I. PURPOSE AND SCOPE

A. Purpose.

The purpose of this document is to provide guidance to PASSHE Universities on COVID-19 workplace safety provisions and compliance with the Secretary of the Pennsylvania Department of Health, Directing Public Health Safety Measures for Businesses Permitted to Maintain In-Person Operations effective April 19, 2020.

Note: This is a dynamic situation and this document may be updated as necessary as the situation changes.

B. Scope

This guidance applies to all University employees, both represented and non-represented, contractors, and students.

II. DEFINITIONS

A. Masks – A covering that fits snugly but comfortably against the side of the face that is capable of being secured. This includes disposable masks, cloth face coverings, scarves, bandanas, or neck gaiters. Masks are not to be confused with N95 respirators and are not considered personal protective equipment as defined by OSHA. N95 respirator usage is reserved for authorized employees.

III. GUIDANCE

A. EMPLOYEES WORKING ON CAMPUS

1. Schedule Work On Campus. Employees should provide notice to the University Police prior to their arrival (ideally 24 hours in advance). Contact the University Police Department at police@edinboro.edu during normal business hours or after normal business hours at (814) 732-2921. A routine employee work schedule may serve as a notice for employees that routinely work on campus. This allows the University to be aware of who is working on campus in the event of an emergency, where routine cleaning and disinfection needs to occur, and to allow for contact tracing in the event of a probable or confirmed COVID-19 case.
2. **Wear a Mask.** All employees working on campus (regardless of frequency) are now required to wear a mask while working, except when the employee is eating or drinking, driving alone in a vehicle, or working alone in an office. Recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. “My mask protects you, and your mask protects me.”

   a) Employees are permitted to wear their own mask, upon approval of their supervisor. The mask cannot include words or imagery. The mask is to fit snugly but comfortably against the side of the face, covering the nose and mouth. The mask should allow for breathing without restriction.

   b) Employees will be responsible for laundering their own cloth masks daily.

   c) Employees that do not have a mask, should contact their supervisor to receive one at no cost to them.

3. **Practice Social Distancing.** All employees are to maintain social distancing from others whenever possible.

   a) Employees are not to eat lunch or take breaks together/in the same area if social distancing cannot be maintained at all times. Staggered employee break times maybe given with supervisor approval.

   b) All meetings and training are to be conducted virtually, whenever possible. If a meeting or training must be held in person, limit the meeting to the fewest number of employees, possible, not to exceed 10 employees at one time and maintain social distancing of 6 feet.

   c) Stagger work start and stop times for employees, when practical, to prevent gatherings of large groups entering or leaving the premises at the same time.

   d) Require services by appointment only, when possible.

   e) Avoid sharing vehicles and avoid working in close proximity with others.

4. **Practice Good Hygiene.** Employees are to continuously practice good hygiene.

   a) Wash hands often with soap and water for at least 20 seconds or apply hand sanitizer.

   b) Avoid touching nose, mouth and eyes.

   c) Cover coughs and sneezes with a tissue or your elbow and immediately wash hands or apply hand sanitizer. Discard tissues in lined trash cans.
d) If wearing gloves, remove them after the task is complete to avoid cross contamination and wash hands immediately after taking them off.

e) All employees are encourage to frequently clean and disinfect their own work area, including phones, computers, and other equipment.

f) All employees are to avoid sharing equipment. If necessary, the items are to be cleaned following use and employees hands washed or sanitized.

5. **Monitor Health.** All employees are expected to self-monitor their health daily, including taking their temperature before arriving on campus.

   a) If an employee is sick they are not to report to work and follow their normal notification procedures.

   b) If an employee becomes sick while at work, they are to notify their supervisor and go home.

   c) If an employee develops COVID-19 related symptoms, such as a fever (over 100.4 degrees Fahrenheit), a cough, or difficulty breathing, they should contact their healthcare provider for medical advice and notify their supervisor.

   d) If the employee, household member, or someone who the employee has been in close, direct contact with is being tested for COVID-19, they are stay home and notify to their supervisor.

   Note: Refer to the [CDC’s guidance information for employees who are sick](https://www.cdc.gov/coronavirus/2019-ncov/workplaces-schools-schools.html).

6. **Law Enforcement.** For information specific to law enforcement refer to the [PA Department of Health’s guidance](https://www.health.pa.gov) and [CDC’s guidance](https://www.cdc.gov/coronavirus/2019-ncov/workplaces-schoo1s-schools.html).

7. **Healthcare Providers.** For information specific to healthcare professionals refer to the [PA Department of Health’s guidance](https://www.health.pa.gov) and [CDC’s guidance](https://www.cdc.gov/coronavirus/2019-ncov/workplaces-schoo1s-schools.html).

B. **CONTRACTORS WORKING ON CAMPUS**

1. **Wear a Mask.** All contractors working on campus are to wear a mask at all times, except when eating or drinking. The mask cannot include demeaning or derogatory logos, profanity, racist, sexist, printed wording, eccentric designs, offensive script, wrongful drug abuse, dissident or protest activity, or imagery. The mask is to fit snugly but comfortably against the side of the face, covering the nose and mouth. The mask should allow for breathing without restriction.
2. **Practice Social Distancing.** Contractors are required to maintain social distancing, when possible, and practice good hygiene at all times. Contractors are not to eat or take breaks/in the same area as employees if social distancing cannot be maintained at all times.

3. **Monitor Health.** Contractors are to self-monitor their health and take their temperature daily prior to arrival to campus. If they are sick, they are not to report to campus.

C. **VISITORS/STUDENTS**

1. **Access.** No visitor/student shall enter a building unless authorized.

2. **Wear a Mask.** Visitors/Students on campus are to wear a mask at all times when interacting with the campus community.

3. **Practice Social Distancing.** Visitors/Students should practice social distancing while on campus.

4. **Practice Good Hygiene.** Visitors/Students should continuously practice good hygiene.
   a) Washing their hands often with soap and water for at least 20 seconds or apply hand sanitizer.
   b) Avoid touching their nose, mouth and eyes.
   c) Covering their coughs and sneezes with a tissue or your elbow and immediately wash their hands or apply hand sanitizer.
   d) Do not share food or drink with others.

D. **EXPOSURE TO COVID-19**

Upon discovery of a probable or confirmed COVID-19 exposure on campus, the following will occur:

1. **Notification.** Notifications to occur in accordance with the Guidance from the OOC Office of Public Affairs. Campus community will also be notified.

2. **Areas Secured.** Areas visited by the person who is a probable or confirmed case of COVID-19 will be closed off for a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.
   a) Cleaning staff will clean and disinfect all areas visited/used by the probable or confirmed case of COVID-19 person, focusing especially on frequently touched areas.
b) Contact tracing will begin by identifying any employee/visitor that was in close contact of the person with probable or confirmed case of COVID-19 from a period of 48 hours before symptoms onset to the time at which person was isolated. Prompt notification of any persons in close contact of any known COVID-19 exposures will be done by the designated university officials.

(1) If the employee/visitor remains asymptomatic, the person should adhere to the practices set out by the CDC. Refer to the Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

(2) If the employee becomes sick during the workday, the person should be sent home immediately. Employees work area should be cleaned and disinfected. Other employees who had contact with ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Employees or visitors at the workplace with close contact within 6 feet of the employee during this time would be considered exposed.

3. Temperature Screenings. Temperature screenings will be implemented before employees enter campus, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work.

a) All employees will report to a designated location (e.g. Student Health Center, parking lot etc.) at the start of workday or shift to get their temperatures screened.

b) Designated and trained employees will take or observe the employee take their temperature. Designated temperature monitors will administer temperature checks utilizing an infrared thermometer. A disposable thermometer will be used as a backup device, if available. Personal thermometers are permitted however; temperatures will be taken in front of the designated temperature monitor.

c) All employees will wear a mask and practice social distancing while waiting to have temperatures screened.

d) The designated temperature monitors will be provided a list of employees that are expected to report to work daily. Any employee who does not report or has a temperature of 100.4 degrees Fahrenheit or higher will be reported to Human Resources.
e) Any employee that has an elevated temperature or fever of 100.4 degrees Fahrenheit or higher should have their temperature recorded and retaken after 15 minutes. If the temperature is still 100.4 degrees Fahrenheit or higher the employee will be sent home. Employees will not be allowed to return to work until they have been fever free for three (3) days without medication and have no other COVID-19 symptoms. Human Resources will follow-up with any employee that is sent home.

f) Temperatures only of 100.4 Fahrenheit or higher are to be recorded. The temperature log should consist of the employee’s name, temperature, any symptoms, if there has been known contact with an individual exposed to a known COVID-19 case and if they are adhering to the CDC and DOH guidelines for social distancing. The designated temperature monitor will submit the temperature log to Human Resources or the appropriate department for recordkeeping.

E. CLEANING AND DISINFECTING

1. **Training.** Ensure workers are trained on the hazards of the cleaning chemicals used at the University and the proper personal protective equipment (PPE) to be worn for the task.

2. **Routine Cleaning.** Perform routine cleaning in areas of buildings not accessible to the campus community. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading disease.

3. **Deep Cleaning.** In addition to routine cleaning, routinely clean and disinfect high-touch areas (including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) in accordance with CDC guidance in areas accessible to the campus community. Disinfecting does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading disease.

4. **Cleaning and Disinfecting Following Sickness.** Refer to the CDC guidance.