

Your Safe Return to Work In the Phased Reopening of Campus

Notice

- *Please note that completing this training does not authorize or require employees to return to campus. An employee should not return to campus until Human Resources or your supervisor informs you that you are expected to return to campus for work as part of the University's phased reopening.*

Know How it Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to be transmitted in the following ways:
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land on surfaces which people touch who then touch their face introducing the virus into their bodies or directly inhaled by others nearby.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Returning to Campus

- An Employee can return to campus only after the following conditions are met:
 - Completion of this training
 - Certification of COVID-19 Protocol
 - Communication from your supervisor

Before Coming to Campus Each Day

- Take your temperature
- Conduct a self-assessment of your health/infection exposure
- Am I exhibiting any signs or of possible COVID-19
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19

Returning to Campus Symptom Free

- Your presence on campus each day means that you acknowledge and certify that you have completed your daily self assessment and that you are not exhibiting any signs or symptoms of possible COVID-19.

If You Exhibit Signs of COVID-19

- Employees exhibiting symptoms associated with COVID-19 should contact their direct supervisors and **should not report to work**. The CDC recommends that individuals exhibiting symptoms should not leave their homes, except to get medical care.
- Employees exhibiting symptoms should **follow care instructions from a healthcare provider and the local health department**. The local health authorities may give instructions on checking symptoms and reporting information.

Social Distancing

- The CDC recommends maintaining at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- The CDC recommends limiting events and meetings that require close contact. The University encourages the use of virtual meetings instead of physical meetings. When physical meetings are necessary, individuals must practice social distancing and use face covers.
- Minimize the use of other workers' phones, devices, tools and equipment.
- Respecting others' in communal or enclosed spaces including elevators by limiting entry.

Hygiene

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- The University encourages employees to wash or sanitize their hands upon arrival to campus.

Use of Face Cover

- The University of Houston System is requiring face masks for those faculty and staff working on-campus in situations where they are in close proximity (within 6 feet) of others.
- This requirement is also directed to all who are visiting campus, including students, contractors and visitors (10 years of age or older).
- **Please note that face coverings do *not* need to be worn in the following circumstances:**
 - When working alone in a single office
 - When engaging in physical activity outside
 - When doing so poses a greater mental or physical health, safety or security risk
 - While operating outdoor equipment if not appropriate from a safety standpoint
 - When consuming food or drink
- Individuals are asked to wear a face covering (examples include bandana, scarf, handkerchief or other homemade mask) that covers their nose and mouth. Cloth face coverings should be washed daily. The use of surgical masks, surgical N-95 respirators or other medical masks is strongly discouraged to maintain the resources for health care providers and first responders.

Use of Face Cover

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
- The cloth face cover is meant to protect other people in case you are infected.
- 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
- The CDC recommends routinely washing face coverings depending on the frequency of use.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Respiratory and Cough Etiquette

- **If you are in a private setting and 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.
- 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.

The University's Preventative Strategies

- To ensure the health and safety of our campus communities facilities are maintained using aggressive sanitization and hygiene protocols as recommended by authorities. This includes increased custodial cleaning and the availability of hand sanitizer dispensers at all entrances, common areas and elevators.
- Custodial staff is required to wipe highly touched surfaces, including handrails, push/pull door handles, drinking fountains, tables and other furniture continually touched during the course of the day. The University has increased the frequency that restrooms and common areas are cleaned and disinfected, trash is emptied and carpets and hard surfaced floors are vacuumed.
- The University encourages and recommends that employees supplement these efforts by frequently cleaning and disinfecting common areas after use, individual work stations, and personal items.

How to Clean and Disinfect

- The CDC recommends wearing disposable gloves to clean and disinfect.

Cleaning

- The CDC recommends practicing routine cleaning of frequently touched surfaces. Surfaces can be cleaned using soap and water.
 - High touch surfaces include:
 - Tables
 - Doorknobs
 - Light switches
 - Counter

Disinfecting

- The CDC recommends cleaning the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- The CDC recommends the use of [EPA-registered household disinfectants](#).
- When using disinfectants, follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

How to Clean and Disinfect Personal Items

- *Electronics*

- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
 - Consider putting a **wipeable cover** on electronics.
 - **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

- *Laundry*

- For clothing, towels, linens and other items
 - Launder items according to the manufacturer's instructions. **Use the warmest appropriate water setting** and dry items completely.
 - **Do not shake** dirty laundry.
 - Clean and **disinfect clothes hampers** according to guidance above for surfaces.
 - Remove gloves, and **wash hands right away**.

- Your awareness and compliance with these protocols are integral to the prevention of the spread of COVID-19 and are needed to protect throughout UHS and its campus communities.
- Further information and answers to your questions can be found at:
- [University of Houston's COVID 19 Webpage](#)
 - [University of Houston's FAQ](#)
- [University of Houston Clear Lake's COVID 19 Webpage](#)
 - [University of Houston Clear Lake's FAQ](#)
- [University of Houston Downtown's COVID 19 Webpage](#)
 - [University of Houston Downtown's FAQ](#)
- [University of Houston Victoria's COVID 19 Webpage](#)
 - [University of Houston Victoria's FAQ](#)