CHECKLIST FOR DEPARTMENTS / OFFICES
COVID-19 GUIDANCE
RETURNING TO CAMPUS

JULY 15, 2020
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OVERVIEW

This checklist has been developed by Villanova’s Facilities Management Office (FMO) and Environmental Health & Safety (EHS) Departments to aid in development of department-specific health and safety procedures for employees returning to the workplace. FMO and EHS are available to assist in interpreting this information.

BEST PRACTICE TO REDUCE TRANSMISSION OF COVID-19

A safe reopening in the fall requires the commitment of all Villanovans to do their part. Members of the University community must exercise care and caution in their daily activity by adhering to protocols.

• Practicing social distancing, including workplace planning.
• Engaging in self-monitoring for symptoms of COVID-19, including daily temperature check before coming to campus.
• Wearing personal protective equipment (PPE), including wearing a face covering.
• Frequently wash hands and do not touch the face.
• Diligently disinfect high-use touch points, surfaces, and equipment.

GENERAL GUIDANCE

To the extent possible, social distancing should be accomplished by procedural rather than structural modifications (see below).

Facilities Management Office (FMO) can provide barriers at reception areas if procedural modifications are insufficient to achieve social distance.

FMO is providing barriers for tutoring centers to provide 6 feet of social distance between pairs of tutors/students.

FMO is not providing barriers for the areas listed below. Barriers in these areas must be provided by the individual departments.

• Individual offices: All in-office meetings should occur virtually or in conference rooms if social distance can be maintained.
• Banks of student study areas (areas in which students are seated at tables/computers against a wall.) In these areas workstations that are 6 feet apart can be designated using tape and signs.
• Shared offices or open areas with workstations. If occupants cannot maintain social distance, one or more can be relocated to other vacant areas with departments and/or staggered scheduling can be implemented.

Requests for workplace accommodation must be submitted to HR.
PROCEDURAL MODIFICATIONS

Workplace Planning
Each department should establish a staffing and workplace configuration plan to reduce density in the workplace, thus promoting social distance greater than 6 feet.

Plan should consider:
- Encourage telework where possible.
- Establish staggered shifts, start times, rotation of days, etc. for staff who must be in the office.

Suggested measures to ensure social distancing in the work area include:
- Spread out workspaces.
- Stagger usage.
- Restrict non-essential common spaces.
- Signage within departments to guide movement and activity.

Social Distancing
Maintaining adequate social distance is fundamental to Villanova’s Health and Safety Plan.

General principles that were observed in the University’s social distance plan include:
- Stay at least 6 feet from other people at all times.
- Encourage telework where possible.
- Encourage use of Zoom, Microsoft Teams, Skype, etc. for meetings and trainings, even when all participants are present on campus.
- Utilize a combination of administrative controls (signage, floor markings, etc.) and physical barriers/partitions. Basic signage has been posted (additional signage for use within an office area is available).
- Consider touchless entry where feasible.
- Encourage the use of outdoor spaces.
- Evaluate employee workspaces for the need for modifications. Areas of particular concern are open, shared office spaces with a high number of walk-in customers.
- Consult with FMO and EHS for modifications to physical space, installation of barriers, placement of signage, and rearrangement or removal of furniture for reception and high traffic areas.
- Determine if staggered schedules are warranted to decrease office density and to accommodate customer needs.
**Working in Office Environments**
If you work in an open environment, be sure to maintain a least a 6-foot distance from co-workers. You should wear a face mask or face covering at all times while in a shared workspace/room.

- Consider designating specific stairways for up or down traffic if building space allows.
- Hold meetings and trainings virtually, even if all parties are present in the office.
- Utilize signage to restrict break areas, kitchenettes, common areas etc., to one person at a time.
- Post room capacities and social distance reminder signage.
- Place visual cues such as floor decals, colored tape or signs to indicate to customers where they should stand while waiting in line.
- Keep a bin outside the door to the area to collect and distribute deliveries.
- Desktops and other work areas kept as clear as possible.

**SUPPLIES**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OBTAIN BY</th>
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<tbody>
<tr>
<td>Signs</td>
<td>iPrint, and search “COVID” in the NovaDocs catalog.</td>
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<tr>
<td>Tape (to mark distance, traffic flow, etc.)</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>Screens or other structural items</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>Wellness kits (masks, wipes, sanitizer)</td>
<td>To be announced</td>
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<tr>
<td>Restroom and sanitizer supplies</td>
<td>Custodial Services</td>
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**BEFORE RETURNING TO CAMPUS**
All employees who return to campus must complete training and comply with hygiene, social distancing, PPE, and all other appropriate COVID-19 related policies:

*Returning to Campus Training Course* is required for all faculty and staff before returning to campus.

**RETURNING TO CAMPUS**
Faculty and staff who are returning to campus must conduct symptom monitoring, including temperature checks, every day prior to arriving at Villanova. Pennsylvania guidelines define 100.4 degrees Fahrenheit as a fever.
**Daily Self-Check**

Daily self-check for symptoms including temperature check using one of the following self-check symptom-monitoring mechanisms available. *All data is your own; Villanova does not collect this information.*

- Centers for Disease Control self-checker for symptoms of COVID-19
- Apple products
- Android devices
- Paper checklist

Faculty and staff members who develop COVID-19 symptoms, have tested positive for COVID-19, or have been in close contact with someone who has been diagnosed with COVID-19 must:

- Notify their supervisor and contact the Office of Human Resources at hr@villanova.edu as soon as possible.
- Contact their primary care provider to assess requirements regarding quarantining at home and self-monitoring symptoms.
- If the primary care provider recommends testing, the faculty/staff member should not return to campus until test results are known.
- If your test results are negative, your symptoms are improving, and the faculty/staff member is fever-free, he/she may return to work.
- If test results are positive, the employee must not return to work until you meet all of the following criteria:
  - Ten days have passed from the time you tested positive
  - You have been fever-free without fever-reducing medicines for three days.
  - Your symptoms are improving.
  - You received a note from your primary care provider clearing you to return to work. You will need to present your documentation to the Office of Human Resources.
- Confidentiality will be protected.

**Workplace Accommodation Process**

Faculty and staff member who have been instructed to return to work on campus and have concerns about doing so due to a medical condition should follow the steps for completing a workplace accommodation requests.

*The COVID-19 Workplace Accommodation Request Form* will need to be completed in advance for review and consideration by the Office of Human Resources in consultation with your manager and/or dean.
**Face Covering**
The wearing of face masks or face coverings is encouraged at all times; however, face masks or face covering must be worn at all times

Properly wear face covering over nose and mouth. Approved face coverings include:

- Cloth face covering (Only to be worn for one day at a time and must be properly laundered before being used again.)

- Surgical mask (non-washable face covering). Disposable masks may be used multiple times if properly stored between uses. Use one day per week and properly store between uses in paper bag.

- N-95 masks will be available based on recommendations. EHS staff will complete risk assessments and administer all respiratory protection requirements. N95 respirator masks with an exhalation value renders it ineffective and is unacceptable.

Allowable exceptions:

- Working alone in a single person office or workstation.
- While eating and drinking.
- If extenuating circumstances interfere with the ability to wear a face covering (to be evaluated on a case-by-case basis). Individuals who requested and received an approved accommodation through the Office of Human Resources.

**Personal Hygiene**
Wash hands often with soap and water for a least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Wash hands:

- After being in a public place.
- After blowing your nose, coughing, sneezing or touching your face.
- Before, during and after preparing or eating food.
- Before and after using the bathroom.
- After touching garbage.
- After touching high touch surfaces (door handles, tables, light switches, refrigerators, desks, shared electronic devices).

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Discard any used tissues into the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
CLEANING AND DISINFECTION

All disinfecting supplies in use meet the Environmental Protection Agency’s (EPA) criteria. Villanova Custodial Services is responsible for the cleaning of all campus buildings. This includes public restrooms, common areas and high-touch areas being cleaned on a daily basis.

Faculty and Staff are instructed to clean their workspaces before and after use, with particular attention to high touch surfaces.

Wipe down commonly used surfaces before starting work and before you leave any room in which you have been working. Wipe down all work areas with EPA-registered 60% alcohol solution or wipes. These include any shared-space locations or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

Custodial Services does not generally clean kitchenette/break room appliances and countertops. Each person using these areas should clean them before and after each use.

TRAVEL

Policy To Be Announced.

Public Transportation:

- Wear a face covering at all times.
- Avoid touching surfaces with your hands.
- Consider wearing disposable gloves for the trip and dispose of before you enter a building.
- Upon disembarking, avoid touching your face, and wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible.

Driving to Work:

- Sanitize hands immediately after interacting with gas pumps, toll booths, etc.
- Wipe down steering wheel and other controls with an alcohol-based wipe.
- Wear a face covering and gloves when interacting with workers at drive-through windows.

Building Access Procedures:

- Once you have returned to campus, you should minimize travel to other campus buildings.
MEALS

- Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.
- Employees are encouraged to bring food from home. Space in on-campus dining locations is limited due to social distancing requirements.
- If dining on campus, you should wear your mask or face covering until ready to eat and replace it immediately thereafter. Use alcohol wipes to clean the area before and after eating.
- Employees are encouraged to take food back to their office areas or eat outside if possible.
- If eating in a work area common space, wipe all surfaces, including the table, refrigerator handle, coffee machine, water cooler, etc. after use.

RESTROOMS

Use of restrooms should be limited based on size to ensure at least a 6-foot distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

MANAGING ON CAMPUS VISITORS

Policy To Be Announced

If absolutely necessary:

- Ensure guests wash hands or use sanitizer before entering workspace.
- Guests must wear face coverings.
- Do not provide communal snacks or meals unless food items are individually wrapped.
- If contractors are employed in the workplace, assure the contracting company regarding requirements for the contractors complies with Pennsylvania requirements.
- Maintain a visitor log for at least one month to assist in contact tracing, should that become necessary.
BE PREPARED FOR ANOTHER SHUTDOWN

If/When we need to shut down again:
☐ Check/Empty fridges/freezers.
☐ Unplug small appliance equipment.
☐ Set-up call forwarding to cell phones.
☐ Work-from-home technology is established.
☐ Turn lights off when leaving.
☐ Close windows and lock doors.