# 2020 COVID-19 Safety Plan for Mathematics Department (Monteith Building)

Safety Plan Supervisor Name: Ambar N. Sengupta

This plan describes the operating procedures for Mathematics Department in Monteith Building during summer 2020.

**This document must be completed by leaders of CLAS departments, centers, institutes, and programs if any faculty or staff members will use office space, regardless of whether members of their units have already been approved by OVPR to conduct research in a laboratory.**

**Units may create their own safety plan or modify the below to suit their own needs.**

* **Faculty and staff will conduct their routine activity by remote.** If a faculty or staff member believes that it has now become essential that they come to campus, permission may be [requested](https://hclleap-prod2.its.uconn.edu/apps/login/org/index.html) from the College for **periodic visits to perform specific tasks that can be performed nowhere else**.
* All students, staff, and faculty (current or emeritus) who need to enter the building should obtain prior approval by sending email to Tammy Prentice or filling out the [Campus Access Request Form](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fs.uconn.edu%2Ftempcampusaccess&data=02%7C01%7Cambar.sengupta%40uconn.edu%7C0f7cbed54e2b489dfa7808d813247d15%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637280394727506390&sdata=tvsRvG32DnC%2FdAxdXcGWK%2Fa1co0X48N2pDmjjZMVDr4%3D&reserved=0). Dates and times of visits should be provided along with requests, and this information will be logged by Tammy Prentice, to be used for contact tracing if necessary.
* No non-essential visitors will enter Monteith Building.
* Employees returning to campus in our unit will wear masks at all times unless they are in a room by themselves. Individual employees may [request PPE from the Facilities Warehouse](https://warehouse.uconn.edu/) and may [contact HR to obtain a specialized mask](mailto:hr@uconn.edu) if needed.
* Employees will be cognizant of all touch points and avoid them if possible. Frequent hand washing is required. Employees will be responsible for disinfecting workspaces and equipment before and after each use.
* Employees will not enter any University building if they feel unwell. Personnel and supervisors will follow [guidelines issued by UConn HR](https://uconn.edu/public-notification/coronavirus/covid-19-human-resources/) regarding illness, suspected illness, suspected contact with a COVID+ person, and reporting.
* Building elevators will be avoided if possible. If an elevator must be used, people will ride alone when possible. No more than two people will be allowed at any one time.
* Common spaces (kitchens, conference rooms, etc.) are closed. All food will be eaten in private offices or outside the building.



Department Head

Mathematics

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