

The University of Montana has crafted this guidance for employees in response to the COVID-19 pandemic. This guidance is rooted in safety for students, faculty and staff and for the public with whom we interact.

The primary goals for the University of Montana's response to the COVID-19 pandemic are to protect public health and continue the institution's vital missions of education and research.

This guidance is aligned and consistent with local orders and ordinances of the City of Missoula and Missoula County, the Montana University System, as well as the State of Montana's Phased Reopening Model. This guidance also follows recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, Missoula City-County Health Department and the University of Montana Health Advisory Group.

***Knowledge and understanding of the COVID-19 virus continues to evolve, and this guidance will be updated as appropriate and as more information becomes available. Please note the footer of this document, which contains the date the guidance was released. Updated versions will be appropriately noted with the date of revision.***

### **Workplace Expectations and Guidelines**

All staff are expected to familiarize themselves with and follow this guidance and updates to this guidance as part of the University of Montana's Workplace Expectations and Guidelines.

### **Symptom Monitoring Requirement**

Employees working on University property must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by your personal physician to be eligible to report to work.

Signs and symptoms of coronavirus disease 2019 (COVID-19) may appear two to 14 days after exposure. This time after exposure and before having symptoms is called the incubation period.

Common signs and symptoms can include:

- Fever
- Cough
- Tiredness

Other symptoms can include:

- Shortness of breath or difficulty breathing
- Muscle aches
- Chills
- Sore throat
- Loss of taste or smell
- Chest pain

This list is not all inclusive. Other less common symptoms have been reported, such as rash, nausea, vomiting and diarrhea. Children have similar symptoms to adults and generally have mild illness.

The severity of COVID-19 symptoms can range from very mild to severe. Some people may have only a few symptoms, and some people may have no symptoms at all.

Some people may experience worsened symptoms, [such as worsened shortness of breath and pneumonia](#), about a week after symptoms start. (Source: [www.mayoclinic.org/diseases-conditions/coronavirus/symptoms-causes/syc-20479963](http://www.mayoclinic.org/diseases-conditions/coronavirus/symptoms-causes/syc-20479963))

Mayo Clinic has a brief [COVID-19 Self-Assessment tool](#) available online ([www.mayoclinic.org/covid-19-self-assessment-tool](http://www.mayoclinic.org/covid-19-self-assessment-tool)). This tool may help employees assess their symptoms and determine if they are a good candidate for a coronavirus disease 2019 (COVID-19) test in their home community.

### **Workplace Accommodations**

People who are older or who have existing chronic medical conditions, such as heart disease, lung disease, diabetes, severe obesity, chronic kidney or liver disease, or who have compromised immune systems may be at higher risk of serious illness. This is similar to what is seen with other respiratory illnesses, such as influenza.

According to the CDC, individuals with certain conditions may have a higher risk for complications arising from COVID-19 infection.

Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees who are required to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group may request accommodations through their supervisor. Those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should visit with their supervisor and speak with their physician to start the “reasonable accommodation” process. The supervisor should contact Michele Wheeler in Human Resource Services (HRS) at (406) 243-2842 to start the process. A doctor’s note will be required by the state employment division if unemployment claims are involved and to continue benefits if the employee has been asked to return to work.

### **Phased Staffing**

The University of Montana will phase in a return of employees to campus over time in a coordinated process to ensure appropriate social distancing, and other mitigation measures.

UM will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective vice president, vice provost or dean.

Sector vice presidents, deans, directors and other unit heads are expected to refrain from increasing staffing levels beyond current needs to support necessary on-site operations. Supervisors should seek approval from their respective vice president, vice provost or dean before expanding staffing levels. When employees return to campus, they should familiarize themselves with this guidance and follow it.

If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

### **Staffing Options**

As staff members begin to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

### **Remote Work**

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor, can be done on a full- or partial-day/week schedule as appropriate.

### **Alternating Days**

In order to limit the number of individuals and interactions among those on campus, departments could schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

### **Staggered Reporting/Departing**

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

### **Social Distancing**

As discussed more fully below, physical arrangements should be made to ensure safe distances are maintained among staff while they work within offices. These include separation of desks, installment of Plexiglas protective shields and strategic placement of cleaning supplies and/or sanitizer.

## Personal Safety Practices

### Face Masks/Cloth Face Coverings

Face masks or face coverings are highly recommended for all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. *The mask or cloth face covering is not a substitute for social distancing.* The University will have a limited number of disposable masks available, but recommend all employees consider purchasing reusable cloth masks for sustainability and to ensure the availability of masks.

Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below:

### Type and Intended Use of Face Coverings/Masks

<p><b>Cloth face covering</b></p> 	<p>Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.</p>
<p><b>Disposable mask</b></p> 	<p>Commercially manufactured that help contain wearer's respiratory emissions. Not as durable as a cloth mask, but can be worn several times with proper care.</p>
<p><b>Medical-grade mask</b></p> 	<p>FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions.</p>
<p><b>N95 respirator</b></p> 	<p>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions. These masks are reserved for healthcare workers and other approved areas with task-specific hazards.</p>

### Putting on the face covering/disposable mask

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.

- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

### **Taking off the face covering/disposable mask**

- Use hand sanitizer
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

### **Care, storage and laundering**

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered or hand washed with regular clothing detergent before first use, and after each shift. If hand washing, cloth face covering may be washed with soap and hot water, rinsed well, and air dried. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

### **Social Distancing**

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms.

Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. UM employees at work on-site should follow these general social distancing practices:

- Stay at least six feet (about two arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

### **Handwashing**

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, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

## Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

## Goggles/Face Shields

Employees do not need to wear goggles or face shields as part of general activities on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non- healthcare environments.

## Personal Disinfection

While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60 percent alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Per CDC guidelines, it is encouraged that use of shared supplies or high-touch materials (including art supplies, lab equipment, computer equipment and desks) should be limited when possible, and cleaned/disinfected between users. Frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, and dining hall tables) should be cleaned and disinfected at least daily or between uses as much as possible. [Additional information on cleaning](http://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) ([www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html](http://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html))

	Product	Contact time (must remain wet)		Product	Contact time (must remain wet)
	Super Sani-Cloth (purple top)	2 minutes		Dispatch wipes	1 minute
	Clorox Healthcare Bleach Germicidal Wipes	3 minutes		Virex spray	3 minutes
	Sani-Cloth AF3 (gray top)	3 minutes		CAVI-WIPES ARE NOT APPROVED FOR COVID-19	DO NOT USE

The following [products and contact times are recommended by the Environmental Protection Agency for disinfecting surfaces](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) ([www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)).

Facilities Services will provide all of the cleaning and disinfection supplies to be used to clean public spaces, classrooms, common areas. Employees may use University-provided supplies to clean personal office surfaces.

## **Cleaning by University Custodians**

UM custodians will continue enhanced cleaning and disinfection efforts including:

- Increased cleaning and disinfecting of high-touch surfaces in public areas nightly
- Sending out a day crew to disinfect high-touch public surfaces in buildings that are getting frequent use
- Using EPA-approved disinfectant to clean and disinfect campus daily
- Ensuring hand soap and paper towels are well stocked in public areas
- Purchasing 15 professional electrostatic backpack sprayers for Facilities Services for use in public areas. Custodians will clean and disinfect all classrooms and large public areas prior to reopening.

***Despite our vigilance and best work to promptly clean and disinfect surfaces, the best way to minimize the risks inherent with public surfaces is frequent and thorough handwashing or the use of hand sanitizers with at least 60 percent alcohol.***

## **Coughing/Sneezing Hygiene**

If you are in a private setting and do not have on your face mask or cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds, or clean your hands with a hand sanitizer that contains at least 60 percent alcohol.

## **Guidance for Specific Workplace Scenarios**

### **Public Transportation/ASUM Buses**

When using public transportation or ASUM buses, wear a mask before entering the bus and avoid touching surfaces with your hands. If possible, please do not enter the door nearest the driver, and maintain space between passengers. Upon disembarking, wash your hands or use hand sanitizer with at least 60 percent alcohol as soon as possible and before removing your mask.

### **Working in Office Environments**

If you work in an open-office, cubicle or common environment, be sure to maintain at least six feet between you and your co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers and customers, such as:

- Place visual cues such as floor decals, colored tape or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.

Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Masks/face coverings should be worn by employees in a reception/receiving area. Masks/face coverings should be used when inside any UM facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

### **Working in Classroom Environments**

The CDC suggests several mitigation measures for classroom environments, including modified layouts, including but not limited to:

- Space seating/desks at least 6 feet apart when feasible. For lecture halls, consider taping off seats and rows to ensure six-foot distance between seats;
- Host smaller classes in larger rooms;
- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees;
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g. labs, breakout discussion groups or skill building activities);
- Consider physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to maintain adequate spacing.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to remind students to remain at least 6 feet apart in lines and at other times.

Additional considerations:

- Evaluate ingress/egress options for classrooms. If there are two doors, designate one for ingress and the other for egress. If there's only one door, ensure students entering the room wait until all of the occupants from the previous session have left.
- Whenever possible, avoid students congregating outside of classrooms prior to and after classes.

Faculty members may require students to wear masks in the classroom. Beyond these mitigation measures, faculty should maintain records of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure.

### **Plexiglas Barriers**

UM Facilities Services has Plexiglas and the ability to construct barriers to use in areas where close contact occurs (i.e. where financial transactions occur, areas with "counter/customer service areas" and businesses in the UC). Contact Facilities Services at (406) 243-2788.

### **Using Restrooms**

Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

### **Using Elevators**

Limit the number of people riding in an elevator at the same time. Please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60 percent alcohol upon departing the elevator.

### **Meetings**

Convening in large groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should occur in places where individuals can still maintain six feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. University Marketing can assist with providing signage or other visual cues to facilitate distancing or other mitigation reminders.

Employees are encouraged to communicate with colleagues and supervisors via email, instant message, telephone or other available technology rather than face-to-face whenever appropriate. A range of available tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.) can assist with virtual collaboration.

### **Meals**

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet Missoula City-County Health Department requirements to allow at least six feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain six feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

### **Laboratory Work**

Laboratory workspaces will have additional unit-specific requirements, including the following: increased sanitizing of lab benches, equipment and tools; use of sanitized eyewear, disposable gloves and masks whenever possible; and flexible lab scheduling to promote social distancing.

### **Enter/Exit Control**

Entry to buildings will be regulated and monitored. Your Griz card/badge is required for entry to all buildings, and you may not hold or prop open exterior doors for any other person.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical rush hours of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors, trainees, guests and pets are not allowed on worksites during this time.

### **Signage and Posters**

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas. University Marketing can assist with providing signage or other visual cues to facilitate distancing or other mitigation reminders.

### **Identifying Risk and Preventative Steps**

OSHA has divided job tasks into four risk exposure levels and noted that “[m]ost American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels, and this is true for UM as well. [Most University of Montana employees will likely fall in the lower exposure risk \(caution\) or medium exposure risk levels.](http://www.osha.gov/SLTC/covid-19/hazardrecognition.html)” (www.osha.gov/SLTC/covid-19/hazardrecognition.html)

However, some situations, due to high numbers of person-to-person interactions and/or to confined spaces, warrant additional steps toward mitigation, and especially strict adherence to behavioral guidelines. In addition, some otherwise low-risk offices and classrooms may include people who are at greater risk of COVID-19, or who live with people at increased risk. Employees should review the OSHA guidance and take appropriate measures to mitigate risk in their work spaces.

### **Mental and Emotional Wellness**

The Employee Assistance Program of Human Resources Services is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact EAP by calling (866) 750-1327 or visiting the [EAP website](http://www.umt.edu/hrs/Personnel%20Resources/Benefits/default.php) (www.umt.edu/hrs/Personnel%20Resources/Benefits/default.php)

### **Mission of the University of Montana Health Advisory Group**

Workplace safety is critical to the resumption of instruction, business operations, and services vital to the UM Mission. To prepare campus for the resumption of face-to-face work and the return of students, the Health Advisory Group has focused on four tasks:

- Mitigation:** Implementing appropriate physical measures and communicating best-practice recommendations designed to minimize the potential for spread of coronavirus within the UM workplace.
- Testing:** Developing capacity to provide rapid testing of students, staff, and faculty, utilizing Curry Health Center or partnering with local hospitals. Rapid testing will be critical for assessing infection prevalence within the UM community, and for detecting new cases if/when they arrive.
- Tracing:** Implementing practices which will aid in the contact tracing performed by Missoula City-County Health Department for confirmed cases.
- Isolation:** Isolating individuals with confirmed exposure and quarantining those with suspected exposure. For our employees and off-campus students, this means encouraging them to stay at home if they are symptomatic or if they are identified as potentially exposed. For those students living on-campus, we will coordinate with Missoula City-County Health Department on appropriate facilities for isolation or quarantine of students to minimize exposure risk in campus-housing.

These Health and Safety Guidelines focus on mitigation. The guidance around testing, tracing and isolation will be included in the campus-specific guidance. Together, these two documents comprise the ***UM Healthy Fall 2020 Plan***. In addition to our approach to safety guidelines and mitigations, the university will be proactive in communication around known new cases on campus, in the community or across the state. While no longer mandatory, the university will continue to recommend self-quarantine (possibly modified in time and manner) for returning travelers as a risk mitigation action. At a minimum, wearing a mask after returning from travels is essential to minimize the risk of unknowingly transmitting illness to others.

All students and employees will be offered training on COVID-19 that offers an overview of our best-practice protection measures, including recommended personal protective measures (handwashing, physical distancing, mask use, etc.).

All employees should engage in appropriate mitigation measures consistent with this and future guidance. Appended (A) to this guidance, there is a workplace checklist to assist supervisors and managers in identifying proactive mitigation measures to minimize risk of COVID-19 exposure among their employees and visitors. *This checklist is not intended for classrooms; additional guidance on classroom management is under development.* Supervisors and managers are directed to complete the checklist for the areas of campus included in Appendix (B). Units may require more than one checklist to cover separate work areas within the unit. Supervisors and managers must provide a copy of each completed checklist and any appended documents to the Office of Risk Management (Attention: Jason Sloat).

While the University will take appropriate and proactive measures to mitigate, test, trace and isolate, no plan is completely failsafe. Personal responsibility plays the most critical role in preventing the spread of coronavirus. Know the symptoms and take proactive measures to protect yourself and others.

## **Additional Resources**

The following websites contain additional important information related to COVID-19:

### **Missoula City-County Health Department**

([www.missoulacounty.us/government/health/health-department/emergency-preparedness/coronavirus](http://www.missoulacounty.us/government/health/health-department/emergency-preparedness/coronavirus))

### **Montana Department of Public Health and Human Services (DPHHS)**

([dphhs.mt.gov/publichealth/cdepi/diseases/coronavirusmt](http://dphhs.mt.gov/publichealth/cdepi/diseases/coronavirusmt))

### **Center for Disease Control (CDC)**

([www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html?fbclid=IwAR1MUMmeu9ovc2SGfsJA6dYoRU5rSZtkUGGR1uWthA6KzsgSFEsI4Wxhg9E](http://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html?fbclid=IwAR1MUMmeu9ovc2SGfsJA6dYoRU5rSZtkUGGR1uWthA6KzsgSFEsI4Wxhg9E))

### **Occupational Safety and Health Administration (OSHA)**

([www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf))

### **Mayo Clinic**

([www.mayoclinic.org/diseases-conditions/coronavirus/symptoms-causes/syc-20479963](http://www.mayoclinic.org/diseases-conditions/coronavirus/symptoms-causes/syc-20479963))

### **Point of Contact at the University of Montana**

Please contact Chuck Emnett, Safety Program and Assoc. Emergency Manager, at (406) 243-4504 or email [charles.emnett@umontana.edu](mailto:charles.emnett@umontana.edu), if you have additional questions related to workplace safety at the University of Montana.

**APPENDIX A – CHECKLIST FOR WORKPLACE SAFETY**

Workplace safety is critical to the resumption of instruction, business operations and services vital to the UM Mission. To prepare campus for the resumption of face-to-face work and the return of students, the Health Advisory Group of the Campus Preparedness and Response Group has created broad guidelines to promote best-practices (University of Montana’s Workplace Expectations and Guidelines), as well as a checklist(s) to be completed by each unit on campus to ensure all appropriate measures are considered to reduce the potential for spread of coronavirus within the UM workplace.

The checklist should be completed by supervisors or managers for all units listed in Appendix (B) of the **University of Montana Guidance for Workplace Safety SARS-CoV-2** and updated as necessary to ensure the University is implementing recommended protocols to limit the spread of coronavirus while continuing operations. A working copy shall be maintained in the office of each unit, and should be provided to students, staff and/or faculty upon request. A signed version of the checklist shall also be provided to Risk Management and shared with Human Resource Services upon completion. For additional questions about the checklist, please contact Jason Sloat in the Office of Risk Management (406-243-2700) or [Jason.Sloat@umontana.edu](mailto:Jason.Sloat@umontana.edu)

UNIT:	DATE:	COMPLETED BY:
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MITIGATION: We will implement appropriate measures designed to minimize the potential for spread of coronavirus.

Description of measure	Initial in box if completed	Indicate date implemented	Comments (include N/A if the measure is not applicable to the unit)
Post information to inform students, employees and visitors to NOT enter UM facilities if they have tested positive or exhibit COVID-19 symptoms. For students, include information about how to contact Curry Health immediately if they have symptoms or test positive.			
Post directive and floor decals to remind about physical distancing (min six feet), not gathering in groups of 10 or more, and staying out of crowded places and mass gatherings.			
Post signs recommending masks for all who work or visit the unit.			
Have disposable masks available, with information about purchasing or making a cloth mask (CDC guidance).			

Where face-to-face interactions routinely occur closer than six feet, install Plexiglas barriers.			
Evaluate traffic flow in work spaces and consider mitigations for safe physical distancing (for example, creating one-way building entry and exit points, one-way traffic aisles, and/or moving desks to increase distance between work stations). Describe these actions in the comments.			
Remove couches, chairs and seating in waiting areas so that points of congregation are minimized.			
Post signs recommending frequent hand washing.			
Have hand sanitizer available for employees and students/visitors.			
Post rules for employee break areas consistent with CDC guidance. Limit occupancy within breakrooms to ensure appropriate distancing. Stagger break times to minimize clustering.			
Keep common/break areas free of clutter, magazines, newspapers, etc. Eliminate reusable kitchen dishes, mugs, utensils and replace with single-use options. Have cleaning supplies available in breakrooms and encourage disinfecting area(s) after use.			
Restrooms; use of restrooms should be limited based on size to ensure at least six feet distance between individuals.			
Elevators: limit the number of people that may enter an elevator at one time. Encourage use of stairs whenever possible.			
Keep disinfecting supplies readily available for all employees and encourage use. Regularly check to ensure adequate amounts of cleaning supplies, and order from custodial services as needed.			
Laboratory workspaces will have additional unit-specific requirements, including the following: increased sanitizing of			

lab benches, equipment and tools; use of sanitized eyewear, disposable gloves, and masks whenever possible; flexible lab scheduling to promote social distancing. Describe these actions in the comments.			
Ensure employees have access to information about COVID symptoms and agree to leave work and/or stay at home if they are symptomatic.			
Stagger work shifts to reduce people coming together at common entry/exit points of building			
Encourage those employees with increased risk to continue teleworking			

Additional mitigation measures:

Please describe specific mitigation measures not described above which may be unique to your work unit.

\*You may also append a detailed plan to this document

## APPENDIX B – UNIVERSITY OF MONTANA ADMINISTRATIVE WORK UNITS\*

- OFFICE OF THE PRESIDENT
- OFFICE OF THE PROVOST — ACADEMIC AFFAIRS
- OFFICE OF THE EXECUTIVE VICE PRESIDENT AND THE PROVOST
- BITTERROOT COLLEGE
- BLEWETT SCHOOL OF LAW
- COLLEGE OF THE ARTS AND MEDIA
- COLLEGE OF BUSINESS
- COLLEGE OF EDUCATION
- COLLEGE OF FORESTRY AND CONSERVATION (FCFC)
- COLLEGE OF HEALTH
- COLLEGE OF HUMANITIES AND SCIENCES
- DAVIDSON HONORS COLLEGE
- FRANKE GLOBAL LEADERSHIP INITIATIVE (GLI)
- GLOBAL ENGAGEMENT OFFICE
- MANSFIELD CENTER
- MANSFIELD LIBRARY
- MISSOULA COLLEGE
- OFFICE OF ORGANIZATIONAL LEARNING AND DEVELOPMENT (OOLD)
- REGISTRAR’S OFFICE
- UM SCHOOL OF PHYSICAL THERAPY AND REHABILITATION SCIENCES
- UM SKAGGS SCHOOL OF PHARMACY
- UMSUMMER
- CURRY HEALTH CENTER
- DISABILITY SERVICES
- EXPERIENTIAL LEARNING AND CAREER SUCCESS
- MULTICULTURAL AFFAIRS
- OFFICE OF STUDENT SUCCESS (OSS)
- UM CAMPUS DINING
- UNIVERSITY CENTER AND JAMES TODD BUILDING
- UM HOUSING
- VETERAN’S SERVICES
- UMONLINE
- EXECUTIVE OFFICES
- ENROLLMENT MANAGEMENT AND STRATEGIC COMMUNICATION
- EQUAL OPPORTUNITY AND TITLE IX
- INFORMATION TECHNOLOGY (IT)
- INTERCOLLEGIATE ATHLETICS
- INTERNAL AUDIT
- LEGAL COUNSEL
- OPERATIONS AND FINANCE
- ADAMS CENTER
- BUDGET
- BUSINESS SERVICES

- FACILITIES SERVICES
- HUMAN RESOURCE SERVICES
- SUSTAINABILITY
- UM DATA OFFICE
- UM POLICE DEPARTMENT
- RESEARCH AND CREATIVE SCHOLARSHIP
- STUDENT AFFAIRS AND SERVICES
- AMERICAN INDIAN STUDENT SERVICES
- ASUM
- BUDGET
- CAMPUS RECREATION

*\*Note, these units are consistent with those identified in UM's Business Continuity Plan created during transition to remote working/learning directives in March, 2020.*