

Huntington University | COVID-19 Workplace Safety Guidelines

Physical Space Preparations

- Limit touch points – discontinue use of common items, such as coffee pots, microwaves, and refrigerators. Instead, bring your own drink and food items and determine ways to consume without using shared equipment.
- Social distancing measurements and expectations will be designated on campus with signage and tape. External signage on buildings will provide instructions for visitors regarding PPE requirements and safety protocols.
- Conference rooms are not accessible for multi-person meetings until further notice.
- Doors on offices and workspaces should be closed when possible.
- Multiple cleanings of high touch surfaces will occur during each 24-hour weekday period.
- The following buildings will remain closed during the summer, except for appropriate office personnel: PLEX, RichLyn Library, MCA, Habecker Dining Commons.
- Touchless trash cans will be placed in key locations, including near doors for restrooms.

Best Practices

- Complete the self-monitoring checklist before reporting to work daily. Stay at home when not feeling well and notify HR regarding symptoms.
- Utilize gloves or hand coverings (paper towels, tissues) when using common touch points on copiers, elevators, door handles, etc.
- Common equipment items that are non-essential will be taken offline. This may include, but is not limited to, vending machines and drinking fountains.
- If you need to visit another staff office on campus, we are going to ask you to call or email ahead. 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. As we add more people back to work, we become more at risk. Please help us keep one another safe.
- 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.
- Restrict or eliminate 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 social distancing (recommended minimum is 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 whenever possible.
- Utilize appropriate PPE when on campus.
- Fridays will be a remote working day unless directed otherwise by a direct supervisor. This will promote a cleansing cycle of 72 hours each week (Friday-Sunday).
- Create a personal work efficiency plan when working remotely, including considerations such as forwarding office phone calls to your cell phone and working with supervisors to create task list.
- Limit all non-essential travel. If you do travel commercially (aka airlines, cruise ships, subways, etc.), this summer or attend large scale public events, we are asking that you not return to campus without allowing a 14 day window for

self-quarantine.* The University will not fund or reimburse for any professional or University-related travel prior to the beginning of the Fall 2020 semester. Please communicate with your direct supervisor prior to traveling so that an appropriate plan can be developed in advance.

**If you are unable to work remotely during the quarantine, available vacation time can be used to continue receiving pay.*

For further information, please email covid19@huntington.edu.