

COVID-19 Best Practices Guide for On-Campus Work

Effective May 4, 2020

Updated June 19, 2020

Updated June 25, 2020

Please note: as of 7/23/2020 this guide has been replaced by the COVID-19 Back-to-Campus Preparedness Plan.

Carleton College is committed to providing a safe and healthy workplace for faculty and staff. To that end, the college has developed the following Best Practices Guide in response to the COVID-19 pandemic. The guide is meant to help all employees transition back to working on campus while being mindful of health and safety. We are all responsible for implementing COVID-19 best practices. Our goal is to mitigate the potential for transmission of COVID-19 on campus, and that requires full cooperation among our community. Only through this cooperative effort can we establish and maintain the safety and health of our community.

This best practice guide follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- [Screening Employees Exhibiting Signs & Symptoms of COVID-19](#)
- [Custodial Responsibilities for Cleaning and Disinfecting](#)
- [Employee Responsibilities for Handwashing and Disinfecting](#)
- [Face coverings](#)
- [Physical Distancing](#)
- [Communications and Training](#)

SCREENING EMPLOYEES FOR SIGNS & SYMPTOMS OF COVID-19

Faculty and staff should [self-monitor](#) for signs and symptoms of COVID-19. If any employee falls in any of the following categories, they should report their absence using the [Employee Notification of COVID-19 Related Absences](#) on the Human Resources website.

- Employee has been or is scheduled to be tested for COVID-19
- Employee has a fever, cough, difficulty breathing or other COVID-19 related symptom
- Employee was notified by local or state department of health of a known or potential exposure to COVID-19
- Employee or someone in their household had direct contact with someone who has tested positive for COVID-19

Employees must stay home from work if they do not feel healthy. Carleton College has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household. Upon completing the Employee Notification of COVID-19 Related Absences, staff will receive an email on how to report time missed.

While maintaining confidentiality to [protect the privacy of employees' health status and health information](#) as much as possible, Carleton will then follow up with employees who are quarantining to perform contact tracing and collect other pertinent information to inform individuals of any potential exposure. We will also report the areas frequented by the employee to custodial services so they can disinfect the areas.

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Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. To request an accommodation, employees should contact Human Resources.

CUSTODIAL RESPONSIBILITIES FOR CLEANING & DISINFECTING

Custodial practices, including the use of safety supplies, and routine cleaning and disinfecting schedules, products, and procedures, are provided in the [Pandemic/COVID-19 Disinfection Protocols](#). Priority spaces and objects have been identified that will be cleaned and disinfected more frequently due to their location in high-traffic areas. Custodial staff will provide daily cleaning and disinfecting services to high-touch objects such as door handles, elevator panels, and railings; and common areas in the work environment including restrooms, break rooms, lounges, kitchens, utility rooms, laundry rooms, learning spaces, and meeting rooms. The document also includes enhanced disinfection procedures should a college employee, student, or visitor be diagnosed with COVID-19.

EMPLOYEE RESPONSIBILITIES FOR HANDWASHING & DISINFECTING

All employees are responsible for taking the necessary steps to ensure the safety of themselves and others to help mitigate the spread of COVID-19. Faculty and staff are instructed, via [posters](#) hung in the restrooms throughout campus, to frequently wash their hands for at least 20 seconds with soap and water. Employees are also reminded, via the College's COVID-19 website, of the importance of handwashing especially at the beginning and end of their shift, prior to any mealtimes, after using the toilet, and before/after removing gloves. The College maintains restrooms in all campus facilities, making it convenient for individuals to wash their hands. When available, dispensers containing hand sanitizer with greater than 60% alcohol are provided throughout campus to be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are encouraged to avoid unnecessary touching of objects such as door handles, counter tops, vending machine buttons, etc., and to avoid touching their mouth, nose, and eyes with their hands.

Employees should clean/disinfect their personal spaces and work areas including phones, keyboards, touch screens, controls, copy machines, equipment, tools, vehicles and machinery, classroom supplies, etc. regularly. For each building, Custodial Services has set up supply stations which contain "cleaning kits" (with appropriate instructions and safety supplies) for use by employees. Questions regarding COVID-19 safety supplies should be directed to your supervisor or Environmental Health and Safety (EHS).

FACE COVERINGS

All students, faculty, staff, and visitors are required to wear a face covering that covers both their nose and mouth at all times while in the presence of others or while in public spaces (e.g., common

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workspaces, restrooms, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, laboratories, break-rooms, campus outdoor spaces, etc.).

When physical distancing of greater than ten feet can be maintained, individuals in private spaces (offices, dorm rooms, etc.) or spending time outdoors may remove their face coverings while in such spaces. Individuals should have a face covering with them at all times, and when they come into close contact (less than six feet) with other people and prior to entering any building they should put on the face covering.

Wearing a face covering reduces the chance of unknowingly spreading COVID-19 to someone else.

A face covering is not considered personal protective equipment (PPE) and does not protect the wearer from the COVID-19 virus. Face coverings are just one protective measure and are not a substitute for physical distancing, regular hand washing and hand sanitizing, and additional cleaning protocols.

If you need a face covering, you can make one from [common household materials](#). The College has also received donations of homemade masks from generous community members. Donated masks can be picked up from the mail area in Sayles-Hill or the foyer of Hoppin House. Employees can get a face covering from Human Resources.

PHYSICAL DISTANCING

Physical distancing (minimum of six feet) must be maintained whenever possible in the workplace through engineering and administrative controls. The following controls will be reassessed, modified, and expanded as needed:

Physical Methods:

- Face coverings are required where other physical distancing measures are difficult to maintain (see above).
- Some positions may choose to use additional safety supplies, including gloves.
- Place marks on the floor, spaced six feet apart, to indicate proper distance for individuals who may need to wait in a line.
- Limit identification card building access for restricted timeframes.
- If allowed by fire code, prop doors open to decrease the touching of door handles.
- If the required six-foot distance cannot be maintained, departments should report the issue to Human Resources and explore alternative solutions to create the six-foot distancing requirement.

Behavioral Methods:

- Employees who are able to perform duties remotely should continue to do so until July 31, 2020.
- Maintain six feet of distance between employees:
 - Do not gather in groups.
 - Do not share elevator rides and avoid sharing other small or poorly ventilated spaces.
 - Increase distances between desks and workstations if necessary.
 - Reduce the number of employees in an office/area if proper spacing is not feasible.

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- Supervisors may recommend staggered shifts, breaks, or lunches to reduce the number of employees in an area at one time.
- Allow 30-minute buffers between shifts, if possible, to reduce employee contact.
- If a task requires two or more employees working in close contact with each other than coordinate with your supervisor or EHS (such tasks might need to be postponed until further notice).
- Avoid face-to-face meetings. If a face-to-face meeting is unavoidable:
 - Hold the meeting in a large space or meeting room to ensure that participants remain at least six feet from each other. If a six-foot distance cannot be maintained then strive to conclude the meeting in under 10 minutes.
 - Limit the number of attendees to 6 or fewer individuals.
 - Conclude the meeting in the shortest amount of time possible.
- Restrict movement between departments and/or functions.
- Do not gather during breaks or lunch.
 - Eat outside, at your desk, in your vehicle, or away from others.
 - Strive to bring meals that do not require the use of shared microwaves or refrigerators.
 - A maximum of two persons may be in a break room at one time while being mindful of social distancing.
- College vehicle use:
 - Only one occupant is allowed at a time (exception: if a Security Services Officer must transport a student to/from the hospital).
 - The user of a shared-use vehicle must disinfect the vehicle when finished using the vehicle.

COMMUNICATIONS AND TRAINING

This COVID-19 Best Practices Guide for On-Campus Work is available on the Human Resources COVID-19 website and will be communicated via email to employees as they return to work on campus. Additional training materials, which should be completed on the first day back to working on campus, is also available on the Human Resources website. Supervisors are responsible for monitoring the course completion for their employees.

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