

SUBJECT: COVID-19 PROCEDURES	Effective Date: 4/27/21	Procedure Number: FS 2021 FS0042	
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This Procedure applies to all Facilities and Safety (F&S) employees.

PROCEDURE STATEMENT:

This Procedure provides direction for F&S employees during the COVID-19 Pandemic regarding a) acceptable personal hygiene, b) use of Fleet Vehicles, c) acceptable activities, d) mitigation of risk, e) best practices regarding social distancing, f) use of shared equipment and tools, and g) conducting job functions that require two or more individuals to work closely together (less than 6' apart).

PROCEDURES:

1. Personal Hygiene

- a. Employees will come to work every day hygienically clean and dressed in laundered or freshly washed work clothes and safety boots.
- b. Employees may not come to work wearing the same clothes two days in a row without laundering them. At the supervisor's discretion, an employee may be instructed to go home and not return until he or she is hygienically clean and wearing freshly washed, clean clothes.
- c. If sent home, the employee will be charged annual leave for the time away from work. If no annual leave is available, sick leave will be charged, and if no sick leave is available, Leave Without Pay will be used for the time away from work.

2. Fleet Vehicle Use

- a. Assume every vehicle recently had a COVID-19 carrier.
- b. Clean key fob, exterior and interior door handles, seating, console controls and all other commonly-touched surfaces before and after use following the Centers for Disease Control and Prevention (CDC) effective measures noted in the Reference section. Clean off anything you're about to touch before doing so. Sanitizing wipes are provided at every Traka box for use when checking out and returning a vehicle. All entrances to F&S building 16A have hand sanitizer stations available.
- c. For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to applying a disinfectant. Employees may request cleaning products from Housekeeping or the Auto Shop.
- d. For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After

- cleaning, use products that are EPA-approved for use against COVID-19 and that are suitable for porous surfaces.
- e. For frequently-touched electronic surfaces, remove visible dirt, then disinfect with alcohol-based wipes or sprays containing at least 60% alcohol. Do not spray the electronics - spray solution into a paper towel and wipe.
 - f. If there is more than one occupant in a vehicle, cloth face coverings must be worn at all times.
 - g. Drivers should practice regular hand hygiene, avoid touching their nose, mouth, or eyes.
 - h. Repeat steps 2-5 when returning a vehicle and return it cleaner than you checked it out.

3. Common Space and Shared Equipment Use

a. Employees in common spaces and open office areas shall:

- i. The employee Self-Checker must be completed before coming on campus. If at any time an employee has an elevated temperature or other symptoms, the employee shall notify his or her supervisor, and return or remain at home immediately.
- ii. Practice social distancing; maintain 6 feet of space between others. If the office seating arrangement does not provide for the appropriate distancing, employees should contact their supervisor to arrange for a suitable alternative.
- iii. Wash hands often with soap and water for at least 20 seconds.
- iv. Avoid shaking hands or physical contact with others.
- v. Cover their mouth and nose with a tissue or the inside of their elbow when coughing or sneezing.
- vi. Avoid touching their eyes, nose, and mouth with unwashed hands.
- vii. Avoid using other employees' computers, phones, desks, offices, pens, pencils, vehicles, tools, other equipment, etc. when possible. If necessary, clean prior to use with soap and water or disinfectant wipe.
- viii. Maintain personal hygiene.

b. Shared use of equipment:

- i. Should be avoided as much as possible.
- ii. Frequently touched electronic surfaces, remove visible dirt, then disinfect with the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect. Do not spray the electronics, spray solution into a paper towel and wipe.
- iii. Hands should be washed prior to using shared equipment.

c. Kronos:

- i. Employees clocking in and out should access the Kronos time clock via the Kronos Mobile Application as much as possible, instead of using a time clock.
- ii. Employees clocking in at the time clock (if the mobile application is not available) should refrain from touching the clock while swiping their card.
- iii. If contact with the clock is necessary, employees should wash their hands immediately afterwards.

d. Traka:

- i. Limit contact with the Traka box as much as possible.
- ii. Use the card swipe function rather than touching the keypad.
- iii. Avoid contact with other keys.

e. **Printers/copiers:**

Employees should try to utilize electronic documents and e-signatures as much as possible instead of printing documents.

4. **Tool Use**

- a. Team members will clean and disinfect dedicated and shared tools prior to using them, and then clean and disinfect them again prior to returning them to their normal storage area.
- b. Gloves will be worn while performing the task, if possible. After cleaning and disinfecting the tools on their final use, team members will remove and properly discard their gloves and immediately wash or disinfect their hands.
- c. If there are any questions on the use of any tools, please consult with your supervisor prior to beginning the scheduled activity.

5. **Job Tasks Requiring Two or More Staff for Close Coordination**

- a. For any work that requires two or more employees to complete, and such work prohibits them from adhering to CDC guidance on social distancing for an extended period of time, employees shall put on gloves, masks, face protection, or other PPE, prior to starting the work.
- b. Once proper PPE is on, team members may be in closer proximity than 6 feet to complete the work.
- c. All team members should be careful to avoid, as much as possible, direct contact with the other team members.
- d. Should team members tear or rip their protective gear, they will immediately remove themselves from the work and begin decontamination/disinfection through personal hygiene.
- e. Once the work is complete, all equipment and tools used must be disinfected.
- f. All team members will use social distancing when removing their PPE and discard their one-time use, disposable PPE into the trash. Non-disposable PPE, such as cloth face coverings specific to the individual, can be taken home and laundered.

REFERENCES:

CDC Guidance on Water, Sanitation & Environmentally-related Hygiene

<https://www.cdc.gov/healthywater/hygiene/>

CDC Guidance on Cleaning and Disinfection for Non-emergency Transport Vehicles that May Have Transported Passengers with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19).

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

CDC guidance for Registered antimicrobial products and diluted household bleach:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

CDC – Cleaning and Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC Guidelines for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

OSHA - Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

OSHA 3327-02N 2007 - Guidance on Preparing Workplaces for an Influenza Pandemic

https://www.osha.gov/Publications/influenza_pandemic.html

OSHA on “Steps Every Employer Can Take to Reduce the Risk of Exposure to Pandemic Influenza in Their Workplace”

https://www.osha.gov/Publications/influenza_pandemic.html#steps_employers_can_take

Approved By:	Date Approved:
	4/27/21
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