COVID-19 Training for NCCU Personnel

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June 2020
This program 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.

All NCCU plans and protocols were 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.

COVID-19 represents a novel and challenging experience for everyone. NCCU policies and procedures will continue to evolve as new information becomes available.
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
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
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
Hierarchy of Controls for COVID-19

1. Elimination: Physically remove the hazard
2. Substitution: Replace the hazard
3. Engineering Controls: Isolate people from the hazard
4. Administrative Controls: Change the way people work
5. PPE: Protect the worker with Personal Protective Equipment

- Stay home
- Personal PE
- Community PE

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# Building Environmental Services (BES)

## 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

- Specially trained personnel for infection control
- Fully equipped with supplies, equipment, and processes to clean and disinfectant campus
- BES technician present daily in all buildings
- Disinfect all high touch areas in offices, classrooms, restrooms, lounges and common areas during the business day
- EPA approved disinfectant and contact time effectively eliminate COVID-19 virus
- In the event of a COVID-19 case on campus, a licensed company specially trained for this event will be utilized
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
Be safe about disinfection

• Disinfectant wipes and/or products will be made available
• Gloves will be provided for cleaning
• Use products according to manufacturer’s instructions for both the disinfectant AND the surface being cleaned

EPA COVID disinfectant one-pager
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
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 routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
Engineering Control- Shields

- Remember - 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
- CDC guidance for Institutes of Higher Education
  - Space seating and desks at least six feet apart “when feasible”
  - Host smaller classes in larger rooms
  - Use signage or physical guides, such as tape on floors or sidewalks, to encourage individuals to remain at least six feet apart
  - Install barriers, such as sneeze guards and partitions, in places where it is difficult for individuals to maintain physical distance (such as cash registers)
- NCCU providing plexiglass barriers to front-facing personnel who have close contact with faculty, staff, students and the public whose job does not allow them to maintain physical distance
Administrative Controls

- Wash your hands:
  1. Wet
  2. Get soap
  3. Scrub
  4. Rinse
  5. Dry

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

- Keep at least 6 feet (about 2 arms’ length) from other people.

- Adhere to scheduled work and meeting times.

- Follow all signs & and markings.

- 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
Health monitoring

• Must complete online screening questionnaire provided by the Supervisor EACH DAY prior to coming on campus
  • Do you have any of the following?
    • Subjective fever (feeling feverish) or measured temperature of 100.4°F or greater
    • 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 you answer yes to any of these questions, notify your Supervisor and DO NOT REPORT TO WORK
Face coverings

- Per NC Office of State Human Resources
  - All state employees who are able to do so are expected to wear cloth face coverings at all times inside agency worksites, unless you are alone in your office or personal space.
  - Employees are asked to use the face coverings they use on a daily basis when in public
  - Disposable masks available for those who cannot supply one to wear on campus

- Required by Durham Safer-at-Home Order

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.gov/coronavirus

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To wear or not to wear . . .

According to the CDC

<table>
<thead>
<tr>
<th>Who should wear</th>
<th>Who should not wear</th>
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<tbody>
<tr>
<td>People older than 2 years of age in public settings where other social distancing measures are difficult to maintain</td>
<td>Children under age 2</td>
</tr>
<tr>
<td></td>
<td>Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance</td>
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</tbody>
</table>
Face covering

DOs

- Adjust the mask to your face without leaving gaps on the sides
- Cover your mouth, nose, and chin
- Avoid touching the mask
- Pull the mask away from your face
- Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
- Remove the mask by the straps when taking it out of the bag
- Wash the mask in soap or detergent, preferably with hot water, at least once a day
- Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.
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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 ELEVATOR SAFETY

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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How are COVID-19 Cases Reported?

Protocols are detailed in the NCCU Pandemic and Communicable Disease Emergency Response Plan.

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

Notification Protocol

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:
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 Notice of COVID-19 Positive Employee Memorandum to Pandemic Emergency Response Team for distribution
• 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
  • All employees evacuated pending deep cleaning/disinfection of worksite
  • All employees at worksite sent home for 14 days to reduce the risk of COVID-19 spread
• EHS Director issues a Notice of Close Contact 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?

**COVID-19 WITHOUT test result**
- 3 days pass after resolution of fever without the use of fever-reducing medication
- 3 days pass with improvement of respiratory symptoms (e.g., cough, shortness of breath)
- At least 10 days have passed since symptoms first appeared

**COVID-19 WITH positive test result**
- At least 10 days have passed since positive test result received
- Subsequent negative COVID-19 molecular assay test result

*All employees who are returning following COVID-19 infection must report intent to return to Supervisor at least 2 business days in advance*
Questions

Department of Environmental Health and Safety

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EHS Website

NCCU COVID-19 website