



COVID-19 Guidance for All Employees



SHIPPENSBURG
UNIVERSITY

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[This is a living document and is subject to change.](#)



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Returning to Campus

The Shippensburg University campus may feel different upon your return, and reflect strategies you may have been seeing throughout the Commonwealth. In order to maintain the health and safety of all members of our community, we are making space and service updates to maintain hygiene, safety, and physical distancing best practices. The following document describes recommended guidelines for social distancing, continued wearing and cleaning of facemasks, and daily health screenings required before coming to campus. Every member of the SU community has a joint responsibility for ensuring adherence to these guidelines.

It is recommend that employees limit stops when traveling to campus. If a stop is required, employees should follow CDC guidance on [Handwashing](#) prior to continuing to campus.

Before you transition back to working on-campus, be sure to do the following:

- Watch this video and remind yourself of ways to take personal leadership in slowing the spread of COVID 19: [6 Ways to Stop the Spread of COVID 19](#).
- Secure a facemask that is compliant with CDC guidance on [Facemasks](#), which will be required to be worn while working. Remember the saying, “my mask protects you, your mask protects me.” Disposable facemasks are available at select locations throughout campus. A branded mask will be issued to all faculty, staff and students in early August.
- Mentally prepare for additional workplace requirements, such as:
 - Washing your hands frequently using CDC guidance on [Handwashing](#).
 - Keeping a social distance space of six feet apart at all times including during breaks and meal periods.
 - Self-monitoring for symptoms of COVID-19 prior to beginning your workday on campus.
 - Following any markers, signs or guidance for entry and exit from work and adhering to any health screening that may be occurring at your worksite.
 - Keeping your personal equipment and workstation clean.

If you have any questions about returning to work, please consult with your supervisor.

Staying Safe at Work—Personal Safety

While at work, we must all do our part to protect our personal health and safety, as well as the health and safety of others.

Noncompliance with Personal Safety Guidelines

Employees who do not comply with the personal safety guidelines outlined herein will be subject to corrective action up to and including removal from employment.



Wearing a Mask

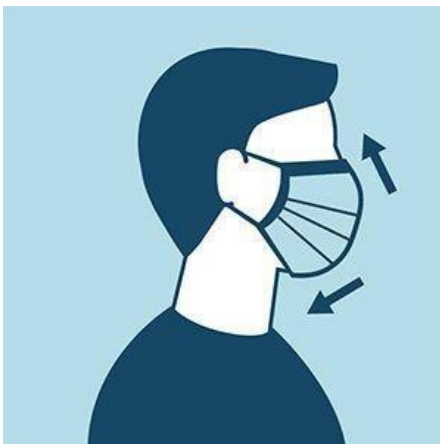
In order to comply with the [July 1, 2020 Order from Secretary of Health Dr. Rachel Levine](#), all employees working on campus (regardless of frequency) are required to wear a facemask at all times, except while working alone in a private office or driving alone in a vehicle. For the purpose of these guidelines, a private office shall be defined as an office occupied by one employee and having its own door. Employees working in common areas (not a private office) are required to wear a mask at all times. Masks shall be non-medical cloth coverings, bandanas, neck gaiters or face shields. Wearing of masks is a means of protecting other people in the event you are infected. Please remember, asymptomatic persons may not display symptoms of COVID-19. Wearing a mask is not a substitute for social distancing.

All University employees will be issued a branded mask in early August which meets CDC guidelines appropriate for the work environment. Employees will have the option to wear their own mask, provided it meets the CDC guidance on [Facemasks](#), and has been approved for use by their supervisor.

While on campus, facemasks:

- Must be worn at all times including walking to and from personal vehicles, walking across campus, driving in a vehicle with another individual and when using drive-through services.
- Must be worn around others, even if social distancing can be maintained.
- May be removed to eat or drink during breaks and lunch periods, however employees must still adhere to social distancing.
- May be removed when driving alone or when isolated in a closed private office.
- Must be worn at all times by all visitors to campus.
- Must be worn at all times by employees conducting business at offsite locations regardless of their policy on facemasks.

How to Properly Wear a Mask





- Before putting on a mask, clean hands with an alcohol-based hand sanitizer, or soap and water for at least 20 seconds.
- The mask should fit snugly around the mouth and nose. If the mask has a metal wire, it should be fitted snugly to the bridge of the nose.
- Avoid touching the mask while wearing it. If you need to touch or adjust your mask, please remember to clean your hands prior to doing so.
- Cloth masks should be washed frequently, ideally after each use, following CDC guidance on [Washing Facemasks](#).
- Medical masks (N95 or equivalent) should not be worn unless required by job function, as outlined in the CDC guidance on [Optimizing the Supply of PPE and Equipment](#). Currently, medical masks are reserved for the sole use of University Police and Student Health Services.
- A mask should not be worn if it is damp or when wet from saliva or mucus.
- Remove the mask from behind, being careful not to touch the front.
- Immediately wash hands with soap and water for 20 seconds after removing the mask.

Coughing and Sneezing Etiquette

If you are not wearing a facemask and begin coughing or sneezing, be sure to cover your mouth and nose with a tissue or cloth (or use the inside of your elbow). Always wash your hands or use hand sanitizer after coughing or sneezing and properly dispose of used tissues.

Breaks While Wearing Masks

Depending upon the nature of an employee's duties and their immediate work environment, some employees may need additional respites from wearing a mask. If necessary, employees in this situation will be permitted reasonable time away from their work areas so they can remove their mask for this purpose. Employees must adhere to social distancing guidelines while on break.

Medical Exceptions for Masks

Employees with pre-existing medical conditions, which may prevent them from wearing a mask, should contact their supervisor prior to returning to campus in order to discuss alternatives, such as social distancing or continuation of telecommuting.

Travel

Cases of COVID-19 have been reported in all 50 states, and some areas are experiencing community spread of the disease. Travel increases your chances of getting and spreading COVID-19.

In order to comply with the [November 17, 2020 Order from Secretary or Health Dr. Rachel Levine](#), all employees traveling into and returning to the Commonwealth of Pennsylvania from any other State or Commonwealth or an international locations, must produce evidence of a negative COVID test within 72 hours prior to entering the Commonwealth, or quarantine for 14 days upon entering the Commonwealth, unless exempted in Section 4 of the Order.



Gloves

Vinyl or nitrile gloves will only be provided to faculty and staff in health care settings, research labs, Dining Services, Facilities Management and Planning, and other areas as required to perform certain job functions, including handling of mail, custodial work involving cleaning chemicals, and certain trades. Gloves are not recommended for general protective use for the following reasons:

- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel protected from the virus.
- When wearing gloves, people are less inclined to wash their hands, even though handwashing is the number-one defense against any virus.
- Proper removal of gloves takes training. If contaminated gloves are not removed properly, employees are exposed to greater risk.

Employees who use cleaning chemicals are required to use disposable gloves. Other personal protective equipment may also be required by the chemical manufacturer. Check chemical warning labels and safety data sheets for appropriate personal protective equipment. Disposable gloves must be worn at all times when cleaning, including trash removal, after a known or suspected exposure to an individual with COVID-19. These items shall be disposed of immediately after cleaning.

Mail Handling

Employees who handle and process mail should attempt to complete processing activities in well-ventilated areas. They should avoid touching mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and must be changed when grossly dirty or when perforated. Gloves should be removed when not completing mail processing activities and frequent handwashing and sanitization is strongly encouraged.

Monitoring Your Health

Employees are encouraged to self-monitor for symptoms of COVID-19 prior to arriving on campus each day. Anyone may experience mild to severe symptoms. Older adults and people with underlying medical conditions like heart or lung disease may be more susceptible to serious complications from COVID-19. Temperature screening kiosks will be placed strategically throughout campus. Please utilize these resources to gauge whether an individual has a fever prior to beginning the workday. The presence of a fever or any other symptoms of COVID-19 indicates that you should notify your supervisor and contact your health provider.

Self-Monitoring



Self-monitoring includes checking and documenting your own temperature twice daily, and reporting to your supervisor any suspected [Symptoms of Coronavirus](#). The CDC defines a fever as a body temperature of 100.4°F (38°C) or greater. People with COVID-19 have had a wide range of symptoms reported. Symptoms may appear 2-14 days after exposure to the virus. Possible symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

What To Do If You Are Experiencing Symptoms

Employees who are experiencing symptoms of the COVID-19 virus, or have been in close contact with someone who has tested positive, should immediately contact his or her medical provider and request an evaluation. Do not report to work until you have been evaluated and cleared to return by both your medical provider and Human Resources.

If you have symptoms of COVID-19, or you have been in close contact with someone who has tested positive for COVID-19, or who are currently awaiting test results, you should:

- Immediately stop working, notify your supervisor, and leave work
- If you are at home, notify your supervisor and do not report to work
- Contact your medical provider for instructions. You will need a note from your medical provider before you are cleared to return to work. All documentation must be submitted to Human Resources prior to returning to work.
- If you are experiencing symptoms, do not return to campus until you have been tested and found to be negative, or after 10 days of isolation and you have remained fever-free for at least 3 days.
- If you have been in close contact with someone who has tested positive for COVID-19, but have not been tested yourself, you must remain in quarantine for 14 days after that person's isolation period has ended.
- Report your intent to return to campus to your supervisor at least 24 hours in advance of proposed return.



Social Distancing

Social distancing is a simple and very effective way to prevent the potential spread of infection. In practice social distancing means deliberately increasing the physical space between you and another person, and adhering to the following:

- Staying six feet away from others at all times as a normal practice. This includes, but is not limited to, not riding in a vehicle with another employee, or not congregating in a break room.
- Follow the October 6, 2020 amendment to the [Order of the Secretary of the Pennsylvania Department of Health Directing Mitigation Measures](#) on allowable indoor and outdoor occupancies for all events and gatherings.
- Eliminate physical contact with others, such as handshakes or embracing coworkers, visitors, or friends. If you do make physical contact with someone, immediately wash your hands with soap and water for at least 20 seconds or apply hand sanitizer.
- When possible, employees working alone in their office should lock office doors to limit interactions with other employees.
- As much as possible, avoid touching surfaces that are frequently touched by others.
- Avoiding anyone who appears to be sick or who is coughing or sneezing.

Locations where social distancing should be practiced include, but are not limited to, production lines, cafeterias, common areas, entrance/exit areas of worksites, and non-private office areas.

Social Distancing at Shift Changes

During start/end of shift, employees should:

- Ensure they are wearing an appropriate facemask.
- Avoid gathering when entering and exiting the facility.
- Remain in their cars until their scheduled window of start time.
- Maintain six feet of space between each person while waiting in line to enter a facility, or if applicable, when retrieving keys.
- Not touch their face before they have had a chance to wash their hands.
- Wash their hands with soap and water or use hand sanitizer containing at least 60% alcohol upon arrival and prior to departure.

Social Distancing Between Floors

Employees who are physically able are encouraged to use the stairwells. If employees must use the elevator, no more than three individuals may be in an elevator at one time. Employees are encouraged to adhere to the [triangle formation](#) at all times when more than one individual is required to utilize an elevator.

Social Distancing in Meetings

Meetings are to be conducted using existing technology platforms (Zoom, GoToMeeting, etc.) to avoid in-person gatherings whenever possible. If a



meeting must be held in-person, the following protocols apply:

- Employees attending in-person meetings are required to wear facemasks.
- In-person meetings will be limited to occupancies allowable while continually maintaining social distancing; and
- Meeting rooms must accommodate a social distancing requirement of six feet of separation between everyone in attendance.

Social Distancing at Your Workstation

- Whenever possible, workstations will be arranged to allow separation of six feet and consideration should be given to arranging seating so that employees are not directly facing each other. If this condition cannot be met, employees should speak with their supervisor about implementing alternative measures to mitigate exposure, including but not limited to, the following:
 - Staggered work shifts
 - Body orientation
 - When practical, physical barriers may be installed in approved locations; the barriers must be cleaned by employees multiple times a shift and require pre-approval from both an employee's supervisor and Facilities Management and Planning.
 - Meeting rooms may be converted to workstations
- Employees should avoid touching their face and should wash their hands frequently with soap and water throughout their shift to reduce the risk of potential person-to-person infections.
- Employees at worksites that serve the public should be permitted reasonable time each hour to wash their hands.

Social Distancing During Restroom Breaks

Social distancing guidelines for restroom breaks include the following:

- Occupy alternate urinals and restroom stalls to maintain separation of six feet.
- Avoid congregating in the restroom. Be courteous and aware of others' need to use the restroom.
- To the extent possible, do not touch doorknobs, faucets, paper towel dispensers, etc. with clean, bare hands. Please refer to the CDC guidance on [Handwashing](#) for proper precautions and hand washing techniques when using the restroom.

Facilities management will be increasing the frequency of cleaning of all restroom facilities. However, custodial staff cannot alone perform these functions with the frequency and extent needed to combat COVID-19.

Social Distancing with the Public



Campus areas that serve the public may follow additional social distancing practices as approved by Facilities Management and Planning, including:

- Requiring all visitors to wear a mask while on campus property.
- Conducting business by appointment only. All scheduled visitors will be required to wear a facemask and follow all guidelines contained herein. If appointments are not feasible, building occupancy may be limited to allow for social distancing.
- Arranging points of service to encourage six feet of distance between visitors and posting signs about social distancing requirements.
- Using shields or other barriers in situations where social distancing cannot be maintained.

Maintaining a Clean Work Environment

Every member of the SU community has a joint responsibility for sanitation in his or her own work area and when using shared resources (e.g., meeting rooms, classrooms, workstations, commonly touched surfaces, etc.).

Employees should also use hand sanitizer, disinfectant spray, paper towels, and tissues to prevent potential infection. For more information on how to stop the spread of COVID-19 please refer to [Help Stop the Spread](#).

To assist with this, disinfecting spray and paper towels will be provided in these areas so occupants can do their part to prevent surface transmission of pathogens. Spray bottles containing disinfectant, and paper towels will be supplied by Facilities Management and Planning. Due to their cost and constrained supply, disinfectant wipes will be provided on an as-needed basis. Please direct any questions about sanitizing to your supervisor.

Cleaning Personal Workspace

Frequent cleaning and disinfecting of surfaces are key to reducing the risk of exposure to COVID-19 on campus. Custodial Services works diligently to clean and disinfect each building throughout the University on a daily basis. The University has increased the frequency of cleaning surfaces in high-traffic areas, however we ask for your assistance by regularly cleaning and disinfecting your personal work areas. Frequently touched surfaces including tables, desktops, light switches, phones, keyboards and personal workstations should be cleaned regularly.

Employees are required to disinfect their personal workspace(s) multiple times a day, paying close attention to frequently touched surfaces, such as computer keyboards and mice, phones, and desktops.

Employees should contact their supervisor with requests for cleaning supplies.

The CDC recommends [cleaning appropriate surfaces](#) with soap and water, if dirty, followed by a disinfectant. Many products recommend keeping the surface wet for a specified period of time or wearing gloves when using, so it is important to follow the instructions on the product label.



Under no circumstances should an employee mix bleach or other cleaning and disinfection products together. This can cause a chemical reaction resulting in the formation of hazardous fumes that can be fatal.

Cleaning and Disinfecting Specific Materials

Hard (Non-porous) Surfaces (e.g., countertops, desks, etc.)

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common [EPA-approved Disinfectants](#) are effective.
- Please follow the instructions on the label to ensure safe and effective use of the products selected.

Electronics (e.g., tablets, touch screens, keyboards, remote controls, etc.)

- Remove visible contamination if present.
- Disinfectants should first be sprayed onto a paper towel, which can be used to safely wipe down electronics.
- Do not spray disinfectants or other cleaning agents directly onto electronics or other energized equipment. If unsure, refer to the manufacturer's instructions for cleaning and disinfection of products.
- 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.
- Please follow the instructions on the label to ensure safe and effective use of the products selected.

Linens, Clothing, and Other Laundry Items

- Do not shake dirty laundry, due to the possibility of dispersing the virus through the air.
- Wash 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 that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Cleaning and Disinfection of Areas with Confirmed/Suspected Cases of COVID-19

The following information provides guidance on the cleaning and disinfection of rooms and areas with exposure to suspected or confirmed cases of COVID-19. The following recommendations have been adapted from the CDC guidelines for [non-healthcare facilities](#):



- Vacate and secure all areas that might have been visited by the ill person(s).
- Before the area is cleaned and disinfected, it should be vacated for at least 24 hours. If possible, it is recommended to wait longer to minimize the risk of contact with droplets containing live virus in the environment.
- Custodial staff will circulate fresh air into the area. Windows and outside doors will be opened when possible in conjunction with use of ventilation fans to increase air circulation in the area.
- Custodial staff will clean and disinfect all areas (offices, bathrooms, common areas, shared electronic equipment, etc.) in the vicinity of the exposed room, paying close attention to frequently touched surfaces.
- During the cleaning process, all surfaces will have the appropriate contact time with disinfectant as indicated by the manufacturer.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 has visited or used the facility, additional cleaning and disinfection is not necessary.

Break and Meal Protocols

Scheduling

When operationally feasible, employee breaks and meal periods will be staggered in order to limit the number of employees in communal spaces at a given time. Supervisors may alter meal periods and breaks to accommodate social distancing.

Seating and Capacity

- Employees are required to sit six feet apart during breaks. Supervisors should consider removing chairs, or designating seats that can be used in order to accommodate employees.
- Employees should adhere to posted occupancy limits in all communal areas.
- Employees should begin and end breaks at designated times.

Cleaning

- Employees should wipe down all areas, including but not limited to, tables, seats, surfaces, refrigerators, vending machines, coffee pots, and microwave ovens, before and after each use.

Communal Areas

With the exception of scheduled breaks, employees should try to avoid direct contact with hard surfaces in communal areas, including refrigerators, microwaves, coffee pots, water coolers/fountains, chairs, tables, etc. Employees are encouraged to use paper towels to touch any surface and use wipes to disinfect before and after every use.



Worksite Safety

Worksite Visitors and Screening Guidance

Meetings with external partners, (e.g., community members, businesses, agencies, etc.) should take place virtually as much as possible to practice social distancing.

If critical in-person visits must occur, when feasible, they must be approved by a divisional leader, should be scheduled in advance by appointment, and must follow the social distancing guidance provided herein. Employees should discuss with their supervisor, in advance, any situations where they believe an in-person visit must occur.

External attendees must follow visitor requirements. The meeting organizer must inform visitors of this requirement in advance. If needed, meeting organizers should provide information on [facemasks](#) or other informational resources on how visitors can make a mask. If a visitor does not have a mask:

- An unused or sanitized mask should be provided, if available.
- The meeting should be rescheduled to allow the visitor to obtain a facemask.
- Entrances to campus buildings shall be denied and alternate arrangements to serve the visitor shall be made.

Meeting organizers must ensure visits and contractor work are conducted in a manner that limits exposure to employees to the highest extent feasible by:

- Ensuring visitors and contractors take a direct route to the meeting or work areas and do not engage in unnecessary interaction with employees.
- Practicing [social distancing](#) and good hygiene practices at all times and instructing visitors on University expectations following the guidance container herein.
- Using dedicated meeting rooms where possible and ensuring that common surfaces are routinely disinfected between meetings.

Co-Worker Noncompliance

Employees should work in accordance with COVID-19 mitigation requirements. The failure to wear PPE and practice social distancing creates a higher level of risk of infection and will result in disciplinary action.

It is recommended that employees contact the Office of Human Resources to report observed non-compliance from fellow staff/faculty members.

Worksite Exposure Protocol

Any employee exhibiting COVID-19 [symptoms](#), including but not limited to, fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell at the worksite should stop work and notify their supervisor, and will be sent home and advised to seek immediate medical assistance. Employees should walk directly to their



vehicle without stopping to talk to anyone or visit other buildings on campus.

Once the employee is safely away from other employees, the supervisor will contact HR to follow established protocols. Following guidance on [contact tracing](#), the supervisor should be prepared to document any persons the employee may have had contact with prior to onset of symptoms, as well as all buildings and rooms the employee accessed.

Limiting Travel

All non-essential university-sponsored travel is prohibited until further notice. If necessary, essential travel may occur, provided advance approval was granted by the respective divisional leader. Supervisors should check the CDC's [Travel Health Notices](#) for the latest guidance and recommendations for each location where you will travel. Specific travel information for travelers going to and returning from countries with travel advisories, can be found on the CDC website.

Supervisors shall also perform the following:

- Advise employees to check themselves for symptoms of COVID-19 before starting travel and to notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call their healthcare provider for advice if needed.

Traveling by Vehicle

If off-campus travel is required for work, employees should ride alone in vehicles at all times, unless not operationally-feasible. Employees who normally travel with other employees in the vehicle due to safety or work standards must follow all guidance related to facemasks. If the driver is alone throughout the trip, a mask is only required when interacting with others, such as at a tollbooth or other drive through window. If more than one person is in the vehicle, all occupants must wear masks. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task. Employees must notify others of their status prior to scheduling trips.

Traveling to Other Worksites

DOH recommends that health screenings be conducted, particularly in those areas of the Commonwealth with high positive case numbers. To determine the latest information on cases, please refer to the [COVID-19 data for Pennsylvania](#) for a county-by-county map of cases. Health screenings of employees need only occur at their primary worksite and additional screenings are not required for employees who subsequently travel to other worksites during their shift.

State Employee Assistance Program (SEAP)

As we all work hard to continue serving Pennsylvanians during this challenging time, it



is also important to focus on our own well-being.

The State Employee Assistance Program (SEAP) is free and available to serve you, members of your family, and anyone living in your household with a variety of services during this time and year-round. Services and help are available for a variety of issues including stress, difficulty sleeping, financial, legal, or relationship concerns and more.

SEAP also offers you the option of Virtual Visits, which afford you the option of talking with, and seeing a counselor from the privacy and comfort of your own home. Counselors are available 24/7. Call SEAP and learn more at 1-800-692-7459 (TTY 711).

There are also a variety of mindfulness tools and resources available that can help you to better cope with stress and feelings of uncertainty. Visit www.liveandworkwell.com (Access Code: Pennsylvania) for more information