COVID-19 Working on Campus Standards

Guiding Principles

FLC’s policies and protocols for responding to the COVID-19 pandemic continue to be rooted in safety for our health care providers, safety for our staff, safety for our faculty and students, and for the community. Currently, anyone working on-campus will need to review the attached new standards for working on-campus and complete the self-screening tool to be mindful of their health prior to coming to campus. It is critical to take the time to follow these standards as we look forward to bring more faculty, staff and students back to campus.

The primary goals for FLC’s response to the COVID-19 pandemic are to protect the health and wellbeing of our students and staff and continue the institution’s vital missions of education.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as more information becomes available. FLC’s plans will follow direction from local public health authorities, as well as state and federal level guidance from the Colorado Department of Higher Education and the Centers for Disease Control and Prevention.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available.
FACULTY AND STAFF HEALTH SCREENING
Each faculty or staff should take their own temperature before arriving at work each day and complete the Health Screening form each day before working on campus (see Faculty and Staff Health Screening Form). Employees are expected to self-screen and retain their screening information knowing that HR could ask to verify the self-screening to ensure the employee has been regularly completing the form.

If a faculty or staff begins having symptoms at work (fever, dry cough, sore throat, shortness of breath), the individual must leave work immediately and cannot return until the information above is confirmed. They shall inform their supervisor or chair immediately.

If a faculty or staff presents with a fever and has recently traveled to an area with community spread of COVID-19, they are required to stay home for 14 days from the time they were exposed to COVID-19.

If the faculty or staff has a fever at or above 100.4 degrees, a dry cough, sore throat, shortness of breath, or any of the symptoms related to COVID that individual should remain home (stay away from work). In order for this individual to return to work, they must:

- Have had NO fever for at least three (3) days without taking medication to reduce fever during that time; AND
- There is improvement in their respiratory symptoms (cough and shortness of breath) for three (3) days; AND
- At least seven (10) days have passed since their symptoms began.

If faculty or staff was laboratory-confirmed COVID-19 (positive) who has had symptoms, the individual is excluded from work until:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, and
- At least 10 days have passed since symptoms first appeared

Test-based strategy. Exclude from work until:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens)[1]. See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus (2019-nCoV). Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

If faculty or staff was laboratory-confirmed COVID-19 (positive) who has not had any symptoms, the individual is excluded from work until:
• Ten (10) days have passed since their first COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they do develop any COVID-19 symptoms, then the first bullet point is followed, or
• Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens). Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.

Resources –
• Keep yourself safe and prevent the spread of COVID
• Tips to reduce your stress and fear
• Are your symptoms mild, moderate or severe
• Is there a reason you need to self-isolate or self-quarantine

EXCEPTIONS
If a faculty or staff has any of the following, they should stay home and contact their supervisor or Chair. Their supervisor will contact Human Resources for further information. Additional information to determine if you are within a vulnerable population can be found here.
• Individuals who are 65 years and older;
• Individuals with chronic lung disease or moderate to severe asthma;
• Individuals who have serious heart conditions;
• Individuals who are immunocompromised;
• Pregnant women; and
• Individuals determined to be high risk by a licensed healthcare provider.

Faculty of staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact Human Resources at humres@fortlewis.edu or (970) 247-7428.

WHILE AT WORK
Face Coverings / Masks / PPE
Face masks or face coverings are expected to be worn by all staff working on campus when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (for example common work spaces, meeting rooms, classrooms, etc.). As of May 22nd, the City of Durango issued an ordinance making face coverings mandatory in public spaces. Fort Lewis expects all employees on campus to abide by the ordinance and wear a face covering while inside campus buildings or public spaces, while in offices where you cannot practice physical distancing measures and when outside where you cannot practice physical distancing measures.
Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for physical distancing.

**Why do I still need to wear a cloth face covering?**
The CDC recommends wearing a cloth face covering because of how COVID-19 spreads. This precaution has not changed. It helps to protect people around you if you are infected, even if you do not have or show symptoms. The CDC recommends that you do NOT use a face mask meant for a health care worker.

**Use and care of face coverings**
For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](https://www.cdc.gov).

**Putting on the face covering/disposable mask:**

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.
Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before and after use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g. stretched ear loops, torn or punctured material) or visibly contaminated.

<table>
<thead>
<tr>
<th>Type</th>
<th>Intended Use of Face Coverings/Masks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td><strong>Cloth Face Covering</strong>&lt;br&gt;Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>Disposable Mask</strong></td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>Medical-Grade Surgical Mask</strong></td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>N95 Respirator</strong></td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
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<tr>
<td><strong>Intended use</strong></td>
<td>Required for campus community use in non-healthcare settings (office spaces, general work settings, community areas where 6’ physical distancing cannot consistently be maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
</tr>
<tr>
<td><strong>Intended use</strong></td>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards.</td>
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**Physical Distancing**
Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from other when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at a higher risk of getting very sick. Faculty and staff performing on-campus work must follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms’ length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

**Handwashing**
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Coughing/Sneezing Hygiene**
If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70%.

**Working in Office Environments**
If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face covering while in a shared work space/room such as a lunch room or break room. It is not necessary to wear a face covering if you are working in an office alone or when there is appropriate physical distancing between offices.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.
If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room where you cannot provide 6 feet of physical distancing, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings:
- Whenever possible, in-person meetings should be discontinued and replaced with virtual meetings (e.g. Zoom, Microsoft Teams, etc.).
- Essential, in-person meetings should be limited, and physical distancing should be maintained, if possible.
- Reduce the standard room capacity for meeting rooms and personal offices to ensure at least six (6) feet of space between all participants.
- All attendees should wear a face mask or face covering while sharing space.
- Disinfect meeting rooms, particularly frequently touched surfaces, before/after each use.

Common Areas:
- Rearrange or remove furniture in common areas where individuals are likely to congregate
- Common areas should be disinfected and cleaned throughout the day, particularly frequently touched surfaces including handles and counter surfaces

Lunch / Breaks
- Lunchrooms shall not be used if individuals are less than 6 feet apart.
- Staff should wash hands with soap and water before each lunch/break.
Microwave and refrigerators can be used.
If needed, employees shall find other isolated areas to eat lunch.
Surfaces and frequently touched areas should be cleaned before/after each use.

EQUIPMENT, TOOLS, COMPUTERS, VEHICLES

Equipment and Tools
- Minimize the sharing of equipment and tools.
- If you need to share any of these items, they should be disinfected after/before each use.

Computers
- Shared computer keyboard/mouse should be disinfected after/before each use.

Vehicles
- Vehicles shall be cleaned/disinfected before/after each use when a driver changes.
- If there is more than one individual in a vehicle, all individuals must wear a face mask at all times while in the vehicle.
- If there is more than one individual in a vehicle, they may ride together for a maximum of ten (10) minutes.
- Maximum of five (5) people per vehicle.
- Review the State of Colorado vehicle cleaning guidance video: https://youtu.be/hHHcPTj9p5o