**Weber State University**

**Low Risk Stage Reopening for General WSU Business 5.8.2020**

Beginning June 1, 2020, Weber State University (WSU) will move from the Moderate Risk stage to the Low Risk stage of the COVID-19 (coronavirus) pandemic. As stabilization and recovery progresses, facilities at Weber State University (WSU) will begin to reopen.  In accordance with the WSU COVID-19 Recovery Plan, facilities will open when allowable. Depending on the risk stage and type of service provided, the timing of some facilities opening will be different.  However, all facilities will be required to submit their facility Reopening Protocols to the Office of Emergency Management by emailing them to [mdavies1@weber.edu](mailto:mdavies1@weber.edu).  Facilities Management and the COVID-19 Task Force will review the submissions for final approval.

In order to be approved for reopening, facilities must be able to outline their ability to operate under the strict precautions in the WSU Recovery Plan and how they will adhere to the restrictions therein.  Restrictions are outlined below.

1. Describe the mission critical service your facility provides to academic operations.

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1. Outline your strategy to adhere to cleaning regulations.

* Clean and sanitize all touched surfaces between each user. Cleaning includes all tables, chairs, door handles, floors, bathrooms, equipment and any high-touch surfaces.
* Contactless payment is encouraged. However, if it is not possible, sanitize between transactions.
* Implement and document a regular facility-wide equipment cleaning schedule. Provide hand sanitizer at checkout counters and entrance/exits.

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1. Outline your strategy for employee distancing and hygiene while adhering to the following regulations.

* Organize staff into teams to reduce interaction between the groups.
* Stagger workstations so workers are not facing one another and can maintain a 6- foot distance.
* Minimize face-to-face interactions as much as possible, including with customers. (install partitions or other methods)
* Staff should wear face coverings where 6-foot distance isn’t possible.
* Perform hand hygiene between interactions with customers. Encourage contactless and non-signature payment; when not possible, card and payment stations must be sanitized after each use. Staff must sanitize hands between handling payments.

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1. Outline your strategy for ensuring the health-safety of your employees and patrons while adhering to the following regulations.

* Make every possible effort to enable working from home as a first option; where not possible, comply with distancing and hygiene guidelines.
* Provide accommodations for high-risk employees.
* Encourage employees to self-monitor for illness before coming to work each day, including checking their temperature and screening for symptoms of COVID-19. Do not allow employees to come to work if they feel sick.
* Remind faculty and staff that if an individual has symptoms, or otherwise is alerted that they have been exposed to COVID-19, the individual should immediately be separated from co-workers or co-workers, go home, and self isolate. Immediately disinfecting their work areas. If any employee or visitor is suspected or confirmed to have COVID-19, notify Public Safety or email [COVID-19@weber.edu](mailto:COVID-19@weber.edu) to receive further instruction.

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1. Outline your strategy for ensuring proper queuing where lines may form.

* Any service area where lines may form must mark six-foot increments to ensure social distancing.

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1. Signage

* Provide signage at each public entrance to inform all employees and customers that they should:
  + Avoid entering if they have a cough, fever, or feel generally unwell.
  + Maintain a minimum of 6-foot distance.
  + Sneeze/cough into a cloth or tissue.
  + Not shake hands or engage in any unnecessary physical contact.
  + Wear face coverings

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