



**EASTERN**  
WASHINGTON UNIVERSITY

**Employee Guide for  
Returning to Work During  
COVID-19 Pandemic**

## Workplace Expectations & Guidelines

All employees are expected to fully comply with the protocols and guidelines outlined in this document as part of Eastern Washington University's compliance with the Governor's proclamations regarding COVID-19. The guidelines and protocols in this document are in alignment with the Governor's guidance for resuming professional services as we progress to Phase 2 of the "Safe Start" recovery plan.

### How does the coronavirus spread?

According to the Washington State Department of Health, coronavirus is most commonly spread from an infected person to others through:

- Respiratory droplets in the air from coughing or sneezing,
- Close personal contact (defined as being within 6 feet of someone for 10 or more minutes)
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands
- Rarely through fecal contamination with coronavirus present

The coronavirus may be spread by people who are not showing symptoms.

## Employee and Departmental Requirements

### Employee Symptom Monitoring Requirement

Employees who are returning to campus must conduct symptom monitoring every day before reporting to work. Employees must be free of symptoms potentially related to COVID-19.

1. Employees should take their temperature at home daily, prior to arriving on campus. If an employee has a temperature of 100.4° F, the employee is not permitted to come to campus
2. Employees must assess their own health condition each day to determine whether or not they have any of the following symptoms:

Currently, these symptoms include one or more of the following:

- Fever of 100.4° F or higher
- New shortness of breath or difficulty breathing that is not because of another illness or condition
- A new cough that is not because of another illness or condition
- Repeated shaking with chills
- Runny nose or new sinus congestion



- Muscle pain or fatigue that are not from exercise or injury
- A new sore throat that is not because of another illness or condition
- New GI symptoms
- New loss of taste or smell

If an employee is experiencing any of the above symptoms that cannot be attributed to another health condition, they should contact their supervisor, not report to work, remain home and contact their healthcare provider. More information regarding what to do if you have symptoms of COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The website also includes a guide to help you make decisions and seek appropriate medical care.

If symptoms develop during a shift or an employee is notified of exposure, the employee should immediately report their symptoms to their supervisor and leave campus/return home.

### **High Risk Populations**

If you are at a higher risk for serious illness from COVID-19, it is extra important for you to take actions to reduce your risk of getting sick with the disease. The CDC has indicated older adults and people of any age who have serious underlying medical conditions may be at higher risk. Information about high risk groups is available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

The CDC provides the following steps individuals who are in a high-risk category can take to reduce the risk of infection:

- Stay home or work remotely if possible
- Wash your hands often
- Socially distance – 6 feet apart
- Keep away from people who are sick
- Stock up on supplies
- Clean and disinfect frequently touched surfaces
- Avoid all cruise travel and non-essential air travel

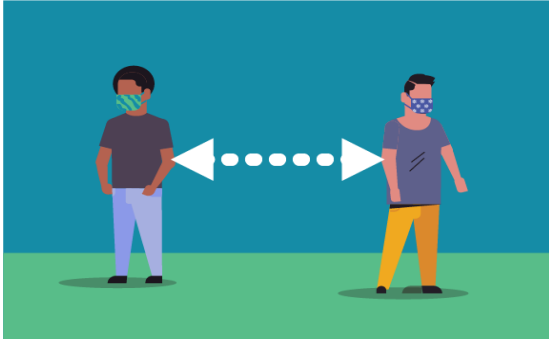
### **Help Stop the Spread of Germs**

- Stay at least 6 feet from other people
- Cover your cough or sneeze with a tissue or the inside of your elbow
- Wear a cloth facial covering over your nose and mouth
- Do not touch your eyes, nose or mouth



- Clean and disinfect frequently touched objects and surfaces
- Stay home when you are sick
- Wash your hands often with soap and water for at least 20 seconds

## Social Distancing Requirements



Social Distancing, also called “physical distancing,” means keeping space between yourself and other people. To engage in social distancing, stay at least 6 feet apart from other people and avoid gathering in groups, crowded places and mass gatherings. Remember, that some people without symptoms may be able to spread the virus.

Employees returning to work must maintain 6 feet social distancing in all operations and interactions. When strict physical distancing is not feasible for a specific task, other preventative measures are required, such as the use of barriers, minimization of service providers or clients in narrow, enclosed areas and waiting rooms, staggered breaks and work shift start times.

### Additional Social Distancing Requirements

- Workspaces must be rearranged, if necessary, to ensure there is 6 feet of distance between work spaces
- Employees are not permitted to share a vehicle with anyone outside their household. Departments will ensure that adequate sanitations supplies are available in each vehicle
- In-person meetings are discouraged. If a meeting is held in-person, the room must be arranged in such a way to assure that at least 6 feet of space separates all participants
- Supervisors must work with employees to alternate break schedules to minimize congestion in break areas
- As needed, supervisors should stagger work schedules so employees don’t crowd when they arrive/leave work

## Cloth Masks/Facial Coverings

Face masks or cloth facial coverings must be worn by every employee not working alone at their location and in public settings where other social distancing measures are hard to maintain. EWU’s Environmental Health and Safety department will work with departments who have a need for higher level Personal Protective Equipment based upon the work being performed.

### How to Wear a Cloth Face Covering

#### **Cloth face coverings should:**

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape



When removing a cloth face covering, individuals should be careful not to touch their eyes, nose and mouth and should wash their hands immediately after removing.

### Care, Storage and Laundering

- Cloth face coverings should be washed routinely, depending on the frequency of use. The CDC recommends daily washing of the cloth facial covering, if worn.
- Using a washing machine with mild detergent and drying completely in a hot dryer is sufficient to properly clean a cloth face covering.
- Store the clean covering in a paper bag or clean container.

The following is a link to the CDC's sew and no sew instructions to create a facial covering - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### **Hand Washing/Hygiene**

Frequent and adequate hand washing is an important step to minimize the spread of COVID-19. Departments are to ensure frequent and adequate handwashing with adequate maintenance of supplies. Employees should wash their hands often with soap and water for at least twenty (20) seconds, especially after you have been in a public space, or after blowing your nose, coughing, or sneezing.

Departments should encourage employees to leave their workstations to wash their hands regularly, before and after all person to person interactions, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose. If soap and water are not readily available, use a hand sanitizer that contains at least sixty (60%) percent alcohol (EWU hand sanitizer contains 70% alcohol). Avoid touching your eyes, nose or mouth with unwashed hands. Washing your hands with soap and water is the best way to rid your hands from germs.

### Follow these five steps to wash your hands the right way:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap. Hot water does not aid in cleaning your hands or provide any additional benefit. Warm water simply assists with the lathering of soap.

2. **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds, including rotational thumb rubbing.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hand using a clean towel or air dry them.



Additional information regarding handwashing can be found on the CDC website at <https://www.cdc.gov/handwashing/index.html>

### Hand sanitizer

If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers are available throughout campus and are 70% alcohol.



### How to use hand sanitizer

- Apply the gel product to the palm of one hand (read label for correct amount)
  - Rub your hands together
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

Sanitizers can quickly reduce the number of germs on hands in many situations. However:

- Sanitizers do not get rid of all types of germs
- Sanitizers may not be as effective when hands are visibly dirty or greasy
- Sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals

### **Cover Coughs and Sneezes**

- If you do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
- Throw used tissues in the trash. Tissues should be available throughout the workplace
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol (EWU hand sanitizer has 70% alcohol)

## **Tools and Shared Items**

In cases where employees may share items such as tools, equipment, devices or other items, employees should wear single use disposable gloves, where safe and applicable, to prevent transmission of the virus on tools and items that are shared. Disposable gloves should be discarded after a single use

## **Control “Choke Points” and “high-Risk Areas”**

Departments must identify and control “choke points” and “high-risk areas” at locations where employees or students may typically congregate so that social distancing is always maintained. Consider relocating from small areas to larger rooms to accommodate more room for social distancing.

## **Employee Safety Concerns**

- Employees who feel it is unsafe to return to campus during Phase 2 of the “Safe Start” recovery plan and who wish to continue to telework, must submit a new formal telework request pursuant to EWU Policy 401-09-Teleworking (Note: Faculty have already been approved for Online for Fall)
- If an employee feels it is unsafe to work from campus, is not in a high-risk group, and is unable to telework, the employee may use approved accrued leave or apply for unemployment benefits. If employees have questions on leave options, they can contact Human Resources at 359-2381.
- Employees who qualify as high-risk under the CDC guidelines and who feel unsafe returning to campus, should first work with their immediate supervisor for telework or leaves options. Employees may contact Human Resources at 359-2381 with any questions regarding leave options.
- Employees can report concerns, offer suggestions and report a case of COVID-19 by visiting the Risk, Compliance and Procurement website.  
[https://inside.ewu.edu/rcp/risk-management/covid19\\_concerns/](https://inside.ewu.edu/rcp/risk-management/covid19_concerns/)
- An employee may refuse to perform unsafe work, including hazards created by COVID-19

## **COVID-19 Exposure Plan**

- 1) COVID-19 Exposure Off-Campus: If an employee is informed by the Department of Health, local health department, or their representatives that they need to isolate or quarantine themselves because they had close contact with a person with a confirmed positive case of COVID-19, the employee must follow the health department’s isolation/quarantine requirements. The employee must notify their supervisor that they are under health department directives to isolate/quarantine. The supervisor is responsible for reporting this to the Director of Human Resources, Caren Lincoln. To support employees’ privacy, supervisors shall not discuss reports of possible COVID-19 with other employees.

- 2) Employee with COVID-19: If an employee tests positive for COVID-19, the employee must immediately notify their supervisor and remain home for 7 days after all symptoms have resolved or for the duration of the recommended quarantine status from a medical provider/health district, whichever is longer. Supervisors must immediately notify the Director of Human Resources, Caren Lincoln. To support employees' privacy, supervisors shall not discuss reports of possible COVID-19 with other employees.
- 3) COVID-19 Exposure on Campus: If an employee, student or visitor notifies EWU that they have a confirmed case of COVID-19 and the person was on campus within the last 14 days, EWU will assist the local health department with contact tracing. In addition to any notifications by the local health district, EWU will provide notice to all employees who were in close contact with the person with a confirmed case of COVID-19 within the last 14 days. This notification will include information about what a person should do based on the CDC Public Health Recommendations for Community-Related Exposure. Close contact is defined as being within 6 feet of a person for a time period of 10 or more minutes. EWU will keep the name of the person with the confirmed COVID-19 case confidential when sharing information with close contacts. EWU will provide such information to the local health district.
- 4) Reporting Other COVID-19 Cases: if an employee becomes aware of an EWU campus community member who has a confirmed case of COVID-19 (such as a student), the employee may report this information by submitting a report at: [https://inside.ewu.edu/rcp/risk-management/covid19\\_concerns/](https://inside.ewu.edu/rcp/risk-management/covid19_concerns/). Reports regarding students will be shared with Health & Wellness. Reports regarding employees will be shared with Human Resources.
- 5) Disinfecting the Area: If EWU is notified that someone who has been on campus within the last 14 days has a probable or confirmed case of COVID-19, EWU will immediately cordon off any areas where the person/student/visitor might have worked, touched surfaces, etc. The area will remain cordoned off until the area and equipment has been cleaned and disinfected according to CDC guidelines.

**Thank you for your commitment to keeping our campus community safe.**