PATH FORWARD

FACULTY & STAFF TRAINING

COVID-19

University of Dayton
OVERVIEW

I PROTECT YOU. YOU PROTECT ME.
ABOUT COVID-19

- COVID-19, caused by a new coronavirus, is a respiratory disease that spreads from person to person through close contact. In some cases, COVID-19 can be a fatal disease.

- An infected person can spread COVID-19 to others even if they do not feel sick.

- It is impossible to guarantee an environment without COVID-19. However, following the protocols in this training can help create a safer UD community for all.

- These protocols may be revised based on future guidance from public health officials and our medical advisory panel.
ABOUT COVID-19

- The virus that causes COVID-19 is spread through respiratory droplets when an infected person talks, coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or may be inhaled into the lungs.

*Face coverings can reduce the amount of droplets spread and the distance they are spread.*
FOR THE COMMON GOOD
FOR THE COMMON GOOD

→ As a Catholic, Marianist university, UD believes in learning and living in and through community, respecting the dignity of every person and working together to promote the common good.

→ This commitment to community demands the virtue of solidarity that goes beyond self-interest, calling each of us to care for our neighbor and those who are most vulnerable.

→ During the active COVID-19 pandemic, this call takes on heightened meaning; an inherent risk of exposure to this serious disease exists anywhere people are present.

→ Everyone in the UD community must help protect each other, with humility, patience and a spirit of unity. In a public health crisis, this is not an abstract ideal; this is our concrete responsibility.
FOR THE COMMON GOOD

As described in this training, all faculty, staff, students and visitors shall:

- Practice physical distancing and follow directional signage.
- Follow face covering guidelines.
- Practice good hygiene (e.g., washing hands, covering coughs and sneezes, etc.).
- Help sanitize and disinfect shared spaces and materials.
- Monitor health daily for COVID-19 symptoms (see cdc.gov) and stay home if sick, unless seeking medical care.
- Notify the Health Center of COVID-19 exposure or diagnosis; cooperate with contact tracing practices.
FOR THE COMMON GOOD

Why follow the University’s safety measures?

— Because Flyers believe in the power of community and know that together we can make a difference.

— Because Flyers care about each other and want to keep our community safe and healthy.
PHYSICAL DISTANCING
WATCH YOUR WINGSPAN
PHYSICAL DISTANCING

- The most effective method of reducing risk is to keep at least 6 feet of space between you and others.

- This is especially important for interactions lasting longer than 15 minutes.

DO YOUR PART
STAY 6 FT APART

IT’S THE APPROXIMATE WINGSPAN OF RUDY FLYER
{ or 7.5 basketballs }
PHYSICAL DISTANCING

FACE COVERINGS

HYGIENE

CLEANING & DISINFECTION
PHYSICAL DISTANCING

- Comply with occupancy limits for rooms, elevators and common spaces.
- Abide by rules for foot traffic; follow signage and floor decals.
- Stay out of crowded places and avoid mass gatherings, including face-to-face interaction where social distancing is difficult to maintain.
- Use technology like Zoom for team meetings and conversations.
- Refer to the guidance on gatherings and events for hosting in-person meetings and events.
FACE COVERINGS

I WEAR IT FOR U(D)
Face coverings reduce spread of respiratory droplets, which reduces the risk to others.
FACE COVERINGS

- To slow the spread of the virus, *all* community members, including faculty, staff, students, contractors and visitors, are required to wear face coverings while on campus.

- At a minimum, face coverings must cover your nose, mouth and chin.

- Signage about the face mask requirement will be posted across campus and outside every classroom.
FACE COVERINGS

Acceptable facial coverings include:

- Traditional face mask that covers the nose, mouth and chin.
- Mask with a clear center area to allow for communication needs.
- Anything that covers your nose, mouth and chin, such as a gaiter, bandana, burka or niqab, etc.

The University will provide all students and employees with two reusable face masks.
FACE COVERINGS

- Additional information regarding face coverings will be available on the Department of Environmental Health & Safety’s website.

- Faculty and staff who require an accommodation for the face covering requirement should contact the Office of Human Resources. Students should contact the Office of Learning Resources.
FACE COVERINGS

Face coverings must be worn at all times, including:

— If more than one person is in a room.
— By any person in a reception/receiving area.
— When walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations.
— Outdoors when physical distancing isn’t possible.

Exception: Face coverings are not required if you’re alone in an enclosed workspace.
HEALTH AND HYGIENE

PHYSICAL DISTANCING

FACE COVERINGS

HYGIENE

CLEANING & DISINFECTION

COVID-19

University of Dayton
HEALTH AND HYGIENE

- Wash your hands frequently with soap for at least 20 seconds before and after:
  - Interacting with others.
  - Entering public spaces.
  - Using a face covering.
  - Contacting shared surfaces/objects.

- Use hand sanitizer containing at least 60% alcohol when hand-washing is not possible.
HEALTH AND HYGIENE

- Cover coughs and sneezes with your face covering and the inside of your elbow, or a tissue.
  - Throw used tissues in the trash.
  - Then wash your hands.
- Avoid touching your face.
- Avoid sharing personal items with others.
SANITIZING & DISINFECTING
SANITIZING AND DISINFECTING

PHYSICAL DISTANCING

FACE COVERINGS

HYGIENE

CLEANING & DISINFECTION
SANITIZING AND DISINFECTING

During the COVID-19 pandemic, a shared cleaning and disinfecting effort by custodial staff, University employees and students will be needed to help maintain a clean and healthy environment.
SANITIZING AND DISINFECTING

→ The University’s long-term janitorial partner, Alpha & Omega, is performing enhanced and frequent cleaning measures in communal areas of campus buildings, including restrooms, hallways, stairways, lobbies, lounges, break rooms, kitchens and classrooms.

→ Alpha & Omega will use disinfectants effective against COVID-19 to sanitize all commonly touched areas — including doorknobs, handrails, elevator and other buttons, light switches, faucets, drinking fountains and vending machines — on a daily basis.
SANITIZING AND DISINFECTING

- Everyone is responsible for cleaning and disinfecting shared areas on campus.
  - Disinfectant supplies and usage instructions will be provided in shared spaces.
- Everyone has a responsibility for sanitization in their own work area; shared vehicle; shared space on campus; and when using shared resources and commonly touched items.
- Community members should clean items as they enter — before using shared spaces and equipment.
- You are only required to clean areas you will contact.
SANITIZING AND DISINFECTING

- Minimum cleaning protocol for students:
  - Wipe down your desk and chair.
  - Wipe down any shared materials you expect to use.

- Minimum cleaning protocol for instructors:
  - Wipe down table/podium.
  - Wipe down any materials and surfaces you expect to use.
SANITIZING AND DISINFECTING

Steps for cleaning hard surfaces in shared spaces:

— Locate the disinfectant in the shared space and apply it following the provided directions.

— Allow the disinfectant to sit for the required contact time. Surface must remain wet for the disinfecting process to be effective. If surface dries before the minimum time, reapply the cleaner.

— Dispose of the used material (e.g., paper towel, wipe) in the trash receptacle.
SANITIZING AND DISINFECTING

Steps for cleaning computers, accessories and electronics in shared spaces:

— Gently and carefully wipe the disinfectant on the hard, nonporous surface of the item. This includes the display, touchscreen keyboard, mouse and the exterior surface of the item.

— Do not use spray disinfectants on computers and electronics. Rather, spray the disinfectant on the paper towel and then wipe down the equipment.
SANITIZING AND DISINFECTING

Faculty and staff are also responsible for:

— Cleaning personal spaces, electronics and appliances.
— Disinfecting any shared equipment (e.g., microwaves, refrigerators, copiers, printers, coffee makers and other electrical equipment) within their area.
— Keeping their laboratory, studio or workshop clean.
— Disinfecting countertops, furniture and equipment.

Please contact Environmental Health & Safety if you wish to setup an individual plan for a laboratory, studio or workshop.
PROTECTIVE MEASURES
PROTECTIVE EQUIPMENT

- Protective equipment, such as face coverings, non-touch tools, thermometers, gloves, etc., will be available for faculty and staff upon return to campus.
- Disinfection products, such as hand sanitizer and disinfectant wipes and/or sprays will also be available.
- The process for obtaining these items will be made available on udayton.edu/coronavirus.
- To request an evaluation of offices and office suites, or to request signs, decals and barriers, contact Environmental Health & Safety.
BUILDING VENTILATION

- Facilities Management is following best practices for air flow and room air changes as outlined by the American Society of Heating, Refrigerating and Air-Conditioning Engineers.
  - Steps have been taken to ensure proper and efficient heating, ventilation and air-conditioning (HVAC) operations.
  - HVAC controls and equipment will be monitored on a daily basis to ensure HVAC systems are operating properly and that building envelope conditions are stable.
  - Labs, studios and residence halls are all designed for and currently use 100% outside air.
BUILDING VENTILATION (CONTINUED)

— The amount of outside air brought in to other spaces will be increased, as appropriate.

— Temperature and humidity will be continuously monitored to maintain 40-60% humidity and 68-74 F to prevent the potential of microbial growth.

— HVAC systems will operate two hours before building occupants arrive and two hours after occupants leave in order to ensure the air in the space is turned over before occupancy of the space.

— The frequency of changing building air filters will be increased; where feasible, filtration efficiency will be increased.
Facilities Management has implemented a program to ensure building water systems are operating properly, based on the recent literature and recommendations for building water systems.

Technicians are currently testing and flushing building water systems twice per week to prepare for the return of building occupants.
WORKPLACE LOGISTICS

→ During the pandemic, every employee who can work effectively remotely should work remotely.
  — Work with your supervisor to determine whether your work can be performed remotely.

→ Employees who believe they are more susceptible to COVID-19 should consult their supervisor and Human Resources to request reasonable accommodations (with sensitive medical information only to be provided to HR).

→ Faculty who believe their work should be performed remotely or want to request accommodations should consult with their department chair (with sensitive medical information only to be provided to HR).
WORKPLACE LOGISTICS

跟进大学的旅行限制。

- 任何商务旅行必须是必要的，并且必须通过集中流程（Terra Dotta）审批后才能安排旅行预订。
- 所有教职员工、职员和学生都被鼓励避免高风险的个人旅行。
- 旅行者应期望在返回时隔离14日历天。

跟进大学的旅行限制。

- 您有责任确保任何来校园的承包商或供应商遵守大学的安全协议。
WORKPLACE LOGISTICS

Supervisors should:

- Assess employees’ workspaces and request devices to help enforce 6 feet of physical distance*.
- Assess common areas to determine traffic flow and bottlenecks. Consider if floor decals are needed to aid physical distancing or to indicate direction of foot traffic*.
- Consider whether employees’ start and stop times can be staggered.
- Follow other items in the “Return to Work Checklist for Managers.”

* Contact Environmental Health and Safety if supplies or a workspace evaluation is needed.
**SCREENING AND HEALTH**

- Take your temperature daily, before coming to campus.
- Monitor yourself for symptoms of COVID-19, including:
  - Fever of 100.4 F or higher.
  - Chills or muscle pain.
  - New onset of:
    - Cough.
    - Shortness of breath or difficulty breathing.
    - Loss of taste or smell.
  - Other symptoms of COVID-19 (see [cdc.gov](https://www.cdc.gov)).
SCREENING AND HEALTH

Employees who exhibit symptoms of COVID-19 should:
- Stay home. Do not come to campus or engage with others. If you are on campus, leave immediately.
- Notify your supervisor of your absence from work.
- Notify the UD Health Center for case tracking.
- Contact your health care provider.

Before returning to work, the CDC recommends you isolate for at least 10 days after the date your symptoms began, and at least 72 hours after recovery.
- Employees who are unable to telecommute during this time should use paid sick leave.
SCREENING AND HEALTH

→ Stay home if anyone in your household has been diagnosed with COVID-19.

— Employees who must provide care to immediate family members who are ill are urged to use the available sick or vacation time per the policy.

→ If you become aware of any faculty, staff, student or contractor who has been on campus and has tested positive, promptly notify the Health Center.

— Do not share the person’s health information with others. This is a violation of their privacy, and this information may be protected by HIPAA and other laws.
POSITIVE COVID-19 CASES
POSITIVE COVID-19 CASES

- A dashboard (udayton.edu/coronavirus) was created to track known positive COVID-19 cases on campus.
- The University has developed testing, contact tracing and containment (e.g., isolation, quarantine and disinfection) protocols to manage positive cases on campus.
- Entire building operations do not necessarily need to cease as long as the affected areas can be identified and isolated.
- Once the area has been disinfected, it can be safely reopened for general use.
If you test positive for COVID-19 or are exposed to someone known to have COVID-19, you are expected to cooperate fully with health officials and others, including for contact tracing.

Case investigation and contact tracing are used to:

- Identify and isolate anyone who is sick.
- Identify and quarantine for 14 days anyone who has been in close contact* with individuals who are sick.

*Being within 6 feet of an infected person for at least 15 minutes starting from (a) 48 hours before illness onset or (b) date of positive test for those who are asymptomatic, until the time the patient is isolated.
POSITIVE COVID-19 CASES

- Case investigation and tracing may take several days.
  - Public Health - Dayton & Montgomery County will conduct contact tracing per their standard process.
  - UD will also conduct our own contact tracing for positive cases occurring on campus.

- Investigators will warn close contacts they were exposed, assess their symptoms and risk, and provide instructions for next steps.

- The University will take steps to protect the privacy of individuals who test positive.
RESOURCES

CORONAVIRUS WEBSITE
udayton.edu/coronavirus

ENVIRONMENTAL HEALTH & SAFETY
937-229-4503
auditriskcompliance@udayton.edu

FACILITIES MANAGEMENT AND PLANNING
937-229-3753
udayton.edu/facilities/requests/work_requests.php

HEALTH CENTER
937-229-3131
RESOURCES

HUMAN RESOURCES
937-229-2541
hr@udayton.edu

OFFICE OF LEARNING RESOURCES
937-229-2066
learningresources@udayton.edu

DEAN OF STUDENTS OFFICE
937-229-1212
deanofstudents@udayton.edu
SUMMARY

• COVID-19 is highly contagious; it is possible to contract the virus even if you follow all of the safety precautions in this training.

• The University is following guidelines issued by government and medical experts to help reduce the spread of infection. However, individuals can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

• These are challenging days, but we will get through them together. Be kind, support one another, respect enforcement efforts and encourage others to follow safety expectations.