

All Facilities Services,

Whitman County has been granted permission to move to Phase 2 of the Governor's "Safe Start Washington – A Phased Approach to Reopening Washington Plan". Facilities Services is taking the steps necessary to return shops staff to normal staffing levels by June 8. Those steps include working with Environmental Health & Safety (EH&S) to develop a comprehensive COVID-19 exposure control, mitigation and recovery plan. This plan will be made available to all facilities staff prior to returning to work.

Staff who can telework from home without hampering essential operations must continue to do so until notified otherwise. A return to normal staffing levels for those who cannot work from home will require many of the safety measures we have been observing. We will continue to adhere to social distancing and disinfection/cleanliness in accordance with [CDC Recommendations](#) as well as other federal, state, and local guidance. Each employee must complete all required COVID-19 training before returning to work and additional or refresher training will be an ongoing requirement. A moratorium on large in-person meetings, staggered breaks/start, and adjustments to shifts may be necessary to aid in social distancing and cloth masks will be required except in limited circumstances. Human Resource Services has prepared a back-to-work guide which all employees should review prior to returning. <https://hrs.wsu.edu/covid-19/ee-rtw-guide/>

Employees are to notify their supervisors if they may have situations they believe may limit their ability to work onsite. If related to a medical condition, employees are to work with HRS Disability Services. HRS Disability Services will work with employees and departments on leave and accommodation options.

For those who will be returning to the WSU worksite, your supervisor, manager or director will provide you with specific schedules in the coming days. This has been a challenging time and we appreciate your continued willingness to adapt to this new reality. You have demonstrated a resolve and dedication to WSU and Facilities Services we can all admire.

Please continue to stay safe, work as a team, and make us all proud.

Facilities Services
Work and Disinfection Plan for SARS-CoV2 and COVID19
09/02/2020

Facilities Services provides essential services to the WSU community. Whenever feasible, employees that can perform the essential functions of their job remotely without hampering operations will continue to do so. Remote work includes working from home, or other approved work locations. To ensure we minimize potential exposure to SARS-CoV2, the virus causing COVID-19, employees shall adhere to the Facilities Services Distancing and Disinfection Plan. This document shall receive regular updates as conditions change, it is maintained on the Facilities Services Safety website. Revisions are dated, select the most current finalized (not labeled draft) plan for reference. Refer to these links for more information on

- WSU COVID-19 <https://wsu.edu/covid-19/> and
- HRS Return to Work <https://hrs.wsu.edu/covid-19/ee-rtw-guide/>

Sick Employee:

- If you are feeling sick (coughing, fever, trouble breathing, etc.), **stay home**, and contact your healthcare provider. Make advance arrangements for non-emergency in-person health care visits. Stay up-to-date on recommended protocols on the CDC and Washington DOH websites:
 - National - CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - State - DOH: <https://www.doh.wa.gov/>
 - Local – Whitman County: <https://www.whitmancountypublichealth.org/covid-19.html>

Attestation

- Employees instructed to return to work on campus must conduct a Daily COVID-19 Self Attestation

Training:

- Before returning to work on campus, employees must complete *Disinfecting the Workplace for COVID-19*, and *WSU COVID-19 Safe Return to Work* available through Human Resource Services' [Learning and Organizational Development website](#).
- Before returning to work on campus read and understand this Facilities Services Distancing and Disinfection Plan.
- Review all SOPs and corresponding job hazard assessment (JHAs) before performing a job function/task. Identify concerns to your Supervisor if you feel the assessments need to be adjusted to adhere to this plan.

Hygiene

- Wash hands often with soap for a minimum of 20 seconds. When hand washing is not practical, use hand sanitizer containing at least 60% alcohol if soap and water are unavailable. Contact your Supervisor if you require hand sanitizer or a refill.

- Avoid touching your face with unwashed or unsanitized hands. After touching your face or nose, wash hands with soap.
- Cover a cough or sneeze with a tissue or crook of elbow. Immediately dispose of tissue and wash your hands.

Maintain Social/Physical Distancing:

- Wear a cloth facial covering except when working alone in an office, vehicle, or at a job site, or when the job has no in-person interaction.
- Maintain 6 feet distance between people, allow only infrequent intermittent passing within 6 feet. Avoid lingering in hallways or other common areas. Do not walk through open office environments if you can walk around them. Stagger breaks and lunch to reduce break room occupancies or take breaks/lunch in your personal office/away from others.
- Coordinate hours with your Supervisor to minimize unnecessary occupancy.
- Avoid meetings in person, use electronic meeting formats whenever possible. If you must meet in person use the larger conference rooms where 6 feet distance can be maintained, or meet outside. Conference room occupancies vary depending on the size, adhere to the posted limitations in each room, do not exceed them for any reason. **Don't meet in individual's offices, call them on the phone, Microsoft teams, Zoom or radio.**
- Avoid meeting or lingering in other's offices.
- Only use elevators if absolutely necessary (large/heavy loads). If you must use an elevator, maintain 6 feet of distance between yourself and others. Wear a face covering, cover coughs and sneezes, and limit conversation. Adhere to signage posted outside and inside of elevators.
- Maintain spatial awareness. If in an area outside of your normal work space, pay attention to distancing, including entry points, lines, public bathrooms, etc.
- Buildings may be currently locked. Coordinate access as necessary to complete your assigned tasks.
- Limit shared equipment or shared occupancy to reduce the need for disinfection.

Traveling

- Carpooling to and from work is not recommended during this time period. If absolutely necessary, wear a cloth facial covering, and try and maintain as much distance within the vehicle as possible.
- Only one employee should travel per state vehicle, sanitizing between different drivers.
- When it is operationally necessary to have more than one person in a vehicle at one time:
 - Wear N95, KN95, or approved paper face masks at all times while in the vehicle
 - Workers must be seated with at least 3-foot separation. *This is measured between breathing zones, the space within about 12 inches of the mouth and noses.*
 - Ventilation system must be operated at full force, drawing in outside air (i.e. air conditioner not on recirculation), **or** all windows that can be opened should be fully open to provide as much fresh air as possible.
 - Vehicles must be disinfected between trips, focusing on high-touch surfaces around seating positions.
 - Maintain a 6ft social distancing whenever possible outside of the vehicle.

Disinfection

- WSU provides Alpha HP for disinfection of common surfaces and a 70% alcohol solution for electronic disinfection. Alpha HP is available from Custodial Services and spray bottles should be readily available for use. Follow [instructions](#) for disinfectant application. Note: 5 minute contact time for Alpha HP and 20 seconds contact time for 70% ethanol.
- Disinfect shared equipment surfaces such as conference room tables, door handles, tools, etc. **before and after use**. For non-electronic equipment, use Alpha HP, available in spray bottles.
- Disinfect shared electronics such as the copy machine, conference room computer, etc. **before and after use** with a 70% alcohol solution available in spray bottles.
- When you first use the vehicle and when you are done with for the day disinfect common touch surfaces in the vehicle, such as the steering wheel, gear shift, and door handles with Alpha HP. If multiple people are using the vehicle throughout the day, then it should be disinfected as you enter the vehicle and as you exit the vehicle.

Personal Protective Equipment

- Maintaining 6 feet distance between people protects against mucous membrane exposure to SARS CoV2, the virus causing COVID-19.
- The workplace hazard assessment identifies task specific PPE, hazard assessments are stored on the Facilities Services Safety sharepoint site.
- When using disinfectants, use the PPE identified on the product Safety Data Sheet, for example:

Product	Personal Protective Equipment (PPE)
Alpha HP (diluted/ready to use product)	No PPE required
70% alcohol (30% water)	Avoid eye contact, safety glasses
1 to 10 dilution household bleach ~0.5% sodium hypochlorite	Safety glasses, nitrile or rubber gloves

Note: Bleach may damage some surfaces, the provided Alpha HP common touch surface disinfectant is recommended.

- Respirators are not recommended, maintaining 6 feet between people supports respiratory protection. Cloth face coverings are not PPE and do not replace social distancing. They primarily protect others from sick or asymptomatic infected individuals.

COVID-19 Return to Work Concerns:

- This form is available for employees to complete if they've been directed to return to a WSU work location and concerns relate to COVID-19 <https://hrs.wsu.edu/covid-19/covid-19-return-to-work-concerns/>