



COVID-19 Workplace Safety Guidance Summary

This guidance applies to all University employees, both represented and non-represented, contractors, and students **WORKING** on-campus. Employees, contractors, students on-campus **MUST** do the following:

1. **Monitor Health.** All employees are **expected to self-monitor** their health daily, including taking their temperature before arriving on-campus.
 - a. If an employee is sick, they are not to report to work and follow their normal notification procedures.
 - b. If an employee becomes sick while at work, they are to notify their supervisor and go home.
 - c. If an employee develops COVID-19 related symptoms, such as a fever (over 100.4 degrees Fahrenheit), a cough, difficulty breathing, sore throat, headache, muscle pain or new loss of taste or smell they should contact their healthcare provider for medical advice and notify their supervisor.
 - d. If the employee, household member, or someone who the employee has been in close, direct contact with is being tested for COVID-19, they are to stay home and notify their supervisor.
2. **Wear a Mask.** All employees while working, except when eating, drinking, driving alone in a vehicle, or working alone in an office will wear a mask.
 - a. Employees are permitted to wear their own mask. Any mask decoration must be consistent with workplace etiquette. Any mask that might reasonably cause a workplace distraction is prohibited. The mask is to fit snugly but comfortably against the side of the face, covering the nose and mouth. The mask should allow for breathing without restriction.
 - b. Employees that do not have a mask, should contact their supervisor to receive one. EHS will supply masks when requested.
3. **Practice Social Distancing.** All employees should eat their lunch and take breaks alone in order to minimize the chance of spreading COVID-19.
 - a. Conduct virtual meeting when possible.
 - b. In-person meetings should not exceed 25 employees at one time (Yellow Phase) and maintain social distancing of 6-feet.
 - c. Schedule appointments only and avoid sharing vehicles and working in close proximity with others.
4. **Cleaning and Disinfecting.** All employees are encouraged to frequently clean and disinfect their own work area, including phones, computers and other equipment. (Avoid sharing equipment)
5. **Contact Tracing.** Contact tracing is finding everyone who comes in direct contact of the individual during the timeframe while they may have been infectious. To be proactive the following will occur:
 - a. All employees on-campus will create a daily log to document whom they have been in close contact with. (Within 6 feet of each other). The log will document the date, location and name of individual who you were in close contact with. The log will be sent to your direct supervisor at the end of your workday.
 - b. Building Access Request/Notification: Employees needing access to a building should provide notice to their area manager (ideally 72 hours in advance) and fill out the [Building Access Request/Notification form](#) found online prior to arriving on campus. This form allows the University to be aware of who is working on-campus in the event of an emergency, where routine cleaning and disinfection needs to occur, and to allow for contact tracing in the event of a probable or confirmed COVID-19 case.



Slippery Rock University COVID-19 Workplace Safety Guidance

I. PURPOSE AND SCOPE

A. Purpose.

The purpose of this document is to provide guidance to Slippery Rock University on COVID-19 workplace safety provisions and compliance with the [Secretary of the Pennsylvania Department of Health, Directing Public Health Safety Measures for Businesses Permitted to Maintain In-Person Operations effective April 19, 2020.](#)

Note: This is a dynamic situation and this document may be updated as necessary as the situation changes.

B. Scope

This guidance applies to all University employees, both represented and non-represented, contractors, and students.

II. DEFINITIONS

- A. **Masks** – A covering that fits snugly but comfortably against the side of the face that is capable of being secured. This includes disposable masks, cloth face coverings, scarfs, bandanas, or neck gaiters. Masks are not to be confused with N95 respirators and are not considered personal protective equipment as defined by OSHA. N95 respirator usage is reserved for authorized employees.

III. GUIDANCE

A. EMPLOYEES WORKING ON-CAMPUS

1. **Schedule Work On-Campus.** Employees should provide notice to their area manager prior to their arrival (ideally 72 hours in advance). A routine employee work schedule may serve as a notice for employees that routinely work on-campus. This allows the University to be aware of who is working on-campus in the event of an emergency, where routine cleaning and disinfection needs to occur, and to allow for contact tracing in the event of a probable or confirmed COVID-19 case. [Building Access Request/Notification form](#)
2. **Wear a Mask.** All employees working on-campus (regardless of frequency) are now required to wear a mask while working, except when the employee is eating or drinking, driving alone in a vehicle, or working alone in an office. Recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. “My mask protects you and your mask protects me.”

- a) Employees are permitted to wear their own mask. Any mask decoration must be consistent with workplace etiquette. Any mask that might reasonably cause a workplace distraction is prohibited. The mask is to fit snugly but comfortably against the side of the face, covering the nose and mouth. The mask should allow for breathing without restriction.
 - b) Employees will be responsible for laundering their own cloth masks daily.
 - c) Employees that do not have a mask, should contact their supervisor to receive one at no cost to them.
3. **Practice Social Distancing.** All employees are to maintain social distancing from others whenever possible.
- a) Employees should eat their lunch and take breaks alone in order to minimize the chance of spreading COVID-19.
 - b) All meetings and training are to be conducted virtually, whenever possible. If a meeting or training must be held in person, limit the meeting to the fewest number of employees, possible, not to exceed 10 employees at one time (Red Phase) or 25 employees at one time (Yellow Phase) and maintain social distancing of 6 feet.
 - c) Stagger work start and stop times for employees, when practical, to prevent gatherings of large groups entering or leaving the premises at the same time.
 - d) Require services by appointment only, when possible.
 - e) Avoid sharing vehicles and avoid working in close proximity with others.
4. **Practice Good Hygiene.** Employees are to continuously practice good hygiene.
- a) Wash hands often with soap and water for at least 20 seconds or apply hand sanitizer.
 - b) Avoid touching nose, mouth and eyes.
 - c) Cover coughs and sneezes with a tissue or your elbow and immediately wash hands or apply hand sanitizer. Discard tissues in lined trash cans.
 - d) If wearing gloves, remove them after the task is complete to avoid cross contamination and wash hands immediately after taking them off.

- e) All employees are encouraged to frequently clean and disinfect their own work area, including phones, computers, vehicles and other equipment.
- f) All employees are to avoid sharing equipment. If necessary, the items are to be cleaned following use and employees should wash or sanitize hands.

5. **Monitor Health.** All employees are expected to self-monitor their health daily, including taking their temperature before arriving on-campus.

- a) If an employee is sick they are not to report to work and follow their normal notification procedures.
- b) If an employee becomes sick while at work, they are to notify their supervisor and go home.
- c) If an employee develops COVID-19 related symptoms, such as a fever (over 100.4 degrees Fahrenheit), a cough, or difficulty breathing, they should contact their healthcare provider for medical advice and notify their supervisor.
- d) If the employee, household member, or someone who the employee has been in close, direct contact with is being tested for COVID-19, they are to stay home and notify their supervisor.

Note: Refer to the [CDC's guidance information for employees who are sick](#).

6. **Law Enforcement.** For information specific to law enforcement refer to the [PA Department of Health's guidance](#) and [CDC's guidance](#).

7. **Healthcare Providers.** For information specific to healthcare professionals refer to the [PA Department of Health's guidance](#) and [CDC's guidance](#).

B. CONTRACTORS WORKING ON-CAMPUS

- 1. **Wear a Mask.** The [Order](#) of the Secretary of Health providing for business safety measures including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19. Any mask decoration must be consistent with workplace etiquette. Any mask that might reasonably cause a workplace distraction is prohibited. The mask is to fit snugly but comfortably against the side of the face, covering the nose and mouth. The mask should allow for breathing without restriction.
- 2. Follow applicable guidance from the [Department of Health](#) and the [Centers for Disease Control and Prevention](#) concerning operations and workplaces.

3. Follow all provisions included in the [Governor’s Guidance for Business in the Construction Industry](#) including but not limited to the following:
 - a) Requiring social distancing (6-foot minimum distance between workers) unless the safety of the public or workers require deviation (e.g. dry walling, team lifting).
 - b) Providing hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
 - c) Implementing cleaning or sanitizing protocols at all construction sites and projects. Identifying and regularly cleaning and disinfecting areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
 - d) Ensuring all gatherings are limited to no more than 10 people (Red Phase) or 25 employees at one time (Yellow Phase), maintaining 6-foot social distancing, when required to meet, even when conducted outside.
 - e) Using virtual meetings, and disseminating information electronically to the extent feasible.
 - f) Staggering shifts, breaks, work areas, and/or stacking of trades where feasible to minimize workers on site.
 - g) Limiting tool sharing and sanitizing tools if they must be shared.
 - h) Employing jobsite screening based on CDC guidance to determine if employees should work. Prohibiting from working any employees with any symptoms of COVID-19. Encouraging sick employees to stay home.
 - i) Prohibiting unnecessary visitors to any project or work site, and limiting supplier deliveries.
 - j) Limiting access to enclosed spaces to the extent feasible.
 - k) Ensuring workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.

- l) Identifying a “Pandemic Safety Officer” for each prime contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of the Governor’s guidance for the protection of employees, suppliers, and other personnel at the site. The Pandemic Safety Officer is also responsible for coordinating with the contractor’s subcontractors. **Submit the name and contact information of the Pandemic Safety Officer to the University Project Manager.** This may be the same individual named as the Safety Officer if that position is required pursuant to Section 013500 of the contract if your contract contains those specifications.

- m) Ensuring enclosed projects or portions of enclosed projects for commercial construction projects including new construction, renovation, and repair do not permit more than four persons on job sites of 2,000 square feet or less. One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and subcontractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.

In addition to the conditions above, the following recommendations are made concerning resuming construction activities:

- 4. It is recommended contractors establish a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.
- 5. It is recommended that each jobsite have signage posted indicating best practices and safety guidelines for construction sites.
- 6. It is recommended contractors consult with trade associations and other appropriate organizations for recommendations and guidelines for the construction industry. For example, the [Master Builders’ Association of Western Pennsylvania](#) website contains additional guidelines regarding cleaning/disinfection of jobsite, trailers, equipment, etc.
- 7. The SRU Offices of EHS/Emergency Management will coordinate with university offices utilizing contractors and serve as a resource to their respective pandemic safety officers as a means to ensure all health and safety measures are being followed as construction activities resume on campus.

C. VISITORS/STUDENTS

1. **Access.** No visitor/student shall enter a building unless authorized. [Building Access Request/Notification form](#)
2. **Wear a Mask.** Visitors/Students on-campus are to wear a mask at all times when interacting with the campus community. Any mask decoration must be consistent with workplace etiquette. Any mask that might reasonably cause a workplace distraction is prohibited.
3. **Practice Social Distancing.** Visitors/Students should practice social distancing while on-campus.
4. **Practice Good Hygiene.** Visitors/Students should continuously practice good hygiene.
 - a) Washing their hands often with soap and water for at least 20 seconds or apply hand sanitizer.
 - b) Avoid touching their nose, mouth and eyes.
 - c) Covering their coughs and sneezes with a tissue or your elbow and immediately wash their hands or apply hand sanitizer.
 - d) Do not share food or drink with others.

D. EXPOSURE TO COVID-19

Upon discovery of a probable or confirmed COVID-19 exposure on campus, the following will occur:

1. **Notification.** Notifications to occur in accordance with the guidance from the Office of the President. Campus community will also be notified.
2. **Areas Secured.** Areas visited by the person who is a probable or confirmed case of COVID-19 will be closed off for a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.
 - a) Cleaning staff will clean and disinfect all areas visited/used by the probable or confirmed case of COVID-19 person, focusing especially on frequently touched areas.
 - b) Contact tracing will begin by identifying any employee/visitor that was in close contact of the person with probable or confirmed case of COVID-19 from a period of 48 hours before symptoms onset to the time at which person was isolated. Prompt notification of any persons in close contact of any known COVID-19 exposures will be done by the designated university officials.

- (1) If the critical employee/visitor remains asymptomatic and there is no other replacement, the person should adhere to the practices set out by the CDC. Refer to the [Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#). All other employees will quarantine at home. Refer to the [Quarantine-Isolation Work Guidance](#).
 - (2) If the employee becomes sick during the workday, the person should be sent home immediately. Employees work area should be cleaned and disinfected. Other employees who had contact with ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Employees or visitors at the workplace with close contact within 6 feet of the employee during this time would be considered exposed.
3. **Temperature Screenings.** Temperature screenings will be implemented upon discovery of a probable or confirmed COVID-19 exposure on campus. Temperature screenings will be conducted before employees enter campus, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work.
 - a) All employees will report to a designated location (Morrow Field House/Old Thompson Field) at the start of workday or shift to get their temperatures screened. University Police, Utility Plant and the Student Health Services employees will continue to report to their work location to get their temperatures screened.
 - b) Designated and trained employees will take or observe the employee take their temperature. (Student Health Services nurses, police supervisors, Facilities and EHS/Emergency Management managers and supervisors) Designated temperature monitors will administer temperature checks utilizing an infrared thermometer. A disposable thermometer will be used as a backup device, if available. Personal thermometers are permitted however; temperatures will be taken in front of the designated temperature monitor.
 - c) All employees will wear a mask and practice social distancing while waiting to have temperatures screened.

- d) The designated temperature monitors will be provided a list of employees that are expected to report to work daily. Any employee who does not report or has a temperature of 100.4 degrees Fahrenheit or higher will be reported to Human Resources.
- e) Any employee that has an elevated temperature or fever of 100.4 degrees Fahrenheit or higher should have their temperature recorded and retaken after 15 minutes by a Student Health Services nurse. If the temperature is still 100.4 degrees Fahrenheit or higher the employee will be sent home. Employees will not be allowed to return to work until they have been fever free for three (3) days without medication and have no other COVID-19 symptoms. Human Resources will follow-up with any employee that is sent home.
- f) All temperatures are to be recorded. The temperature log should consist of the employee's name, temperature, recorded temperature, any symptoms, if there has been known contact with an individual exposed to a known COVID-19 case and if they are adhering to the CDC and DOH guidelines for social distancing. The designated temperature monitor will submit the temperature log to Human Resources or the appropriate department for recordkeeping.

E. CLEANING AND DISINFECTING

1. **Training.** Ensure workers are trained on the hazards of the cleaning chemicals used at the University and the proper personal protective equipment (PPE) to be worn for the task.
2. **Routine Cleaning.** Perform routine cleaning in areas of buildings not accessible to the campus community. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading disease.
3. **Deep Cleaning.** In addition to routine cleaning, routinely clean and disinfect high-touch areas (including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) in accordance with [CDC guidance](#) in areas accessible to the campus community. Disinfecting does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading disease.
4. **Cleaning and Disinfecting Following Sickness.** Refer to the [CDC guidance](#).