

REOPENING PLAN

As UNT Dallas prepares to reopen spaces, 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 Dallas.

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

Please submit plans to Johnny Bullock at (johnny.bullock@untdallas.edu) for distribution to the Safety Committee. Allow approximately 2 weeks for the review and approval process.

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

- ✓ Review UNT System COVID Response Guidelines and incorporate them into all reopening plans
untdallas.edu/covid19-guidelines
- ✓ All employees, including students, must complete the UNT Dallas COVID Safety Training module located here untworldlearning.untsystem.edu
- ✓ 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 Dallas signs to communicate common COVID-19 safety practices (Contact Wayne McInnis at wayne.mcinnis@untdallas.edu)

BASIC INFORMATION

Department Name: _____

Contact for COVID-19 Restart Plan: _____

VP Approval:

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.

Space Type 1

Description of Space: _____

Building(s) Impacted: _____

First Day to Access: _____

Days/Hours of Operation: _____

- A. **Describe how social distancing and sanitation protocols will be communicated to users of the spaces.** (Examples: announcements, signage, training, user agreements, etc.)

- B. **List any physical modifications necessary to make the space compliant with UNT Dallas' 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.)

- C. **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.)

- D. **Describe in detail the planned protective equipment and sanitation procedures that will be used to meet UNT Dallas 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.)

- E. **Describe administrative oversight and monitoring protocols to ensure staff and student employees abide by the procedures outlined in the reopening plan for the space.**

- F. **Describe any other relevant information required for the safe and healthy operation of the space.**

Space Type 2

Description of Space: _____

Building(s) Impacted: _____

First Day to Access: _____

Days/Hours of Operation: _____

- A. **Describe how social distancing and sanitation protocols will be communicated to users of the spaces.** (Examples: announcements, signage, training, user agreements, etc.)

- B. **List any physical modifications necessary to make the space compliant with UNT Dallas' 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.)

- C. **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.)

- D. **Describe in detail the planned protective equipment and sanitation procedures that will be used to meet UNT Dallas 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.)

- E. **Describe administrative oversight and monitoring protocols to ensure staff and student employees abide by the procedures outlined in the reopening plan for the space.**

- F. **Describe any other relevant information required for the safe and healthy operation of the space.**

Space Type 3

Description of Space: _____

Building(s) Impacted: _____

First Day to Access: _____

Days/Hours of Operation: _____

- A. **Describe how social distancing and sanitation protocols will be communicated to users of the spaces.** (Examples: announcements, signage, training, user agreements, etc.)

- B. **List any physical modifications necessary to make the space compliant with UNT Dallas' 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.)

- C. **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.)

- D. **Describe in detail the planned protective equipment and sanitation procedures that will be used to meet UNT Dallas 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.)

- E. **Describe administrative oversight and monitoring protocols to ensure staff and student employees abide by the procedures outlined in the reopening plan for the space.**

- F. **Describe any other relevant information required for the safe and healthy operation of the space.**

Space Type 4

Description of Space: _____

Building(s) Impacted: _____

First Day to Access: _____

Days/Hours of Operation: _____

- A. **Describe how social distancing and sanitation protocols will be communicated to users of the spaces.** (Examples: announcements, signage, training, user agreements, etc.)

- B. **List any physical modifications necessary to make the space compliant with UNT Dallas' 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.)

- C. **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.)

- D. **Describe in detail the planned protective equipment and sanitation procedures that will be used to meet UNT Dallas 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.)

- E. **Describe administrative oversight and monitoring protocols to ensure staff and student employees abide by the procedures outlined in the reopening plan for the space.**

- F. **Describe any other relevant information required for the safe and healthy operation of the space.**