

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

COVID 19
Social Distancing Guidelines

Background

Coronaviruses are a large family of viruses that are commonly found in animals such as bats, cattle, and other domesticated animals. Four types of coronaviruses are widely distributed and can cause the common cold. Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS) are two other examples of coronaviruses that originated from animals and then spread to people.

This new class of coronavirus, more closely related to SARS, this is also called SARS-CoV-2, is known to be especially dangerous for those in higher health risk groups such as those who are immune compromised and the elderly. The origin of COVID-19, (coronavirus disease 2019), has been identified to have come from an open food market in Wuhan city, Hubei Province in China. The virus, now considered pandemic, is in the United States, and is continuing to spread.

This booklet intended to provide guidelines for employees who must report to work, to help minimize the likelihood of occupational transmission of the virus.

Symptoms

People may experience:

runny nose

sore throat

cough

fever

difficulty breathing (severe cases)

Gastrointestinal symptoms like diarrhea and vomiting have also been reported, potentially before the respiratory symptoms appear.

If you are sick, you **MUST** stay home. If you suspect you have COVID-19, please phone your medical provider to determine next steps. Avoid going directly to the doctor's office or emergency room without calling first. As face coverings are required when outside the home, you will need to have one there as well.



Transmission

Someone who is actively sick with COVID-19 can spread the illness to others. The virus can spread to nearby people through large droplets of bodily fluid such as from an infected person's cough or sneeze.

The virus can also live on surfaces for up to 3 days, maybe longer depending on the temperature and humidity. When another person then touches that same surface, they can become infected if they do not wash their hands and proceed to touch their face.

The virus can then enter through the mouth or nose and according to the CDC, possibly the eyes. The primary binding sites of the virus are deep in the lungs and the epithelium(lining) of the stomach.

Because asymptomatic(showing no signs of illness) transmission can also occur, **social distancing** is recommended for everyone, whether at home or work, to decrease the likelihood of giving the illness to someone else, before you even knew you had it.

Stop the Spread

The best way to keep yourself and your community safe is the following:

- **Stay home when you are ill**
- Wash your hands often with soap and warm water for at least 20 seconds
- Wash the tops of your hands, fingertips and thumb
- If you are out in public without access to a sink, use a 60% or greater alcohol based hand sanitizer after touching common items such as a shopping cart, gas dispenser, light switch, elevator buttons etc...and immediately wash your hands upon returning home.
- Clean all high touch surfaces every day like doorknobs, counters, toilets, cell phones, remote controls etc...
- Avoid touching your face
- Sneeze or cough into a tissue and then throw it away (if you don't have a tissue, sneeze into your elbow or shirt to confine the aerosols) keep in mind virus will stay alive on your clothing for days, so keep your clothes away from people and launder regularly.
- Follow CDC guidelines when caring for ill family members
- Practice Social Distancing
- Follow Travel advisories

Social Distancing

Social distancing, is refraining from unnecessary contact with other employees. The following steps should be taken while at work:

- Supervisors complete the social distancing assessment for all employees within their department and complete all the necessary corrective actions
- Avoid any mingling or grouping in the break rooms, unless there is enough room for everyone to stand at least six feet apart.
- Keep your distance in the bathroom. Due to the size of some bathrooms, if someone else is in the restroom, you will need to wait until they exit to enter.
- Avoid approaching your colleagues at their workstations unless you stand 6ft away(two arms lengths)
- If possible, use alternative forms of communication such as phones, email, or virtual or video chat.

Face Coverings

Face coverings are not considered personal protective equipment, but you should be aware of how to use them properly and their limitations. If someone sick is around you, without a face covering, it will not stop you from getting sick. For this reason, they only work to reduce the spread of COVID-19 if everyone wears them.

Wearing a face covering will protect people or objects from your droplet spread.

It will also inhibit you from touching your nose or your mouth which:

1. Protects you from touching contaminated objects and potentially getting live virus into your nose or your mouth or your eyes.
2. Protects others, by keeping you from touching your nose or mouth and getting the virus you may have and placing it on objects or people.

Use a face covering that has at least two layers of 100% cotton. Preferably, it will have a filtered insert, such as a coffee filter or shop cloth. It should be fitted enough not to have large gaps, but not so tight it restricts your breathing.

You should wear one every time you leave your house. You may also want to wear one inside your home, if you live with someone over 65 years old, or someone who has physical conditions, like asthma, that makes them more susceptible to getting severely ill from SARs-CoV-2(COVID-19). You may also be required to wear one during the course of your work. If you wear it outside the home, you should assume it has been contaminated and therefore, it should be laundered. If you have not touched it, and have taken it off carefully using the strap, after washing your hands and you let it sit for 72 hours, you could also assume that it is safe to wear again. Use good judgement.

Laundering Options:

- Wash them by hand with hot water and soap. Air dry or put in the dryer.
- You may also saturate them with 60% alcohol and let air dry or,
- Rinse with 3% Hydrogen Peroxide and air dry.
- You may also wash them in the washing machine and put them in the dryer.

Traveling

All international and non-essential domestic travel has been cancelled.

For all non-athletic faculty, researchers, postdoctoral scholars, and for students and staff who are involved in research:

Essential travel is defined as University-sponsored travel that is required or under contractual obligation to:

- Preserve the safety of a research subject and cannot be postponed; or
- Preserve the results of a research activity and cannot be postponed.

Individuals in this group with questions about whether specific proposed travel is essential, or those seeking approval to engage in essential travel, should confer with their supervisors. Supervisors may recommend the travel essentiality to their responsible dean or director. The applicable vice president will make the final determination.

For staff:

University-sponsored staff travel is considered non-essential except when accompanying students on approved essential travel or when not traveling will cause harm to the operations of the university.

Employees in this group seeking approval to travel should confer with their supervisors. Supervisors may recommend an employee's travel as essential to the responsible dean or director. The applicable vice president will make the final determination.

Additional Guidelines

- Bringing food to work to share with others is prohibited
- All social distancing guidelines will be enforced
- Please adhere to signage posted throughout campus and follow all required controls for your department and throughout campus
- If you are over 65 or have an underlying medical condition, you must not come to campus. Please discuss accommodations with your supervisor.
- If you are unable to maintain social distancing or touch shared equipment while performing your job functions, please contact EH&S for a job hazard analysis form or visit <https://risksafety.humboldt.edu/covid-forms>

Meetings

All meetings must be conducted through a remote interface in order to comply with social distancing. Zoom is the best platform available in order to conduct virtual meetings and interface.

Zoom allows for web, audio & video conferencing; online meeting; group messaging; and screen sharing.

For more information on zoom, visit the academic technology guides on zoom at <https://atguides.humboldt.edu/m/zoom>.

To join a meeting visit: <https://humboldtstate.zoom.us>

For questions or guidance on how to use zoom, please contact the Help Desk through email, help@humboldt.edu, or by visiting

You may also call at 707-826-4357.

Cleaning and Disinfection

Start by spraying a detergent type cleaner to remove dirt from all visibly dirty surfaces (disinfection potential is reduced when there is dirt present).

Always move from cleaner to dirtier areas i.e. common area, to kitchen to bathroom. A new rag should be used for each area. For combination cleaner/disinfectant, simply perform it in two steps.

After routine surface cleaning, begin disinfection.

All hard surfaces must be saturated with EPA approved cleaner. Focus on high touch surfaces like faucets, door knobs, light switches, and handles.

The amount of time the surface must be wet to be effective is called the dwell or “wet” and is dependent on the cleaner. If it dries out quicker than that time, it must be re-applied. Dwell time varies from 30 secs to 10 mins, 3-4 mins is usually sufficient. Contact EH&S for more information.

If using a wipe, wiping in one direction is preferred. Each wipe type will have a dwell time too

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

If you get sick or are exposed to someone who is sick:

You may be directed by public health to isolate in your home, hospital or alternate facility.

Please contact your health provider if you are experiencing symptoms of COVID-19.

You will be placed on administrative leave during your isolation or quarantine.

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