

Tier III Offices/Facilities COVID Guidance

Office/Facilities Access and Capacity

Prior to the official start of school (August 31st), no staff or student leaders will have access to Organization offices/facilities; this ensures that the Quarantine period for residential students on campus can be completed and the health of campus assessed before potential indoor office space use. Once classes start, face coverings are required at all times when in Organization offices/facilities. Staff presence must be minimized in offices/facilities and cannot exceed the maximum capacity provided in this document. Failure to comply with the capacity guidelines may result in the loss of office access. All office/facility use is for work that is integral to the functioning of the Organization that cannot be done remotely. Only staff/leaders required to do that work are authorized to be in your facilities after they complete the training as outlined below. A list of authorized staff that will perform specific tasks must be created and shared with TSOS via email (trusteeorgsupport@uconn.edu) by August 28th, 2020.

Seating

Remove, make inaccessible, or clearly mark as unavailable all excess seating in your facilities (Student Activities is exploring available space for storing excess seating/non-essential furniture). Seating charts will be provided which show approved seat locations in larger rooms. Stickers for marking inaccessible seats can be ordered [here](#). Prominently display room capacities on or near room entrances.

Cleaning

It is expected that the Organization creates robust cleaning protocols and monitors compliance. Review the guidelines on cleaning and disinfection found [here](#). Eliminate all non-essential shared equipment and surfaces, make them inaccessible or clearly mark them as not available for use. Create a list of essential shared equipment (copiers, shared phones, shared computers, etc.) and high touch surfaces (doorknobs, keys, bathroom surfaces, etc.). Provide cleaning supplies close to each piece of shared equipment and surface. Every object and surface which will be touched by more than one person must be cleaned every time it is used.

Training

Each authorized member of the Organization who will enter your facilities must complete the UConn EHS training found [here](#) before they return to work. Proof of the workshop completion must be submitted to both the Organization and TSOS (trusteeorgsupport@uconn.edu).

Supplies and Hand Sanitizer

Organizations will need to acquire necessary supplies and deploy them in offices/facilities. If not present, place hand sanitizer dispensers near the entrances and exits of your facilities. Make disinfectants and paper towels or wipes available close to all shared surfaces and shared equipment. Sign and sticker templates can be found [here](#). Signs and stickers can be ordered [here](#). Cleaning supplies and hand sanitizer can be ordered [here](#).