**FALL REOPENING PLAN**

As UNT prepares to reopen spaces for fall 2020, departments are expected to develop their own reopening plans that will promote a safe and healthy environment for students, faculty and staff. It is important to ensure these plans are consistent with UNT System Response Guidelines and can be properly supported by UNT.

Once approved by department leadership, all plans must be reviewed by the Safety and Incident Management Advisory Group prior to obtaining approval to reopen. Use this document to prepare the department reopening plan.

Please submit plans to Brandi Renton at Brandi.Renton@unt.edu for distribution to the Safety and Incident Management Advisory Group. Allow approximately 2 weeks for the review and approval process.

Academic areas are also required to create their own plans for approval. Their contact is Brenda Kihl at Brenda.Kihl@unt.edu.

As you prepare the reopening plan and prior to opening spaces:

✔ Review UNT System COVID Response Guidelines and incorporate them into all reopening plans

[*untsystem.edu/covid-response-guidelines*](https://www.untsystem.edu/covid-response-guidelines)

✔ All employees, including students, must complete the UNT COVID Safety Training module offered via [UNT Bridge](https://unt.bridgeapp.com/learner/courses)

✔ Determine whether any additional training will be needed for your specific work environment.

✔ Ensure there are adequate supplies on hand to accommodate the planned sanitation protocols

✔ Prepare to train all staff, including student employees, on any special procedures for using the space

✔ Request UNT signs to communicate common COVID-19 safety practices (Contact Luke Taylor at Luke.Taylor@unt.edu)

# DEPARTMENTAL INFORMATION:

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| **Department Name:** Click or tap here to enter text.**Departmental Contact for COVID-19 Restart Plan:** Click or tap here to enter text. |

**FALL PLAN FOR REOPENING SPACES**

Please provide a response for each space type. Spaces requiring similar safety procedures can be described collectively as a space type, such as departmental offices, break room spaces, etc. If the unit has more than 4 space types, use additional forms.

**Stay smart. Stay strong. Stay safe.**

[***healthalerts.unt.edu***](https://healthalerts.unt.edu/)



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| **Description of Space:** Click or tap here to enter text.**Building(s) Impacted:** Click or tap here to enter text.**First Day to Access:** Click or tap here to enter text.**Days/Hours of Operation:** Click or tap here to enter text. |
| 1. **Describe how social distancing and sanitation protocols will be communicated to users of the spaces.** (Examples: announcements, signage, training, user agreements, etc.)**:** Click or tap here to enter text.
2. **List any physical modifications necessary to make the space compliant with UNT’s COVID Response Guidelines. If applicable, list the type of physical barriers that will be requested from Facilities and if they need to be transparent.** (Examples: floor markings, arrangement of furniture, restricting access, physical barriers, etc.)**:** Click or tap here to enter text.
3. **Describe new procedures and changes to the utilization of the space to ensure social distancing. If spacing is less than 6 feet, include a diagram of the proposed space configuration.** (Examples: staggered schedules, limit maximum occupancy, by appointment only, virtual appointments, telecommuting, etc.)**:** Click or tap here to enter text.
4. **Describe in detail the planned protective equipment and sanitation procedures that will be used to meet UNT and CDC guidelines. Include a list of supplies that still need to be procured.** (Examples: regular cleaning, face coverings, gloves, disposable alternatives, limited utilization, etc.): Click or tap here to enter text.
5. **Describe administrative oversight and monitoring protocols to ensure staff and student employees abide by the procedures outlined in the reopening plan for the space.** Click or tap here to enter text.
6. **Describe any other relevant information required for the safe and healthy operation of the space.** Click or tap here to enter text.
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