

NEAL W. WERNER UNIVERSITY CENTER



**COVID-19 WORKPLACE & INDIVIDUAL
SAFETY TRAINING**



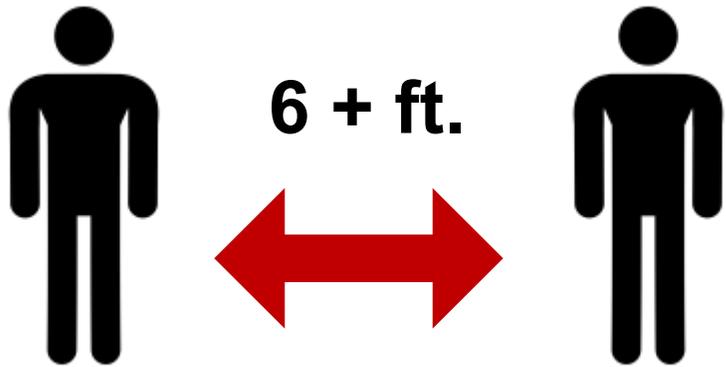
OBJECTIVE

Outline requirements and expectations of workplaces and individuals to follow during the current Covid-19 pandemic:

- Physical distancing and responsibilities
- Examples of distancing using administrative and engineering controls
- Examples of personal controls
- Resources



WHAT IS PHYSICAL DISTANCING?



- Physical Distancing: intentionally increasing spacing between people to slow the spread of a contagious disease
- Also known as social distancing
- Important for slowing spread of COVID-19



WHERE TO PHYSICAL DISTANCE?

Anywhere there is a chance of prolonged contact, 15 minutes or more, with other people within 6 feet.

Physical distancing measures:

- Administrative controls
- Engineering controls
- Personal controls



WOLVES

6' PLEASE

WEST OREGON WOLVES

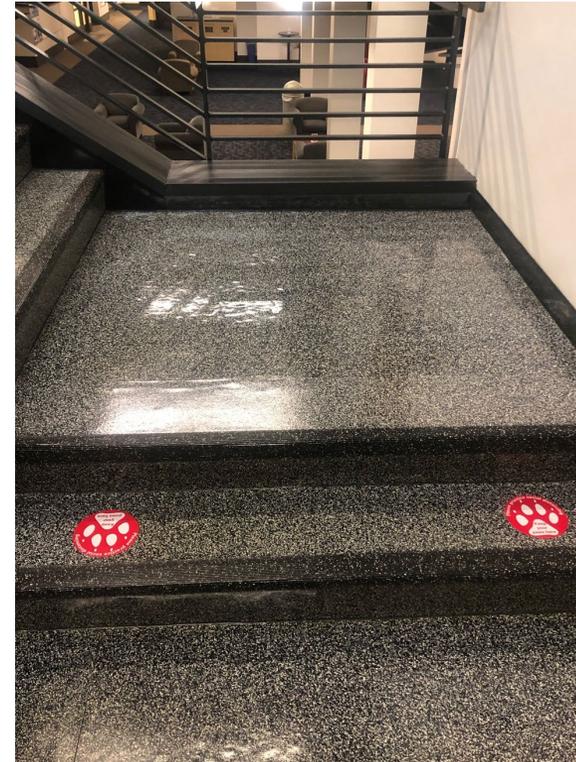
QUESTIONS?
CAMPUS PUBLIC SAFETY
503-838-8481

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ADMINISTRATIVE CONTROLS

Examples of distancing administrative controls:

- Schedule changes
- Separate vehicle use
- Route planning





ADMINISTRATIVE CONTROLS



LIMIT OF 2
PEOPLE IN
ELEVATOR AT
A TIME

FURTHER QUESTIONS?
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Lunch room open for
appliance and sink use
with reduced seating.



DO NOT
CONGREGATE
IN THIS AREA

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ADMINISTRATIVE CONTROLS

- Follow current occupancy limits
- If new occupancy is not posted, self-limit to 6 feet apart



ONLY
__ PEOPLE
ALLOWED IN THIS
ROOM AT A TIME

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ENGINEERING CONTROLS

Examples of engineering controls:

- Change the orientation of desks
- Mark floors
- Post signs
- Prop open doors

ENGINEERING CONTROL EXAMPLES

- Some interior doors (like restrooms or breakrooms) may be propped open so employees don't have to touch the door after washing their hands.
- Fire doors must not be propped open



ENGINEERING CONTROLS

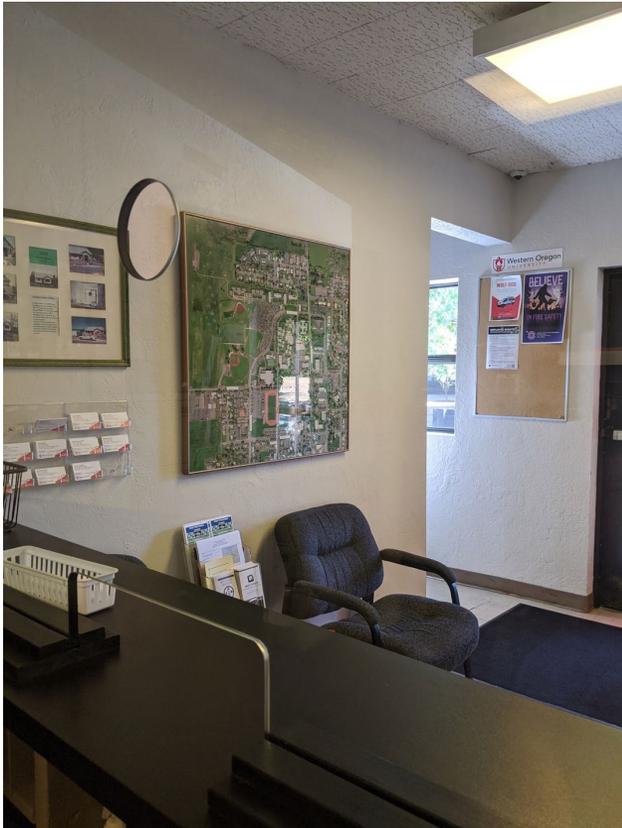


CLASSROOM

THIS CLASSROOM
HAS BEEN ARRANGED
TO ALLOW FOR PROPER
PHYSICAL DISTANCING.
PLEASE DO NOT
MOVE FURNITURE.

QUESTIONS?
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ENGINEERING CONTROLS



Plexiglass Barriers:

- Not needed for every front desk area
- Appropriate for high volume areas

ENGINEERING CONTROLS



Create distance and guide pathways with:

- Furniture
- Tape
- Cones
- Tables

ENGINEERING CONTROLS



Remove or separate seating from lobbies and common areas.

ENGINEERING CONTROLS



Where it's not feasible to remove seating, post signs on existing seats or spaces to set the expectation for safe distancing.



LABORATORIES

Laboratories are unique environments and have specific controls:

- Use online calendars for scheduling activities and equipment
- Do work outside the lab
- Conduct remote meetings
- Direct lab traffic
- Limit occupancy

PERSONAL CONTROLS

Personal controls should always be followed, even when physical or administrative controls are present:

- Disinfect surfaces
- Frequent handwashing
- Wear a face covering
- Cover coughs/sneezes
- Stay home when sick



Photo source: Healthline

WORKSPACE CLEANING



Frequently touched surfaces should be cleaned regularly:

- High Touch surfaces
- Personal workspaces
- “Clean in/clean out” for shared work spaces
- Cleaning and sanitizing supplies are available for individual units/departments by contacting Facilities Services via email at facilitieshelp@wou.edu
- Facilities maintains a cleaning and maintenance schedule for all buildings on campus under OSHA guidance for COVID-19.

HANDWASHING

Proper handwashing:

1. Wet hands with clean water
2. Scrub vigorously with soap for 20+ seconds
3. Rinse with clean water
4. Dry with clean towel or air dry

Hand Sanitizer – should be second choice!



Photo source: Medical News Today



WOU MASKS & FACE COVERINGS



Face coverings are required at all times for employees, contractors and volunteers in public and private workplaces

- Includes hallways, bathrooms, classrooms, elevators, lobbies, break rooms, meeting rooms and other common and shared spaces
- Exceptions include: a private, individual workspace not shared with other people, a large indoor space such as a warehouse where 6 feet can be maintained at all times and while eating or drinking
- Masks or face coverings must fit over the nose & mouth, face shields alone can only be used for communication purposes or documented medical conditions

CLOTH MASKS



Photo source: Cleveland Clinic

Cloth masks or face coverings are now required in virtually all indoor employment spaces with some narrow exceptions.

- You are welcome to wear your own cloth mask or face covering
- WOU will provide cloth masks to those who need them through Human Resources, Facilities Services, or Campus Public safety.
- Not included are: a covering that incorporates an exhalation valve, mesh masks, lace masks or coverings with openings, holes, visible gaps in the design or materials or vents.

CLOTH MASKS

WOU has cloth masks available for all employees.

Masks are available free at:

- Public Safety (24/7)
- Facility Services (M-F 7:30am-Noon, Noon - 4:30pm), and
- Human Resources (M-F 8am-Noon, Noon -5pm).

Note: Departments can request larger quantities of masks from Facilities Services.



ALTERNATIVE FACE COVERINGS

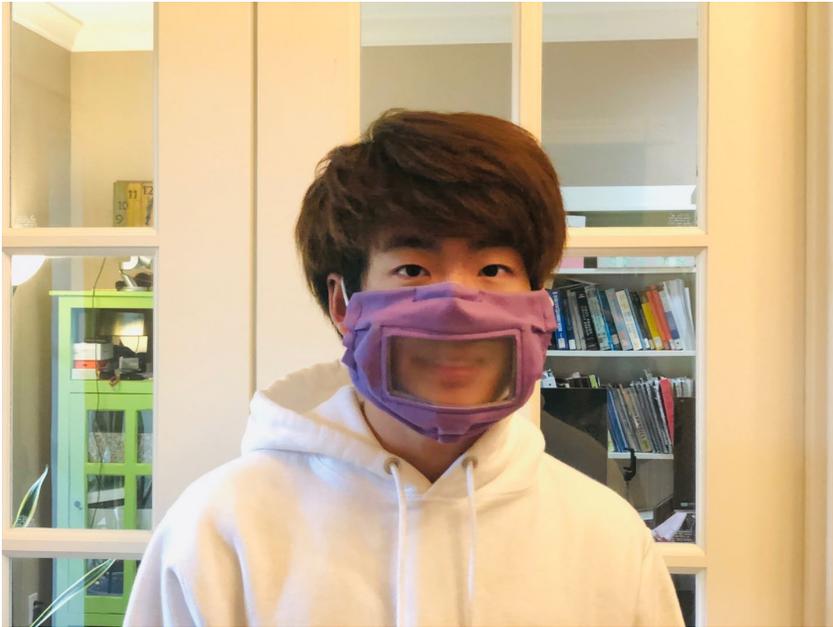


Photo source: Cleveland Clinic

- Clear face coverings can be beneficial to some employees.
- Questions about alternative face coverings?

Please contact Human Resources to explore alternatives

WEARING/REMOVING & STORAGE

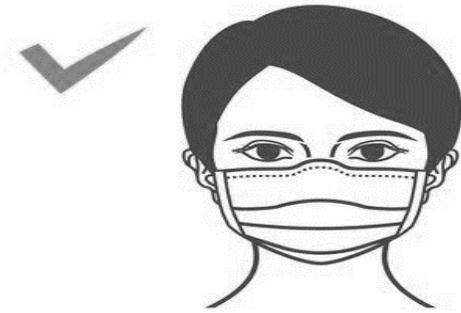
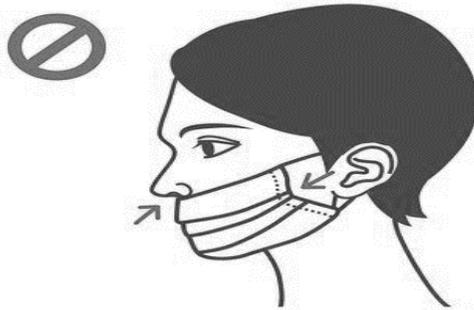
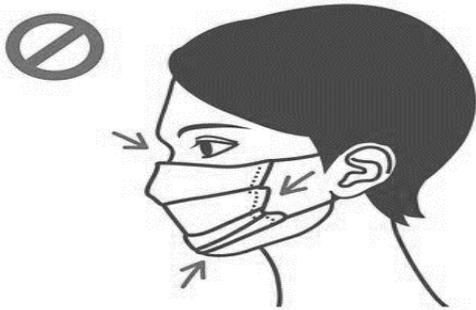
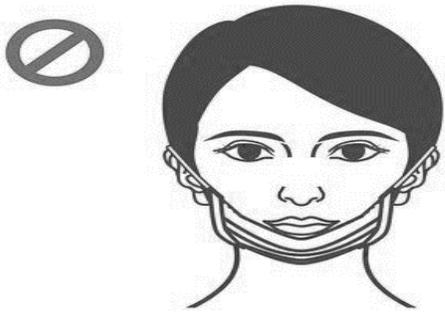
- Wash your hands before putting on or taking off a covering
- Store face covering in a paper bag or envelope
- Recommended care:
 - Reusable cloth coverings = owner launders daily
 - Disposable paper masks = throw out when damp



Photo source: Nebraska Medicine



WEAR CORRECTLY!



FACE COVERINGS

What should you do if a person in a building does not have a face covering?

- Ask them if they are aware of the state requirement to wear face coverings at public universities, such as WOU. Direct them to where they can get a free cloth mask.
- If they do not comply:
 - Contact your supervisor for assistance
 - Enter the concern into the online reporting form, or
 - Contact Public Safety at 503-838-8481.



WOU SELF-CHECK PROCESS

Guidance from OHA & HECC requires employees for their protection and the protection of others in the campus community to perform a daily self-check prior to coming to campus. Western Oregon University is recommending employees use the checklist available from the OHA website:

- The Symptom Screening Checklist for Non-Health Care Staff provided by the Oregon Health Authority is available for employees use at:
English
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2699.pdf>
Spanish
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/ls2699.pdf>
- If you would like the Human Resources Office to provide the checklist in another format, please contact us at: vanderj@wou.edu

WOU SELF-CHECK PROCESS - continued

Employees, per OHA & HECC guidance, are required to have documentation of daily self-checks, if requested for contact tracing purposes by the state and county.



REQUIRED PROTOCOLS: The following are required for all employees who answer yes to any of the Symptom Checklist points.

- **Employees who answer yes to having any symptoms listed in the checklist prior to coming to campus must/should:** 1) stay home 2) call your supervisor, 3) contact their medical provider for advice, and, 4) call or email HR to arrange/discuss a variety of leave options.
- **Employees who develop these symptoms during the workday will be isolated and sent home. The employee must:** 1) contact their supervisor immediately, 2) contact their medical provider for advice, and, 3) call or email HR to arrange/discuss a variety of leave options.
- **Employees who have been in close contact in the last 14 days with someone diagnosed with COVID-19, been contacted by a health department to quarantine and you are within that quarantine period, and/or test positive for COVID-19 understand that they must:** 1) stay home, 2) contact their supervisor immediately, 3) contact their medical provider for advice, and, 4) call or email HR to arrange/discuss leave options.

SUMMARY

Do your part! Be sure to:

- Follow distancing administrative and engineering controls
- Disinfect frequently touched surfaces
- Wash your hands frequently
- Wear a face covering in line with OHA and HECC guidance
- Complete a symptom self-check in line with OHA and HECC guidance
- Keep a minimum 6 ft. from others
- Stay home if sick!



MORE RESOURCES



STOP GERMS FROM SPREADING

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose and mouth.
- Wash your hands often with soap and water for at least 20 seconds.
- Wash your hands often with soap and water for at least 20 seconds.

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FURTHER QUESTIONS? PLEASE CALL
CAMPUS PUBLIC SAFETY 503-838-8481

For more information visit:

- WOU's site:
wou.edu/coronavirus
- Center for Disease Control
cdc.gov/coronavirus
- Oregon Health Authority
govstatus.egov.com/OR-OHA-COVID-19



QUESTIONS?

- **General COVID-19 Questions:**
- Visit: wou.edu/coronavirus for more information.
- **Human Resources Questions:**
- Email: hr@wou.edu or vanderj@wou.edu
- Phone: 503 838-8490

- **Safety & Health Questions:**
- Contact Allen Risen
- Email: risena@wou.edu
- OR call: 503-838-8156