

Safe Reopening Plans Montezuma Publishing

The Associate Director and Manager are responsible for training employees, implementing all protocols, and placing orders for PPE and cleaning/sanitizing supplies from Dining Services Warehouse.

Health and Hygiene

- Employees 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 working in Montezuma Publishing will be scheduled based on student and campus community needs. Other personnel will continue to work remotely until further notice.
- 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.

Physical Distancing Protocols

- To accommodate our customers we will offer counter service by installing a Plexiglas barrier on the reception desk. Faculty, Staff and Thesis/Dissertation students can drop off books, updated course readers, signature pages, etc. Our Front Office associate will be the person interacting with customers. Our off campus printers will also drop off proofs and desk copies at the counter.
- Only one person will be allowed in the service counter area. All other customers will be directed to wait in the hallway, 6 ft. apart. Signs will be posted to ensure physical distancing.
- We will not allow customers and/or vendors to enter the office.
- All workspaces will be 6ft apart.

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.
- The Reception desk will be disinfected utilizing sanitizing wipes after each visitor interaction and in between personnel changes. High-touch items such as magazines, 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 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.