

**COVID Hybrid Workplace Safety Guidance for Solitary Workers**  
**Transitional Plan -- 27 May 2020**

This COVID-19 Safety guidance applies to the transition into and through hybrid campus operations for workers who:

- ✓ Only need to come to campus for occasional activities (once a week or less), and
- ✓ Whose primary work area will not be occupied by other personnel when on campus.

Any work areas where multiple employees are expected to be present at any given time, or where employees make regular contact with others, are required to have a site-specific safety plan.

Any individual who refuses to comply with/follow this plan may not remain in the workspace or on campus.

**COVID-19 Supervisor**

For the purposes of this plan, work unit supervisors will act as the site specific COVID-19 Supervisor. Supervisors are responsible for ensuring that their mostly remote staff have been trained on this plan and adhere to the following check-in processes.

The COVID-19 Supervisor must also check in with campus EH&S to be added to the DL for weekly updates and subsequently communicate those updates to all their remote crews by Wednesday of each week. Email acknowledgements of the updates will serve as training documentation.

**Safety Training**

Remote workers should be provided with this guidance document and return a signed copy to affirm they have read and understand.

**Social Distancing Policies**

**6-FOOT SEPARATION SHOULD BE MAINTAINED BY ALL PERSONS AT ALL TIMES.**  
*(Anyone unable to meet the distancing criteria will need a hybrid-operations work and safety plan.)*

Remote workers making occasional solitary visits to campus should:

- Schedule those visits with their supervisor to ensure no overlap with others.
- Close their office door, where available, behind them.
- Only visit spaces essential to their activity.
- Maintain a minimal 6' distance between themselves and anyone else they encounter.

**Personal Protective Equipment (PPE)**

**FACE COVERINGS OR MASKS ARE REQUIRED FOR EVERYONE IN SHARED-USE SPACE.**

This applies to all employees, students, and visitors on campus whenever they are working in or moving through shared-use spaces (which include close-proximity outdoor spaces, as well as shared single-occupancy spaces such as bathrooms and elevators). Solitary workers within a restricted-entry, single-use space (closed office, assigned vehicle, etc.) are not required to wear a

face covering or PPE unless known hazards have been identified. A mask must be readily available to be worn in the event of unannounced visitors. (See More About Masks in the appendices for more guidance.)

### Sanitation, Cleaning, Disinfection Requirements

Personal sanitation protocols have been posted within the work area/classroom. Solitary workers will be responsible for confirming that sufficient sanitation supplies are available when they arrive and to notify their supervisor when supplies run low.

(Cleaning and sanitation supplies may be requested from Building Services – [tindlet@evergreen.edu](mailto:tindlet@evergreen.edu)).

Employees must wash hands upon arrival and prior to leaving work, before and after meal and break periods, and prior to and after leaving work areas other than their own private workspace.

Employees must sanitize shared tools & equipment after each use, and wipe down shared workstations after use, this also includes high-touch points like doorknobs, handrails, elevator buttons, etc.

Employees entering other workspaces must abide by all posted COVID-19 safety requirements for that work area.

*In cases of assumed contamination by an individual demonstrating any of the symptoms associated with COVID-19, the affected space will be restricted from use/closed until all appropriate cleaning/disinfection activities have been implemented.*

### Monitored Health Checks

Daily health checks and screening are essential to identify and isolate potential COVID-19 infections.

Workers are responsible for monitoring themselves and their immediate household each day for COVID-19 symptoms (see below). If a worker or household member is able to answer yes to any of the following, they should inform their supervisor, stay home, and get tested for the virus.

- ✓ Do I have a fever (100.4 or higher), or a sense of having a fever?
- ✓ Have I lost my sense of taste or smell?
- ✓ Do I have a new cough that I cannot attribute to another health condition?
- ✓ Do I have a new shortness of breath that I cannot attribute to another health condition?
- ✓ Do I have a new sore throat that I cannot attribute to another health condition?
- ✓ Do I have new muscle aches (myalgias) that I cannot attribute to another health condition?

Using the COVID-19 Health Check form, workers are required to check in with their COVID-19 supervisor prior to visiting campus. Forms may be submitted via email, include the expected time (beginning to end) of the visit to campus in the email.

Any person experiencing any of the symptoms above (or if a member of their household has symptoms) must stay home. If you're not sure, please communicate with your supervisor and stay home.

If a COVID-19 infection is confirmed in the workplace, fellow workers will be informed of their possible exposure. Personal information will not be shared and shall remain confidential as required by the Americans with Disabilities Act (ADA).

More information is available at <https://www.evergreen.edu/covid19/employees>

### Tracking Records

The COVID-19 Supervisor will maintain the health check emails in a designated folder in case exposure tracking becomes necessary.

Solo Employees will maintain a log of any other locations visited and interactions with other people

### **COVID Hybrid Workplace Safety Guidance for Solitary Workers**

I have read and understand these guidelines.

NAME:

DATE:

### **COVID-19 Safety Plan Approval and Implementation Checklist:**

1. Confirm that all of the following implementation steps have been completed
  - a. Location identified and prepared to post the plan and make it available in your work area(s)
  - b. Confirm that you have proper personal protective equipment (PPE) available for all workers who plan to return (requests for clarification and/or equipment may be sent to [EHS@Evergreen.edu](mailto:EHS@Evergreen.edu))
  - c. Confirm that sanitation, & cleaning supplies are procured/on-hand and distributed (requests for cleaning supplies may be send to Tammy Van Natta in Building Services, [Tindlet@Evergreen.edu](mailto:Tindlet@Evergreen.edu))
  - d. Post signage for hand-washing, masks, and social distancing within your area
  - e. Ensure that Visitor and/or Contact Tracking Logs are in place/available, as appropriate to the work activity (Name, Phone, Email)
2. Train staff on the plan
  - a. Issue Health Check form(s) and guidance (if applicable)
  - b. Document training
3. Begin on-campus activities
4. Watch for weekly updates
5. Repeat training weekly (send training record/documentation along with any questions, issues, concerns to [EHS@Evergreen.edu](mailto:EHS@Evergreen.edu))

## Appendixes

1. More About Masks
2. Cleaning Standard Operating Procedures
3. Attachment list

### 1 – More About Masks

#### Definitions:

**Face covering:** General term covering all homemade or purchased cloth masks and respirators.

**A CLOTH FACE COVERING IS THE MINIMAL REQUIREMENT FOR EVERYONE ON CAMPUS.**

**Cloth Mask:** A piece of fabric, covering the mouth and nose.

These are defined as fabric that covers the nose and mouth. Cloth face coverings may be:

- A sewn mask secured with ties or straps around the head or behind the ears
- A piece of fabric tied around a person's head.
- Made from variety of materials, such as fleece, cotton or linen.
- Factory-made or made from household items such as scarfs, T-shirts or towels

**Medical/Surgical/Procedure Mask:** disposable fabric mask that carries FDA approval for blocking fluid transmission. Not designed to filter small particulates

**Respirator:** A NIOSH approved type of personal protective equipment designed to protect the wearer from airborne contaminants, oxygen deficiency, or both. Respirators often do not provide any filtration of air exhaled by the use.

**Filtering Facepiece Respirator:** Commonly referred to as dust masks or N95s, FFRs are particulate air-purifying respirators with the face piece mainly composed of filter material.

**N95:** A NIOSH classification used to indicate particulate filtration performance, N being Not oil resistant, 95% efficiency. Other classifications include R for Oil Resistant and P for Oil Proof. N, R, and P respirators can be classified as 95%, 99%, or 100% (99.97%) efficient when tested against 3-micron particles.

The college has acquired a supply of masks for general use during the COVID-19 pandemic. These are considered cloth masks. They are similar in design to Medical Procedure masks, but do not carry FDA approval for use in the medical industry. Masks may be requested from EH&S ([EHS@evergreen.edu](mailto:EHS@evergreen.edu)), however, to conserve supplies, we encourage employees to bring their own cloth masks.

Students and Employees may voluntarily choose to wear true medical procedure masks or respirators offering higher levels of protection. Some higher-level respirators require training and

qualification checks to work properly. The College is obligated to ensure that everyone is adequately protected and may request that voluntary users go through the appropriate training and fit qualifications.

### Donning, Doffing, and General Handling

When putting on and removing a face covering, one must carefully consider the process in which this is done to avoid contact with a potentially contaminated face covering.

- Clean hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol before and after touching or adjusting face covering
- Avoid touching the areas closest to the mouth on the face covering, inside and out.
- Visually inspect the face covering to verify its integrity.
- When handling face coverings during storage, sanitization or laundering, wear gloves or wash hands before and after handling.

### Extended Use

Keep face coverings on as much as possible, consistent donning/doffing of masks can increase risks of contaminating hands or other surfaces, as well as increases the potential for degradation and failure

### Sanitization & Cleaning

- Cloth masks can be laundered as would normally be appropriate for the source fabric, Hotter the better.
- The cloth masks provided by the college are generally considered disposable. To conserve supplies, we're offering guidance on sanitization, however if a mask becomes wet or damaged, it should be replaced immediately.

The following recommended methods are drawn from the CDC's decontamination recommendations. These are likely going to be the easiest for the average person to conduct. These methods were tested on a variety of makes and models of N95 Filtering Facepiece Respirators and showed acceptable levels of filtration efficiency after the treatment. Please note that Rubbing alcohol, Dry microwave heat, and Soap have been shown to degrade filtration efficiency.

When storing or drying face coverings, do so in a location away from areas occupied by people. Take care to handle face coverings properly, wash hands before and after or wear gloves when handling the area of the face covering in contact with your face.

Microwave Steam Bags – NOT recommended for medical-style masks

**Do not place respirators with a metal nose-bridge in the microwave**

Using Microwave steam bags (commonly branded for infant feeding equipment), place respirator in the bag with the appropriate amount of water and microwave (use manufacturer's instructions for the specific product being used)

Hydrogen Peroxide – NOT recommended for medical-style masks  
Soak respirator in 3% hydrogen peroxide and allow to air-dry

5-day Rotation – RECOMMENDED method for medical-style masks  
5 face coverings, 5 paper bags labeled Monday-Friday. Monday mask is used on Monday, placed in bag and left there until the following Monday, creating a 7-day period between uses of a single face-covering.

## **2 - Cleaning & Disinfection Standard Operating Procedures:**

Spot cleaning and disinfection tasks must follow these procedures.

### **Hard (Non-porous) Surfaces**

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
  - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).
  - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

### **Soft (Porous) Surfaces**

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
    - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

### **Electronics**

- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### **Linens, clothing, and other items that go in the laundry**

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
  - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
  - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

### **3 - Attachments:**

- Contact Tracking Log
- Health Check Form