



June 8, 2020

# Public Health Protocols:

## *Initial Guidance for Phase 1 Reopening*

### **Executive Summary**

This document provides a high-level overview of campus public health protocols designed by our Environment, Health and Safety (EHS) team to support the resumption of UW-Madison research activities and other approved UW-Madison activities under Phase 1 of the reopening process. Unless explicitly authorized to return to campus as part of the Phase 1 reopening process, all employees currently working from home should continue to work remotely.

This risk mitigation framework includes a number of layered protocols, each of which supports the overall goal of protecting employee safety, health, and well-being when returning to campus. Together, they are designed to reduce the risk of COVID-19 transmission and are founded on best practices and guidance from the CDC, UW-Madison health and safety experts, and other subject matter experts.

Campus is establishing these minimal universal standards for certain critical health protocols; adherence to at least these minimal standards is mandatory. However, their application in our complex and distributed environment will require local expertise and judgement. Accordingly, the *implementation* of these protocols will generally be managed within individual campus units. Campus units may choose to adopt and implement stricter standards after consulting with EHS.

Finally, each person approved to return to campus by the appropriate dean or vice chancellor, will be required to complete a mandatory online training course.

These protocols will be reevaluated and revised as appropriate, as additional activities are approved to return to campus later this summer under subsequent phases and as students return to campus for the fall semester.

### **Physical Distancing**

The best way to prevent illness is to avoid being exposed to the virus. Increasing the physical distance between individuals reduces the risk of airborne transmission of COVID-19, which is considered to be the primary route of exposure. Units with people approved to return to campus during Phase I will be required to follow these guidelines:

- Limit the number and density of people in any building space at one time to 25 percent of maximum capacity or less. (This percentage applies to Phase 1 of our return to campus. It will be reviewed and revised as appropriate for subsequent Phases.)
- Stay at least 6 feet (1.8m) apart whenever possible.

- Limit the number of in-person meetings.
- Limit the number of attendees at in-person meetings to 10 people or less.
- Stagger work schedules—including arrival times, departure times, and breaks—where possible to further limit density.
- Continue to work remotely when the tasks allow even if authorized to work on campus; only visit campus to perform tasks that cannot be done remotely.
- Reconfigure workspaces—including offices, laboratories, classrooms, breakrooms, kitchenettes, and other common areas—to support physical distancing.
- Discontinue the use of shared kitchen equipment, dishes, and utensils.
- Develop methods for physical distancing in common pinch points such as hallways, stairwells, and elevators.
- Communicate and enforce these requirements and physical distancing methods in each unit with individuals authorized to work on campus. Note that campus’ marketing and communications unit is working on a marketing campaign, but products will not be available at the start of Phase 1.

### ***Reconfiguring Space to Support Physical Distancing***

Each unit on campus is responsible for reconfiguring their workspaces to support physical distancing between people working in that space. Modifications to the arrangement and layout of existing spaces should be done in such a manner that they are temporary, reversible, and do not cause damage to the existing physical infrastructure.

Facilities Planning & Management will provide examples of how spaces might be reconfigured in these ways and also implement a process for requesting space evaluations and more permanent and extensive modifications and renovations. This information will be available at <https://facilities.fpm.wisc.edu/returning-to-campus-safely/> beginning June 10.

In addition, FP&M will be available to help with procurement and installation of temporary screens, barriers, and other equipment for those instances when it is not possible to achieve physical distancing through other space reconfigurations. Requests for assessing the need for temporary barriers can be made through Physical Plant Customer Service at <https://physicalplant.wisc.edu/customer-service/>.

## **Hygiene**

Frequent handwashing and sanitizing is a simple but effective way to reduce the risk of viral transmission. Each unit with people working on campus will be required to do the following:

- Review all work areas to confirm that sufficient handwashing facilities and/or sanitizing products are available.
- Provide sanitizing products as needed when handwashing facilities are not available, especially in high-traffic, high-touch areas (e.g., outside elevators and stairwells, in work areas with no sinks, etc.).
- Encourage the frequent use of handwashing facilities and sanitizing products in the unit.

Hand-washing and sanitizing supplies can be requested by completing an online request at <https://shopuw.wisc.edu/eoc-ppe-request-form/>. Please note that supplies, especially hand sanitizer and sanitizer containers, remain in short supply at this time. Campus is making its own sanitizer to help meet this need, but units are encouraged to establish internal controls as needed to ensure supplies remain adequate.

## Face Coverings

Based on current guidance, all employees will be required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within campus buildings unless working alone in a laboratory or office space. A reusable cloth face covering, or single-use disposable mask is also required when two or more people are riding in a University vehicle or while riding on campus buses. In the near future, we hope to provide all employees with reusable cloth face coverings. In the meantime, employees may use their own cloth face coverings, or they can request free delivery of single-use disposable masks in bulk by submitting an online request form at <https://shopuw.wisc.edu/eoc-ppe-request-form/>.

Employees are not required to wear a reusable cloth face covering or a single-use disposable mask while outside in campus spaces at this time unless it is not possible to maintain proper physical distancing. However, they may be worn outside as well if preferred.

Reusable cloth face coverings and single-use disposable masks differ from personal protective equipment (PPE) like N-95 respirators and surgical masks. We will continue to provide personal protective equipment (PPE) such as surgical masks and N-95 respirators to employees who may face potential exposure to COVID-19 or other hazardous substances related to their work. These types of PPE will be reserved for this purpose and they will not be used in lieu of face coverings.

The use of a reusable cloth face covering, or a single-use disposable mask is meant to supplement not replace physical distancing, good hygiene and self-monitoring for COVID-19 symptoms which remain the most effective measures to reduce the spread of the virus in the workplace. The use of a reusable cloth face covering, or a single-use disposable mask does not make it acceptable for employees to come to work if they are having symptoms or have a documented exposure risk. Doing so increases the chances of spreading illness in the workplace.

## Other Personal Protective Equipment

Requirements for the use of personal protective equipment (PPE) to mitigate identified job-specific hazards will not change. Campus units are experienced in these areas and must continue to ensure that employees are using the correct PPE for their jobs in addition to PPE used to prevent the spread of COVID-19.

For now, the following items that are currently in short supply will need to be managed centrally to ensure they are available for those individuals whose work requires them or who need such equipment as a reasonable accommodation under the ADA: N-95 respirators, Powered Air Purifying Respirators (PAPR), isolation gowns, face shields, gloves and disposable lab coats. Free deliveries are available by submitting an online request form at <https://shopuw.wisc.edu/eoc-ppe-request-form/>

All other PPE may be procured through normal channels.

## Cleaning and Disinfection

Each campus unit will be responsible for the regular cleaning and disinfection of its work areas, tools, and equipment. With reduced staffing levels and lower building occupancies, Facilities Planning & Management will focus custodial cleaning efforts on building common areas and restrooms during Phase 1.

- *Common Areas.* Custodians will continue with routine cleaning, as well as additional cleaning of high-touch areas in common areas, including restrooms. Custodians will also continue to remove trash and recycling from common areas, bathrooms, breakrooms, and kitchenettes.

- *Workspaces.* Each unit is responsible for the cleaning and disinfection of offices, laboratories, conference rooms, workstations, and other unit-specific space. Each unit is also responsible for the removal of trash and recycling from unit-specific spaces. FP&M will provide additional guidance to building managers regarding the process for completing these tasks.
- *Vehicles.* Units with campus vehicles are responsible for the regular cleaning and disinfection of their own vehicles. Campus buses are cleaned and disinfected by Madison Metro.

**Note:** When a person diagnosed with COVID-19 is known to have been on campus, the specific locations where the person spent time will be evaluated by University Health Services (UHS) in partnership with local staff to determine what cleaning and disinfection is required in accordance with CDC guidance. UHS and EHS will coordinate to close spaces as needed in advance of required cleaning.

Please note that certain cleaning supplies, particularly hand sanitizer and cleaning wipes, remain in short supply. Free cleaning supplies from campus inventories can be obtained by completing an online request at <https://shopuw.wisc.edu/eoc-ppe-request-form/> Units are encouraged to establish internal controls as needed to ensure supplies remain adequate.

## Monitoring and Testing

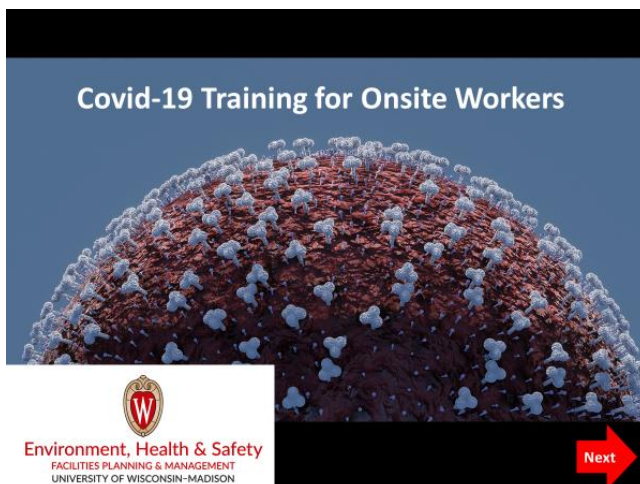
Effective testing and contact tracing are needed to help slow the spread of COVID-19 by identifying positive cases for quarantine and treatment.

- *Self-Monitoring.* People working on campus will be expected to self-monitor for COVID-19 symptoms each day before reporting to work. Self-monitoring will follow the most recent Wisconsin Department of Health Services (WIDHS) guidance: <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm> and include the symptoms listed below. If an employee develops symptoms, they should self-isolate. Any changes to these requirements must be reviewed/approved by Environmental & Occupational Health (EOH) and UHS before they are implemented to ensure that appropriate public health practices are followed.
  - Cough (new onset or worsening of chronic cough)
  - Shortness of breath
  - Fever ( $\geq 100.4$ F)
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Runny nose

Staff with these symptoms or combinations of symptoms may have COVID-19 and they are strongly encouraged to contact their healthcare provider for medical guidance regarding care and testing. They should also contact their supervisor or HR office to tell them they are not reporting to work. To be clear, staff are not to report to the workplace with any of the above identified symptoms.

- *Temperature Checks.* Units with essential operations, or that support critical infrastructure, and have limited numbers of personnel with specialized training may (with prior approval from EHS and UHS) implement temperature monitoring protocols to help screen for employees who may have COVID-19. Thermometers are currently available in very limited supplies. The campus does have a limited supply of thermometers which can be requested for free delivery online at <https://shopuw.wisc.edu/eoc-ppe-request-form/>
- *Testing.* Campus is planning to establish on-campus drop-in testing facilities later this summer to provide same-day testing, particularly for individuals with symptoms. Until then, testing is currently available in the Madison area at the Alliant Energy Center and through several local health care providers.
- *Contact Tracing.* All positive cases of COVID-19 are reported to public health officials. UHS is working to support officials at Public Health Madison Dane County (PHMDC) to conduct case interviews and contact tracing. An employee who has been directed by a public health official to quarantine should stay home for the duration of the quarantine period.

## Training



Each person returning to on-site work will be required to complete a mandatory online training course. This training module will include basic information about COVID-19, physical distancing and hygiene, cleaning and disinfection, the use of personal protective equipment, and other best practices for reducing exposure risks.

Each unit with employees working on campus will be required to ensure that their employees have completed this training course before they return to on-site work.

This interactive training course will be implemented in Canvas, which allows for NetID authentication, tracking, and reporting and can be accessed at: <https://go.wisc.edu/jf993f>

## **Building Access**

Access to campus buildings will remain restricted and buildings will continue to be locked. People who need keycard or key access to a particular building will work with their supervisor, building/facility manager, or the facilities staff of their school, college, or division to secure access.