



**COVID-19 Operational Risk Mitigation Plan**

**Common Areas**

***Manage conference rooms and break rooms***

Conference rooms and break rooms may be designated for classroom teaching. If conference rooms are available for other purposes, proper signage will be posted to ensure limits of occupancy

* Identify areas that can remain closed off or partitioned if there are no activities taking place. This could reduce the need for custodial services.
* If conference rooms are to be used consider setting up a reservation system allowing for passing periods between reservations.
* Consider identifying Entrance and Exit doors when possible to establish traffic flow and place signage on each door.
* Provide disinfecting wipes in each shared conference room. Each user should wipe all areas and items accessed or utilized BEFORE and AFTER every use.

***Limit sharing other employees' desk, phones, etc. sanitize between uses***

Individual offices will not be cleaned or sanitized by contract services.

***Evaluate shared and high touch items to eliminate or replace with no touch items***

* Each user should wipe all areas and items accessed or utilized BEFORE and AFTER every use. The areas include keyboards, mice, desk surface, knobs, levers, and other any touched areas.
* For shared devices (printers, tools), a resource scheduler (google calendar etc) should be set up to reserve the resource and a buffer time between each usage should be included.
* In cases where the shared items or instruments are in an enclosed room, a limited space occupancy based on the size of the room must be enforced at all times.
* Consider replacing high touch shared items such as milk jar, coffee carafe in shared kitchen with automated dispensers.

***Evaluate adjustments to in-office catering and meal service***

Campus guidelines and recommendations on dining services can be found at the following link <https://www.colorado.edu/protect-our-herd/guides#navigate>. In addition, units should

* Suspend in-office catering and meal service entirely.
* Avoid communal food trays, salad bars, buffets, etc. and consider switching to individual packaged containers and sealed utensils for each employee.