PERSONAL SAFETY PRACTICES

Protecting students, faculty, and staff from exposure to COVID-19 depends on requiring basic infection prevention measures to be in place. The following are required practices that must be part of all departmental specific plans and enforced as standard practices for general health and safety. Facilities Management has signage available for download to help give visual guidance and reminders around buildings.

Face Coverings and Masks

Appropriate use of face coverings or masks is critical in minimizing risks to others. Remember that asymptomatic individuals can still spread COVID-19. A cloth face covering is not a substitute for physical distancing.

See details regarding types of masks and coverings below:

![Types and Intended Use of Face Masks or Coverings]

<table>
<thead>
<tr>
<th>Description</th>
<th>Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth Face Covering</td>
<td>Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, and community areas. Should be replaced or cleaned daily.</td>
</tr>
<tr>
<td>Disposable Mask</td>
<td>These masks should be reserved for healthcare workers and other approved areas with task-specific hazards, such as laboratories.</td>
</tr>
<tr>
<td>Medical-Grade Surgical Mask</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td>N95 Respirator</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
</tr>
</tbody>
</table>

Risk Management and Safety has developed a complete Face Covering Usage for COVID-19 webpage with information on donning, doffing, use, care of face coverings, and instructions for creation and more.

Laboratory personnel should not wear a cloth face covering when manipulating hazardous materials (chemical, biological and radiological substances). Disposable face coverings, such as surgical masks, are recommended when handling such materials for easy disposal if contaminated or at the end of the day.

RMS has also developed additional guidance for face coverings, surgical masks, and respirators in a lab.
Physical Distancing

Physical Distancing, also known as “social distancing,” means keeping space between people outside of the home. This is one of the best tools to avoid being exposed to COVID-19 and slowing its spread (Since people can spread the virus before they know they are sick) it is important to stay away from others when possible, even if no symptoms are present. Physical distancing is important for everyone, especially to help protect people who are considered high risk.

When on campus, follow these physical distancing practices:

- Always stay at least 6 feet (about 2 arms’ length) from other individuals.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.

Even when not on campus, it is recommended that individuals continue to practice physical distancing.

WHAT DOES PHYSICAL DISTANCING LOOK LIKE?

STAY ABOUT ONE WAR EAGLE APART

AUREA, THE CURRENT WAR EAGLE, HAS A WINGSPAN OF 6.5 FEET
Coughing/Sneezing Hygiene

The CDC offers continuing guidance such as covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19.

Germs can be easily spread by:
- Coughing, sneezing, or talking
- Touching the face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

To help stop the spread of germs:
- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If without a tissue, cough or sneeze into elbow, not hands

If in a private setting and not wearing a cloth face covering or mask, remember to always cover mouth and nose with a tissue when coughing or sneezing, or using the inside portion of the elbow. Throw used tissues in the trash. Immediately wash hands using the hand washing or hand sanitizer hygiene.

Mental and Emotional Health

Auburn’s offices of Student Counseling and Psychological Services and Health Promotion and Wellness Services (SCPS) have updated the Student Affairs’ “A Sound Mind” webpage to include information on mental and emotional self-care during COVID-19.

For further assistance, please call SCPS at 334-844-5123 for support 24 hours a day, 7 days a week
Proper and Effective Handwashing

Auburn University Risk Management and Safety has developed a webpage resource, as well as an informative flyer covering Hand Washing and Hygiene, including steps to help develop proper handwashing techniques.

- **WET**
  - Wet hands with clean, running water. Turn off the water and apply soap to skin.

- **LATHER**
  - Rub hands together with soap to create lather. Lather entire hand and wrist.

- **SCRUB**
  - Scrub your hands for at least 20-30 seconds. Scrub entire hand thoroughly and completely.

- **RINSE**
  - Rinse excess soap and residue off your hands. Be sure to use clean, running water to rinse.

- **DRY**
  - Dry hands using a clean towel or air. Avoid using clothes to dry hands if possible.

- **USE COLD WATER WHEN POSSIBLE.** The temperature of the water does not appear to affect microbe removal. Warm water can cause skin irritation and uses more energy to produce.

- **THE LATHER SHOULD COVER HANDS.** Pay close attention to the backs of hands, the wrist, under finger nails, and in between fingers.

- **NEED A TIMER FOR 20-30 SECONDS?** Try humming or singing the Auburn fight song while you scrub your hands.

- **TURNING OFF THE FAUCET WHILE SCRUBBING AND LATHERING HELPS TO SAVE & CONSERVE WATER.** There is little data to prove a significant transfer of germs from hands to faucets.

- **WET HANDS CAN CAUSE GERMS TO SPREAD MORE EASILY.** That's why it's important to dry your hands completely to finish hand washing.
Alcohol Based Hand Sanitizers

When running water is not readily available, the use of alcohol-based hand sanitizers (ABHS) can be temporarily substituted. Some areas do not have sinks readily available, have a continuous influx of visitors, or have shared workspaces which make easy access to a sink difficult.

To help limit the spread of illness, AURMS recommends departments consider using ABHS stations in their buildings. It is recommended the solution be 60% alcohol, which has been shown as an effective neutralizer of COVID-19.

ABHS are a Class I flammable liquid as defined by the National Fire Protection Association (NFPA). Quantities are required to be limited to less than 10 gallons per building (including storage) or per control zone for buildings with previously identified control zones.

- Place units in dining areas, shared spaces, residence halls, public spaces, lobbies, entrance areas, meeting rooms, and other high traffic areas.
- Do not obstruct or impede entrance or egress to an exit.
- Do not place ABHS near high temperatures or ignition sources such as open flames, switches, or electrical equipment.
- If storing 10 gallons or more, please contact AURMS to ensure compliance with NFPA 45 and Alabama Fire Code (Chapter 34).
- For purchasing information, please contact Procurement and Business Services (334-844-7771)

Gloves

According to the [CDC](https://www.cdc.gov), gloves are not a substitute or replacement for good hand hygiene. When doing common everyday tasks (typing, writing, etc), hand washing is still the best hygiene.

However, if choosing to wear gloves, follow proper procedures for donning, doffing, and use.

**Removing Gloves**

To remove gloves:
1. Pinch the first glove near the cuff (but not at the edge).
2. Pull the glove off inside out.
3. Wad that glove up in the palm of the hand with the remaining glove.
4. Insert two fingers under the cuff of the remaining glove and remove that glove inside out while keeping the glove inside the second. This results in a neat package of gloves (inside out) with the first glove inside the second and all the contamination on the inside.
5. Dispose of gloves properly.
6. Wash hands thoroughly with soap and water after wearing gloves.
Visual Guide for Proper Glove Removal

1. Pinch and hold the outside of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside-out.
3. Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.
4. With your ungloved hand, slide your fingers under the wrist of the remaining glove. Do not touch the outer surface of the glove.
5. Peel downwards, away from the wrist, turning the glove inside-out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.

Goggles/Face Shields

Individuals should not wear goggles or face shields instead of face masks or coverings as part of general activity on campus. Face shields are used when splash hazards are present and do not replace the use of a face covering. Proper hand hygiene and avoiding facial touching are generally sufficient for non-healthcare environments.

Cleaning/Disinfection

Individuals should plan to clean and disinfect frequently touched surfaces at least twice per day. If sharing equipment, spaces, furniture, or tools is necessary, clean and disinfect after each use. Place disposable wipes near shared surfaces (printers, touchscreens, etc.) to encourage cleaning.

To disinfect use diluted household bleach solutions, alcohol solutions (60-80% ethanol or isopropanol), or any EPA registered disinfectant for COVID-19. When using disinfectant always follow the manufacturer’s instructions or the safety data sheet (SDS).
SOAP  DISINFECT  WASH

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER
Clean soft, porous surfaces (e.g., carpet, rugs, drapes, etc.) by removing visible contamination. Use appropriate cleaners indicated for use on these surfaces.

DISINFECT HARD, NON-POROUS SURFACES
Use an EPA-registered disinfectant approved for use against SARS-CoV-2. Follow the instructions on the label for safe and effective use.

WASH HANDS IMMEDIATELY AFTER CLEANING SURFACES
If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.

CLEAN AND DISINFECT FREQUENTLY TOUCHED SURFACES

<table>
<thead>
<tr>
<th>DESKS</th>
<th>PHONES</th>
<th>CHAIRS</th>
<th>ARM RESTS</th>
<th>COMPUTERS</th>
<th>KEYBOARDS</th>
<th>DOOR HANDLES</th>
<th>TABLES</th>
<th>LIGHT SWITCHES</th>
<th>HANDRAILS</th>
<th>SINKS/FAUCETS</th>
<th>COMPUTER MOUSE</th>
<th>COPIERS</th>
<th>PRINTERS</th>
<th>FAX MACHINES</th>
<th>SCANNERS</th>
<th>HOLE PUNCH</th>
<th>DOOR KNOBS</th>
</tr>
</thead>
</table>

1161 W Samford Avenue | RMS Building 9 | Auburn, AL 36849 | auburn.edu/rms | 334-844-4870
Facilities Management Disinfection Procedures

Custodial teams will clean offices, workspaces and academic spaces based on CDC guidelines for disinfection. Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers and other electrical equipment, coffee makers, desks, tables, light switches, doorknobs, etc.).

Facilities Management will utilize two types of services as a standard for campus cleaning.

- **Modified Custodial Services** procedures will be conducted when no known case of COVID-19 has been in the area being cleaned.
- **Enhanced Cleaning Services** will be conducted when there is a suspected or known case of COVID-19 exposure.

**Modified Custodial Services**
Modified custodial services have a heightened focus on sanitation and disinfection in campus buildings.

This includes but is not limited to:

- Wiping high touch surfaces with disinfectant chemicals
- Cleaning of restrooms and restocking of supply dispensers
- Trash and recycling removal
- Cleaning of hard surface floors, stairs and landings

For modified custodial services, EPA-approved (for COVID-19) disinfectant chemicals are being used for all cleaning activities. Special attention will be paid to the cleaning, sanitation and disinfection of high-touch surfaces (door handles, light switches, copiers, printers, hard surface benches and chairs, desks, tabletops, common/break area sinks and countertops, restroom sink and toilet handles, elevator controls, handrails). High-touch surfaces will be cleaned as often as time and staffing allow.

Aside from dean/department heads' offices, individual offices will not be cleaned as part of the modified custodial services, to avoid possible contamination of individual offices, as well as to allow more time for disinfection of high touch surfaces. Trash should be taken to a central location in the building or individual cans should be placed outside office doors for servicing.

Similarly, to allow for more frequent disinfection, some routine tasks (ex. dusting, exterior entryway cleaning and stairwell cleaning) may be deferred from their normally scheduled frequencies but will not be deferred to a point of neglect.

**Enhanced Cleaning Services**
When a suspected or known case of COVID-19 has been in an area, the building will be closed for enhanced cleaning services. The determination that enhanced cleaning is required will be made in coordination with the AU Medical Clinic.

- **Level 1 Enhanced Cleaning Services** will take place when there is a suspected exposure (secondary contact with a known positive COVID-19 case).
- **Level 2 Enhanced Cleaning Services** will take place when there is a known exposure (primary contact with a known positive COVID-19 case).