



Standard Operating Procedures Template – COVID-19 Safety Precautions

***Managers should review the Return to Campus resources on the [COVID-19 website](#) before discussing with employees**

The _____ team will adhere to the following safety precautions in our office space.

1. Cloth Face Coverings or Masks: *The wearing of cloth face coverings or masks is strongly encouraged at UTHealth and universal masking is required in clinical facilities. Things to consider: agreement to wear in common areas of office suite or shared office spaces; maintain while in private office; meetings; ask each other before entering an office of space without a face covering or mask?*
2. Meetings and gatherings: *Consider any meeting size limitations and locations. Will meetings be held in person or via webex or both options made available? How will informal meetings be handled?*
3. Break Room or Common Areas: *Items to consider: social distancing spacing, wiping down tables and chairs after use, wiping down any countertop or high touch surface areas, use of communal coffee or other beverage stations and cleaning of these items*
4. Social Distancing: *How will social distance be maintained in the office area? Staggered work times, rotating on- and off-site workers or work teams, or spacing of physical work stations? Lobbies or other communal areas – how will these areas be handled?*