DARTMOUTH

Working On Site Checklist for Employees

Dartmouth places the highest priority on the safety of its faculty, staff and students, and has instituted measures and best practices to comply with safety and regulatory guidance from the state of NH and federal agencies.

Institutional Assumption: All individuals who can perform their work remotely must continue to do so.

**Step 1: Review all published policies and available training**

☐ Review all requirements for the daily [Temperature Screening Assessment](#)

☐ Take [basic preventive measures](#) to avoid exposure to or infection by the virus causing COVID-19.

☐ Follow all requirements for personal protective equipment (PPE) such as [face coverings](#).

☐ Review [social distancing](#) guidance and expectations.

☐ Review proper handwashing and disinfecting techniques and cleaning protocols in this [video](#), including information in how viruses are transmitted and the need for frequent disinfection especially in high risk areas.

☐ Review building rules regarding visitors, pets, use of common areas, shared equipment cleaning protocols, and general building citizenship expectations [Appendix A]

☐ Review expectations about [computer equipment](#) safety, security and stewardship

☐ Review expectation around out of state [travel](#) and expected [quarantines](#)

☐ Review of [parking](#) options and use of public transportation

**Step 2: Confirm expectations with your supervisor:**

☐ What is your start and end times?

☐ What times are you taking your breaks and what space is available for breaks or meals?

☐ Are their others also working in the office? Are the start, end, and break times staggered to reduce congestion?

☐ Where are on site employee schedules posted?

☐ What specific responsibilities do you need to perform on-site, and which responsibilities may still be done remotely?

☐ Where are the disinfecting supplies and any face coverings available to staff or visitors, if applicable?

☐ Is there a plan for disinfecting responsibilities including which surfaces, interior door handles, copy machine keypads, locking, kitchen?

☐ Do you have the access/ key that you need and are the responsibilities for locking the building clear?
Working On Site Checklist for Supervisors

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Supervisor Checklist

☐ Review staffing plan/schedule; estimate size of employee presence.
☐ Clarify any new processes and service levels
☐ Remove newspapers and magazines in common areas, ensure hand sanitizer at all entrances, and have a supply of face masks for guests who have forgotten them.
☐ Has the office website information been updated to reflect new hours, processes and expectations and review COVID-19 website for any stale information about your office?

In conjunction with FOM:
☐ Review office configuration or changes/needs; Discuss removal of furniture to ensure social distancing
☐ Discuss signage within office; demarcations on floors or furniture to ensure proper social distancing, install one-way directional signs for customers, employee signage for kitchen and restroom protocols
☐ Install plexiglass shields or barriers in high traffic areas if necessary
☐ Review visitor signage – office hours, how to reach someone when closed, how to enter space if different
☐ Remove waste and recycling receptacles to reduce cleaning needs
☐ Define cleaning and disinfecting scope and frequency (based on number of employees using office/frequency) and determine which spaces will be done by FOM\&M vs. office staff (Kitchens, elevators, restrooms, mail areas, banisters). Identify all high touch areas.

☐ Self Service Areas: For high touch disinfection of space locations such as personal desks/workstations, coffee machines, refrigerator handles, microwaves, tables, conference rooms in between use, there should be access to cleaning supplies with an understanding how to order them going forward.

☐ Hand Sanitizer/Wipes:
  ☐ Service Counters shall have bottled hand sanitizer available for counter attendant. Sanitizer can be provided for the customer if there is sufficient supply and it can be watched by the counter attendant.
☐ Bottled hand sanitizer or plastic containers of wipes will not be provided near public workstations due to the history of the items being stolen.

☐ As supply becomes available in FO&M will install wall mounted hand sanitizer in locations prioritizing higher occupancy facilities such as the Library and near classrooms in buildings.

☐ Access

☐ For buildings with access control, access will be granted through use of the Dartmouth ID card.

☐ For buildings with keys, keys will be distributed to those that require keys.
APPENDIX A:

WORKPLACE POLICIES, EXPECTATIONS, & GUIDELINES:

All staff are expected to fully comply with the policies, protocols, and guidelines outlined in the published Workplace Policies found at:

https://news.dartmouth.edu/covid-19/workplace-policies-and-resources

Departmental On Site Work Plans

Each department must have a “Departmental On Site Work Plan” approved by departmental and divisional leadership. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean, vice president or vice provost.

On-site Work Staffing Options:

There are several options departments should consider maintaining the required social distancing measures and reduce population density within buildings and workspaces.

Alternating Days: To limit the number of individuals and interactions among those on site, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. In areas of critical service delivery or specialized knowledge, care should be taken to ensure that overlap between alternating groups is minimized to prevent the potential of the virus spreading outside of a co-working group.

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. (See Enter/Exit Controls for further details).

Guidance for Specific Workplace Scenarios

Public Transportation: If you must take public transportation wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should always wear a face mask or face covering while in a shared workspace or 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.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should always be worn.

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

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: No more than one person may enter an elevator at a time, so 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 exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Meetings: Convening in 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 not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 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.

During your time on site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

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

If dining on site, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff 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 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering 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: Specific criteria have been developed for faculty and staff working in laboratory
environments.

Building Hours

Each non-residential building will have building hours established, during which time regular business
shall take place. During these Regular Business Hours, high touch areas will be sanitized at a higher
frequency in addition to the routine cleaning that takes place. During non-business hours, there will be
no routine disinfection of high touch areas. During non-business hours, only essential personnel shall
access the facility such as custodial, maintenance services, security and animal care services. Planned
service from vendors or construction contractors may also take place during non-business hours.

There may be other needs to access a facility as well. For example, a research experiment may require
timed interval observation. This type of activity can take place during non-business hours by a person
designated for that lab.

Access to all buildings will be granted through the access control system or via key, as buildings will
remain locked until further notice.

Building specific information will be posted at the entry of each building that will include the following:

1. Building Name
2. Regular Business Hours with days of the week and any alternate days/hours for holidays
3. A statement that “No routine disinfection of High Touch areas takes place during non-business
   hours”
4. For keyed buildings, a notice to ensure that doors remain locked, even during Regular Business
   Hours

Building Enter and Exit Controls

Entry to buildings will be regulated and monitored. Your Dartmouth ID 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.
Violation of these guidelines may result in the immediate revocation of building access privileges as well as corrective action.

Mental and Emotional Wellbeing

The Faculty Employee Assistance Program (FEAP) 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 FEAP by calling 844.216.8308 or visiting the FEAP website (http://www.dartmouth.edu/eap/).

Wellness at Dartmouth: Dartmouth is committed to supporting your overall health and wellbeing. Visit the Wellness website (https://www.dartmouth.edu/wellness/) for more information and resources to offer support, manage stress, and enhance your resilience.