Required Practices

All departments and units agree that they will follow these practices. These requirements may change at any time subject to federal, state, or University policies related to COVID-19. It is the responsibility of the unit to ensure all students, faculty, and staff are aware of and comply with these practices.

- Take your temperature in the morning and when you return home from work. Log those results and report to your supervisor when you record any temperature over 100.4°F. If you do not have a thermometer available, “feeling feverish or not” is not an ideal but an acceptable substitute for a true temperature.
- Wash hands for 20 seconds with soap or water when contact is made with another person or upon arrival and departure from a facility; use hand sanitizer when soap and water are not available.
- Maintain at least 6 feet of separation whenever possible (physical distancing).
- Comply with the University’s face covering directive.
- In-person meetings are strongly discouraged. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a room large enough for attendees to be 6 feet away from one another.
- Break rooms / lunch rooms and gathering areas should be limited to food preparation (one at a time, or multiple people as long as 6 foot physical distancing can be maintained) as much as possible. When possible, people should eat in other areas that are not used for food preparation.
- Visitors who are not relevant to the individual’s or unit’s work are not allowed.
- People should travel to sites in ways that maintain physical distancing.
- To the extent that multiple people are working in a single facility or room, furnishings should be adjusted to support physical distancing. Supervisors may stagger start/end times as an effort to limit contact, to the extent doing so is feasible for operations.

People must cooperate with and follow the guidance of the Health Emergency Response Office (HERO), Boynton, and public health officials regarding contact tracing, testing, isolation and quarantine. Confidentiality of individual health information is paramount.