



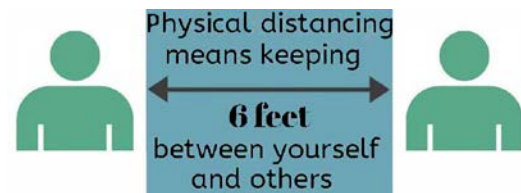
## COVID-19 PREVENTION IN THE WORKPLACE

These workplace COVID-19 prevention recommendations are developed to ensure the health and safety of personnel in the workplace by reducing the potential for COVID-19 transmission. The recommendations are based on guidance from the [Centers for Disease Control and Prevention](#) (CDC), [Occupational Safety and Health Administration](#) (OSHA) [Oregon Health Authority Guidance and Rules](#), and [Governor's Executive Orders and Resources](#), and are recommended to be implemented in all university work environments. Departments or work units should document their site-specific COVID-19 prevention measures. The included checklist can be used for that purpose.

### Recommendations to Promote physical distancing, where possible:

#### Prevent close contact between workers and others

- Follow [OSU's Policy 04-040](#), "Physical Distancing During COVID-19 Pandemic."
- Separate work stations by at least 6 feet or use physical barriers (e.g., curtains, shields).
- Allow only infrequent and intermittent passing within 6 feet.
- Limit the number of people riding in elevators to help ensure physical distancing.
- Maintain physical distancing during breaks and at shift start and end times.
- Stagger break times.
- Limit in-person meetings to fewer than 10 people and maintain 6-foot spacing.
- Take separate vehicles.
- Avoid hugging and handshakes.



#### Organize the work area

- Require one-at-a-time access at designated drop-off/pick-up points.
- Use drop boxes or bins to collect items.

#### Create a schedule

- Minimize the number of people in a work area at the same time.
- Small, narrow offices/facilities on the order of 100-150 square feet can likely accommodate only one person at a time.
- Square or rectangle work areas larger than 200 square feet can likely accommodate more people, but keep the number to a minimum.

## Take precautions with sick personnel

If you are an employee, vendor, contractor or visitor is sick or experiencing even mild symptoms of illness, you **must stay home**. If symptoms of illness are experienced while on a university work site, personnel must leave the worksite.

If you experience a **fever, cough, shortness of breath**, or other respiratory symptoms, such as sore throat, sneezing or runny nose, provide them with the follow these instructions:

- **If you are sick, you must stay home.** Even if you have mild symptoms.
- Separate yourself from others. Avoid common areas where people gather.
- Practice good hygiene.
- Wear a face covering if you have one.



Direct personnel experiencing symptoms of illness to read the OSU [COVID-19 Resources and Updates](#) and follow these steps:

- **Contact your health provider in advance.** Please do not show up at a clinic, urgent care center or other health care facility without contacting them first.

Follow the [CDC COVID-19 Enhanced Cleaning and Disinfection Protocols](#) to disinfect areas where a person with symptoms of respiratory illness spent time in a university space.

Follow department-specific procedures that may be in place for symptom screening or self-reporting to prevent sick personnel from coming to work and identify workers who exhibit signs or symptoms of COVID-19 illness.

[OSU Human Resources](#) has additional resources for staff and academic personnel regarding time away from work; talk with your HR Strategic Partner with issues pertaining to your work area. OSU units are asked to refrain from requesting sick personnel to provide a doctor's note to excuse their absence.

For information about the university's response to a COVID-19 case on campus, read the "[OSU response to future positive COVID-19 cases](#)".

## Encourage good hygiene

Remind personnel they can **reduce the risk** of spreading coronaviruses by taking the same steps to prevent infection from the flu and the common cold:

- [Wash hands](#) often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Secondary hand-washing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.



**Personnel must be able to wash their hands** after touching any surface/tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face.



### Key Times to Wash Hands

- **Before, during, and after** preparing food.
- **Before** eating food.
- **Before and after** caring for someone at home who is sick
- **Before and after** treating a cut or wound.
- **Before** exiting the laboratory.
- **After** using the toilet.
- **After** contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.).
- **After** blowing your nose, coughing, or sneezing.
- **After** removing gloves or other personal protective equipment.
- **After** touching an animal or animal waste.
- **After** touching garbage.

[CDC – What you need to know about handwashing](#)

## Clean and disinfect surfaces

It is important to [clean and disinfect work areas](#) regularly, as well as clean high-touch areas daily, between uses or when unclean, to help prevent the spread of coronavirus.

Clean and disinfect frequently touched surfaces (e.g., door knobs, tables, computer keyboards, handrails, exercise rooms) regularly to maintain a visibly clean state (no obvious soiling, smearing or streaks).

- Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot cleaning when necessary.
- For surfaces touched by multiple workers, clean and disinfect on a frequent schedule or between workers.
- For surfaces touched by a single worker, clean and disinfect periodically, at least once per shift or when unclean, as a minimum.
- Wipe down shared equipment after each use.
- Follow the manufacturer's instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.

**Use one of the following to disinfect hard, non-porous surfaces:**

- An [EPA-registered disinfectant](#) approved for use against SARS-CoV-2. Or
- An [EPA-registered disinfectant](#) approved for use against SARS-CoV-2 or An alcohol solution with at least 60% alcohol. Or
- A 10% household bleach/water (1 part bleach/10 parts water) solution



It is also recommended that all departments purchase single use disinfectant wipes to use on touch points within their work spaces on at least a daily basis. Please avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

## Use Alternative Strategies, Where Possible

Some workplaces may encounter challenges with basic prevention elements so one or more of the following alternatives may be used to provide protection for workers.

### Engineering controls



- Install barriers that block direct pathways between individuals' faces.
- Create layouts that prevent air pathways of less than 6 feet. Sneezes and coughs should be directed into a tissue that is subsequently disposed of, then wash hands.
- Place nonporous covers on frequently touched surfaces that cannot be easily cleaned, such as fabric or foam. The covers should be a surface that can be cleaned easily or something that can be changed between users.
- Ventilation that provides a clean air supply to a worker's breathing zone.

### Work Modifications

- Schedule tasks for a later time and date when protective measures are in place.
- Organize work to break up tasks in a manner that facilitates physical distancing or other protective measures.

### Health Screening

Some workplaces with unique considerations may implement health surveillance to identify early signs of infection, and separate workers who may present a risk to others. OSU units, in coordination with Student Health Services, may conduct health surveillance for personnel who reside at an OSU property (e.g., research vessel) and are not able to isolate or return home when sick. Workplaces that implement these measures should work closely with the OSU Student Health Center at 541-737-9355.

Depending on the work environment, daily or regular screenings may be needed to track symptoms and risks for contracting COVID-19.

Workers who are at higher risk for severe COVID-19 disease outcomes should consult with their primary care provider.

Consult with the Student Health Center to determine whether the program relies on self-reporting by workers or if someone will be actively reviewing worker health on a regular basis.

Refer to [COVID-19 Resources and Updates](#) for symptom monitoring for COVID-19.

## Personal Protective Equipment



Personal protective equipment (PPE) may be helpful to prevent transmission of the disease. PPE has limitations and increases burden on the worker. Other controls should be considered first, but in certain situations PPE may be required or there may be no better option. If you have questions about whether PPE is required for a specific job activity, ask your supervisor and/or refer to the EH&S [Guidelines for Personal Protective Equipment](#).

Facemasks primarily prevent exposures to others when the wearer coughs or sneezes. Facemasks do not replace the need for social and physical distancing, frequent handwashing, avoiding touching the face, and staying away from people who are ill. Surgical/medical masks should be reserved for healthcare providers; however, they may be used by OSU personnel doing work to support critical operations that require them to be on site but may not be able to maintain a distance of at least six feet between themselves and others at all times. Cloth face coverings are recommended for OSU personnel in accordance with [OSU Policy 04-041](#), "Face Covering in Public and Common Settings During Response to COVID-19 Pandemic."

Face shields can prevent direct exposure to expelled droplets and provide splash/spray protection from disinfectants.

Respirators require care in use and management under the [OSU Respiratory Protection Program](#), which complies with OR-OSHA regulations. Respirators are not normally recommended for physical distancing purposes, but may be appropriate where workers must have close proximity to others during certain job tasks.

Workers should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks. Wash hands before putting on and after removing PPE and masks.

With the expanding COVID-19 pandemic, EH&S recommends measures to conserve personal protective equipment (PPE) while maintaining our commitment to provide a safe and healthful place for employment and learning. The EH&S PPE conservation guidance is based on existing policy from the [CDC](#) and Oregon Health Authority.

These guidelines do not apply to clinical work. For those engaged in patient care, please refer to the OSU Student Health Center. The guidelines in this document are not meant to be exhaustive, and are subject to change as the situation evolves. EH&S recognizes that each department or unit may have its own unique PPE considerations and conservation solutions. Please contact EH&S at [ehs@oregonstate.edu](mailto:ehs@oregonstate.edu) or call 541-713-SAFE for consultation regarding PPE use and conservation.

## Communicate Safety Information

Education is an important aspect in helping to slow the spread of the coronavirus. Informing personnel of guidance, such as social distancing, proper hygiene and methods to keep work areas clean that can help prevent the spread of COVID-19.

### Communicate Safe Practices

To keep the OSU community informed about COVID-19, all OSU units and departments are required to communicate to personnel about ways to prevent the spread of COVID-19.

The [CDC Communication Resources](#) webpage has materials developed to support COVID-19 recommendations including posters and graphics in various formats for you to post and communicate in your work area. Download and post them in common areas, such as in break rooms, lunchrooms, lobbies and bathrooms.

Download the [STOP! Feeling Sick?](#) poster to remind sick personnel to stay home.

Download the [Wash Your Hands poster](#) to encourage good hygiene in the workplace.

The University's [COVID-19 Resources and Updates](#) resources webpage provides information about COVID-19 for the campus community and is updated regularly.

Encourage personnel to read guidance from the Frequently Asked Questions (FAQ), including:

- [How can I help protect myself?](#)
- [What if I'm feeling sick?](#)
- [I feel well but recently visited an affected area or had contact with a sick person from an affected area. What's next?](#)

### Hazard Communication

If personnel work with chemical disinfectants it is important to communicate the potential hazards. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to product use. To assure individual health and safety, and meet regulatory requirements, OSU has developed the [Hazard Communication Right-To-Know](#) program to communicate the hazards and safeguards required to protect individuals from exposure to hazardous chemicals. Also, OSU's [Personal Protective Equipment](#) (PPE) program has been developed to protect employees from serious workplace injury or illness resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards that cannot be eliminated.

## Novel Coronavirus (COVID-19) Resources

<a href="#">OSU EH&amp;S Risk and PPE Selection document</a>
<a href="#">OSU Lab Ramp Up document</a>
<a href="#">OSU's Policy 04-040, Physical Distancing During COVID-19 Pandemic</a>
<a href="#">OSU Policy 04-041, Face Covering in Public and Common Settings During Response to COVID-19 Pandemic</a>
<a href="#">CDC Coronavirus (COVID-19)</a>
<a href="#">CDC COVID-19 Print Resources</a>
<a href="#">OSHA COVID-19</a>
<a href="#">EPA Disinfectants for Use Against SARS-CoV-2</a>
<a href="#">Oregon Health Authority COVID-19 Updates</a>
<a href="#">OR-OSHA Guidance Dealing with COVID-19 in Construction</a>
<a href="https://www.ehs.washington.edu/covid-19-health-and-safety-resources">https://www.ehs.washington.edu/covid-19-health-and-safety-resources</a>

Please contact EH&S at [ehs@oregonstate.edu](mailto:ehs@oregonstate.edu) or 541-713-2273 with questions or for assistance.

***This document will be updated as regulations and public health guidance change.***



### CHECKLIST FOR COVID-19 PREVENTION IN THE WORKPLACE

It is recommended that departments or work units document their workplace COVID-19 prevention measures and review them with personnel. This checklist may be used for that purpose.

<b>Date:</b>	<b>Completed By:</b>
<b>Organization/Department Name:</b>	<b>Worksite Location(s):</b>
<b>Department/Unit COVID-19 Prevention Plan and Plan Location:</b>	

PHYSICAL DISTANCING	Check all that apply:	Other measures taken (describe):
1. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).	<input type="checkbox"/> Telework options offered <input type="checkbox"/> Shifts/breaks times/start times staggered <input type="checkbox"/> In-person meetings (conference call, virtual) limited <input type="checkbox"/> Non-critical in person meetings postponed <input type="checkbox"/> Spread out work areas/physically separate workstations <input type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input type="checkbox"/> Minimizing the number of people in a work area <input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment	

<p>2. Describe how you are communicating physical distancing requirements to workers, customers and visitors.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Posters/signage/floor markings installed or posted</li> <li><input type="checkbox"/> Communicated during staff meetings</li> <li><input type="checkbox"/> Email communication</li> <li><input type="checkbox"/> Established policies and procedures</li> <li><input type="checkbox"/> Provided notice to vendors/contractors</li> </ul>	
<p><b>RESPONDING TO ILLNESS</b></p>	<p><b>Check all that apply:</b></p>	<p><b>Other measures taken (describe):</b></p>
<p>3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Following OSU policies for time away from work</li> <li><input type="checkbox"/> Process in place for symptom monitoring or attestation</li> <li><input type="checkbox"/> Requiring personnel who may be ill or symptomatic to stay (or go) home</li> </ul>	
<p>4. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Asking COVID-19 positive personnel to stay home, contact their healthcare provider and notify the Student Health Center</li> <li><input type="checkbox"/> Performing enhanced cleaning and disinfection</li> </ul>	
<p>5. Describe the reporting procedures followed when personnel tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notifying the Student Health Center</li> </ul>	

CLEANING AND DISINFECTING	Check all that apply:	Other measures taken (describe):
6. Describe the procedures used to clean and disinfect general areas and high-touch surfaces.	<input type="checkbox"/> Following a cleaning schedule <input type="checkbox"/> Cleaning supplies are available for spot cleaning <input type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <input type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input type="checkbox"/> Following CDC <a href="#">Reopening Guidance for Cleaning and Disinfecting</a>	
7. List the product(s) used to clean and disinfect.	<input type="checkbox"/> Alcohol solution with at least 60% alcohol <input type="checkbox"/> 10% bleach/water solution <input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2</a> <input type="checkbox"/> Manufacturer: _____ <input type="checkbox"/> Name: _____ <input type="checkbox"/> EPA Registration #: _____	
8. Describe the safety precautions that are taken when using disinfectant(s).	<input type="checkbox"/> Reviewing safety data sheet (SDS) for each product <input type="checkbox"/> Reviewing chemical disinfectant safety information <input type="checkbox"/> Following manufacturer's instructions for products use <input type="checkbox"/> Using personal protective equipment	

ENCOURAGING GOOD HYGIENE	Check all that apply:	Other measures taken (describe):
9. Describe methods used to encourage good hygiene practices.	<input type="checkbox"/> Providing soap and running water, hand sanitizer and or wipes/towelettes <input type="checkbox"/> Asking personnel to avoid hand shaking and hugging <input type="checkbox"/> Using reminders to wash hands correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing	
USING ALTERNATIVE STRATEGIES (OPTIONAL)	Check all that apply:	Other measures taken (describe):
10. Use engineering controls.	<input type="checkbox"/> Barriers to block direct pathways between individuals are installed <input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created <input type="checkbox"/> Impervious covers over fabric and other porous surfaces have been installed <input type="checkbox"/> Ensuring good ventilation in work areas	
11. Administrative control	<input type="checkbox"/> Tasks have been rescheduled <input type="checkbox"/> Work tasks have been modified <input type="checkbox"/> Organized work tasks to facilitate social distancing	
12. Conduct health surveillance/symptom screening.	<input type="checkbox"/> Performing daily or regular screenings to track symptoms and risks for contracting COVID-19 <input type="checkbox"/> Conducting periodic screening to evaluate risks, which may include people aged 60 years and older and people of all ages with underlying medical conditions	

12a. Conduct health surveillance/symptom screening. (cont)	<input type="checkbox"/> Consulting with Student Health Center <input type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Strategic Partner	
13. Provide personal protective equipment (PPE) and guidance on how to use it.	<input type="checkbox"/> Face shields and/or eye protection is worn <input type="checkbox"/> Respirators are worn <input type="checkbox"/> Surgical/medical masks are worn <input type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, disposal of PPE	
<b>COMMUNICATING SAFETY AND HAZARDS</b>	<b>Check all that apply:</b>	<b>Other measures taken (describe):</b>
14. Communicate safe practices.	<input type="checkbox"/> Posters/ signage are installed and/or posted <input type="checkbox"/> Email communications have been sent <input type="checkbox"/> Information is covered in staff meetings <input type="checkbox"/> Shared information from <a href="#">OSU COVID-19 Resources and Updates</a> webpage	
15. Communicate hazards and safeguards to protect personnel.	<input type="checkbox"/> Provided information about working safely with disinfectants <input type="checkbox"/> Communicate the hazards and safeguards required to protect individuals from exposure	