ADDITIONAL GUIDANCE FOR SPECIFIC SITUATIONS

The additional guidance below is for some of the more commonly encountered situations. Not all situations are listed. The best practices of physical distancing, hand-washing, and wearing face coverings should still be followed.

Interim Domestic Travel Guidelines

Auburn University encourages field experiences and opportunities for students to travel for academic, scholarly, engagement and outreach activities that enhance the student educational experience. This includes academically related travel, such as field trips, field research, meetings and conferences of academic organizations where a student is attending/participating due to their affiliation with the University, and other travel such as recreational sports club or registered student organization trips, and other travel related to programs that are not purely for academic related purposes. In addition, as the University reopens and reengages with other universities, industries, research and instructional initiatives, and governmental agencies, it is to be expected that faculty and staff will engage in travel closely tied to these activities.

Beginning with the Fall Semester 2020 Auburn University faculty, staff and students may resume some limited domestic travel activities by following appropriate personal and community COVID-19 safety precautions.

These guidelines apply only to domestic vehicle travel that will take place in passenger vehicles, including university-owned vehicles, as well as chartered ground transportation. These guidelines should not be interpreted as blanket permission for all activities. Faculty, staff, and students are asked to work with appropriate unit leaders to obtain the necessary permissions that may be required.

Working in Office Environments

- If working in an open environment, be sure to maintain at least 6 feet distance from co-workers.
- If possible have at least one workspace separation between another co-worker.
- Wear a face covering at all times while in a shared workspace/room.
- Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:
  - Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
  - Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
  - Consider designating specific stairways for up or down traffic if building space allows.
  - If more than one person is in a room, masks/face coverings should be worn at all times.
  - A mask or face covering is not required if working alone in a confined office space (does not include partitioned work areas in a large open environment).

Reception Areas/Waiting Rooms

- Place visual cues to indicate to customers/clients/patients where they should stand while waiting in line. Employees in reception areas and managing waiting rooms should always wear a mask/face covering.
- Plan traffic flow to allow for physical distancing and minimize time in reception/waiting areas.
- Use signs or labels to designate furniture that will be out of use to enable physical distancing.
- Redesign procedures to reduce touching the same objects (e.g., pens, intake forms, sign-up sheets, etc.).
- Design methods to distance receptionists from customers/clients/patients (e.g., plexiglass shields).
- Remove shared objects in reception/waiting room areas (e.g., magazines).
Private Offices

- Keep doors closed to reduce contact with others and maintain physical distancing.
- Meetings should be held remotely whenever possible and in spaces that allow for physical distancing.
- Maintain personal hygiene practices in private offices.

Restrooms

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

Heat Stress

Outdoors workers should prioritize the use of cloth face coverings when in close contact with other people and remove face coverings when physical distancing is possible.

RMS has developed more useful tips to [prevent heat related illnesses](#) and stay cool, hydrated, and informed.

Elevators

Unless otherwise indicated by signage, no more than two persons should enter an elevator at a time, so please use the stairs when possible. If using an elevator, wear face covering or mask and only touch the elevator buttons with elbow. Wash hands with soap and water or use hand sanitizer upon departing the elevator.

Meetings and Communication

Where possible, meetings and other communications should be held in whole or part using technology (telephone, Zoom, Google hangouts, Microsoft Teams, etc.). In-person meetings should be able to maintain the greater than 6-feet physical distancing guideline. Remove or rearrange the furniture to support physical distancing.

Meals and Catering

Before and after eating, wash hands thoroughly to reduce the potential transmission of the virus. If food or drink is provided, it should be in individual containers with separate utensils for each person.

If dining on campus, wear a face covering until ready to eat and then replace it afterward. Individuals are encouraged to take food back to their personal office area or eat outside if possible.

If eating in work environment (break room, office, etc.), maintain physical distancing. Individuals should not face each other, and only remove face covering in order to eat and then put it back on. Removing chairs or tables in break areas to support physical distancing practices is not recommended. Instead, place visual cues that the area or location should not be used. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using common areas.
External Locations

Faculty and staff must follow this guidance as a minimum for returning to campus even if activities are being done in an external location (e.g., clinical sites, research cores at other facilities, etc.). Individuals must also abide by any additional guidelines of the external location.

Suppliers and Vendors

Everyone who enters any Auburn University facility is responsible for helping to prevent and control the spread of COVID-19. Cloth face coverings or masks are required while working in Auburn University facilities. All vendors, contractors, and suppliers are expected to provide face coverings and facemasks for their employees. Additionally, all vendors, contractors, and suppliers are expected to comply with the guidelines established by OSHA and the Center for Disease Control (CDC) to prevent and control the spread of COVID-19, as well as all other federal, state, and municipal regulations and guidelines.

Vendors, contractors, and suppliers are expected follow Auburn University faculty and staff instructions when on campus working, especially under emergency situations such as this pandemic.

As part of the University’s response to the COVID-19 pandemic, unscheduled vendor, contractor, and supplier visits to campus are not permitted for any reason. Visits to campus must be coordinated with an Auburn University liaison in advance.