

Bloomsburg University

COVID-19 Workplace Guide

This guidance applies to all University employees, both represented and non-represented. This guidance equally applies to all visitors on campus engaged in university related activities or business.

A. Working On-Campus

1. When working on-campus (regardless of frequency) you are **required** to wear a mask as a required personal protective equipment (PPE) safety item. The only exception is when you are eating or drinking, driving alone in a vehicle, or working alone in an office. Recent studies have suggested that COVID-19 is also spread by people who are not showing symptoms.
 - a) Your mask should be worn and properly placed upon arrival onto the campus property, or when leaving your personal vehicle.
 - b) You can remove your mask upon leaving the campus property or entering your personal vehicle.
 - c) You can wear your own personally obtained mask with the approval of your supervisor. The mask cannot have any negative messaging such as demeaning or derogatory images/logos, eccentric designs, offensive script, or negative imagery. Your mask should fit snugly but comfortably against the side of the face, covering both the nose and mouth while letting you breathe without significant restriction.
 - d) You are responsible for sanitizing and/or laundering your own cloth masks daily.
 - e) If you do not have a mask, contact your direct supervisor to receive one at no cost. Please note that your mask is considered a PPE item which you are to wear and keep in good repair.

B. Social Distancing

- a) You are expected to practice and maintain social distancing from others during your time on campus.
- b) Social distancing includes the proper wearing of personal masks and should **not** be interpreted as a substitute for the mask requirement.
- c) Do not eat lunch or take breaks together in the same area, if social distancing cannot be maintained during entire break/lunch period. If feasible ask your supervisor about implementing staggered break/lunch times.
- d) Your meetings and/or training sessions should be conducted virtually, whenever possible. If a meeting or training must be held in person, it should be with the fewest number of people, possible, not to exceed 10 employees maximum while still maintaining the six (6) feet social distance.
- e) When possible try to stagger work start and stop times within your work area so as not to be in a large group gathering when entering or leaving work.

C. COVID19 Hygiene

- a) You are expected to routinely and regularly practice good COVID19 hygiene.
- b) You should wash your hands often with soap and water for at least 20 seconds or apply hand sanitizer.
- c) You should avoid touching your nose, mouth, and eyes.
- d) When coughing or sneezing do so into your elbow and immediately wash hands or apply hand sanitizer.

- e) If wearing gloves, remove them after the task is complete to avoid cross contamination and wash your hands immediately after taking them off.
- f) You should frequently clean and disinfect your personal own work area, including phones, computers, and other items that are frequently touched.
- g) You should try to avoid sharing equipment, if it is necessary, such as using the office copier, clean/sanitize the touch points before and after you use the equipment. You should also consider washing or sanitizing your hands as well.

D. Personal Health

- a) You are expected to self-monitor your personal health condition, including taking your temperature before leaving home for work.
- b) If you feel sick, or seem to have COVID type conditions, you should not come to work, and should notify your supervisor as per your normal absence notification procedure.
- c) If you feel sick while at work, notify your supervisor and go home. When notifying your supervisor, you should also identify any other people with whom you may have had contact while at work.
- d) If you seem to develop COVID-19 related symptoms, such as a fever (100.4 degrees Fahrenheit or higher), a cough, difficulty breathing, chills, repeated shaking with chills, acute muscle pain, acute headache, sore throat, and or new loss of taste or smell; you should notify your supervisor and contact your primary healthcare provider for medical advice.
- e) If someone within your household, or someone with whom you had close, direct contact with is being tested for COVID-19, you should stay home and notify to your supervisor.

E. Information Sources

- a. PA Department of Health source:
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Fact-Sheets.aspx>
- b. US Centers for Disease Control and Prevention (CDC) source:
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>