

RETURNING TO WORK:

TRAINING AND RESOURCES

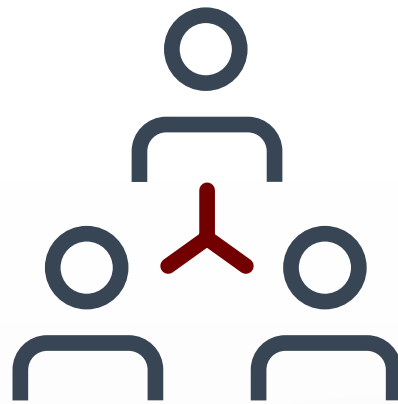


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Expectations and Guidelines

This training and resource guide includes information and guidance to employees and supervisors regarding procedures and expectations as employees return to work on campus. It also includes general information about the coronavirus and how it's spread. Southern Illinois University Carbondale employees are expected to follow university policies, procedures and guidelines outlined in this document. Additional information can be found in [Returning to Work: Guidelines for August 1-December 31](#) and on the [university's coronavirus information website](#), which will continue to be updated as needed.

General Information about Coronavirus 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 spread mainly from person-to-person 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 in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza but not as efficiently as measles, which is highly contagious.
- It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouths, noses or possibly eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Hazards Associated with Exposure

The risk of exposure to COVID-19 in the workplace may depend in part on the need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19. Other factors, such as community outbreaks where employees live and work, their activities outside of work (including travel to COVID-19-affected areas), and individual health conditions may also affect workers' risk of getting COVID-19 or developing complications from the illness. Safety measures such as wearing masks, washing hands and social distancing significantly reduce the risk of exposure.

Symptoms of Coronavirus

If you have a fever, cough or [other symptoms](#), you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, DO NOT come to work. Contact your healthcare provider, and notify your supervisor following your usual process for reporting absences.

Watch for symptoms

Symptoms may appear **2 to 14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

This list does not include all possible symptoms. The U.S. Centers for Disease Control will continue to update this [list](#) as more is learned about COVID-19. Keep track of your symptoms. **If you have [an emergency warning sign \(including trouble breathing\)](#)**, get emergency medical care immediately.

High Risk Populations

- [People 65 years and older](#)
- *People who live in a nursing home or long-term care facility*

People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:

- *People with chronic lung disease or moderate to severe asthma*
- *People who have serious heart conditions*
- *People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications*
- *People with severe obesity (body mass index [BMI] of 40 or higher)*
- *People with diabetes*
- *People with chronic kidney disease undergoing dialysis*
- *People with liver disease*

Steps to Help Prevent the Spread of COVID-19 if You Are Sick

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, have any other [emergency warning signs](#) or think it is an emergency.
- **Avoid public transportation,** ride-sharing or taxis.
- **As much as possible, stay in a specific room and away from other people and pets** in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- **Monitor your [symptoms](#).**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.
- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.

Workplace Health and Safety

Everyone Should

- *Wash your hands often*
- *Avoid close contact*
- *Cover your mouth and nose with a cloth face cover when around others*
- *Cover coughs and sneezes*
- *Clean and disinfect*
- *Monitor your health*

Social Distancing

Employees and visitors should maintain social distancing on university property by:

- Staying 6 feet away (about 2 arms' length) from other people at all times
- Wearing masks as required when it is not possible to social distance at least 6 feet
- Limiting gatherings to the numbers identified by the [Restore Illinois](#) plan (10 in phase three and 50 in phase four) while wearing masks, social distancing and implementing other recommended safety procedures
- Conducting meetings via email, telephone, video conferencing or other available technology to reduce the need for face-to-face meetings and close contact
- Avoiding close contact or crowded places

Face Coverings

It's important to understand that the governor has issued an order that masks are required in certain circumstances. This is for your protection and the protection of your colleagues, students and campus visitors, many of whom may be at high risk or live with individuals who are at high risk. We expect employees to set an example for others by following safety protocols. Employees who do not comply with safety protocols may be subject to discipline.

In compliance with the governor's order, masks are **required** in indoor public space regardless of the ability to maintain social distance. Indoor public places include spaces anyone can access, such as reception areas with walk-in access and the lobbies of buildings. However, we expect staff to wear masks at all locations, including offices and laboratories, where multiple people are present and social distancing is variable or not possible. Masks are also required outdoors when social distancing is not possible and when multiple employees are sharing a vehicle. The university is supplying masks for employees, and employees may also use their own masks.

Individuals who are not wearing masks when required should be reminded that they must wear masks to protect the health and safety of the campus community. Individuals who refuse to wear masks in the public spaces of buildings should be asked to leave. You may report employees who refuse to wear masks when required to either the employee's supervisor or to Labor and Employee Relations, ler@siu.edu or 618-453-6691.

Offices may request a few extra masks to give to visitors who arrive without masks. Email hrbenefits@siu.edu to make a request. Visitors who refuse to wear masks should be asked to leave.

Use and Care of Face Coverings

- Wash hands or use alcohol-based hand sanitizer prior to handling face coverings.
- Ensure face covering fits over the nose and under the chin.
- Tie straps behind the head and neck or loop around the ears.
- Avoid touching the front of the face covering.
- Do not touch your eyes, nose, or mouth when removing the face covering; loop your finger into the strap and pull the strap away from the ear or untie the straps to remove.
- Wash hands immediately after removing.
- Keep face coverings stored in a paper bag when not in use.
- Cloth face coverings should be washed daily. Properly launder face covering with regular clothing.
- If face covering is damaged (e.g., stretched ear loops, torn or punctured) or visibly contaminated, dispose of it in trash and replace.
- Face coverings should not be placed on babies and children younger than 2 years old, anyone who has trouble breathing or is unconscious or anyone who is incapacitated or otherwise unable to remove the cover without assistance.

Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators or other medical personal protective equipment.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered best practice for common everyday tasks.

Hand Hygiene

Handwashing is one of the best ways to remove germs, avoid getting sick and prevent the spread of germs to others. According to the CDC, hands should be lathered with soap and scrubbed for at least 20 seconds (including back of hands, in between fingers and under nails) and then rinsed with clean, running water. If soap and water are not readily available, the CDC recommends using alcohol-based hand sanitizers. Alcohol-based hand sanitizers can quickly reduce the number of microbes on the hands in some situations, but sanitizers do not eliminate all types of germs and may not be as effective when hands are visible dirty or greasy. Employees will be provided with individual containers of hand sanitizer. Larger containers will be provided for common areas that are more heavily trafficked. Once delivered, these supplies should remain in the designated work space to ensure the availability of product where it is needed.

Cough/Sneezing Hygiene

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. Then 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 an alcohol-based hand sanitizer.

Cleaning Procedures

In addition to standard cleaning protocols, the university continues to take proactive measures to keep the campus healthy. Enhanced cleaning procedures have been implemented across campus, following guidance from CDC, to ensure best practices. Custodial staff perform enhanced cleaning by cleaning and disinfecting high traffic areas (restrooms, lobbies, lounges, breakrooms, hallways, etc.) as well as high touch surfaces (e.g., doorknobs, door push plates, light switches, elevator buttons, handrails and horizontal surfaces). To ensure the effectiveness and efficiency of cleaning on campus, disinfectant cleaning products proven to be effective against the human coronavirus are being used. The university is continuously evaluating products, equipment and other practices to optimize efficient/effective cleaning practices.

Personal Responsibility

Members of the campus community are encouraged to keep their personal workspaces clean throughout the day. Work practices such as cleaning and disinfecting high touch surfaces and objects (e.g., desk, chair, phone, keyboard, cabinet/file drawer handles, etc.) help reduce the spread of germs on campus. Work stations will be supplied with 32-ounce spray bottles of disinfectant and paper towels to clean individual workspace surfaces. These items will be refilled and replaced as needed by custodial staff.

Spatial Arrangement

As the university continues to work towards keeping the campus community healthy, it is important for employees to understand how to implement appropriate social distancing and personal hygiene practices on campus.

Workplace Settings

Departments should assess workspaces to ensure proper social distancing and to maintain a healthy environment with the assistance of Plant and Service Operations. Furniture may need to be rearranged and/or additional signage may need to be added in common spaces (e.g., reception area, waiting area, etc.).

Private Offices

- Employees with private offices can work in their offices without wearing a face covering. All employees and visitors to any private office space must maintain 6-foot social distancing or wear a face covering if this is not possible.

Work Stations

- Directors and deans are asked to ensure at least six feet is maintained between employee work stations. If this is not possible, alternative work stations may be identified.
- When employees cannot maintain 6-foot separation from other employees and/or visitors, face masks must be worn.
- If possible, consider staggering work schedules to promote 6-foot distancing.

Indoor Common Spaces

- Face coverings are required for employees, students and visitors for all indoor common areas, including but not limited to:
 - **Breakrooms/Kitchens:** Breakrooms should be managed to reduce communal use. Consider finding alternative areas to take breaks.
 - **Conference Rooms/Computer Labs/Reception Areas/Lounges/Waiting Areas/Study Areas:** Chairs should be removed or rearranged to support social distancing practices between employees. Refrain from sharing items or equipment (e.g., newspapers, magazines, candy, tools, etc.). When possible, remove cloth-covered chairs from waiting areas.
 - **Elevators/Stairwells:** In most cases, elevators are limited to one person at a time; limits will be posted.
 - **Hallways:** Furniture may be removed or rearranged to ensure proper social distancing.
 - **Restrooms:** A restroom is a common space and face coverings are required.

Shared Vehicles

Social distancing should be followed when utilizing vehicles for university business. When possible, limit to one person per vehicle. If more than one person is in the vehicle, face coverings must be worn at all times. In addition, all vehicle users are encouraged to clean and disinfect high touch surfaces (e.g., seats, arm rests, door handles, etc.) using an approved cleaning product before and after each use. Good personal hygiene is recommended (e.g., wash hands frequently or use hand sanitizers, avoid touching face, etc.) to reduce the spread of germs and keep yourself healthy.

Shared Equipment

Employees should avoid sharing personal items. If you share equipment (e.g. phones, radios, tablets, laptops, cameras and other items in shared workspaces), it should be cleaned and disinfected before and after use is recommended.

Signage and Floor Markings

Safety themed signage and floor markings have been installed across campus and should remain in place.

Signs should be posted in high traffic areas (e.g., reception area, conference room, breakroom, etc.) to remind the campus community of proper social distancing and personal hygiene practices. Many signs will be provided, but offices may also download and post additional signage provided below:

[SIU Carbondale Signage](#)

CDC and Health Provider Signage

[Stop the Spread of Germs](#)

[Face Covering Do and Don't](#)

[5 Tips for Personal Mask Safety](#)

[Clean Hands Keep You Healthy](#)

Resources

[SIU Carbondale Coronavirus \(COVID-19\) Response](#)

[State of Illinois Coronavirus \(COVID-19\) Response](#)

[Center for Disease Control and Prevention \(CDC\)](#)

Thank you

Information was drawn from multiple sources, including

The Centers for Disease Control and Prevention

Illinois State University

Southern Illinois Healthcare in collaboration with regional Chambers of Commerce

Questions?

Please direct questions to pandemicinfo@siu.edu and they will be routed to the appropriate area to assist.

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