Space- Orange

In accordance with the guidance provided by the University of Utah for transition to Orange criteria to ensure safety during the COVID-19 pandemic, the Department of Family and Preventive Medicine is providing the following to assure the safety of all faculty and staff. These measures are not merely guidelines, but the required protocol for functions within the department. It is expected that these measures will be followed by all faculty and staff of the Department at all sites including 375 Chipeta, 391 Chipeta, 421 Wakara, the PA Division Dixie State site, and all other administrative or laboratory sites of the Department. Violations of the policy will be addressed by Department Administration.

Building- Faculty/Staff

Use of building:
- All staff/faculty who can work remotely should continue to do so.
- All staff/faculty who must be on campus should maintain a 6-foot distance from co-workers.
- Wear face coverings in the building at all times outside of a private office or inside a private office if a meeting occurs with another person.
- Wash hands with soap and hot water or hand sanitizer upon arrival and before leaving the building.
- Hand sanitizer will be available at the designated entrances; the lower floor atrium entry doors and main reception desk into Suite A.
- All staff and faculty planning to enter building must self-monitor with CDC guidelines/State of Utah questions including monitoring temperature at home before coming to the building. Do not come to the building if you are sick or have any of the following symptoms:
  - Fever 100°F+
  - New or worsening cough
  - New or worsening shortness of breath or difficulty breathing
  - Sore throat
  - Malaise
  - Fatigue
  - Chills
  - Muscle aches
  - Diarrhea
  - Decreased sense of smell or taste
  - Mild respiratory symptoms including nasal congestion
  - Headache
- Do not congregate in work or common areas. Use of common space and meeting rooms needs to be approved in advance by department leadership
- Only faculty and staff of the Department of Family and Preventive Medicine should be in the building at any time - not students or visitors. All staff and faculty entering the building must swipe their badge to enter for purposes of contact tracing should tracing become necessary.

Office hours and meetings:
- Use technology (i.e., Skype, Zoom, etc.) if at all possible.
- If an in-person meeting is required, maintain 6 feet or more between all participants.
- The Department will identify two larger classrooms to allow 6-foot distancing for office hours/meetings (e.g., classrooms). Division approval must be obtained in advance for their use.
- Meeting room surfaces should be cleaned with sanitizer before and after use by meeting participants.
Open offices:
- No work will be done from open offices.
- Individuals without private/contained offices who need to work in the department will arrange for use of a private office space with their division leadership.
- Each division will designate which private/contained offices may be shared.
- Anyone working in a private/contained office that could potentially be shared with others will wipe down all surfaces and the start and end of their office day.

Contained offices:
- Do not congregate with others in a private office.
- Face coverings must be worn during interactions in contained offices.
- Work surfaces should be disinfected at the start and end of each day. Each person who elects to come in to use a private office must provide their own cleaning supplies (i.e., Lysol or Clorox wipes or other products that contain benzalkonium chloride).

Common Spaces:
- Use hand sanitizer frequently when moving about and touching common spaces.
- Use paper towels when exiting bathrooms to avoid touching doorknobs.
- Kitchen surfaces should be washed down with soap and hot water after each use.
- Use hand sanitizer when entering and exiting the building.
- Maintain 6-foot distance between individuals.
- Wear face coverings in common spaces (any space outside of a private/contained office).

Labs/Research Space:
- Only research activities that can be safely conducted with physical distancing, sanitization and limited personnel density, along with normal EHS guidelines, are permitted.
- Researchers should consult the VPR website for complete protocols.
- Anyone who can work remotely should do so.
- To avoid physical overlap, time at the lab should be scheduled through a calendaring program.

Human Subject Research:
- Participant research visits must be performed remotely whenever possible.
- Research visits that cannot be performed remotely and are not essential to a participant's health and/or well-being may be conducted in-person if the participant has no signs of infection, personnel are limited, the Universal Masking Policy is followed, and the visit is as brief as possible.

Students
- Online instruction only during the summer session with limited exceptions approved by the Dean and SVP-AA or SVP-HS or designees based upon the ability to maintain safety for students, staff and faculty.
- If in-person classes are to be held, department chairman approval is required in advance. No more than 20 individuals (including students, faculty and staff) will be allowed in a classroom at one time.
• If in-person classes are held, these classes are to be scheduled in classrooms that allow required physical distancing (6 feet between students) to be available for each student in the class.
• Clinical learners who are potentially required to engage in learning that involves physical contact with others will require chair approval for that learning activity.
• If students are in the building for an approved class they should not congregate in the building prior to the start, or after the end, of that class.

**Graduate Clinical Students:**
• Face coverings should be worn in public settings and common spaces.
• Students should wear surgical masks in face-to-face clinical visits.
• Students must certify they have taken PPE training.
• Students should not be involved in any COVID-19 positive or COVID-19 suspected patient care and should not utilize N-95 masks or higher level of PPE.

**Community Engagement:**
• Community engagement activities must be performed remotely whenever possible.
• Activities that cannot be performed remotely may be conducted in-person, if there is an urgent, time-sensitive issue involved in the project.
• Care must be taken to ensure that participants do not have clinical symptoms of COVID-19 as summarized above.
• Maintain 6 feet of physical distancing
• All participants wear face coverings
• Group size limited to 20 people or fewer, as determined by the ability to maintain required physical distancing

If you have specific questions about this protocol please contact Stacey.Board@hsc.utah.edu who will forward your question to the appropriate person or persons.