


To: CFOS Faculty and Staff

From: S. Bradley Moran, Dean 

Date: June 12, 2020

Re: **CFOS Phase B Mitigation Plan Implementation**

Overview:

The following plans/procedures are applicable to CFOS Fairbanks operations under Phase B of the University of Alaska Onsite Operations Plan. This plan is based upon guidelines provided by the UA system and the UAF administration. This plan may be superseded if additional Phase B guidance is released. Users should refer to the guidelines provided at the [University of Alaska COVID-19 website](#) for overarching guidance information. This plan may contain procedures that are more conservative/protective than the general UA plan. This plan is not intended to contain procedures that are less conservative/protective than the most recent general UA plan.

Phase B Operations (UA Guidance):

- **Academics:** University teaching, research, and service operations that cannot be conducted remotely, and are not already identified as essential services or accommodated by exception (e.g. areas of research), may resume provided they comply with SOA, local requirements, as well as UA guiding principles. Leverage alternate, blended or staggered delivery for classes where compliance is not possible or for students in quarantine or isolation.
- **Workplace:** Telework remains predominant. More flexibility is available for onsite work complying with SOA, local requirements, UA's guiding principles, and this phase's protective measures.
- **Mass gatherings and events:** Mass gatherings and events may only happen if they are permitted under the [current university events policy](#) and can comply with all Phase B safety measures.
- **Public spaces and services:** Public spaces and services can operate according to state and local mandates and university policies but must also meet all Phase B safety measures.

Phase B Protective Measures:

- **UA Guidance:** *Expanded operations at each location must be consistent with SOA, local conditions, mandates, and UA principles, including consultation with public health.*
 - **CFOS Implementation:** CFOS has obtained authorization for this plan through the UAF provost, and the plan is intended to adhere to state, local and

institutional mandates. Authorization for subsequent updates will also be sought through the UAF provost office.

- **UA Guidance:** *Continue following UA policy guidance in areas including community entry, travel, events, etc.*
 - **CFOS Implementation:** Field safety plans as well as COVID-specific safety plans are required for research travel. Please submit those plans to Dean Moran (sbmoran@alaska.edu) and Debby Queen (dkqueen@alaska.edu) one week prior to travel, or two weeks prior to travel if the field sites are off of the road system. Do this in addition to the normal Concur travel process. Note, travel to communities off the road system is not allowed.
- **UA Guidance:** *Capacity to quarantine, isolate, utilize contact tracing, and clean.*
 - **CFOS Implementation:** CFOS will continue to utilize the UA COVID tracking tool to monitor and help contain the spread of the virus. CFOS employees or associates seeking to enter CFOS labs or offices for work that they cannot perform remotely must complete the [CFOS Essential Employee and Research Exemption Form](#). For those seeking to enter the labs, please also read and sign the [CFOS Covid-19 Laboratory Safety Procedures](#). The Dean or Debby will reply to your request with any follow-up questions or comments, provide specific information regarding health and safety measures and update the COVID tracking tools and/or internal CFOS spreadsheet. The COVID tool will automatically send employees an email authorizing your access. Students will receive a letter from the Dean authorizing their exemption. If you are already listed on the COVID tool and have changes to your access or medical status, please let the Dean and Debby know that your status needs to be updated. Visitors and guests to CFOS facilities must arrange their visits in advance with a CFOS sponsor; the sponsor will complete the [CFOS Covid-19 Guest/Visitor Log Form](#) prior to the visit.
- **UA Guidance:** *Limit occupancy of interior spaces to the greater of 20 people or 25% capacity of rated space, unless further restricted by SOA or local mandates.*
 - **CFOS Implementation:** As part of the access authorization process noted above, authorization will not be issued for space use of over 20 people or more than 25% of the rated space and occupancy of shared spaces will only be authorized such that people maintain at least 12 feet of separation between themselves and others.
- **UA Guidance:** *Strict adherence to safety measures such as face coverings, hand washing, frequent cleanings, and social distancing.*
 - **CFOS Implementation:** CFOS requests that all employees and associates wear face coverings when not in their single-occupancy office or designated shared workspace (lab, computer lab, or shared office). Face coverings need not be worn in designated shared workspaces if the 12-foot separation distance can be maintained. Face coverings must be worn when transiting hallways and other public areas. Employees, students, and patrons should exercise frequent hand washing and similar hygiene measures. As part of the access authorization

process, janitorial services will be provided with a list of spaces that get frequent use in order to help prioritize more frequent sanitation.

- **UA Guidance:** *Periodic evaluation of safety measures as implemented and plans in place to adapt to changing conditions.*
 - **CFOS Implementation:** CFOS will regularly consult UA and UAF guidance to ensure that our latest procedures satisfy the intent and the letter of the most recent guidelines.
- **UA Guidance:** *Protective gear and disinfecting supplies for students, faculty and staff must be available for anyone working or living in or at a university owned or leased facility (e.g. work spaces, congregate housing, vehicles, tools, research equipment, etc.).*
 - **CFOS Implementation:** Protective face masks will be made available from the Dean's office on an as-needed basis for use in on the Fairbanks campus or for field research purposes. However, at this point, home-made cloth masks are deemed suitable for short duration transits through hallways, etc. Disinfecting bleach solution will be available in shared lab spaces. Hand sanitizers and disposable disinfectant wipes are still in relatively short supply, and we encourage people to bring their own if they have a supply.
- **UA Guidance:** *Take steps required to implement Phase C.*
 - **CFOS Implementation:** CFOS will continue to adapt our operational plans on an as-needed basis, and will work to develop the details specific to Onsite Operations Phase C.

CC: Anupma Prakash, UAF Provost and Executive Vice Chancellor

Attachments: CFOS Covid-19 Laboratory Safety Procedures
CFOS Essential Employee and Research Exemption Form
CFOS Covid-19 Guest/Visitor Log Form