COVID-19 Training for NCCU Personnel

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Director, Environmental Health and Safety

June 9, 2020

This training was designed to help implement the COVID-19 Health and Safety Program to ensure that NCCU will continue to be a safe and healthy place to work, live, learn and visit.
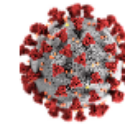
The NCCU plan was guided by recommendations from the Centers for Disease Control and Prevention (CDC), North Carolina Department of Public Health and are consistent with local orders and ordinances of the City of Durham and Durham County, as well as the State of North Carolina.

It is important to remember that COVID-19 represents a novel and challenging experience for everyone and NCCU policies and procedures will continue to change and evolve as new information becomes available.

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Overview

- Promote awareness about COVID-19
- Guidance on how to protect yourself
  - Personal Protective Equipment (PPE)
  - Distancing
  - Hand Hygiene
  - Respiratory Hygiene
  - Disinfection and Cleaning
- COVID-19 management on campus

Coronavirus Disease 2019 (COVID-19)

- Respiratory illness caused by SARS-CoV-2
- Spreads 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 or sneezes
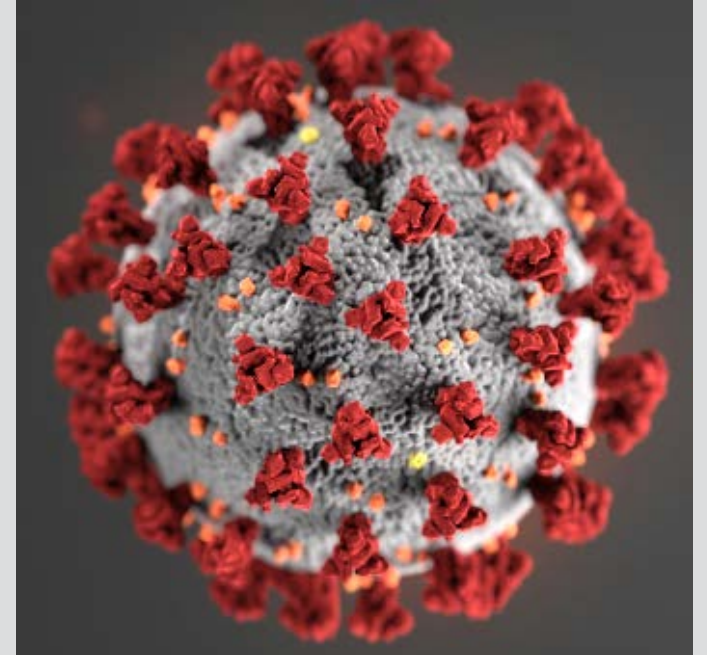
Image: CDC

Know the symptoms

Less common symptoms include
- Congestion or runny nose
- Headache
- Nausea, vomiting or diarrhea
- Fatigue

This list does not include all possible symptoms and will be updated according to the CDC guidelines as more information about COVID-19 become available

Know your risk

- Very High – healthcare workers performing aerosol generating procedures on COVID-19 patients
- High – healthcare workers and support staff who enter patients' rooms; medical transport; mortuary workers
- Medium –frequent and/or close contact with people who may be infected but are not known to be infected; high-population-density work
- Lower – No requirement for contact with people known or suspected to be infected nor frequent close contact with general public

OSHA Guidance on Preparing Workplaces for COVID-19

Definitions

- Risk Assessment – process used to evaluate both the probability and consequence of infection

- Risk Management – selects proper measures or "controls" to decrease risk

- Hierarchy of Controls – tool used determine which controls are feasible and effective for decreasing risk

Image: NIOSH
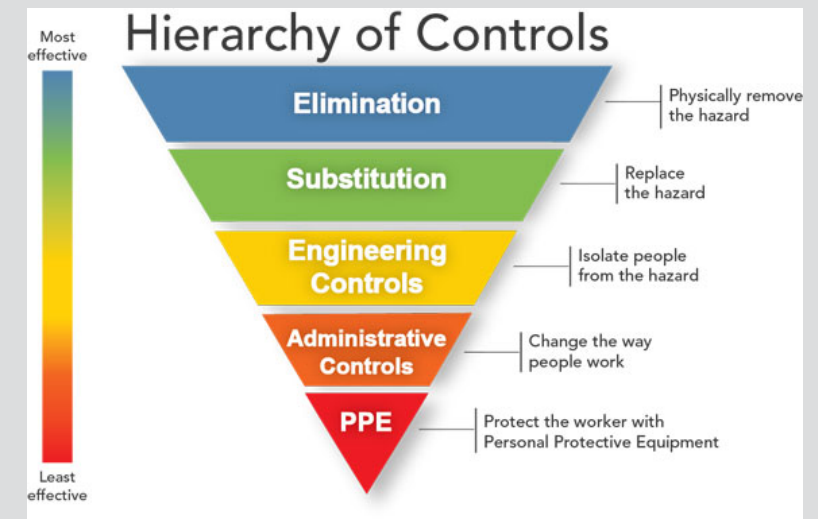
Hierarchy of Controls for COVID-19
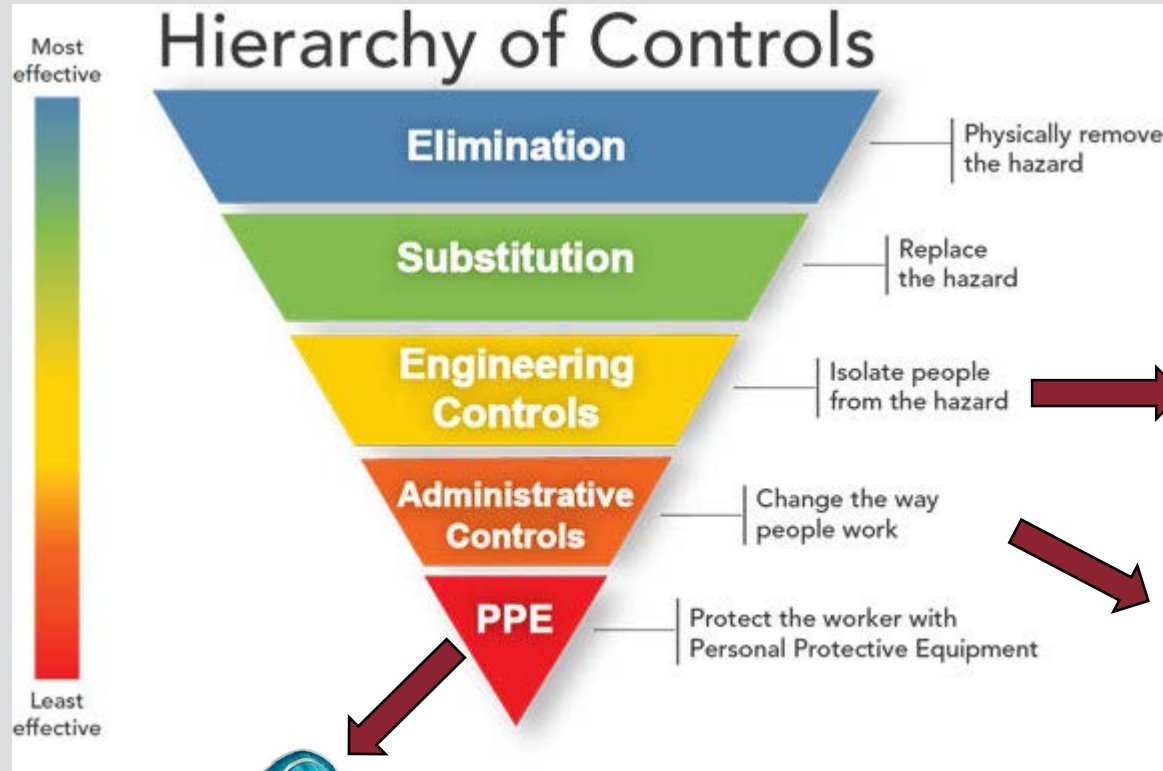
Stay home

Personal PE

Community PE

When in public, wear a cloth face covering over your nose and mouth.

Administrative Controls

Wash your hands!

① Wet
② Get Soap
③ Scrub
④ Rinse
⑤ Dry

Hands that look clean can still have icky germs!

When in public, wear a cloth face covering over your nose and mouth.

Adhere to scheduled work and meeting times

PLEASE STAY AT LEAST 6FT APART

Follow all signs & and markings

6 ft
Stay at least 6 feet (about 2 arms' length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

Clean and disinfect frequently touched objects and surfaces.
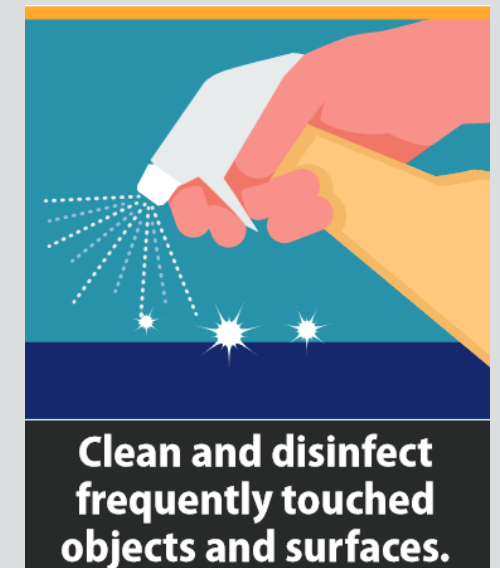
Don't just drop in . . . .

- Consider setting appointments for "visitors"
  - Allows pre-planning for safety
  - Schedule work with Facilities, IT and others on campus
    - Include 'must schedule appointment' on system request
- Adhere to staggered or shift work schedule
  - "Running late" or "getting an early start" results in unnecessary contact
- Use only approved building entrances
  - Some buildings have implemented unidirectional flow and/or limited entrance/exit through a single door

COVID-19 ELEVATOR SAFETY

THANK YOU FOR YOUR COOPERATION AND COMMITMENT TO THE HEALTH AND SAFETY OF THE NCCU COMMUNITY

LIMIT 2 PEOPLE IN ELEVATOR AT A TIME

1. Disinfect hands prior to entering
2. Wear face covering
3. Avoid touching elevator surfaces with hands
4. Stand inside areas designated on floor

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Health monitoring

- Persons should complete online screening questionnaire provided by the Supervisor each day prior to coming on campus
  - Do you have any of the following?
    - Fever (100.4° F or greater using an oral thermometer)
    - Shortness of breath
    - Cough
    - Chills
    - Headache
    - Muscle pain
    - Fatigue
    - Sore throat
    - New loss of taste or smell
    - Nausea, vomiting or diarrhea
  - Are you ill, or caring for someone who is ill?
  - Have you had contact with someone diagnosed with or suspected to have COVID-19

If the answer to any of these questions is "yes"
contact your Supervisor prior to coming on campus

Face coverings

- CDC recommends use of cloth face covering in public settings
- Required by [Durham Safer-at-Home Order](#)
- You are encouraged to bring and wear your personal cloth face covering at NCCU
  - Disposable masks available for those who can not supply one to wear on campus

Always practice social distancing even while wearing a face covering

CORONAVIRUS DISEASE 2019
(COVID-19)

Your cloth face covering protects them.
Their cloth face covering protects you.

CDC

cdc.gov/coronavirus

To wear or not to wear . . .

According to the CDC

Who should wear	Who should not wear
· People older than 2 years of age in public settings where other social distancing measures are difficult to maintain	· Children under age 2 · Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance

If you have a medical condition that prohibits the wearing of a face covering, you should discuss with Human Resources

Face covering DOs

Face Covering DON'Ts

Handling and wearing face coverings

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

To remove
- Untie the strings or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Do not touch your eyes, nose or mouth
- Immediately wash hands
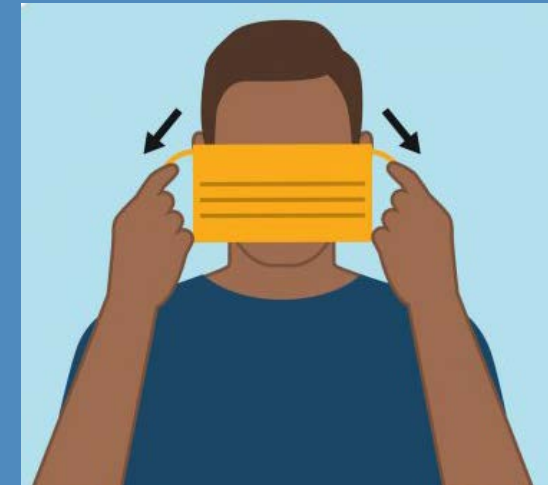
Cloth face coverings should be washed after every use

Gloves

- According to the CDC, the general public does not need to wear gloves
- Gloves should be used for
  - Cleaning
  - Caring for someone who is sick
- Gloves will be provided by NCCU when indicated by job-specific risk assessment
- Gloves alone DO NOT provide protection unless paired with proper hand hygiene

COVID-19
Coronavirus Disease 2019

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Clean and Disinfecting

The NCCU BES teams are trained and fully equipped with supplies, equipment, and processes to clean and disinfectant our Campus. The team will disinfect all high touch (commonly touched) areas in offices, classrooms, restrooms, lounges and common areas throughout the day (excluding weekends). To help combat spread, BES asks staff to help clean their workspaces daily; to include computer, keyboards and telephone.

What we do in the event of a Positive Case?
✓ Clean, disinfect, and sanitize all areas of concern with a licensed specialized company

How we do it? (Disinfect)
BES uses a chemical that is EPA approved against viruses, to include COVID-19. The BES Technicians will spray the area and allow the disfectant to work (dwell time). The technician will then come back and wipe any residual moisture from the area. The areas will be cleaned before and after the students, faculty and staff arrive and leave.

Here's what we do! (Schedule)

Daily
- Offices/Workspaces disinfected
- Classrooms disinfected
- Stairwells and floors mopped and disinfected
- Restock restroom supplies
- Windowsills disinfected
- Elevators disinfected
- Common Spaces disinfected

Multiple times a day
- High touch areas disinfected
- Restrooms disinfected
- Building lobbies disinfected

Monthly
- Ceiling vents disinfected

*Dedicated trained BES Tech — Daily in all buildings

BES Team

Robert Tull, General Manager
Tracey Foster, Supervisor 1st Shift
Darryl Kemp, Supv. Residential Life
Carl Smith, Supervisor 2nd Shift

Contact Phone: 919-530-6392

Increased sanitation is everybody's job

- Housekeeping developed enhanced protocols for disinfecting
  - Impossible for housekeeping to perform these functions with the frequency necessary to combat COVID-19
- Every member of the NCCU community MUST take responsibility for sanitation in their work area and when using shared resources

EPA COVID disinfectant one-pager

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Be safe about disinfection

- Disinfectant wipes and/or products will be available on campus

- Gloves will be provided for cleaning

- Use products according to manufacturer's instructions for both the disinfectant AND the surface being cleaned

About 1 in 3* adults used chemicals or disinfectants unsafely while trying to protect against COVID-19

Stay safe while using household cleaning and disinfectant products

Always read instructions

Wear protective gear

Do not mix chemicals

*According to a nationally representative survey of 502 U.S. adults—May 4, 2020

CDC.GOV   bit.ly/MMWR6520   MMWR

[EPA COVID disinfectant one-pager](#)

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Disinfectant needs following COVID-19 case on campus

- *"It is not known exactly how long [COVID-19] can stay alive on a surface.* ***Under real-world situations, it's probably minutes****, but it could be days, it depends on the temperature, humidity and the type of surface."* - Jay C. Butler, CDC

- Critical task is to track the steps of the infected person and clean any **surfaces they touched** with an EPA approved disinfectant
  - Disinfection scheme based on areas where person was present and touched items
  - Does NOT mean an entire building is "contaminated"
  - Watch this video about virus on surfaces and in the air

CDC Guidance

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
  - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

How are COVID-19 Cases Reported?

If you have a suspected or confirmed case of COVID-19 you should report to your Supervisor

Specific protocols are detailed in the <u>NCCU Pandemic and Communicable Disease Emergency Response Plan</u>

<u>Notification Protocol</u>

Upon notification of a suspected or confirmed case of COVID-19, or of symptoms consistent with COVID-19, notification should be made in the order shown below:

Recipient of information → Vice Chancellor or Equivalent → Chief of Police → Director of Environmental Health and Safety → Chief of Staff
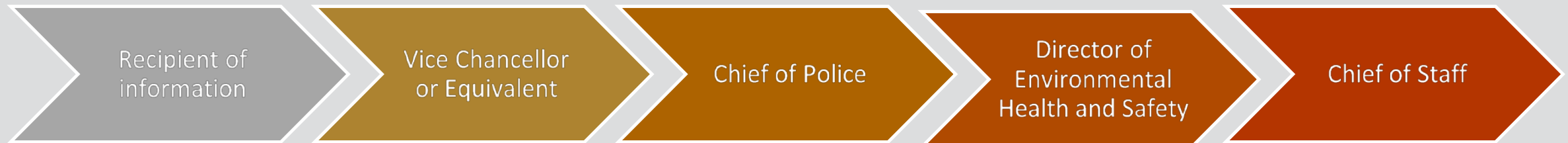
Case Management

- Employee with confirmed or suspected COVID-19 will be asked to:
  - Identify individuals (employees, students, visitors, etc.) with whom they had [close contact as defined by the CDC](#) on campus in the last 14 days.
  - Provide last date on campus and buildings they entered
  - Describe precautions taken on campus (face covering, distancing, etc.)
- Risk assessment using [criteria](#) from the CDC will determine the level of risk to identified individuals

Notifications/Contact Tracing
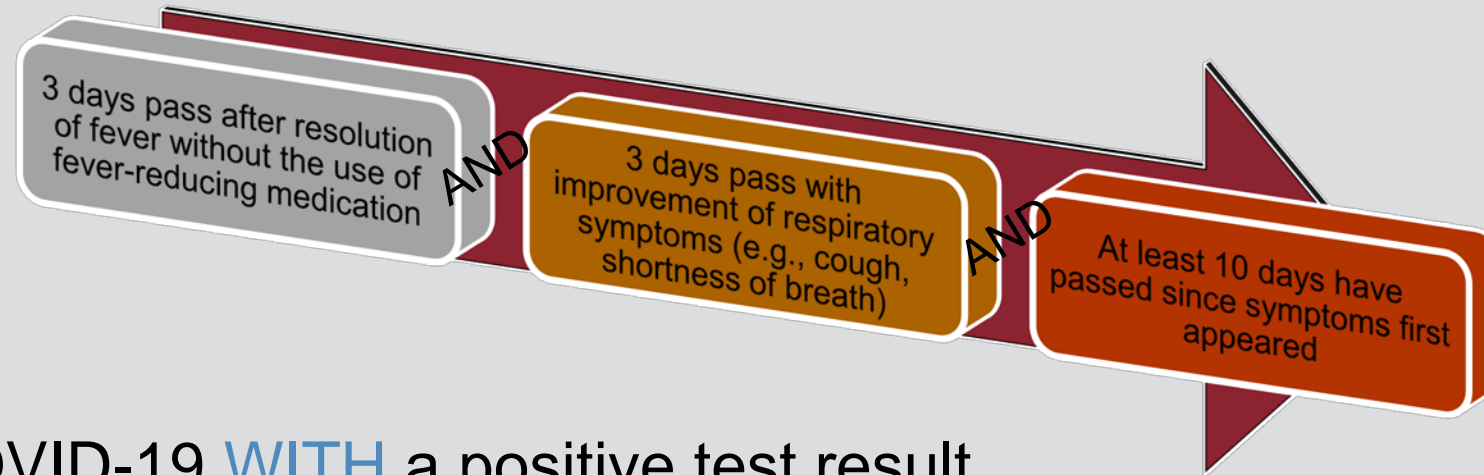
LOW Risk

- EHS Director issues a <u>Notice of COVID-19 Positive Employee</u> Memorandum affected persons
- No additional cleaning above normal housekeeping deemed necessary
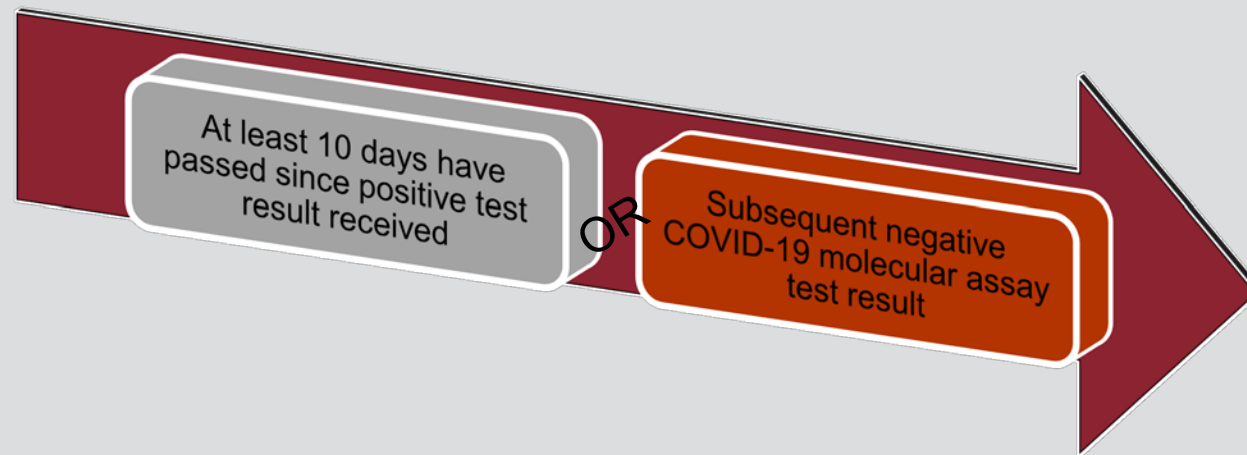
MODERATE/ HIGH Risk

- Determine scope of worksite evacuation:
  - No evacuation necessary
  - Employees with close contact with the infected employee sent home for 14 days
  - Employees evacuated pending deep cleaning/disinfection of worksite
  - Employees at that worksite sent home for 14 days to reduce the risk of COVID-19 spread
  - Full closure of worksite pending further determination
- EHS Director issues a <u>Notice of Close Contact</u> Memorandum to staff/faculty identified as having close contact during the last 14 days
- Determine level and scope of area disinfection/cleaning necessary

When can I return to work after COVID-19 infection?

Confirmed COVID-19 WITHOUT a positive test result

3 days pass after resolution of fever without the use of fever-reducing medication

AND

3 days pass with improvement of respiratory symptoms (e.g., cough, shortness of breath)

AND

At least 10 days have passed since symptoms first appeared

Confirmed COVID-19 WITH a positive test result

At least 10 days have passed since positive test result received

OR

Subsequent negative COVID-19 molecular assay test result

*All employees who are returning following COVID-19 infection must report intention to return to Supervisor no less than 2 business days before return date

Questions

Department of Environmental Health and Safety

(919) 530-7125

ehs@nccu.edu

EHS Website

NCCU COVID-19 website

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