

Working together we all protect one another.

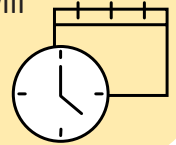
Expectations

- All employees are expected to follow workplace protocols for everyone's safety.
- Employees should not come to work if ill.
- Employees should review the Families First Coronavirus Response Act (FFCRA) to understand leave provisions detailed within the act. <https://go.umd.edu/ffcra>
- The protocols apply to UME County and City offices and UME workplaces at the Research and Education Centers.



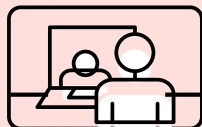
Building Access Protocols

- Screening protocols will align with campus, state and county protocols, we will utilize the campus daily check-in portal. The protocol includes:
 - ✓ Daily Symptom Screening via the UMD portal.
- Everyone entering the building must wear a mask.
- Public access to the UME office will align with County Government protocols



Workplace Protocols

- Facemasks must be worn; UME will permit employees to wear a mask of choice.
 - Facemasks must be worn in all public spaces (not required in individual offices).
- Hand sanitizer and wipes will be available for each employee's workspace – wash/sanitize hands regularly.
- Hand sanitizer stations will be available in high traffic areas (entrances, workrooms, etc.)
- Disinfecting/cleaning is everyone's responsibility.
- Employees should work in assigned spaces only.



- Social distancing should be exercised at all times; maintain 6 feet of separation. Employees should not gather in groups.
- Meetings with clients must comply with the social distancing requirement - 6 feet of separation.
- The UME faculty/staff member hosting the client meeting is responsible for disinfecting/cleaning the space after the meeting.
- Consider the purchase of disposable pens/pencils for clients to take with them.
- Consider the use of drop boxes for soil samples, plants/bugs for diagnostics.
- Continued use of technology for faculty/staff meetings.

