

Protocols and Procedures to Protect Health and Safety of Employees During the COVID Pandemic

It is the responsibility of the University of Maryland Center for Environmental Science (UMCES) to maintain a safe and healthy working environment during the COVID pandemic for all researchers, staff and students. To help establish that, UMCES has put in place various safety precautions that all researchers, staff, and students must adhere to while working on campus. These protocols and procedures will remain in effect until further notice.

Daily Symptoms Check

Any researcher, staff, or student reporting to campus must be approved to be on campus and complete the daily symptoms monitoring email every day that they are scheduled to report to campus. (For example, if you are scheduled to report to work and wake up feeling unwell, complete the symptoms monitoring email and call your supervisor once you know you have been denied access and will not be reporting to work. If you are teleworking, scheduled off, or in quarantine you do not need to complete the daily symptoms check.)

Mask Wearing

All employees are required to properly wear a mask that covers both the nose and mouth while in common areas on campus. Masks are required inside all buildings and outside when you cannot be 6 feet apart from others. Each UMCES unit has KN95/N95 masks, which are required for any researcher, staff, or student who cannot social distance to complete their tasks. Units have additional PPE, such as gloves and masks, that can be requested by the researcher, staff, or student.

Use of State Vehicles

If the use of a State vehicle is required, no more than one person per vehicle is permitted. If there is a situation when this is not possible because a State vehicle is not available, contact your supervisor to discuss options and potential approval. On any given day, the State vehicle should be single use with one person permitted to use that vehicle per day. If that cannot be accommodated, the vehicle should be sanitized before use by another person.

Social Distancing

Social distancing of at least 6 feet is required as much as possible. It is understood that there are circumstances when social distancing is not possible to perform work tasks. In these situations, as mentioned above, a KN95/N95 mask shall be properly worn (covering both nose and mouth) by the researcher, staff, or student.

We are all in this together. Adherence to these safety protocols and procedures is a requirement to keep everyone as safe as possible. Failure to follow the precautions mentioned above may result in possible actions in accordance with Board of Regents policies and/or the Collective Bargaining MOU.

Acknowledgement of receipt (name and title): _____

Signature: _____

Date: _____