space, and respond to any related questions provided. If a category does not apply to your department, enter N/A.*

1. Entering Departmental Space

- a. If your department only has one entrance/exit:
 - o Prop entrance door open Please note that fire doors cannot be propped. Contact the UO Fire Marshal's office if unsure of whether a door is a fire door - uofm@uoregon.edu

- b. If your department has multiple entrances/exits:
 - o Prop entrance door open. Please note that fire doors cannot be propped. Contact the UO Fire Marshal's office if unsure of whether a door is a fire door - uofm@uoregon.edu
 - o Use floor markings to designate a one-way flow of pedestrian traffic for people to go into and out of your space. Inform faculty and staff of designated flows.

- c. **Describe your department's plan for physical distancing in the entrances to departmental spaces: Either explain that you'll establish a one-way flow with separate entrance and exit, or explain that you will use tape and signage to instruct visitors on maintaining 6-foot physical distance at the entrance to departmental space or give some other mechanism for ensuring distancing at entrances.**

77/75/73/65 Klamath Biology Administration Suite

- The Biology Administration Suite houses the Business Manager, Administrative Program Assistants (2), Office Specialist 2, Graduate Program Manager, NTTF, Faculty Advisors, copier/work room, staff and non-institute affiliated faculty mail boxes, office and COVID-related supplies, and kitchen/breakroom.
- Biology Administration Suite will remain closed to regular operations and locked through Fall term.
- Continuation of remote operations will be encouraged.

77 Klamath Biology Main Office

- Maximum occupancy sign will be posted at room entry limiting maximum occupancy to five (5) persons at a time.
- Will limit the number of people allowed in the main office to three (3) Biology personnel and two (2) visitors at any one time.
- Department faculty and staff have access to the main office area with department key.
- Access to office by non-faculty, GEs and students will be by appointment only.
- Staff will use tape and signage to direct students with scheduled appointments on how to enter and exit the main office while maintaining physical distancing.
- Staff working in open workstations are required to wear masks at all times.
- Room will be posted with UO-approved signage reminding faculty, GEs, staff and students that masks are required, 6'-0" social distancing is to be maintained, and to sanitize all surfaces after touching/use.
- COVID-related sanitizing products and use instructions will be provided at/near front entry. These supplies are available for use by all Biology faculty, staff, and GEs.

75 Klamath Work Room

- Maximum occupancy sign will be posted at entrance limiting maximum occupancy in room to one (1) person at a time.
- Department faculty and staff have access to the work room with their department key.
- Access to the work room by non-faculty, GEs, and students will be by appointment only.
- Room will be posted with UO-approved signage reminding faculty, GEs, staff, and students that masks are required, 6'-0" social distancing is to be maintained, and to sanitize all surfaces after touching/use.
- UO-approved and ordered sanitizing products and use instructions will be provided on work room counter.

73 Klamath Biology Instructor Offices

- Instructors can access private offices through a separate entrance with their key.
- Instructors will be strongly encouraged to continue working remotely.

- Shared office schedules will be staggered to limit number of people in shared office to one (1) person at a time, and staggered schedules will be coordinated with office mates and Biology administration
- **No** visitors are allowed in offices.
- COVID-related sanitizing products and use instructions will be provided for Biology instructor use on a vacant desk in 73 Klamath.
- Instructors will be instructed that it is their responsibility to wipe down and disinfect all surfaces after use.

65 Klamath Undergraduate Advising Center

- Maximum occupancy sign will be posted at entrance limiting maximum occupancy to five (5) persons at a time.
- Will limit the number of people allowed in the Advising Center to have up to three (3) Biology personnel and two (2) visitors at any one time.
- Department faculty and staff can access the Advising Center with department key.
- Access to the Advising Center for visitors will be by appointment only.
- Room will be posted with UO-approved signage reminding faculty, GEs, staff and students that masks are required, 6'-0" social distancing is to be maintained, and to sanitize all surfaces after touching/use.
- Staff will use floor markings and signage to direct students with scheduled appointments on how to enter and exit the Advising Center while maintaining physical distancing.
 - Covid-related sanitizing products and use instructions will be provided in 65 Klamath

2. Front Desk/Counters

- Modify operations so that face-to-face interactions are minimized. Can questions be handled via email, phone, text, or Teams/Zoom? Can paperwork be managed electronically?
- Place university provided signage to remind visitors to maintain physical distance. Each department will receive a pack of posters to start. Additional posters can be downloaded and printed: <https://communications.uoregon.edu/covid-19-campus-safety-awareness-toolkit>
- Add floor markings to designate where people should line up.
 - Additionally, providing counter/reception staff with face shields is a cost-effective strategy to assist physical distancing measures. UO has the ability to produce face shields (see item 7: Supply Ordering).
- Managing daily, high-volume transactions may benefit from the installation of barriers or movement of furniture to help maintain distance. Please note that materials for physical barriers may be difficult to locate, and installation plans must consider applicable building and fire codes. A centralized program is being developed to assist departments in assessing whether a barrier is appropriate. This should only be considered if the options above are not applicable.
 - Departments should complete this planning process before submitting a barrier request through [Design & Construction](#).
 - Additionally, providing counter/reception staff with face shields is a cost-effective strategy to assist physical distancing measures. UO has the ability to produce face shields.

- e. **If you have front desks/counters, describe your department's plan for managing front desks and counters. This plan should include signage directing traffic and markings to remind visitors to maintain physical distancing.**

77 Klamath Administrative Office Front Desk

- Biology Administration Office will remain closed and locked through Fall term.
- Staff will be available for appointments only. Sign will be posted at entry requesting visitors with appointments to knock on door and wait. Staff will put on masks prior to answering door and letting visitor in for appointment.
- Area in front of desk/counter will have floor tape/markers installed designating the 6ft. distancing limits.
- Staff will be instructed to clean surfaces after each usage.
- Front desk will be supplied COVID-related sanitizing products and use instructions.
- No papers will be accepted from students, instead they will be directed to submit all papers via email (faculty returning to campus will be provided instructions outlining how to inform students how to turn in homework).

3. Lounges/Breakrooms/Kitchens

a. Physical Distancing

- Option 1: Only allow 1 person to be in these spaces at a time
- Option 2: Allow multiple occupants but encourage distancing:
 1. Look at furniture arrangements to encourage physical distancing. The following are two options to address this:
 - a. Tape or mark chairs that should not be used.
 - b. Remove chairs that should not be used. (Note: if storage within the department is not available and assistance is needed, please contact Chuck Triplett – clt@uoregon.edu)

b. Disinfecting

- CPFM has identified a single use disinfecting wipe that meets current CDC guidelines. Please do not order other types of cleaning supplies directly. A central process will be put in place. To order these call CPFM Work Control at 541-346-2319.
- Develop a list of commonly touched surfaces in your department and communicate the expectation that faculty, staff and students wipe down the items they use in shared spaces. These may include:
 - Copy machines
 - Refrigerators
 - Microwaves
 - Light switches in common spaces
 - Shared equipment/office supplies
 - Coffee pots
- Consider restricting shared use of some commonly touched items.
- Prop open doors in these spaces to limit touching of doorknobs.

- c. **Describe your department's plan for managing lounges, breakrooms, kitchens. This plan should include disinfecting the list of commonly touched surfaces in your space with the CPFM supplied disinfecting wipes, restricting or marking off as inaccessible commonly touched surfaces and equipment when appropriate, and propping open doors as appropriate (though not fire doors).**

Lounges, kitchen/break rooms and meeting rooms will be closed to regular operations and locked. A 'Closed' sign will be posted at all room entries.

32 Klamath Biology Meeting Room

- **Is a department-controlled meeting room with updated layout to meet 6'-0" minimum distancing requirements and room counts as determined by the CAS Director of Planning, Design and Construction and reviewed by the IMT COVID Response Team.**
- Occupancy sign will be installed at entrance with maximum occupancy of two (2) persons at a time
- Sign listing department contact information and instructions on how to reserve room through a Biology staff member will be posted.
- Department members will be encouraged to continue to conduct all office hours and meetings via Zoom or other online portal, even if meeting participants are working in same office/building.
- When an in-person meeting is required, reservations can be made through a Biology staff member. Meeting room users will be required to prepare the meeting space before and after meeting (e.g. disinfect all surfaces, maintain 6'-0" in placement of furniture, etc.).

79 Klamath Breakroom/Kitchen

- The department breakroom/kitchen will remain locked.
- Department faculty and staff have key access and one faculty, staff or GE will be allowed to use kitchen at one time.
- Occupancy signage will be posted limiting access to room to no more than one (1) person at a time.
- The breakroom/kitchen will be stocked with the COVID-related sanitizing spray and paper towels, with use instructions.
- Users will be instructed to wipe down all used surfaces, including handles and appliances, after each use.

4. Shared Office Space

- a. The use of shared office space should be avoided if possible.
- b. Consider ways to minimize office occupancy to maintain physical distancing. Consider 35 square feet per person as a guide to determine appropriate occupancy in shared spaces. Options may include:
 - Continue remote telework for non-essential activities.
 - Review shared workspaces to provide adequate physical distancing
 1. Split or stagger shifts among staff in shared spaces;
 2. Use floor markings and signage to designate spacing;
 3. Identify alternative workspaces such as conference rooms or other unoccupied offices.
- c. **Describe your department's plan for managing office occupancy. This should include steps to maintain physical distance if more than one person is in an office at a time, or plans to schedule use of shared offices so that only one user is present at a time.**

116 Huestis

- Occupancy sign will be posted at entrance limiting maximum occupancy to two (2) persons at a time (one (1) GE and (1) student).
- GEs will be able to schedule room in advance through Biology Administrative Program Assistant. Room will not be available for drop-in use.
- Department GEs can access the shared GE office space with their electronic code.
- GEs will be strongly encouraged to hold all office hours and meetings remotely via Zoom or other virtual platform, even if meeting participants are working in the same office/building.
- If there is a need for a rare in-person meeting, GE scheduling meeting will be required to set up room to allow 6'-0" distances between attendees to be maintained, and to clean all surfaces used in these spaces before and after meetings.
- Those working in office will be required to wear masks at all times when meeting with students. When not meeting with students and door is closed, GE can remove mask.
- Room will be stocked with the COVID-related sanitizing spray and paper towels, with use instructions.
- Users will be instructed to wipe down all used surfaces after each use.

115 Huestis

- Biology loaned space to Knight Campus faculty. This room is not covered under the Biology Resumption Guidance Plan.

5. Single Occupancy Offices

- a. Single occupancy offices typically provide the physical distancing recommended in state guidelines.
- b. Physical distancing will be difficult to maintain for one-on-one activities such as faculty office hours and advising. The current recommendation is for those activities to remain remote. Faculty or advisors may be in their offices to participate, but students should remain remote.
- c. **Please indicate that users of single occupancy offices will be instructed not to have visitors in their offices unless everyone is masked and can maintain 6-foot distancing. Also indicate that user will be instructed to maintain six-foot distancing when outside of their offices and to minimize contact with surfaces outside their offices.**
 - Faculty and staff are strongly encouraged to continue working remotely.
 - Faculty and staff in a single occupancy office will be instructed to close office door prior to removing mask.
 - Offices with operable windows should open windows to increase access to outside air when space is occupied, and will be responsible for closing and securing windows when exiting room.
 - Outside of office, personnel will be required to wear a mask and follow the six-foot social distancing and circulation direction rules. Will emphasize goal of limiting touching surfaces.
 - No visitors will be allowed in private faculty, administration or staff offices.

- Zoom or other virtual platform meetings are strongly encouraged, even if meeting participants are working in the same office/building.
- If there is a need for a rare in-person meeting, the following spaces can be reserved: 32 Klamath; 65 Klamath and 77 Klamath. Users will be required to maintain 6'-0" distances between attendees, and to clean all surfaces used in these spaces before and after meetings.
- Instruct private office occupants to also regularly sanitize their work spaces. COVID-related sanitizing products and use instructions will be provided and are available in 77 Klamath.

6. Department-Controlled Classrooms

- a. **List department-controlled classroom information. If you are planning to use department managed classrooms for fall courses, a physical distancing plan will need to be developed.** The Mitigation Strategies team has developed a methodology to determine a COVID room occupancy that accounts for physical distancing. Please contact Cathy Soutar for more information. csoutar@uoregon.edu.

Department-controlled teaching laboratories have updated layouts to meet 6'-0" minimum distancing requirements and room counts as determined by the IMT COVID Response Team.

Klamath 5, 13, 21, and 33 and Huestis 111, 112, 129, and 130 will be used for in-person lab sections.

- Occupancy signage will be posted at each entry to teaching laboratories.
- Space will be posted with UO-approved signage reminding faculty, GEs, staff, and students that masks are required, 6'-0" social distancing is to be maintained, directional signage showing access and egress routes, and reminders to sanitize all surfaces after touching/use.
- Classrooms will have floor signs indicating where students must sit to accommodate physical distancing.
- Teaching laboratories will be stocked with COVID-related hand sanitizer, disinfecting spray, and paper towels.
- Signage will be posted on all doors instructing attendees to wear masks and practice social distancing while in the classroom.
- Instructors/GEs/Lab Preparators will be asked to monitor compliance with social distancing and mask usage during the meeting times. Masks will be required while using these spaces.
- Instructors/GEs/Lab Preparators will instruct students to disinfect these spaces and wipe down all desks/tables/equipment after each use. At the end of each workday, the Instructors/GEs/Lab Preparators will disinfect these spaces and wipe down all desks/tables/equipment.

List of teaching laboratories with revised layouts and maximum occupancy counts:

- **5 Klamath**
 - Maximum occupancy of 14 at a time (12 students, 2 teacher stations)
- **13 Klamath**
 - Maximum occupancy of 14 at a time (12 students, 2 teacher stations)
- **21 Klamath 2**

- Maximum occupancy of 14 at a time (12 students, 2 teacher stations)
- **33 Klamath**
 - Maximum occupancy of 13 at a time (12 students, 1 teacher station)
- **111 Huestis**
 - Maximum occupancy of 11 at a time (9 students, 2 teacher stations)
- **112 Huestis**
 - Maximum occupancy of 10 at a time (8 students, 2 teacher stations)
- **129 Huestis**
 - Maximum occupancy of 10 at a time (8 students, 2 teacher stations)
- **130 Huestis**
 - Maximum occupancy of 10 at a time (8 students, 2 teacher stations)

Laboratory Support Rooms:

- **19 Klamath Laboratory Prep Room**
 - Occupancy signage will be posted at entry. Will limit the number of people allowed in the lab prep room to a maximum of five (5) persons at any time (combination of lab preps and student employees).
 - Department lab preparators can access with department key.
 - Space will be posted with UO-approved signage reminding faculty, GEs, staff, and students that masks are required, 6'-0" social distancing is to be maintained, and to sanitize all surfaces after touching/use.
 - COVID-related sanitizing products and use instructions will be provided in room.
 - Instructors/GEs/Lab Preparators will be asked to monitor compliance with social distancing, mask usage and disinfecting protocols.
- **120 Huestis Laboratory Prep Room**
 - Occupancy signage will be posted at entry. Will limit the number of people allowed in the lab prep room to a maximum of five (5) persons at any time (combination of lab preps and student employees).
 - Department lab preparators can access with department key.
 - Space will be posted with UO-approved signage reminding faculty, GEs, staff, and students that masks are required, 6'-0" social distancing is to be maintained, and to sanitize all surfaces after touching/use.
 - COVID-related sanitizing products and use instructions will be provided in room.
 - Instructors/GEs/Lab Preparators will be asked to monitor compliance with social distancing, mask usage and disinfecting protocols.
- **125 Huestis Instructional Stockroom**
 - Occupancy signage will be posted at entry. Will limit the number of people allowed in the lab prep room to a maximum of three (3) persons at any time (combination of lab preps and student employees).
 - Department lab preparators can access with department key.
 - Space will be posted with UO-approved signage reminding faculty, GEs, staff, and students that masks are required, 6'-0" social distancing is to be maintained, and to sanitize all surfaces after touching/use.

- COVID-related sanitizing products and use instructions will be provided in room.
- Instructors/GEs/Lab Preparators will be asked to monitor compliance with social distancing, mask usage and disinfecting protocols.

7. Identify a COVID-19 Isolation Room for your Unit

- a. In the event that a staff member finds out that they are COVID-positive while working on campus and **does not have a means of transporting themselves home**, it is crucial that an “isolation space” is designated for them while they wait for transportation.
 - If the staff member has a private office, they should wait in their office with the door closed until transportation arrives.
 - If the staff member does not have a private office, they should either wait outside the building physically distanced from others or they need to be able to retreat to a designated waiting space until transportation arrives.
 - Students receiving notification that they are COVID-positive should be directed to return to their place of residence and call the UO Health Center.
 - Supervisor should contact the Case Management team through established channels, and room sanitation will be placed in custodial deep cleaning queue after staff exits the space.

b. Identify your department’s designated Isolation Room for COVID-positive staff members to reside while waiting for transportation:

Signage will be posted at entry to each room informing users space may need to be vacated, if space is needed as an Isolation Room.

- Klamath 79: Breakroom
- Huestis 116: GE Office

8. Supply Ordering

- a. Identify supplies (e.g., single-use disinfectant wipes, hand sanitizer, face shields, floor marking tape, etc.) that your unit needs to support safe in-person activities. Purchasing & Contracting Services (PCS) can assist with centralized bulk purchasing for ease of ordering and cost effectiveness. PSC will require confirmation of departmental budget for the items unless the University has determined to cover the cost of that item centrally.
 - Note: It is critical that you place your order with the PCS Logistics team as soon as possible. There is an average **90-day delivery estimate** for certain products and protective equipment in high demand.
 - Note: Requests for personal protective equipment (PPE) that is NOT required PPE for a job hazard unrelated to COVID-19 should be reviewed by Environmental Health & Safety prior to ordering through Logistics. Examples include but are not limited to gloves, disposable masks, and gowns.
 - To place an order, please contact UOP2help@uoregon.edu. Please include detailed item specifications and quantities.

Disinfectant wipes are currently available for the few shared spaces that will be open. Additional sanitizing products have been ordered to meet department needs and will be available to those occupying department spaces.

COVID-related PPE and disinfecting supplies have been ordered through the [Covid-19 Supplies Order Form](#).

9. Department Member Education

a. Please indicate how you will be communicating to your department members

- The approved Resumption Guidance Plan for the Department of Biology will be distributed to all personnel returning to campus.
- Faculty and staff meetings and the Biology email listserv will be used to inform and remind faculty and staff of current protocols. Regular reminders will be distributed as the university revises these policies and at important time boundaries such as the beginning of fall term.
- Department members will be advised of the face covering policy, the health check regulation, that they are responsible for disinfecting any common areas they touch with the university supplied disinfectant, where disinfectant supplies will be available, and to maintain 6-foot distancing.
- Biology will ask personnel returning to campus to review and comply with the following expectations:
 - The UO face covering policy: <https://safety.uoregon.edu/uo-face-covering-regulations>
 - The UO Health Check regulation: <https://safety.uoregon.edu/health-check-regulations>
 - That individuals are responsible for cleaning after themselves. This means wiping down common surfaces after touching them.
 - The location(s) where the departmental supply of single use disinfecting wipes will be stored.
 - That six-foot distancing is to be maintained except in situations where it has specifically been exempted.
 - Encourage those working in offices or spaces with windows to open windows (weather permitting). This will enhance air flow to prevent the spread of Covid-19.

Resources

[Protecting the Pond – Workplace Essentials Checklist: Employee Guide](#)

[Protecting the Pond – Workplace Essentials Checklist: Supervisors](#)

[Science Stores Supply Order Form](#)

[UO Face Covering Regulation](#)

[UO Symptom Self-Check Regulation](#)

[Digital Download Tool Kit – COVID Signage](#)

[Covid-19 Scenario & Guidance for UO Employees](#)

Department hours of operation will be kept updated on the webpage with contact information.

If you have any questions or concerns or would like to share successful physical distancing plans or elements, please contact Krista Dillon – kristam@uoregon.edu.

APPROVED: 09/24/2020