

Introduction

Eastern Washington University (EWU) is committed to providing a safe environment for students, employees, and visitors. This plan outlines the current procedures that must be maintained by everyone on campus to help limit the spread of the novel coronavirus SARS-CoV-2 and reduce disease (COVID-19).

Until further notice, any person who comes onto campus agrees to follow this plan. To ensure safety of the community, EWU has the responsibility to ask anyone who does not follow this plan to leave campus until the Governor of Washington announces that the threat has been reduced and these measures are no longer needed.

EWU has appointed Trent Lutey, Director of Risk Management, as the COVID-19 site supervisor for the Cheney campus. For the Spokane, Everett, and Bellevue campuses additional site supervisors will be assigned. Site supervisors are responsible for monitoring the health of employees and enforcing this plan. Employees who have questions about this plan may contact Dr. Lutey at tlutey@ewu.edu, (509)359-6618, or by submitting an online form at: https://inside.ewu.edu/rcp/risk-management/covid19_concerns/. The site specific supervisor for the Spokane Campus is Nikki Measor, Director of Student Services.

Employee Training for Returning to Campus

Before returning to campus or within the first week of work after returning to campus, all employees must review EWU's Employee Guide for Returning to Campus and take an online training available on Canvas. The guide is available at: <https://inside.ewu.edu/rcp/risk-management/covid-phaseii-operations/>

The guide will provide training on:

- 1) The signs, symptoms, and risk factors associated with COVID-19
- 2) How to prevent the spread of the coronavirus at work, including the importance of personal responsibility to engage in effective handwashing, covering coughs and sneezes, not touching one's face, and the importance of social distancing
- 3) Process for daily screening and sick employee protocols
- 4) Mask requirements, how to wear a mask, and how to properly care for a cloth mask.
- 5) In cases where employees may share items such as tools, equipment, or devices, employees should wear disposable gloves, where safe and applicable, to prevent transmission of the virus on tools and items that are shared. Disposable gloves should be discarded after a single use.

Symptom Self-Screening

Persons with COVID-19 symptoms that cannot be attributed to another health condition, as described below, are not permitted in EWU facilities. All campus facility entrances shall display this restriction. An attestation is also included on the single sign on site for all students and employees. By entering an EWU facility, a person attests that they do not have any of these symptoms that cannot be attributed to another health condition. Employees will be directed to check their temperature at home before coming to campus. Employees will also be directed to monitor their symptoms each day for any COVID-19 related symptoms.

Symptoms for COVID-19 include:

- Fever (above 100.4°F)
- A new cough that is not because of another illness or condition
- New shortness of breath or difficulty breathing that is not because of another illness or condition
- Repeated shaking with chills
- Muscle pain or fatigue that are not from exercise or injury
- New sore throat that is not because of another illness or condition
- New GI symptoms
- Loss of taste or smell

Anyone experiencing any of the above symptoms who cannot attribute the symptoms to another health condition, is not permitted on campus. If a person begins experiencing these symptoms while on campus, they must leave campus immediately. Employees must notify their supervisors. Students and guests must immediately notify Risk Management at riskmanager@ewu.edu or submit an online report at: https://inside.ewu.edu/rcp/risk-management/covid19_concerns/

Employees must not return to work while experiencing such symptoms and should not report to work until they have been evaluated by a medical provider.

Reporting Illness or Suspected Contact

Reporting COVID-19 Cases: if an employee becomes aware of an EWU campus community member who has a confirmed case of COVID-19 (such as a student or co-worker), the employee may report this information by submitting a report at: https://inside.ewu.edu/rcp/risk-management/covid19_concerns/. Reports regarding students will be shared with Health & Wellness. Reports regarding employees will be shared with Human Resources.

COVID-19 Exposure Off-Campus: if an employee is informed by the Department of Health, local health department, or their representatives that they need to isolate or quarantine themselves because they had close contact with a person with a confirmed positive case of COVID-19, the employee must follow the health department's isolation/quarantine requirements. The employee must notify their supervisor that they are under health department directives to isolate/quarantine. The supervisor is responsible for reporting this to the Senior Director of Human Resources, Caren Lincoln.

COVID-19 Exposure On-Campus: If an employee, student or visitor notifies EWU that they have a confirmed case of COVID-19 and the person was on campus within the last 14 days, EWU will assist the local health department with contact tracing. In addition to any notifications by the local health district, Human Resources will provide notice to all employees who were in close contact with the person with a confirmed case of COVID-19 within the last 14 days. This notification will include information about what a person should do based on the CDC Public Health Recommendations for Community-Related Exposure. Close contact is defined as being within 6 feet of a person for a time period of 10 or more minutes. EWU will keep the name of the person with the confirmed COVID-19 case confidential when sharing information with close contacts. EWU will provide such information to the local health district.

Disinfecting the Area: If EWU is notified that someone who has been on campus within the last 14 days has a probable or confirmed COVID-19 illness, EWU will immediately cordon off any areas where the person/student/visitor might have worked, touched surfaces, etc. The area will remain cordoned off until the area and equipment has been cleaned and disinfected according to CDC guidelines.

What To Do If You Suspect You Have COVID-19

The Department of Health recommends you take the following steps if you believe you have COVID-19:

- Stay home except to get medical care. Do not come to campus.
- Isolate yourself from other people and animals in your home. Avoid sharing personal household items.
- Call ahead before visiting your medical provider.
- Wear a face covering. Cover your coughs and sneezes.
- Wash your hands and clean “high-touch” surfaces every day.

Individuals who have a suspected or confirmed case of COVID-19 must continue home isolation until:

- 72 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms; AND
- At least 10 days have passed since symptoms first appeared.

Contact Tracing

If someone on campus has a confirmed case of COVID-19, Human Resources, Risk Management, and Health & Wellness Prevention will work together to assist the Spokane Regional Health Department in performing contact tracing. Employees who are determined to have been in close contact with someone with a confirmed case will be notified of the potential exposure by Human Resources.

Personal Protective Equipment

Personal protective equipment (PPE) such as gloves, face masks, or respirators are provided to employees as needed for their safety. PPE is provided based on the expected amount of contact the employee must have with other people or the potential for working in a hazardous condition. Employees who are issued PPE will receive in-person training and/or written instructions explaining how and when to use their PPE. Instruction will be provided for inspecting PPE before using and for PPE decontamination and storage or disposal.

Employees who need to use respirators (N95, half-face, or full-face) will be enrolled in the EWU Respiratory Protection Program and be required to follow the procedures in that program.

Face Coverings

The face coverings required by the Phase 2 Professional Services COVID-19 Requirements for anyone who is not able to maintain social distancing. Cloth masks are not considered PPE but their use helps

prevent the spread of illness from asymptomatic/pre-symptomatic individuals. The university will provide face coverings to employees as needed or requested based on availability.

Cloth facial coverings must be worn by every individual whose work requires them to be within 6 feet of other individuals unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>. **Face coverings must always cover the wearer's mouth and nose to be effective.**

Physical Distancing

All persons on campus must maintain 6-feet of separation from other people unless this separation would make it unfeasible to accomplish a task. Face coverings, or more protective PPE, must be worn anytime people are unable to maintain the 6-feet of separation.

Community members who need access to a room should call the room first. Community members must not enter a room until they have made sure it is empty or anyone inside is prepared and has their cloth mask or PPE on.

Lunch and Breaks

Maintaining 6-feet of separation is especially important when individuals are eating since it is impossible to wear face covering at that time. Supervisors must implement one or more of the following options to ensure their employees are able to maintain 6-feet of separation during breaks. Supervisors must let each employee know when and where their breaks will occur.

Staggered Shifts

Employee shifts should be scheduled so that the minimum number of people are present at any given time. Staggering employee start times will lead to staggered breaks without any additional scheduling.

Staggered Breaks

Employee breaks may be staggered so that there is no congestion in break/lunch areas. Employees must receive their breaks, 15 minutes near the middle of every 4 hours worked and lunch/dinner as appropriate, but these breaks may be shifted so that physical distance can be maintained.

Empty Room Utilization

Conference rooms, classrooms, or offices that are not occupied may be used to allow employees to have separate areas for breaks. Custodial staff are leaving notes on the outside of rooms that have been cleaned; when rooms are used for breaks the notes should be removed so custodial staff know that cleaning is needed.

Employee Responsibilities

Employees must take their breaks at the times and locations provided by their supervisor. Any requested changes to the times or locations must be discussed with their supervisor so that appropriate physical distancing can be maintained.

Vehicle Use

To ensure physical distancing, **only one staff member is allowed per university vehicle**. The staff member using the vehicle must disinfect the vehicle when they are done using it and before anyone else can use the vehicle. See Vehicle Cleaning in the Sanitization section below for cleaning protocols.

Face coverings or respirators should be worn in vehicles that will be shared during a work shift and the windows should be left open to increase ventilation. If at least two hours will elapse between different users, face coverings are not necessary.

Hygiene

Everyone on campus is expected to maintain hand hygiene and respiratory etiquette to reduce the likelihood of infections on campus.

Don't touch your face with unwashed hands!

Hand Hygiene

EWU community members are strongly encouraged to wash their hands with soap and water frequently. Hands should be washed before and after contact with shared equipment (printers, microwaves...), after removing PPE, after using the restroom, after coughing or sneezing, and before eating. Hand washing should last at least 20 seconds and care should be taken to wash all portions of the hand; watch the [John Hopkin's hand-washing video](#) for all the steps.

If handwashing is not available, hand sanitization stations can be used to reduce the likelihood of disease transmission. EWU has installed additional hand sanitization stations across campus; per CDC recommendations, all the stations are filled with a hand sanitizer that contains at least 60% alcohol. Use hand sanitizer like you would soap and water, perform the same scrubbing techniques for at least 20 seconds.

Respiratory Etiquette

Containing coughs and sneezes is important to stop the spread of disease. Community members should cough/sneeze into a tissue if possible. The tissue should be immediately thrown away and hands should be washed or sanitized with a hand sanitizer (hand hygiene). If a tissue is not available, cough or sneeze into your bent elbow and perform hand hygiene.

Face coverings help to contain coughs and sneezes but a tissue or elbow should still be used, on top of the mask, for maximum protection.

Shared Equipment

Community members should wash their hands before and after touching shared office equipment, like copiers, to limit the spread of disease.

If a tool needs to be shared, clean, disposable gloves should be worn while handling the tool. Remove and dispose of the gloves when use of the tool is complete. Perform hand hygiene after removing the gloves.

Cleaning and Disinfecting

Standard COVID-19 Cleaning Protocols

The custodial staff are working very hard to keep everything at EWU clean and disinfected. However, under normal circumstances they will not enter personal offices. This section contains information about what Custodial Services is doing and what is expected of community members who come on campus during this time.

Custodial Cleaning and Disinfecting

Custodial service is using the following cleaners from the [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#) (N-List)

- Waxie HP 700
- Waxie HP 730
- Purtabs, used with the Protexus Electrostatic Sprayer System

They also use Stabilized Aqueous Ozone Lotus Water which is not on the N-List but has been tested and found effective against a COVID-19 surrogate.

In housing, the custodians are using Lotus Water on all public area contact points (kitchens, hallways, elevators, common rooms...) at least once a day. Twice a week, bathrooms are cleaned with Waxie HP 700 or 730, followed by rinsing with Lotus Water. Three times a week, bathrooms are cleaned with less harsh disinfectants and rinsed with Lotus Water.

In other buildings on campus, the custodians are cleaning and sanitizing restrooms, all high contact points (includes door handle and knobs, door glass, light switches, elevator buttons and cabs, hand rails, drinking fountains, and telephones) and furniture in common areas (tables, chairs, couches, counters...) at least daily, when the building is open.

Staff Cleaning

EWU employees are expected to clean and disinfect their personal work spaces at the start and end of each shift. Departments shall ensure that adequate cleaning and sanitizing materials are available. Employees are strongly encouraged to sanitize break areas or other common areas after using the area. Department should ensure cleaning supplies are readily available for this purpose.

Vehicle Cleaning

Commonly touched surfaces in vehicles must be cleaned and disinfected at the start and end of each day and between users. Cleaning information comes from the CDC's recommendations for [Cleaning and Disinfection for Non-emergency Transport Vehicles](#).

Use disposable gloves while cleaning and disinfecting. Follow manufacturer's instructions for additional PPE as needed. Doors and windows should be opened during the process to make sure there is enough fresh air in the vehicle.

Appropriate Cleaning Techniques

Hard Surfaces

Hard non-porous surfaces should be cleaned with detergent or soap and water if the surfaces are dirty. Surfaces must be clean before disinfection to allow the disinfectant to work.

Surfaces should be disinfected with:

- A disinfectant from the [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#), following the manufacturer's instructions for concentration, application method, and contact time
- A solution of at least 70% alcohol, the surface must remain wet for at least 30 seconds

Soft or Porous Surfaces

Remove any visible contamination, if present, and clean with an appropriate cleaner indicated for use on these surfaces. After cleaning, use EPA approved products (see link above) and that are suitable for porous surfaces. Follow manufacturer's instructions for concentration, application method, and contact time.

Electronic Surfaces

Remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

Disinfecting procedures after symptom identification

If an individual is diagnosed with COVID-19 or leaves work after developing COVID-19 symptoms, the area(s) where the individual worked will be closed until deep cleaning can be performed. Signs and barriers will be put up to ensure no other community members enter the area until it is safe to do so.

Trained custodial staff will clean any areas the individual spent time in and then use the Protexus Electrostatic Sprayers along with the Purtabs to cover those areas with disinfectant following the manufacturer instructions.

Exposure Response Procedures

EWU will follow all recommendations from the local health department if someone who has been on campus is diagnosed with COVID-19 or has been isolated because of contact with someone who has COVID-19.

Areas where the individual has been will be closed for deep cleaning; see Disinfecting procedures after symptom identification above. EWU community members are expected to follow any instructions they receive from the health department. EWU will notify SRHD and assist, as needed, with contact tracing. Human resources will notify all employees who are determined to have been in close contact with someone on campus within the last 14 days who has a confirmed case of COVID-19.

Post-exposure incident project-wide recovery plan

In the event of a positive COVID-19 infection on campus involving employees, Human Resources will work with Facilities to respond to the incident.. HR will identify employees who need to relocate until cleaning has been affected. No one, except for trained and protected employees will be allowed in the effected office until it is cleared for reoccupancy.

Testing may be conducted in the affected area where the employee worked to determine virus spread.

Cleaning will be conducted by custodial services. Final testing will be conducted after cleaning.

Clearance notification will be provided to HR for notification.

Where an area cannot be cleaned, the area may need to be locked down for up to two weeks until virus is no longer viable.

References

EWU COVID-19 website: www.ewu.edu/coronavirus

DOH What to do if you have confirmed or suspected coronavirus disease (COVID-19):

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDcasepositive.pdf>

DOH What to do if you were potentially exposed to someone with confirmed coronavirus disease

(COVID-19): <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexposed.pdf>

DOH What to do if you have symptoms of coronavirus disease 2019 (COVID-19) but have not been around anyone who has been diagnosed with COVID-19:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDconcerned.pdf>

DOH 10 things you can do to manage your COVID-19 symptoms at home:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

CDC face covering recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

John Hopkin's Hand-washing video: <https://www.youtube.com/watch?v=IisgnbMfKvI>

EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

CDC's Cleaning and Disinfection of Non-emergency Transport Vehicles:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>