



UMD Controller's Office staff training plan

Prior to returning to campus, staff will be trained via Zoom on COVID-related work environment and expectations. In addition, the training topics noted below will also be a requirement to return to work.

COVID Awareness training (available online – [UHSogg](#) Coronavirus (COVID), including:

- How the virus spreads
- General hygiene, handwashing and respiratory etiquette
- The symptoms and what to do if sick
- Cloth face cover requirements
- Social distancing
- Use of PPE
- Safe work practices

COVID Preparedness Plan training (presented by supervisor or plan administrator), including:

- Plan review, including policies to reduce the spread of COVID
- Procedures for reporting COVID exposure or symptoms of illness
- Requirement that sick employees must stay home
- Review UMD Human Resources:
 - A. [How to Report a Potential or Confirmed Case of COVID in the Workplace](#)
 - B. [What to do if an Employee is Sick or Has Been Exposed to COVID](#)
 - C. [What to do if an Employee is Uncomfortable Returning to Work or Refuses to Return To Work](#)



UMD Controller's Office employee self-screening

Each employee will self-screen before returning to their campus workplace by:

- Reviewing questions via the [Visitor and Employee Health Screening Checklist](#). Any "yes" answers will require them to stay home and report to their supervisor.
- Conducting a temperature check prior to each shift and upon return home from work and logging results. Any fever of 100.4° or above will be reported to their direct supervisor.
- If an employee has been exposed to a person who tested positive for COVID or if a household member is awaiting test results due to possible exposure, the employee will report this to their supervisor, stay home and seek guidance from their healthcare provider. The supervisor will alert Human Resources and then determine communication to the rest of the department of possible exposure within the department.
- If an employee is exhibiting respiratory symptoms, sore throat, or dry cough, they will report it to their direct supervisor, stay home (or go home if already at work), and seek guidance from their healthcare provider.



UMD Controller's Office employee COVID-related daily responsibilities

While in their campus workplace, each employee will:

- Stay at least six feet away from each other.
- Wear face coverings any time they are not in their own office or cubicle.
- Meet with other individuals via Zoom or similar electronic means. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room with attendees six feet away from each other and wearing face coverings. Emails will be sent to campus encouraging them to continue submitting as many documents electronically as possible.
- Not gather in break or lunchrooms with the exception of preparing food while maintaining a six-foot physical distance from other individuals.
- Avoid gathering in groups and in confined areas, including elevators.
- Frequently wash hands with soap and water for at least 20 seconds throughout the day, but especially at the beginning and end of their time on-site, prior to any mealtimes, and after using the toilet. Use of hand sanitizer is acceptable in the absence of soap and water if hands are not visibly soiled.
- Cover all coughs and sneezes with their sleeve or a tissue, dispose of the tissue in the trash, and wash or sanitize their hands immediately afterward.
- Not touch eyes, nose, or mouth with unwashed hands.
- Frequently clean all high-touch areas.
- Wipe down shared workspaces with sanitizing wipes or paper towels and spray disinfectant prior to using them and dispose of the wipe in the trash.
- Minimize use of shared work tools. If work tools must be shared, they must be sanitized between uses and employees must wash or sanitize their hands before and after each use.



UMD Controller's Office specific office guidelines

- Sanitize all shared office equipment before and after each use.
- Daily sanitization of personal office spaces, especially at high contact points.
- Professional staff will empty their own personal recycling and trash bins into receptacles in the 2nd floor atrium

- Front desk protocol
 - A plexiglass barrier has been installed at the Controller's Office front desk. Hand sanitizer will be available on the customer-facing side of the barrier.
 - Face coverings are required when interacting with customers. Customers must stay behind the plexiglass barrier and maintain a six-foot separation with the employee. An X will be placed on the floor to assist with maintaining this six foot distance.
 - While maintaining a six-foot separation, and while not interacting with customers, use of face coverings in the front office area is required when two employees are present.
 - Periodic emails will be sent out to campus encouraging them to continue submitting documents electronically to umdcontroller@d.umn.edu.
- Personal offices/cubicles
 - Staff do not need to wear a face covering when alone in their office or high-walled cubicle.
 - Visitor chairs will be removed from cubicles or marked off with masking tape as visitors cannot maintain a six foot separation inside the cubicle. Staff may eat lunch at their desk but must wipe down touchpoints afterward.
 - Staff will sanitize their workstation daily.
- Kitchen/Conference area
 - Staff will not eat in the kitchen or at the conference table but can prepare food in the kitchen.
 - The refrigerator is a shared space. No open containers permitted or sharing of condiments.

- Shared flatware and dinnerware can be used yet staff are responsible for washing them with soap and water for at least 20 seconds after use.



UMD Controller's Office additional notes

A plexiglass barrier has been installed at the Darland 209 front desk.

COVID educational posters will be posted outside the Controller's Office, along with a message encouraging customers to submit documents electronically whenever possible.

Hand sanitizer, paper towels, and spray disinfectant will be present for employee use.

All employees will be given a copy of these workplace compliance documents.