

## **General Safety Precautions for the WFU Community during COVID-19 Pandemic**

This document will be updated as new protocols are developed and as new guidelines are issued.

These guidelines have been developed for WFU faculty, staff, and students and are to be followed during the COVID-19 pandemic or until such time as University Administration instructs otherwise.

Protocols and practices are mainly provided by the Centers for Disease Control (CDC).

### **Illness**

Employees who have the following symptoms should stay at home and report symptoms to their supervisor and Human Resources at x4700:

- Fever
- Cough
- Shortness of breath

Employees may return to work

- Fever free for 72 hours and
- Resolution of respiratory symptoms, and
- At least 7 days have passed since symptoms first appeared

Employees should report their resolution of symptoms and fever to: Human Resources and receive clearance to return to work before arriving at their assigned location.

Students who have symptoms of acute respiratory illness or fever should self-isolate and call Student Health for guidance. In the event of a medical emergency call 911.

### **Social Distancing Strategies**

The University has cancelled all events of 50 or more people. Smaller gatherings will be addressed on a case-by-case basis by contacting Human Resources at (336) 758-4700 and should only take place if there is no other alternative (such as video conference). In these circumstances, a social distance of 6 feet between persons should be maintained.

General social distance practice of 6 feet should be maintained whenever possible. There will be instances when this is not possible (for example- passing in the hallways). Do your best to maintain your distance after the initial encounter. If an individual encroaches on this space, it is acceptable to remind them of the social distance strategy to protect the health of both parties.

Shaking hands should be avoided. Many people have substituted the handshake with a head nod, Namaste, or simply a smile. Avoid elbow “bumps” as many individuals will cough or sneeze into the elbow area.

### **Hygiene Practices**

Hand washing is one of the most effective methods to reduce transmission of disease. Wash hands with soap and warm water for at least 20 seconds after using the bathroom; before eating, after blowing your nose, coughing, or sneezing; after using communal keyboards, phones or other equipment.

If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizing stations have been installed in different locations throughout campus. Be aware that the use of hand sanitizer may be ineffective if hands are visibly soiled or greasy. In these instances be sure to find the nearest hand washing station.

### **Gloves**

Disposable nitrile gloves have been provided to those departments who have responsibility for providing medical care, custodial operations, sanitation services, and maintenance of spaces and equipment. These individuals are at greater risk of exposure and thus are provided this higher level of protection and have been trained on the proper use of gloves as they perform their duties. Do not wear the same pair of gloves from one task or space to another. Gloves are to be removed after the task is complete and placed in the general trash immediately. Gloves provide protection to the hands only. Be aware that other routes of transmission may still be vulnerable (particularly eyes and mouth). Hands must be washed with warm water and soap promptly after gloves have been removed.

### **Respiratory Protection**

Respiratory Protection has been provided to staff who have a *High* to *Very High* exposure risk under OSHA guidelines. These staff members work in Student Health, University Police, EHS, and F&CS Maintenance. If you have not been provided an N-95, half-face or other form of respirator from Environmental, Health and Safety, you are not authorized to wear a respirator.

### **Practice Good Housekeeping**

Custodial Services has increased their frequencies of routine cleaning and disinfecting of common areas and high touch points surfaces. If your department needs additional Custodial Services, please contact F&CS Customer Service at extension 4255. If you have questions pertaining to cleaning and disinfecting please refer to the link below for CDC recommendations of cleaning and disinfecting.

[https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html)

### **Sharing Equipment, Vehicles, and Work Spaces**

If possible, equipment, vehicles, and work spaces such as shared desks or cubicle spaces, should be assigned to one person per shift. After the use is completed, cleaning and disinfecting must take place. If equipment, vehicles, and work spaces cannot be assigned to one person per shift; after use is completed, the shared item or space must be cleaned and disinfected before

the next user. After use of shared items or spaces is completed, please remember to wash your hands with soap and water or use hand sanitizer if that is the only option.

### **Vehicles, Utility Vehicles, and Golf Carts**

Only one occupant is allowed (at a time) in all University owned vehicles, utility vehicles, and golf carts. The operator of the vehicle should disinfect/wipe down all touch surfaces after use, including door handles, steering wheels, shifters, and controls.

### **Waste Collection and Removal**

Continue to discard general trash and recyclables as usual. Please do not use your trash can without a liner. This protects custodial and sanitation workers from coming into direct contact with waste that could be contaminated. Please refer all waste and sanitation concerns to F&CS Customer Service at extension 4255.

### **Contact with Body Fluids**

WFU has a Bloodborne Pathogen Policy and trained staff to respond in the cleanup of body fluids and disposal of biological contaminated waste. Please report any release of body fluids to F&CS Customer Service at extension 4255 for proper cleanup and disposal. If you come into contact with body fluids, immediately wash the contaminated area with warm water and soap and report the incident to your immediate supervisor.

If you have questions about the safety of your work area, please submit those questions to [wfuehs@wfu.edu](mailto:wfuehs@wfu.edu).