



COVID-19 Department Return-to-Campus Plan

Departments seeking approval to bring staff back to the worksite must document the measures that will be taken to help create a safe workplace for their staff and others in this Return to Work Plan. These measures must include but are not limited to basic infection prevention measures, social distancing and the wearing of face coverings, within the areas where workers are assigned. This plan must be signed by the Department Head and submitted to your Dean/Director and Provost/Vice President for review and approval. For your reference please see the Office Based Work Guidelines [Summary Guidance](#) and [Detailed Guidance](#) provided by the Governor's Office for compliance.

Department Information

Department Name: _____

Department Head Name: _____ Job Title: _____

Building/Location/Floor #: _____ Office Unit Name: _____

of Employees Pre-COVID: _____

Proposed # of Employees Returning to campus at one time (max of 50% at any one time in office spaces): _____

Basic Infection Prevention Measures

Preventing the spread of (COVID-19) is everyone's responsibility.

Check items below to confirm that you will implement and comply with each of the following measures to help prevent the spread of the virus. List any additional measures or comments in the Notes section.

Core Preparedness Responsibilities	Notes
<ul style="list-style-type: none"><input type="checkbox"/> Print appropriate signage from the CDC website for your areas to share information and notices to promote and encourage students, faculty, and staff to follow measures to prevent the spread of coronavirus disease (COVID-19).<ul style="list-style-type: none">● 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.● Use a hand sanitizer that contains at least 60% alcohol if soap and water are not available.● Cover coughs and sneezes.● Avoid touching your eyes, nose and mouth.<input type="checkbox"/> Encourage employees to monitor their health each day before coming to work using the SUNY Oswego electronic Daily Employee Health Screening Form.<input type="checkbox"/> Require employees to stay home/leave work if they are symptomatic, and to call their healthcare provider. If an employee leaves during their work hours, they should also complete the Daily Employee Health Screening Form again.<input type="checkbox"/> Advise employees to clean and disinfect frequently touched surfaces in their own workspaces daily. This includes tables, desks, phones, keyboards, etc.<input type="checkbox"/> Provide supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices.<input type="checkbox"/> Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.<input type="checkbox"/> Find ways to eliminate use of touchpads on shared printers(e.g. programming equipment to print remotely)<input type="checkbox"/> Eliminate shared kitchen equipment like coffee pots, microwaves, refrigerators, etc.<input type="checkbox"/> Other	

Physical Distancing

Physical distancing is the practice of keeping space between people to avoid spreading the COVID-19 virus.

Check items below to identify controls that you will implement to maintain physical distancing. This requires that employees remain at least 6 feet apart from one another. List any additional measures or comments in the Notes section.

Core Preparedness Responsibilities	Notes
<ul style="list-style-type: none"><input type="checkbox"/> Determine job functions that can be performed remotely from alternate work locations or at home.<input type="checkbox"/> Adjust work schedules for all or part of the workweek (e.g. telecommuting, staggered days/hours, compressed workweeks, reduced/flexible work schedules).<input type="checkbox"/> If employees are going to telecommute, or split time telecommuting and in the office, ensure that they have a technology plan to support their work locations (i.e. laptop, webcam, etc.). Contact CTS help desk for assistance.<input type="checkbox"/> Workstations are separated by at least 6' from each other and include space for movement between workstations.<input type="checkbox"/> Consider office functions that can be handled virtually to reduce or eliminate face-to-face interactions such as walk-in traffic. Consider using 'youbookme' or other remote scheduling software (for phone or virtual appointments or office hours).<input type="checkbox"/> Don't hold or attend large meetings or gatherings.<input type="checkbox"/> Prohibit shared use of small rooms by groups.<input type="checkbox"/> Remove some chairs from large meeting rooms or mark them for non-use.<input type="checkbox"/> Temporarily close or restrict access to communal rooms (e.g. kitchens, lounges).<input type="checkbox"/> Reduce capacity in reception lobby spaces (e.g. remove some chairs /benches).<input type="checkbox"/> Where multiple doors serve the same space, consider establishing entry/exit routes.<input type="checkbox"/> Use signs and floor markings to demarcate social distancing space, or to establish one-way direction of foot-traffic patterns, in locations where people may congregate (e.g. lobbies, outside classrooms or offices, elevators, food service areas, staircases, etc.)<input type="checkbox"/> Place and use barriers if necessary to keep people six feet away from others.<input type="checkbox"/> Consider adding panels between desks where desks cannot be separated.<input type="checkbox"/> Submit work order requests to Facilities Services for desired physical space modifications (i.e. shields in locations where transactions must take place between individuals).	

<ul style="list-style-type: none"> <input type="checkbox"/> Move scheduled appointments online to zoom or other virtual meeting platforms. <input type="checkbox"/> For necessary or requested in person appointments, use a large space where social distance can be maintained. <input type="checkbox"/> Other 	
<p>Note: For anything that requires a Work Order request, please discuss with your VP and submit work orders accordingly to be reviewed by Facilities Services.</p>	

<p align="center">Face Coverings</p> <p>Wearing cloth face coverings in public settings is recommended by the CDC and required by NYS Executive Order where other physical distancing measures are difficult to maintain.</p>	
<p>Check items below to confirm that you will comply with each of the following safety measures. List any additional measures or comments in the Notes section.</p>	
Core Preparedness Responsibilities	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Students, faculty and staff must wear face coverings when they are in a public area used by others, and are: <ul style="list-style-type: none"> • within six feet of distance from other individuals; or • in a situation or setting where they are unable to maintain six feet of distance from other individuals; or • in a public or private transportation carrier or for-hire vehicle. <input type="checkbox"/> Promote the use of face coverings in buildings and spaces used by the public where social distancing is not practical: <ul style="list-style-type: none"> • Hallways, elevators and bathrooms • Office spaces used by more than one person where there is not adequate separation between individuals. • Laboratories and support areas used by others. <p>Note: Where existing medical issues preclude an employee from wearing a face covering, they should be referred to HR to request a reasonable accommodation under the Americans with Disability Act (ADA).</p>	

Health & Safety

Prioritizing the health and safety of workers is key to protecting their physical wellbeing.

Check items below to confirm that you have assessed the need for specific safety protocols and personal protective equipment for your operations. List any additional measures or comments in the Notes section.

Core Preparedness Responsibilities	Notes
<ul style="list-style-type: none"><input type="checkbox"/> Establish safety protocols for employees working alone.<input type="checkbox"/> Assess the need for personal protective equipment and make it available.	

Note: Please visit the [Environmental Health & Safety website](#) for more information or you can contact EHS at 315-312-3157 or ehs@oswego.edu if assistance is needed.

I understand that resumption of activities is contingent on maintaining practices consistent with public health protocols on which I am advised, including any revisions necessitated by changes in public health conditions. I further acknowledge that it is my responsibility to oversee compliance, to the best of my ability, with these plans by personnel under my supervision.

Approval Routing

Each approver must review, electronically sign/date and forward onto the next approver through email.

	Approval Signatures	Date
Department Head		
Dean/Director		
Provost/Vice President		

***Note: A copy of all approved department plans should be sent to the HR Office at hr@oswego.edu.**