

DEPARTMENT OF MATHEMATICS AND STATISTICS
DISTANCING/DISINFECTION AND RETURN TO WORK PLAN
August 2020

Whenever feasible, complete as much work as possible remotely. Remote work includes working from home or within individual offices. All Mathematics and Statistics department employees are expected to adhere to the department's Distancing/Disinfection Return to Work Plan. Revisions to this plan may be made as circumstances require and employees will be notified to review and understand the latest version.

Through [Phases 2 and 3](#), [teleworking](#) or working at an alternative work location remains the preferred work option. WSU employees who can telework without hampering essential operations should continue to do so.

TELEWORK

Employees who can effectively telework to fulfill some or all of their work responsibilities must continue to do so to reduce the number of individuals on the campus or other WSU work location.

ALTERNATING DAYS OR SHIFTS

To limit the number of individuals and interactions among those in the main office, partial staffing on alternating days or shifts have been established. Main office personnel will be staggering reporting and departures to enable social distancing in common areas. Multi-occupant offices are directed to establish similar schedules in order to maintain social distancing.

EMPLOYEE ATTESTATION

As of June 29, 2020, all WSU employees will be required to attest to not experiencing [COVID-19 symptoms](#) before coming on campus to work. Access will be through your myWSU portal—look for the Employee Attestation tile.

EDUCATION AND TRAINING

- Before returning to work, all employees must complete *Disinfecting the Workplace* and *Safe Return to Work* trainings available through HRS [Learning and Organizational Development](#).
- All employees should read and understand the department's Distancing and Disinfection Return to Work Plan.

SICK EMPLOYEES:

- If you are feeling sick (coughing, fever, trouble breathing, etc.), do not come to work--stay at home and contact your healthcare provider
- Wear a face covering to prevent spreading illness (one that does not hinder breathing)
- Make advanced arrangements for non-emergency in-person health care visits. Do not go to your primary care physician's office until you have made contact with them for instructions.

EMPLOYEES WHO BEGIN EXPERIENCING COVID-19 symptoms WHILE AT WORK MUST:

- Contact your supervisor remotely by phone, or by electronic mail.
- Wear a face covering that does not hinder breathing.
- Leave work immediately while maintaining 6 feet of distance between yourself and others
- Contact your healthcare provider; do not show up in person without advanced contact and instructions

Note: Your supervisor will coordinate potentially affected common areas and/or isolating affected private offices/areas for disinfection by contacting Environment Health and Safety at 509-335-3041.

HYGIENE

- Wash hands frequently with soap and water for a minimum of 20 seconds, especially after you have been in a public place. Use hand sanitizer containing at least 60% alcohol or 70% isopropanol if soap and water are unavailable. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.
- Don't touch your face with unwashed or un-sanitized hands.
- Avoid sick people.
- Cover a cough or sneeze with a tissue or crook of elbow. Dispose of tissue immediately and wash hands or use hand sanitizer immediately.
- If you use public transportation, including shared rides, vanpools, buses, airlines, etc., you must wear a face covering before entering and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers as soon as possible and before removing your face covering. Do not touch your face.

SOCIAL AND PHYSICAL DISTANCING

- Maintain 6 feet physical distancing in the hallway when possible—*utilize visual cues on the floor*. Allow only *infrequent and intermittent* passing in the hallways.
- If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers/office mates. If possible have at least one workspace separating you from another co-worker/office mate. You should *wear a face covering at all times while in a shared work space/room if social distancing cannot be maintained*.
- Discourage others from using your work space including desk, telephone, equipment, and other work items. If they are used, they must be sanitized between uses.
- As directed by WSU officials, and as of June 29, 2020, by governor's direction, face coverings must be worn by all employees when in the presence of others in public spaces and in public settings where other social distancing measures are difficult to maintain (e.g., reception/receiving areas, multi-occupant offices, common work spaces, meeting rooms, lobbies, hallways, alcoves, classrooms, etc.).

Exceptions: working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction.

- **Main Office:** No one will be allowed in the main office complex (beyond the front desk) except the staff who work here. If possible, all interaction with interior staff should be conducted via Zoom, email, or by phone. Follow the visual/entry cues posted for entry to Neill 103 and wear a face covering. Only one person will be allowed into the copy room or at the front desk at a time. Do not linger in the hallways, gathering areas (kitchen), or copy room. Package and mail drop off will continue with proper use of face covering in 103 Neill Hall.
- **Communicate** with colleagues and supervisors as needed by email, instance message, text, telephone, or other available technology rather than meeting face-to-face. Use online meeting applications such as Zoom, Microsoft Teams or telephone conferencing when possible, even when employees are in the same office or building.
- **Meetings in person** should be avoided as much as possible. If an in-person meeting is necessary, participants must follow social distancing requirements, meet outside, or in an open and well ventilated area, and must wear a face covering.
- **Meeting rooms**—must be sanitized before and after use. Rearrange chairs and tables to support social distancing practices. All attendees must wear a face covering.
- **Elevators**—only use elevators if absolutely necessary (*hazardous waste cart, large/heavy loads*). If you must use an elevator, maintain 6 feet distance between yourself and others. If occupied by 2 individuals, both must wear a face covering, cover coughs and sneezes, and limit conversation. Most elevators on campus allow only 1 or 2 individuals at a time.
- **Restrooms**—restroom use should be limited based on size to ensure at least 6 feet distance between individuals. Please abide by signage, if provided. Wear a face covering when you go to the restroom.
- **Abide by installed physical barriers and floor markings**—visual cues may be placed, where feasible, on the floor, in elevators and stairwells, and common use areas to indicate where to stand. One-way directional signage may be placed on the floor to indicate spatial distance and direction for exiting and entering the building. Building occupants are expected to follow signage on traffic flow.
- **Other Buildings on campus**—if you are unsure about your ability to maintain 6 feet of physical distance when entering other campus buildings, wear a face covering and maintain spatial awareness. If in an area outside of your normal work space, pay attention to distancing, aka, entry points, lines, public restrooms, etc.
- **Coordinate pick-ups and deliveries** with main office to ensure access.

CLEANING AND DISINFECTING

- **Disinfection supplies** will be provided by the department. Contact main office staff for refill or to pick up disinfecting supplies when needed.
- Use **Alpha HP** in a spray bottle for disinfection of common hard surfaces (counter tops, conference room tables, door handles, coffee makers, desks and tables, light switches, staplers, tape dispensers, etc.). *Note: 5 minutes contact time for Alpha HP*
- Use a 70% alcohol solution in a spray bottle on electronic surfaces (computers, keyboards, mice, telephones, A/V and other electrical equipment, copiers, printers, etc.) and remember to wipe them down before and after use. Read the instructions prior to usage on electronic equipment. *Note: 20-30 seconds contact time for 70% alcohol*
- Develop a daily schedule to ensure adequate disinfection of office.
- Limit shared equipment or personnel access to single occupant spaces (reducing the need for disinfection).

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