



To: UA Statewide Staff

From: Acting President Rizk

Date: July 9, 2020

Re: On-site operations implementation plan for Statewide

Overview

The following plans / procedures apply to UA statewide operations for the Butrovich facility to transition to operating under Phase B of the University of Alaska On-site operations plan.

Other Statewide Facilities:

Anchorage: The Bragaw facility will remain at Phase A. Statewide staff located in the University Lake Building shall operate at UAA's specified phase for Anchorage and in accordance with local procedures and policies.

Juneau: Statewide staff located on the UAS, Juneau campus and in the Ebner Building shall operate at UAS's specified phase for Juneau and in accordance with local procedures and policies.

General COVID guidance for statewide staff can be found at:

<https://sites.google.com/alaska.edu/coronavirus/status/sw-status>. This plan may contain procedures that are more conservative than the UA On-site operations plan: (<https://drive.google.com/file/d/1R3CWCB93-0FqLjnPzSmlX8BXbdjR/view?usp=sharing>).

Phase B Operations for Butrovich (On-site operations plan)

Workplace: Telework remains predominant. More flexibility is available for on-site work complying with the State of Alaska, local requirements, UA's guiding principles, and this phase's protective measures.

Phase B Protective Measures for Butrovich:

- Expanded operations at each location must be consistent with State of Alaska, local conditions, mandates, and UA Principles, including consultation with public health.
 - Statewide implementation:
 - Operations will be consistent with guidance provided by the State of Alaska Public Health, Municipality of Anchorage Public Health, UA Principles, and in consultation with Doctor Tom Hennessy.
 - Consider cross-training workers across different jobs to support continuity of operations.
 - Consider alternative work schedule approaches (e.g. rotations or off-hours) in order to keep "circles small."
- Continue following UA policy guidance in areas including community entry, travel, events, etc.
 - Statewide implementation:

- Statewide will follow the policies referenced by the On-site operations plan. (<https://sites.google.com/alaska.edu/coronavirus/updates>).
 - The Butrovich facility is closed to public access.
 - Travel will be conducted in accordance with posted guidance: <https://sites.google.com/alaska.edu/coronavirus/updates>
 - No events or mass gatherings will be held.
- Capacity to quarantine, isolate, utilize contact tracing, and clean.
 - Statewide implementation:
 - Statewide staff and supervisors are responsible for status updates in the UA COVID employee tracking tool: <https://elmo.uas.alaska.edu/covidstatus/index.cgi/reports>
 - Cleaning supplies and instructions will be supplied by the building coordinators to departments and in common areas.
 - Access to no-touch thermometers will be arranged through the building coordinators.
 - No one experiencing COVID-19 symptoms may enter statewide facilities at any time.
- Limit occupancy of interior spaces to 25% capacity of rated space, unless further restricted by State of Alaska or local mandates.
 - Statewide implementation:
 - Butrovich remains closed to the public and telework remains predominant.
 - Will be consistent with mandates from the State of Alaska public health.
 - On-site work can be requested by employees through their supervisors and reviewed by the UA IMT Director for situations where telework has an adverse impact on operations, or other situations where work can only be accomplished onsite (e.g. audit reviews where physical paperwork must be reviewed, or fiscal year-end processing).
 - Staff that are approved to be working on-site, that pre-COVID were in co-located or open-bay cubicles will be evaluated on a case-by-case basis and include the following options:
 - Moving staff to empty cubicles.
 - Alternating schedules when staff members will be on-site.
 - UA IMT Director will monitor building usage across departments and through the employee tracking tool to ensure proper occupancy load.
- Strict adherence to safety measures such as health screenings, hand washing, frequent cleanings, and social distancing. The wearing of facial coverings at all times is strongly encouraged. Facial coverings are required in areas or vehicles where appropriate social distancing is not possible.
 - Statewide implementation:
 - Water coolers, coffee makers, barista equipment, dishwashers, toaster ovens, etc. may not be used unless owned and used by a single individual.
 - Water fountains, break rooms, small conference rooms, showers and lockers, vending machines, and couches or benches in common or public areas are closed for any use and may be taped off or locked.
 - Refrigerators cannot contain shared items. Avoid leaving items in refrigerators. The building coordinator will dispose of items on a weekly basis.

- Hand sanitizer will be available throughout the Butrovich building and inside and immediately outside the elevators.
 - No children or pets are allowed in the workplace.
 - Delivery and pickup services such as FedEx, UPS, armored car shall be coordinated and not take place inside the statewide facilities.
- **For staff approved to work on-site under phase B or previously identified as critical infrastructure / critical business services:**
 - Conduct a daily self-check health assessment / attestation: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - If the employee is experiencing any of the following emergency warning signs, they must seek emergency medical care immediately (call 911 or call ahead to your local emergency care facility): trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face.
 - The employee should stay or go home if they are experiencing a fever or chill, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, a sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. If they are experiencing any of these symptoms, they should contact local public health to determine the best course of action, update their status in the employee tracking tool and notify their supervisor.
 - Maintain a journal or use a mobile app to document locations visited during the day and the individuals they met.
 - Whenever possible, avoid sharing phones, desks, offices, office supplies, documents, or other items. Clean shared items after using them following approved protocols.
 - Do not share food items, utensils, plates, cups, etc. No potlucks shall be held in the workplace.
 - Avoid congregating and observe social distancing in the building common areas, restrooms, and stairwells. Consider videoconferencing with coworkers whenever possible.
 - Coworkers will avoid sharing university or personal vehicles unless they are in the same household. In situations where vehicles must be shared, increasing the airflow in the vehicles with outside air is highly recommended. All occupants shall wear a mask. Minimize the travel time in the vehicle. The interior of university vehicles will be cleaned by staff utilizing the vehicle following approved protocols at the end of the workday.
 - For situations such as audits where social distancing cannot be observed, a conference room with outside air circulating, and sufficient space to maintain as much social distance as possible shall be utilized. Masks shall always be worn; gloves will be offered; and hand sanitizer shall be used especially in situations where many paper items will be shared. A no-touch thermometer shall be used, at a minimum, daily at the start of the meeting to ensure no one is feverish.
 - Shared resources such as copiers, printers, supply closets, kitchens, information technology equipment or tools, or the lactation room can only be utilized by one staff member at a time. Social distancing should always be observed, ensuring only one person is around copiers, printers, supply closets, kitchens at a time. Once the individual has gathered their materials or concluded their visit to the location, they shall wipe down surface controls, counters, cabinets, etc. following approved cleaning protocols.

- Individual staff offices – Only the individual residing in an office shall occupy or use the office. No meetings with other staff physically present shall take place in the office. Extra cleanings of high-touch surfaces within an office are encouraged. Utilize videoconferencing whenever possible for meetings.
 - Staff will only enter the building through the main stairwell entrances on the east and west sides. Staff will only exit the building through the two central glass alcoves. Traffic can be two-way only in the main hallways of the three floors outside the suites. Traffic within the floor suites shall observe social-distancing and masks will be worn when away from the office or desk.
 - In the event of a fire alarm activation, staff will exit the building in accordance with predefined emergency exit routes; wear their masks, and regroup at the appropriate rally point while maintaining at least six-foot social distancing.
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- Periodic evaluation of safety measures as implemented and plans in place to adapt to changing conditions.
 - Statewide implementation:
 - Protective measures and disinfecting supplies for students, faculty, and staff will be available from each statewide department or building coordinator for anyone entering a university.
 - Managers will be required to maintain current status reports in the UA Tracking Tool.