

COVID-19 Workplace Safety Guidelines

Physical Space Preparations

- Limit common touch points and avoid using others' workspaces.
- External signage on buildings will provide instructions for visitors regarding PPE requirements and safety protocols.
- Signage on certain doors will indicate if they are for entrance or exit only.
- Conference rooms and other spaces must be large enough to permit physical distancing (minimum of 6 feet) for all attendees.
- Doors on offices and workspaces should be closed when possible.
- Multiple cleanings of high touch surfaces will occur during each 24-hour weekday period.
- Touchless trash cans will be placed in key locations, including near doors for restrooms.
- Clear plexiglass partitions will be placed in office areas where physical distancing is a challenge due to layout and/or entry door location.

Best Practices

- Complete the self-monitoring checklist before reporting to work daily. Stay at home when not feeling well, consult your healthcare provider, and notify HR regarding symptoms.
- Utilize gloves or hand coverings (paper towels, tissues) when using common touch points on copiers, elevators, door handles, etc.
- If you need to visit another staff office on campus, we ask you to call or email in advance. Please also wear a mask when traveling outside of your office on campus. Our staff offices are very compact, and it is almost impossible to social distance without intentionality.
- Keep an accurate and updated calendar of meetings and activities, especially when on campus. This will help track locations if there is risk of exposure.
- Notify maintenance immediately (maintenance request link on portal, email, or call) if items such as soap dispensers, paper towel dispensers, or hand sanitizer bottles are empty.
- Limit visitors, vendors, and other campus guests whenever possible. Communicate with those that may typically stop by on a regular basis to see if other options are available.
- Do not use equipment or items that are located within others' workspaces.
- Make the best attempt possible to limit restrooms to 2 people at a time.
- Wash hands frequently.
- Practice physical distancing (minimum of 6 feet).
- Use hand sanitizer when handling items or when hand washing is not an option.
- Use technology for communication rather than in-person meetings when possible.
- Utilize appropriate PPE when on campus.
- Travel is not restricted at this time, but employees are asked to limit non-essential travel and follow safety protocols while traveling. Employees are asked to avoid large scale events if possible as well.

