## Table of Contents

**INTRODUCTION** .......................................................................................................................... 4
  * About COVID-19 ......................................................................................................................... 4
  * How COVID-19 Spreads ............................................................................................................ 4

**CAMPUS RE-ENTRY EXPECTATIONS AND GUIDELINES** ....................................................... 5
  * A HEALTHIER U ......................................................................................................................... 5
  * Procurement of Protective Supplies .......................................................................................... 5
  * COVID-19 Self-Screening Protocol .......................................................................................... 5
  * COVID-19 Testing ..................................................................................................................... 6
  * COVID-19 Contact Tracing ....................................................................................................... 6

**COVID-19 CONTROL MEASURES** .......................................................................................... 7
  * Engineering Controls ............................................................................................................... 7
  * Administrative Controls ........................................................................................................... 7
  * Safe Work Practices .................................................................................................................. 8
  * Personal Protective Equipment (PPE) ....................................................................................... 8

**WORK PLANS AND SUPERVISOR GUIDANCE** ....................................................................... 9
  * Departmental Return to Work and Continuity Plan ............................................................... 9
  * Supervisor Guidance ............................................................................................................... 9
  * Remote Work ............................................................................................................................ 10
  * Space Management Best Practices ....................................................................................... 11
  * Web-Based Training ................................................................................................................. 13

**PERSONAL SAFETY PRACTICES** ......................................................................................... 14
  * Face Coverings and Masks ....................................................................................................... 14
  * Physical Distancing .................................................................................................................. 15
  * Coughing/Sneezing Hygiene .................................................................................................... 16
  * Mental and Emotional Health .................................................................................................. 16
  * Proper and Effective Handwashing ....................................................................................... 17
  * Alcohol Based Hand Sanitizers ............................................................................................... 18
  * Gloves ..................................................................................................................................... 18
  * Goggles/Face Shields ................................................................................................................ 19
  * Cleaning/Disinfection ............................................................................................................... 19
  * Facilities Management Disinfection Procedures ............................................................... 21

**ADDITIONAL GUIDANCE FOR SPECIFIC SITUATIONS** ..................................................... 22
  * Interim Domestic Travel Guidelines ....................................................................................... 22
  * Working in Office Environments ............................................................................................. 22
  * Reception Areas/Waiting Rooms .............................................................................................. 22
  * Private Offices ........................................................................................................................ 23
  * Restrooms ................................................................................................................................. 23
  * Heat Stress ................................................................................................................................ 23
  * Elevators ................................................................................................................................... 23
  * Meetings and Communication ............................................................................................... 23
  * Meals and Catering ............................................................................................................... 23
INTRODUCTION

Auburn University has modified its operations to protect the health and well-being of our students, faculty, and staff. We are continuing to monitor the COVID-19 pandemic situation and will operate in accordance with guidance from state and local officials and follow the advice of appropriate experts to limit and mitigate the spread of Coronavirus Disease 2019 (COVID-19).

As our campus is gradually re-opened, we are relying on everyone to exercise good judgment and to comply with the guidance in this document.

Employees should continue to coordinate with their departments and supervisors and monitor the Auburn University COVID-19 Information and Updates website for the most current information. Auburn University is committed to doing everything possible to ensure a safe transition back to campus. While campus may look a little different, we can look forward to returning with confidence if we all work together and follow the recommended practices that protect the health of our entire community.

This document contains preparedness and response actions for COVID-19 based on traditional infection prevention and industrial hygiene practices. It focuses on the implementation of engineering, administrative, and work practice controls, and personal protective equipment (PPE), in the effort to control exposures to the extent feasible.

These guidelines will be updated as appropriate. The latest version can be found on the Risk Management and Safety COVID-19 Resource Page.

About COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and can, in some cases, be fatal. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

How COVID-19 Spreads

The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs or sneezes.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

The virus that causes COVID-19 spreads very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

The CDC provides the latest information about COVID-19 and the global outbreak.
CAMPUS RE-ENTRY EXPECTATIONS AND GUIDELINES

A HEALTHIER U

Auburn University has created an informational portal with Academic, Operational, and Students plans: A HEALTHIER U. This page will include messaging from the University and other resources.

All employees are required to view and acknowledge the educational video regarding safety measures and doing their part in supporting the safety of one another. This must be done prior to returning to on-campus activities or as soon as possible if an individual has already returned.

Procurement of Protective Supplies

All departmental requests for protective supplies (masks, gloves, hand sanitizer, disinfecting wipes, sneeze guards, etc.,) must be requested through pperequests@auburn.edu.

Individual departmental purchases on purchasing cards or other means will not be allowed. With the limited availability of protective supplies, the centralized distribution will allow the University to help each department determine their specific needs and provide those items.

When making requests include
- Department Name
- Contact Person
- Phone Number
- Building Location
- Purpose

Also include the departmental fund, organization, account, program, activity and location to be charged.

Each department will be billed for the items received through a direct charge by Facilities Management. When the order is ready for pick up, the contact person will be informed by Facilities directly.

If purchasing items as part of normal operations, continue to procure those items through regular sources. If there are any issues with availability of items, contact Missty Kennedy, Director of Procurement and Business Services, at kennem1@auburn.edu.

COVID-19 Self-Screening Protocol

Self-screening should not take the place of a consultation with a health care provider or doctor to diagnose or treat conditions. Individuals should understand the symptoms associated with COVID-19 and must not report to work if they are exhibiting those symptoms or any signs of illness. Individuals should self-screen using the latest CDC symptom guidance and follow any University self-screening protocol.

If an individual feels they have been exposed, or exhibit symptoms, they should:
- Self-quarantine in accordance with current CDC guidance or the guidance of a healthcare provider.
- Call their healthcare provider or the Auburn University Medical Clinic (AUMC) at (334) 844-9825.
- After hours or on weekends, call the East Alabama Medical Center (EAMC) COVID-19 hotline at (334) 528-7425
  o Call before arriving to or scheduling a visit at either of these locations.
- Individuals should notify their supervisor of the situation as soon as possible.
COVID-19 Testing

Viral Testing

AUMC currently offers viral testing for symptomatic and asymptomatic patients. If individuals are having symptoms, have had known exposure but do not have symptoms, or need a test to return to work or to visit family they can call AUMC at 334-844-9825 to answer a series of questions and setup an appointment.

The drive-thru testing site is in the South Quad parking deck next to the AUMC. Testing is quick, easy, and confidential. Testing takes place Monday-Friday 8:00 a.m. until 4:00 p.m. The results of the test should be obtained the same day.

Antibody Testing

Auburn University does not currently offer antibody testing. According to the AUMC, there are no known reputable antibody tests currently available. AUMC will put information on their social media pages (Facebook, Instagram, Twitter @AUMedClinic) should these tests become an option.

COVID-19 Contact Tracing

Individuals that test positive for COVID-19 should notify their supervisor or AUMC to begin the process of contact tracing.

Contract tracing allows Auburn University to alert those who may have been in close contact of a potential exposure and identify localized outbreaks, and ultimately control the spread of illness across campus.

Medical confidentiality and privacy must be maintained. Contacts should only be told they have been exposed to a positive case, but the identity of that case should not be directly revealed. Sensitivity to individual situations will be maintained.

Generally, individuals may return to campus or work when they meet all of the following criteria:

- Three days with no fever (under 100.4° F)
- Respiratory symptoms have improved (e.g. cough, shortness of breath)
- 10 days since symptoms first appeared
COVID-19 CONTROL MEASURES

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling hazards. Typically, the best way to control a hazard is to systematically remove it, rather than relying on individuals to reduce their exposure.

During the COVID-19 outbreak (when it may not be possible to eliminate the hazard) the most effective protection measures are, in decreasing effectiveness order: engineering controls, administrative controls, safe work practices (a type of administrative control), and personal protective equipment (PPE). There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to COVID-19.

Engineering Controls

- Installing physical barriers or partitions to separate employees from each other or the public, such as clear plastic sneeze guards, theater ropes, warning tape, etc.
- Hands-free trash receptacles, soap and towel dispensers, door openers, and other similar hands-free equipment.
- Routinely disinfecting facilities, shared equipment, work areas, and electronics.

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

Administrative controls for COVID-19 include:
- Minimizing interpersonal contact by replacing face-to-face meetings with virtual communications and implementing remote work options.
- Increasing space between workstations.
- Establishing modified interactions or screening procedures with customers, public, students, or employees, with the intent of minimizing exposure to anyone of those groups.
- Establishing alternating days or extra shifts that reduce the total number of individuals in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Developing emergency communications plans, including a forum for answering concerns.
- Providing up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Adding signage to the workplace that communicates social distancing, cough and sneeze etiquette, proper hand hygiene and control, and other critical procedures.
- Providing training regarding the use of protecting clothing and equipment (including appropriate wear and correct donning and doffing procedures) in the context of workplace responsibilities.
Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

Safe work practices for COVID-19 include:
- Reinforcing social distancing requirements; state, local and university face covering requirements; cough and sneeze etiquette, and proper hand hygiene.
- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60% alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based sanitizers.
- Discouraging hand shaking.
- Restrict access to your workspace to essential employees only.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to hazards (in this case COVID-19) personal protective equipment (PPE), may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, and respiratory protection, when appropriate. During an infectious disease outbreak, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.
WORK PLANS AND SUPERVISOR GUIDANCE

Departmental Return to Work and Continuity Plan

Each department should create a departmental specific COVID-19 work and continuity plan for their area. A template is available on the RMS webpage.

The department specific work plan is designed to be used as a guide to help smoothly transition to full operations. It includes sections for:

- Workplace Density Reduction:
  - Limiting the spread of COVID-19 by reducing the amount of possible contacts among coworkers.
- Congestion Reduction and Entry:
  - Limiting the spread of COVID-19 by reinforcing physical distancing measures at common entry, exit, and congregation points.
- Self-Screening:
  - Helping employees and co-workers take responsibility for their health and be aware of the symptoms of COVID-19.
- Administrative Practices:
  - Additional department specific safety measures. These include two separate types of responsibilities: Departmental Responsibilities and Individual Responsibilities.

Supervisor Guidance

As employees return to campus, supervisors will be faced with new challenges for managing their units and departments.

Auburn University Human Resources, with input from Risk Management and Safety, has created a Supervisor Guidance webpage with commonly asked questions and specific guidance developed to help supervisors follow proper protocol for a variety of COVID-19 workplace scenarios. This webpage is not intended to capture every possible scenario. It reflects the most common scenarios that may be presented.
Remote Work

Continuing all work that can be done remotely will reduce the total number of individuals coming to campus. This lowers the risk of infection overall. This will also allow for density reductions within the campus and allows for proper physical distancing of the on-site personnel. For additional information regarding remote work for employees, refer to Human Resources.

Effective remote work success depends on meeting equipment and access needs for faculty, staff, and students: such as computers, access to departmental shared drives and programs, and ensuring that workers new workspace will not contribute to ergonomic discomfort.

Auburn University Risk Management and Safety (AURMS) has created additional resources and guidance regarding the ergonomics of working from home.

Please refer to Auburn University Human Resources for the latest information regarding work management, pay schedules, time sheets, and other adjustments and practices during alternate operations.
Safety and Security of Network Data

Auburn University employees must use a virtual private network (VPN) and two-factor authentication (DUO) to securely access the Auburn network when away from campus.

Employees using university issued equipment (such as laptops) do not need to get prior approval from the Office of Information Technology (OIT) in order to access the Auburn network. Employees using personal equipment or devices should seek prior approval and guidance before accessing the Auburn network. Accessing work email from a personal device does not require prior approval from OIT.

Supervisors
- Clearly establish and communicate with employees the expectations for how and when work will be performed.
- Schedule frequent (at least daily) meetings with employees working remotely.
- Create an agenda that can be used to organize meetings and assignments.

Employees
- When working remotely, individuals should be available to answer calls, respond to emails, participate in scheduled Zoom or conference calls, or handle other work actions during scheduled workhours.
- Change voicemail to reflect status of still working but not in the office.
- Check voicemail and email frequently throughout the workday.
- Access work email remotely. This can be done through Tiger Mail (tigermail.auburn.edu), and can be accessed on most phones, home computers or tablets.
- If applicable, consider forwarding work phone to personal cell phone.
- Please see the following links for additional best practices and helpful hints:
  - VPN (Auburn University)
  - DUO (Auburn University)
  - Zoom (Auburn University – Biggio Center)
  - Nine Ways to Keep Remote Workers Healthy and Engaged (WellRight)
  - Remote Working: Setting Yourself and Your Teams up for Success (LinkedIn Learning)
  - Best Practices for Working Remotely

Space Management Best Practices

Reducing the density of individuals within a space is integral to minimize potential exposure to COVID-19. A general guide is no more than 30% of normal building capacity at any one time and allotting for approximately 144 square feet of space per individual. This can be achieved by rotating days or weeks that students, faculty, and staff are on-site.

Reducing overall density helps individuals maintain adequate physical distancing. Departmental specific work plans should evaluate the ability of each individual to maintain physical distancing. This may include the need to stagger individuals based on the locations they sit in.

Partitions are not recommended as a physical distancing strategy and should generally be used for interactions with the public to minimize exposures.
Workplace Density Reduction

Crowded workplaces can lead to an outbreak of cases. The Center Disease Control and Prevention shared a study conducted in South Korea on a cluster of COVID-19 cases in a call center located in a commercial-residential building. On one floor of the call center with 216 employees working, 94 people contracted coronavirus. Investigators determined that the outbreak occurred over 16 days beginning on February 21, and over 90% of the cases were concentrated in a densely populated section of the office.

Workplace density reduction is designed to limit the spread of COVID-19 by reducing the possible contacts around coworkers. Remote work is an essential tool in workplace density reduction. Many workstations may already provide reasonable distancing (at least 6 feet), but meetings in smaller conference rooms should be avoided.

Department supervisors may also consider rotating or staggering employee work schedules to allow space for physical distancing in smaller groups. Lower occupancy limits for common-use areas such as break rooms, conference rooms, and even restrooms to maintain physical distancing.

Other possible methods for density reduction include adjusting start times and determining a rotation of days for staff that must be in the office. Additional workplace density reduction can occur by utilizing congestion reduction actions such as staggering the usage of shared resources, restricting non-essential common spaces, and implementing visual cues to guide movement and activity.

Staggered Work Schedule Example

<table>
<thead>
<tr>
<th>ODD WEEK</th>
<th>EVEN WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY</strong></td>
<td><strong>ON SITE</strong>: WAR EAGLE PLAINSMAN</td>
</tr>
<tr>
<td><strong>REMOTE</strong>: TIGERS</td>
<td><strong>REMOTE</strong>: WAR EAGLE</td>
</tr>
<tr>
<td><strong>TUESDAY</strong></td>
<td><strong>ON SITE</strong>: TIGERS PLAINSMAN</td>
</tr>
<tr>
<td><strong>REMOTE</strong>: WAR EAGLE</td>
<td><strong>REMOTE</strong>: TIGERS</td>
</tr>
<tr>
<td><strong>WEDNESDAY</strong></td>
<td><strong>ON SITE</strong>: WAR EAGLE PLAINSMAN</td>
</tr>
<tr>
<td><strong>REMOTE</strong>: TIGERS</td>
<td><strong>REMOTE</strong>: WAR EAGLE</td>
</tr>
<tr>
<td><strong>THURSDAY</strong></td>
<td><strong>ON SITE</strong>: TIGERS PLAINSMAN</td>
</tr>
<tr>
<td><strong>REMOTE</strong>: WAR EAGLE</td>
<td><strong>REMOTE</strong>: TIGERS</td>
</tr>
<tr>
<td><strong>FRIDAY</strong></td>
<td><strong>ON SITE</strong>: WAR EAGLE PLAINSMAN</td>
</tr>
<tr>
<td><strong>REMOTE</strong>: TIGERS</td>
<td><strong>REMOTE</strong>: WAR EAGLE</td>
</tr>
</tbody>
</table>

WAR EAGLE / TIGERS - ROTATING SCHEDULE
PLAINSMAN - STATIC SCHEDULE
**Congestion Reduction**

Congestion reduction and entry is the procedure for individuals entering and exiting the building at the main entrance and any visual indicators of appropriate spacing provided.

Some examples for congestion reduction include:
- Limiting the number of visitors at any one time.
- Encouraging visitors to call and schedule appointments before entering or arriving at the building.
- Preventing people from self-serving any items that are food-related.
- Placing visual cues at least six feet apart in lobby or waiting areas inside the building and on walkways at public entrances with signs directing visitors to use the markings to maintain distance.
- Separating visitors’ areas from delivery areas.
- Establishing directional hallways and passageways for foot traffic to eliminate employees closely passing each other.
- Designating separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Dedicating staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Separating or closing common areas to prevent gathering and proximity.

**Web-Based Training**

Before returning to campus all students, faculty, and staff should complete the web-based COVID-19 Safety Awareness Course that covers:
- Campus infection controls practices.
- The proper use of personal protective equipment.
- Steps an individual must take to notify the university of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
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:

<table>
<thead>
<tr>
<th>Types and Intended Use of Face Masks or Coverings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth Face Covering</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Intended Use</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 web page 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.
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, 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 un-gloved 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  DISINFECTION  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

| DESKS | DOOR HANDLES | COPIERS |
| PHONES | TABLES | PRINTERS |
| CHAIRS | LIGHT SWITCHES | FAX MACHINES |
| ARM RESTS | HANDRAILS | SCANNERS |
| COMPUTERS | SINKS/FAUCETS | HOLE PUNCH |
| KEYBOARDS | COMPUTER MOUSE | DOOR KNOBS |
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).
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.
LABORATORY AND RESEARCH GUIDANCE

Continuity Guidance for Lab and Research Facilities

Principal Investigators and research facility directors are encouraged to develop a continuity plan specific for their facilities and operations. Risk Management and Safety has developed continuity guidance for laboratories and research facilities to assist in developing plans for general laboratories or facilities. The guide includes specific considerations for general laboratory safety, physical distancing, use of required PPE, disinfection of laboratory surfaces, and frequent hand washing to minimize potential infection by COVID-19. Note that there may be unique considerations relating to specific lab operations which are not addressed in this guidance.

The Lab Continuity Guidance gives information on

- Communications and Considerations for Reduced Staffing Levels
- Lab Specific COVID-19 Transmission Prevention Precautions
- Checking Laboratory Conditions Before Resuming Operations

Laboratory Safety Training

Online training will temporarily replace in-person trainings. Please use Internet Explorer browser to take Laboratory Safety and Biological Safety training. Contact the Biosafety Officer for Bloodborne Pathogens training needs. PIs may offer lab specific training to review job hazard analysis and other standing operating procedures.

- Take Online Lab Safety Training
- Take Biological Safety Training
- Take Managing Regulated Waste Training in BioRAFT

Human Research COVID-19 Precautions

In the context of rapidly evolving circumstances regarding COVID-19, and the University’s focus on physical distancing and the health and well-being of the community, the Institutional Review Board in consultation with Risk Management and Safety and the Office of Research Compliance has issued guidance for continued human subjects research. This guidance is being implemented with the primary focus to protect research participants, researchers, and the larger community from risk of infection with COVID-19. This guidance will be revised when appropriate based on new information.

This information is housed and updated at the Office of the Vice President of Research.

Institutional Biosafety Committee (IBC) Oversight for SARS-CoV-2 Research

There are specific IBC Guidelines for SARS-CoV-2 (COVID-19) related research conducted on campus. Follow the guidance located at the Office of the Vice President of Research.

Note that SARS-CoV-2 intact virus is a Risk Group 3 pathogen and requires BSL-3 laboratory. Working with it is NOT ALLOWED at Auburn University