**Environmental Health and Safety**

**Distancing and Disinfection Plan for SARS-CoV2 and COVID19**

 **Draft 6/03/2020**

Environmental Health and Safety (EH&S) provides essential services to the WSU community. Whenever feasible, complete as much work as possible remotely. Remote work includes working from home, or from individual offices. Depending upon demands for campus EH&S support, e.g. active campus research, education, and student services, the number of EH&S employees required on campus will vary. To ensure we minimize potential exposure to SARS-CoV2, the virus causing COVID-19, employees shall adhere to the EH&S Distancing and Disinfection Plan. This document shall receive regular updates as conditions change, it is maintained on the EH&S shared drive under S:\COVID-19\EH&S Distancing and Disinfection Plan. Revisions are dated, select the most current finalized (not labeled draft) plan for reference.

**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.

**Employees who begin experiencing** [**COVID-19 symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html) **while at work must:**

* Contact your supervisor remotely, by phone or electronic mail.
* Wear a cloth facemask aka courtesy mask if available, and the mask does not hinder breathing.
* Leave work while maintaining 6 feet of distance between yourself and others.
* Contact your healthcare provider; do not show up in person without advanced contact.

Note: The supervisor coordinates disinfecting potentially affected common areas and/or isolating affected private offices/areas.

**Employee Attestation:**

Emerging guidance may require that WSU employees attest to not experiencing[**COVID-19 symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html)before arriving on campus/to work or immediately upon arrival. EH&S employees shall attest to not experiencing[**COVID-19 symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html)before arriving on campus/to work or immediately upon arrival.

**Training:**

* Before returning to work on campus, employees must complete *Disinfecting the Workplace,* and *Pandemics: Slowing the Spread* available through Human Resource Services’ [Learning and Organizational Development website](https://hrs.wsu.edu/training/).
* Before returning to work on campus read and understand this EH&S Distancing and Disinfection Plan.
* Review all SOPs and corresponding job hazard assessment (JHAs) before performing a job function/task.

**Hygiene**

* Wash hands often with soap for a minimum 20 seconds. Use hand sanitizer containing at least 60% alcohol if soap and water are unavailable. Contact Don Keon or Amy Speargas-Whiteman if you require hand sanitizer or a refill.
* Avoid touching your face with unwashed or unsanitized hands.
* Cover a cough or sneeze with a tissue or crook of elbow. Immediately dispose of tissue and wash your hands.

**Maintain Social/Physical Distancing:**

* Maintain 6 feet distance between people, allow only infrequent intermittent passing within 6 feet. Avoid lingering in hallways or other common areas. Take breaks and lunch outside, away from the building/campus or in your personal office.
* Coordinate hours with Assistant Directors to minimize unnecessary occupancy, see [Attachment 1, Schedule](#Schedule).
* When entering other campus buildings and unsure about ability to maintain 6 feet of physical distance, wear a courtesy face covering.
* Avoid meetings in person, use electronic meeting formats whenever possible. If you must meet in person use the EH&S Conference or B5 where 6 feet distance can be maintained, or meet outside. Conference room and B5 occupancies are presently limited to 4 people. **Don’t meet in individual’s offices.**
* Avoid meeting or lingering in other’s offices.
* One person per vehicle. When campus or off-site tasks require two or more people, take separate vehicles.
* Only use elevators if absolutely necessary (hazardous waste cart, large/heavy loads). If you must use an elevator, maintain 6 feet of distance between yourself and others. Consider wearing a courtesy mask, cover coughs and sneezes, and limit conversation. Most elevators on campus allow only 1 or 2 individuals at a time.
* Establish drop off bins at strategic locations on campus for pickups (hand sanitizer, electronics disinfectant, etc.)
* Maintain spatial awareness. If in an area outside of your normal work space, pay attention to distancing, a.k.a entry points, lines, public bathrooms, etc.
* Coordinate pick-ups and deliveries with building occupants to ensure access to buildings in a timely fashion, or obtain a key from the Facilities Services or Auxiliary Services key shops. Buildings are currently locked.
* Due to size of breakroom in the EH&S building be courteous and stagger access to the kitchen. Room is only big enough to allow for one person at the microwave and sink or coffee maker. Take breaks and lunch outside, away from the building/campus or in your personal office.
* Limit shared equipment or shared occupancy to reduce the need for disinfection.

**Disinfection**

* EH&S provides Alpha HP for disinfection of common surfaces and a 70% alcohol solution for electronic disinfection. Alpha HP concentrate is stored in the downstairs custodial closet. A SOP is available for making ready to use solutions, and maintained on the EH&S shared drive under S:\COVID-19\EH&S Distancing and Disinfection Plan\SOPs and Hazard Assessments. Follow [instructions](https://ehs.wsu.edu/public-health/disinfectant/) for disinfectant application. Note: 5 minute contact time for Alpha HP and 20 seconds contact time for 70% ethanol.
* Disinfectant 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 in the breakroom, conference room, and B5. See also [Attachment 2, Shared Equipment](#Shared_Equipment).
* Disinfectant shared electronics such as the copy machine, conference room computer, etc. **before and after use** with a 70% alcohol solution available in spray bottles in the breakroom, conference, and B5 following appropriate instructions. See also [Attachment 2, Shared Equipment](#Shared_Equipment).
* During your work shift, try to schedule all travel on campus in one department vehicle. When you first use the vehicle and when you are done for the day disinfect common touch surfaces in the vehicle, such as the steering wheel, gear shift, and door handles with Alpha HP.

**Personal Protective Equipment**

* Maintaining 6 feet distance between people protects against mucous membrane exposure to SARS CoV2, the virus causing COVID-19.
* WSU employees must wear cloth facial coverings when not working alone: in their office, in the field, or driving in a vehicle. Cloth facial coverings reduce the spread of potentially infectious respiratory droplets while breathing and talking. Cloth facial coverings are not respirators, they do not replace social distancing (6 feet), avoiding face touching and frequent hand washing. See also the [EH&S PPE webpage](https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/wp-admin).
* The workplace hazard assessment identifies task specific PPE, hazard assessments are stored on the EH&S shared drive under S:\COVID-19\EH&S Distancing and Disinfection Plan\SOPs and Hazard Assessments.
* When using disinfectants, use the PPE identified on the product Safety Data Sheet, for example**:**

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| **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 for preventing SARS CoV2 exposure while adhering to social distancing requirements. Employees must wear cloth facial coverings when not working alone, with only infrequent and intermittent contact at distances less than 6 feet. When work tasks require employees to work within 6 feet of coworkers or the public for several minutes, without sneeze guards or other controls, employees must wear disposable dust masks or KN95s. Note: KN95s are not NIOSH approved respirators. Employees must wear respirators to prevent COVID-19 exposure when 6 feet of distance cannot be maintained for sustained periods, or when disinfecting work areas known to have been occupied by suspect/symptomatic or confirmed positive COVID-19 individuals.

**Attachment 1, Schedule (scheduled work on campus, otherwise working remotely)**

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| **Environmental Services** |
| Jason Sampson | M, Tu, W, Th, F: 8:30-5:30 |
| Done Keon | M, Tu, W, Th, F: 8:45-5:45 |
| Dale Silbernagel | M, W, F: 8:00-12:00 |
| Amy Speargas-Whiteman | Tu, Th: 12:00-5:00 |
| Gene Patterson | M, Tu, W, Th, F: 7:00-4:00 |
| **Occupational Health and Safety** |
| Shawn Ringo | M, Tu, W, Th, F: 7:45-4:45 |
| Matt McKibbin | M, W, F: 7:30-11:30 |
| Stephen Gilley | M, Tu, W, Th, F: 8:00-5:00 |
| Sarah Greer | Tu, Th: 7:00-4:00 |
| Chris Baylon | Tu, Th: 8:00-5:00 |
| Tom Ebeling | Remote |
| Jeff Battaglia | Remote |
| **Operations** |
| Dwight Hagihara | Remote |
| Kathy Pinter | Remote |
| Anna Roberts | Remote |

**Attachment 2, Shared Equipment**

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| **Equipment** | **Disinfection Controls1, 2, 3, 4, 5, 6** |
| Vehicles | Disinfect common touch surfaces e.g. keys, steering wheel, door handles, seat adjustment, window adjustment, gear shift, signals before and after use. Alpha HP is preferred disinfectant. If you have the vehicle checked out for the day, disinfect before use and at end of day. |
| Copier | Disinfect copier and scanner controls or other touched surfaces e.g. paper loading tray handles, bypass tray before and after use. Disinfectant is 70% ethanol. |
| Shared computers in conference room, B5, respirator fit testing and CAD computer. | Disinfect computer keyboard and mouse before and after use. Disinfectant is 70% ethanol. |
| Dangerous Waste Collection Carts and Bins | Disinfect collection cart handles with Alpha HP before and after use. If cart remains in your possession, disinfect at beginning and end of shift. Do not disinfect collection bins, wear nitrile gloves, do not touch face and wash or sanitize hands after removing gloves. |
| PCM Microscope | Presently limiting use to Stephan Gilley. If shared use must occur, disinfect eyepieces, coarse and fine focus, illuminator on switch, objective lens rotator and exterior surface (not lenses), stage and arm. Also disinfect acetone injection syringe and heater switch. Disinfectant is 70% ethanol. |
| Respirator Fit Testing | Disinfect training table surface in room 80 or B5 using Alpha HP, before and after use. Sanitize PortaCount desk and chair armrests with Alpha HP before and after use. Provide hand sanitizer for personnel receiving test to sanitize hands prior to donning respirator. Disinfect respirators provided for fit testing with 1:10 household bleach solution (wear safety glasses when using bleach). Disinfect P100 cartridges and adapter with Alpha HP after fit testing. Disinfect PortaCount controls with 70% ethanol. |
| Water, Sewer and Storm Water Sampling Equipment | Disinfect with Alpha HP before and after use. |
| PID | Disinfect with 70% ethanol before and after use. |
| 4 Gas Meter | Disinfect with 70% ethanol before and after use. |
| Noise Dosimeter and SLM | Disinfect with 70% ethanol before and after use. |
| Asbestos and Silica Air Pumps and Impactors | Disinfect with 70% ethanol before and after use. |
| Other Non-Disposable Sampling and Monitoring Equipment | Disinfect electronic equipment with 70% ethanol and non-electronic equipment with Alpha HP before and after use. |

**Notes:**

1. **Limit shared equipment to the extent feasible to reduce need for disinfection.**
2. **All shared equipment shall be disinfected before and after use unless otherwise noted and use is controlled/limited to specific individuals.**
3. **This list is not all inclusive, additional shared equipment may be identified and shall be disinfected before and after use.**
4. **Alpha HP requires a 5 minute dwell time for disinfection and 70% Ethanol requires 20-30 seconds. Reference the** [**EH&S Disinfection webpage**](https://ehs.wsu.edu/public-health/disinfectant/) **for additional information.**
5. **Refer to disinfection Job Hazard Analysis and the** [**EH&S PPE webpage**](https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/wp-admin) **to identify protective equipment.**
6. **Wash hands with soap and water or sanitize after disinfecting.**