

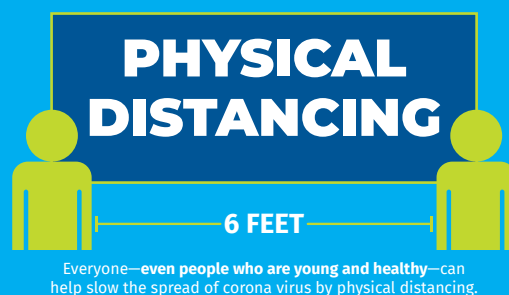
# COVID-19 PREVENTION IN THE WORKPLACE

These important workplace COVID-19 prevention elements are developed to help ensure the health and safety of personnel by reducing the potential for COVID-19 transmission. They are based on guidance from the Centers for Disease Control and Prevention (CDC) and the regulatory directive of the Washington State Department of Labor & Industries [Division of Occupational Safety and Health \(DOSH\) Directive 1.70](#), and are required to be implemented in all University work environments. Departments or work units should document their site-specific COVID-19 prevention measures.

## Maintain Physical Distancing

One of the most effective means to reduce the transmission of COVID-19 is to prevent close contact between workers and others

- Maintain at least 6 feet between people with or without the use of face coverings.
- Separate work stations by at least 6 feet or use physical barriers (e.g., curtains, shields).
- Limit the number of people riding in elevators.
- Stagger work schedules and break times.
- Take separate vehicles.
- Require one-at-a-time access at designated drop-off/pick-up points
- Use drop-boxes or bins to collect items.



## Take Precautions with Sick Personnel

Even if symptoms are mild, do not come to work. Contact your healthcare provider and supervisor.

If [symptoms of COVID-19 illness are experienced](#) while on a University work site, personnel should:

- Contact your supervisor
- Leave the worksite and separate yourself from others.
- Contact your healthcare provider
- Avoid common areas where people gather and using public transportation
- Practice good hygiene
- Monitor your symptoms
- Wear a face covering

## CHECK YOUR SYMPTOMS



COUGH



SHORTNESS  
OF BREATH



FEVER



CHILLS



SORE THROAT



MUSCLE ACES



LOSS OF  
TASTE OR SMELL

## Encourage Good Hygiene

- Wash hands often with soap and water. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue

## WASH YOUR HANDS



1. Wet your hands with clean, running water and apply soap.



2. Lather soap on the backs of your hands, between your fingers, and under your nails.



3. Scrub your hands for at least 20 seconds—the time it takes to sing the “Happy Birthday” song twice!



4. Rinse hands well under clean, running water and dry them using a clean towel, or let them air dry.



5. Use the paper towel to turn off the faucet and open the door on your way out.

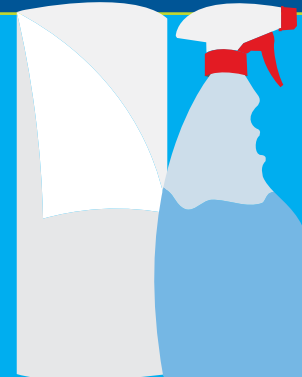


\* If soap and water aren't available, use an alcohol-based hand sanitizer (at least 60% alcohol) until you can wash up.

## Clean and Disinfect Surfaces

- Clean and disinfect frequently touched surfaces (e.g., door knobs, tables, computer keyboards, handrails) regularly
- For surfaces touched by multiple workers, clean and disinfect on a frequent schedule, or between workers.
- For surfaces touched by a single worker, clean and disinfect periodically, at least once per shift or when unclean, as a minimum.
- Wipe down shared equipment after each use.
- Follow the manufacturer's instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.
- Use one of the following to disinfect hard, non-porous surfaces:
  - An EPA-registered disinfectant approved for use against SARS-CoV-2
  - An alcohol solution with at least 70% alcohol or
  - A 10% bleach/water solution
- Please avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

## CLEAN YOUR SURFACES



## Use Alternative Strategies as Needed

Some workplaces may encounter challenges with basic prevention elements so one or more of the following alternatives may be used to provide protection for workers.

- Beginning June 8, 2020, all employees will be required to wear a cloth face covering except under [certain circumstances](#). Cloth face coverings are not considered personal protective equipment (PPE) but they help protect persons nearby from the wearer's respiratory droplets. Please see the [CDC Guidance](#) on how to properly wear a cloth face covering and contact your supervisor for supplies if needed. Employees may choose to wear their own facial coverings at work, provided it meets the [minimum requirements](#).
- Place nonporous covers on frequently touched surfaces that cannot be easily cleaned, such as fabric or foam. The covers should be a surface that can be cleaned easily or something that can be changed between users.
- Ventilation that provides a clean air supply to a worker's breathing zone.
- Departments may implement symptom screening or self-attestation requirements to prevent sick personnel from coming to work and identify workers who exhibit signs or symptoms of COVID-19 illness.

## Communicate Safety Information

Education is an important aspect in helping to slow the spread of the corona virus. Informing personnel of guidance, such as social distancing, proper hygiene and methods to keep work areas clean that can help prevent the spread of COVID-19.

The [WWU COVID-19 Information web page](#) has posters and graphics in various formats for you to post and communicate in your work area.



## Returning to Your Workspace

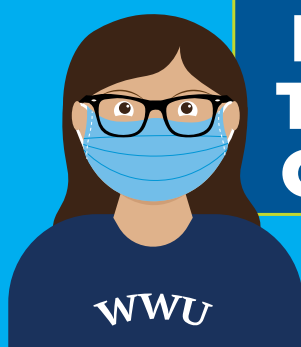
The COVID-19 virus is not persistent, so cleaning is only recommended prior to re-occupancy if there were confirmed cases at the time of closure, or if occasional visits by people were made without provisions for cleaning.

When returning to your workspace, perform a visual inspection and look for any issues that have developed during the shutdown.

Plumbing and other water fixtures will need to be flushed before full occupancy.

- Turn on water taps to clear pipes of stagnant water. A general rule of thumb is to run taps for at least 30 seconds.

For equipment that has been shut down longer than normal, re-start standard operating procedures should be reviewed or developed to address any unusual circumstances that could have come about due to the shutdown. Items that may require attention include telephones, computers, printers, scanners and USB-devices, Allow for time to troubleshoot systems during the restart. Review procedures with appropriate personnel.



**HELP SLOW  
THE SPREAD  
OF COVID-19**

LEARN MORE AT [WWW.WWU.EDU/CORONAVIRUS](http://WWW.WWU.EDU/CORONAVIRUS)

### **YOU ARE NOT ALONE—REACH OUT FOR HELP**

*It's okay to feel anxious, scared, angry, or sad because of corona virus. Help is available.*

**WWU Student Counseling Center:**

**360-650-3164** (select option 1 after hours)

**WWU Employee Assistance Program:**

**1-877-313-4455**

**National Suicide Prevention Lifeline:**

**1-800-273-8255**

**National Crisis Text Line:**

**Text HOME to 741741**