

Safe Reopening Plans

Aztec Shops Office Spaces

Designated individuals in a management role are responsible for training employees, implementing all protocols, and placing orders for PPE and cleaning/sanitizing supplies from the Aztec Shops Warehouse.

Health and Hygiene

- Employees, visitors and Vendors are required to wear face coverings at all times when on campus.
- Physical distancing of at least 6ft should be maintained whenever possible.
- Employees and Vendors will complete a self-evaluation for COVID-19 symptoms before coming to campus: [symptoms of COVID-19](#). Employees and Vendors exhibiting symptoms are to stay home and Employees will also notify Human Resources. Per the temperature check policy, all Employees and Vendors will have their temperature checked upon arrival to work/facility by the Manager on Duty: [COVID19 Employee Screening Policies and Procedures](#).
- Employees are encouraged to wash/sanitize hands frequently throughout their shift.
- Employee breakrooms will be closed and/or tables/chairs will be separated to discourage congregating during breaks. Where possible, outdoor break areas with shade covers and seating will be available throughout the campus to ensure physical distancing.
- During time on-site, employees are encouraged to communicate with others by email, telephone or other available technology rather than face-to-face. Employees are encouraged to use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, etc.).
- Employees who can telework should continue to work remotely until further notice. However, Aztec Shops understands that there may be a need to perform essential tasks on campus. Employees may request approval of their divisional director to perform limited duties on-site, final approval from CEO. Approval will be based on the ability to maintain lower densities and ensure proper physical distancing.

Physical Distancing Protocols

- Signage posted throughout the office will remind employees to keep their face covering on and practice physical distancing for the entire duration of their stay in the office.
- Shared Offices or office spaces must maintain at least 6ft physical distancing between work stations.
- **Reception Desks:** 6 feet physical distance will be maintained between the receptionist and visitors.
- Upon arrival visitors shall wait outside the main reception door. Aztec Shops employees will meet visitors outside when possible and always maintain 6ft of physical distance. Decals and signage will be placed in waiting areas to instruct visitors to maintain physical distancing. *(Note: At this time visitors are not allowed inside the Aztec Shops' office areas. Visitors must have an appointment in advance. Employees are encouraged to meet visitors utilizing alternatives to physical visits to the office. If the visitor is a vendor needing access they must have prior written approval from CEO.)*
- **Cubicles:** Employees who work in open space cubicles should maintain physical distancing whenever possible. Additionally, work schedules may be altered and departments will

coordinate directly with staff to ensure work schedules allow for physical distancing and work productivity.

- **Restrooms:** Restroom occupancy will be limited to one person per restroom to ensure physical distancing.
- **Meetings:** Where feasible, meetings to be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, teleconference and telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders and should only be held when remote/virtual meetings are not an option. The occupancy of in-person meetings should not exceed 50% of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Tables and chairs to be rearranged in meeting spaces to support physical distancing practices between attendees.
- **Meal Break:** Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for their situation. If employees are eating in their work environment (office, cubicle, etc.), they should maintain 6 feet distance between them and others. Individuals should not sit facing one another. Potlucks and shared food are prohibited until further notice.

Cleaning and Disinfecting Protocols

- High traffic areas and commonly used surfaces, such as areas of ingress and egress including handrails, door handles and elevator controls will be sanitized every 30 minutes. Hand sanitizer will be available at the entrance and in high traffic areas
- The Reception desk will be disinfected utilizing sanitizing wipes after each visitor interaction. High-touch items such as magazines, newspapers, flyers, common pens, etc. will no longer be available to visitors.
- Shared equipment and/or surfaces, including but not limited to Plexiglas barriers, copy machine, fax machine, shredder, time clock, refrigerator handles, microwaves, and toasters will be sanitized by each employee before and after each use. Disinfectant wipes or other approved cleaning supplies will be placed next to all shared equipment. Additionally, employees are encouraged to use hand sanitizer prior to and after the use of shared equipment.
- Employees are responsible for sanitizing their work areas such as but not limited to telephones, scanners, countertops, and keyboards after each shift and prior to any breaks.
- Shared restroom keys must be wiped down with disinfectant wipes before and after each use. Employees should practice social distancing, wear facial coverings and wash their hands for at least 20 seconds after using the restroom/toilet.
- Individuals who participate in in-person meetings should be instructed to wash their hands for 20 seconds immediately before and immediately after the meeting or frequently use hand sanitizer.
- Building Manager will conduct weekly inventory checks and order necessary supplies to ensure all PPE supplies are stocked at all times.
- Office spaces to be thoroughly cleaned by a professional third party cleaning company as needed based on occupancy and usage.
- Fogging will be completed if the need is determined by Aztec Shops with input from the University.