# Supervisor Workspace Plan

Iowa State University is taking a phased approach to increase operations this summer and gradually return employees to their normal work locations. Careful planning is critical to mitigate risk and support health and safety as the university prepares to resume as a residential campus this fall.

Phase one requires designated faculty and staff who are supervisors to complete the following Supervisor Workspace Plan for each workspace where multiple employees work. Please provide as much detail as possible in the workspace plan. You may attach additional pages, if needed. When completed, please submit your plan(s) through your department chair, center director, or unit manager, for approval.

Some of the items in this plan will not apply to every workspace. If this is the case, please write N/A and continue.

| Name | |
|---|---|
| **Department, Division, or Other Unit** | |
| **Workspace/Area Location** | |

| Function | Planning Task |
|---|---|
| **Workspace(s)/ Areas(s)** | Identify the office, workspace, building, research space or facility, etc. to which employees will return and develop a plan for each location. If multiple locations will operate under different plans, complete a separate plan for each one. <br><br> Note: In many situations, it will not be feasible to have the same occupancy level as you had pre-COVID-19. |

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| Function | Planning Task |
|---|---|
| **Coordination** | Describe how you synchronized your plans with other groups who share space with your team. |
| **Task Needs** | Identify the major tasks your team is responsible for performing. |
| | Identify the major tasks that must be done on campus. |

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|---|---|
| **Staffing Needs** | How many people need to be on campus to perform the tasks described above? List the names and roles of people (faculty, staff, post-docs, students). |
| | Are there any tasks that only certain team members can perform? |
| **People and Scheduling** | How will you determine who needs to return to their normal work location? Consider need for equipment, requirement of on-campus presence, customer service roles, etc. |
| | How will you communicate return arrangements to all personnel? |

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|---|---|
| | How are you handling your team's schedule on campus? Will the same team members be on campus every day during normal hours or will you have a rotation and/or shifts? For work in research spaces, please use the scheduling tool and share with your unit manager (department chair, center director or building manager). |
| **Physical Distancing** | How will you encourage physical distancing (6 feet or more of separation) in each work area (e.g. offices, open research spaces)? See Physical Distancing Guidelines for Campus Supervisors and Physical Distancing Guidelines for ISU Laboratories. |
| | What risk mitigation practices will you use if 6 feet of physical distance is not possible? For example, temporary physical barriers, limiting time exposure, proper signage and training. Do not block workspace exit paths or doors.<br><br>Note: Installation of permanent physical barriers or other permanent workspace alterations by Facilities Planning and Management must be discussed with your supervisor. |

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|---|---|
|  | How will you encourage physical distancing in shared areas (e.g., break areas, copier/mail rooms, shared facilities, instruments, computer lab, and shared research facilities)? |
|  | How will you encourage physical distancing in public facing area, including reception and customer service areas?<br>Ideas:<br>▪ Install posters/signage/floor markings. Limit occupancy to maintain physical distancing.<br>▪ Communicate established policies and procedures to all team members.<br>▪ Provide notice to vendors/contractors/non-ISU partners who may do in-person work on site. |
|  | What other areas are you responsible for and how will you encourage physical distancing in them? |

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|---|---|
| | How will you communicate physical distancing to all persons in each area (e.g., signage, floor markings, reminder communication)? |
| **Avoiding Hazards Associated with Face Covering** | Identify any workplace safety hazards that cloth face coverings and/or face shields might create for people working in your areas. |
| | How will you communicate those hazards to employees? |
| | How will you modify those areas, or the tasks performed in them, to enhance workplace safety for employees who aren't wearing face coverings? |

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|---|---|
| **Personal Protective Equipment** | Identify the tasks your team performs that require respiratory personal protective equipment (PPE - e.g., surgical masks, N95 respirators). |
| | Is your team's required PPE currently unavailable? If so, can you modify those tasks so they can be done safely in other ways? If not, how will you communicate to all employees that those tasks are not to be done until the PPE supply chain recovers? |
| **Health Self-Monitoring** | How will you encourage your team members to self-monitor for COVID-19 symptoms (fever of 100.4° or greater, cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste of smell)? Employees experiencing symptoms should notify their supervisor and stay home. |

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|---|---|
| | How will you encourage your team to stay home if they are ill?<br><br>Ideas:<br>  ▪ Post Stop! Feeling Sick? Stay Home posters.<br>  ▪ Work with your HR team to follow ISU policies for time away from work. |
| | On-campus temperature screening and symptom assessments are limited to frontline healthcare, public safety departments, and facilities (Thielen Student Health Center, ISU Public Safety, ISU Power Plant). If you feel your team requires an exception, email COVID-19@iastate.edu. List any exceptions for temperature screening and symptom assessment for which you will request an exception. |
| **Good Hygiene** | Describe methods used to encourage good hygiene practices.<br> Ideas:<br>  ▪ Provide soap and running water and hand sanitizer.<br>  ▪ Ask personnel to avoid hand shaking and hugging.<br>  ▪ Use reminders to wash hands correctly, avoid touching face with unwashed hands, and to cover mouth when coughing and sneezing.<br>  ▪ Post Stop Germs! Was h Your Hands poster. |

# Supervisor Workspace Plan

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|---|---|
| **Cleaning and Disinfection** | All ISU employees are responsible to keep their personal work areas and the common areas of their workplaces clean and safe.<br><br>Ideas for all spaces:<br>• Ensure supplies are available for spot cleaning and regular disinfection. Approved cleaning and disinfecting materials can be purchased through Central Stores.<br>• Develop a cleaning schedule identifying who is responsible. Additional cleaning should be scheduled and done by workspace users as needed.<br>• Wipe down frequently touched surfaces using cloth and approved disinfectant or disinfectant wipes.<br>• Place a wipeable cover on electronics.<br>• Follow manufacturers' instructions to clean and disinfect electronics.<br>  ○ If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol and dry surfaces thoroughly.<br>• Follow safety precautions when using disinfectants:<br>  ○ Review safety data sheets (SDS) for each product and follow manufacturer's instructions.<br>  ○ Use personal protective equipment (PPE) as per manufacturer's instruction. |
| | How will you clean and disinfect personal work areas, including computer or lab equipment?<br><br><br>•      Review the Workspace Cleaning Guidelines |
| | How will you clean and disinfect shared areas, including break areas and reception/customer service spaces? |
| | How will you clean and disinfect frequently touched surfaces, such as shared equipment, tabletops, doorknobs, light switches, desks, phones, keyboards, vending machine controls, etc.? |

# Supervisor Workspace Plan

| Function | Planning Task |
|---|---|
| | How will you clean and disinfect conference rooms and other meeting areas after each meeting that can't be held online? |
| **Other** | List anything else you believe needs to be considered for your plan to be approved (attach additional pages as needed) |