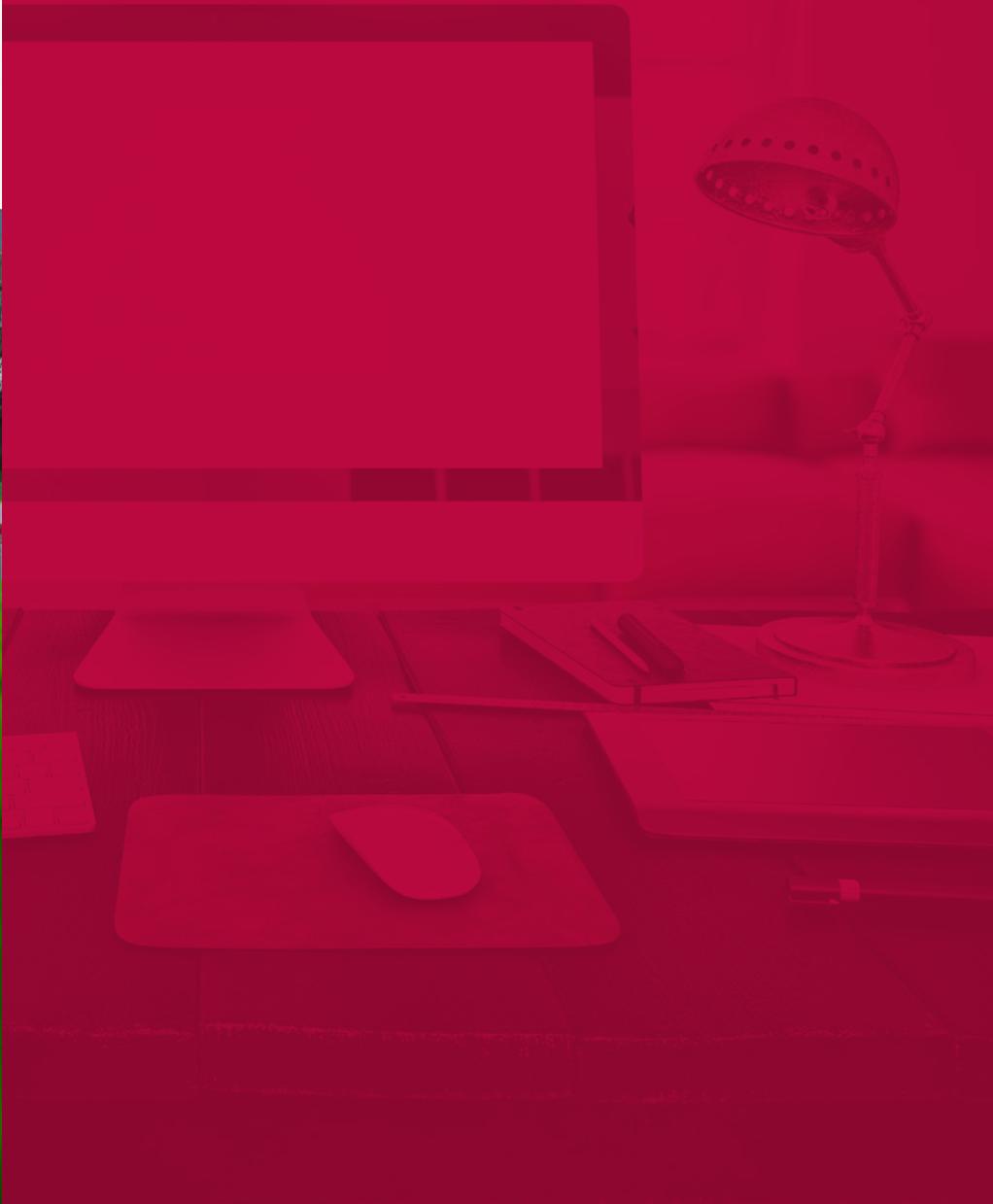




Guidelines for

RETURNING TO CAMPUS





Values and Guiding **PRINCIPLES**

Washington University values the health, safety and well-being of our employees and the greater university community. Our response to COVID-19 and our return-to-the-workplace strategy are centered on these values as we focus on our missions of research, teaching and patient care in this new environment.

WashU's policies and practices have been developed based upon guidance from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), St. Louis City and County Public Health officials, and our own world-class university public health and medical professionals.

In order for you to safely return and carry out your work on campus, WashU is providing clear expectations and guidance to ensure you understand how to comply with our policies and protocols.

We truly appreciate your dedication to WashU and are grateful you are returning to campus. Thank you for your cooperation.



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CORONAVIRUS

General Information

- » Coronaviruses are a large family of viruses that cause respiratory illness.
- » Coronaviruses are common in people and many different species of animals, including camels, cattle, cats and bats.
- » Severe Acute Respiratory Syndrome Coronavirus type 2 (COVID-19) is a new species of virus that had previously not been found in humans and is the cause of COVID-19.
- » As a result, before its emergence in late 2019, humans had not developed immunity against COVID-19, leaving the entire global population susceptible to infection.
- » Its health impact is currently being closely monitored internationally, nationally and locally by the World Health Organization, the [Centers for Disease Control and Prevention](#), and local health departments.

Transmission Routes of COVID-19

- » Person-to-person spread is the primary source of transmission.
- » Transmission occurs primarily through close contact with respiratory droplets when someone coughs or sneezes.
- » Transmission of COVID-19 is possible from individuals who have no symptoms and are not showing any signs of illness.
- » Surfaces and objects may be contaminated with COVID-19.
- » Shared equipment such as keyboards, phones, pipettors and writing utensils are examples of surfaces and objects that could be contaminated.
- » It may also be possible to contract COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose or eyes.



Do Not Come to Work if You Have Any Symptoms of

COVID-19

or if you have been in close contact with someone who has COVID-19.

COVID-19 Symptoms include:

- » Fever
- » Coughing
- » Shortness of breath or difficulty breathing
- » Chills
- » Muscle pain
- » Headache
- » Sore throat
- » New loss of taste or smell

*Contact the employee hotline for COVID-19 exposure or illness: **314-362-5056***

Online Self-Screening

- » All employees must complete a daily screening through the **[WashU COVID-19 Screening tool](#)** prior to entering a Washington University building. Employees should complete and pass this screening each day before coming to work.



Return to Campus

TRAINING

To ensure understanding and compliance, employees must complete the [***Return to Campus Training***](#) and make their pledge to commit to keeping our campus community safe.

Start Training

WashU's policies and practices have been developed based upon guidance from the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), St. Louis City and County Public Health officials, and our own world-class university public health and medical professionals.

[***Return to Campus Guidelines \(PDF\)***](#)

Keeping Our

COMMUNITY SAFE

Washington University has developed a set of guidelines to minimize the spread of COVID-19 on campus. Your lab or department may have more specific plans that you must follow.



Face Covering Guidelines: Cloth or Disposable

- » Wear a mask that fully covers your mouth and nose at all times while on campus, unless you are alone in an individual closed office space or are outside and can maintain six feet of physical distance from others.
- » If you do not have a mask, see the CDC's [*guidance*](#) on creating one with or without sewing.
- » Wash your hands before placing and removing your mask.
- » Store your mask in clean area when not in use.



Social Distancing in the Workplace

- » Maintain at least 6 feet of separation from other people.
- » Avoid or minimize in-person meetings.
- » Talk to your manager about your area's plan for staggering operations, meal times, etc.
- » Do not congregate in common areas (break rooms, conference rooms, common equipment rooms, etc.)
- » Wash your hands before and after entering a common area.



Practice Good Hygiene



» Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing or sneezing.

» Alcohol-based disinfectant can be used if soap and water are not available.



» Review [***CDC guidance on hand-washing.***](#)

» Avoid touching your face.

» Clean and disinfect highly touched surfaces frequently. Facilities will be cleaning offices and common areas, but you should use cleaning supplies provided to keep your workspace clean.

» Clean and disinfect common areas after use. Ask your manager or refer to specific guidelines for your office, lab or workspace. Cleaning supplies are provided to each department for individual use when necessary. Facilities will also be cleaning spaces.

» Do not share headsets or other equipment that is near your face.

Health and Safety for Various Workplace

SCENARIOS

Elevators

- » Take the stairs when feasible.
 - » Limit occupancy to 1-3 people (depending on elevator size).
 - » Do not use your hands to press elevator buttons (use elbows, no-touch devices, etc.).
 - » Wash your hands or use hand sanitizer after exiting the elevator.
 - » Remember to wear your mask in the elevator.
 - » Do not wear disposable gloves in the elevator or outside of clinic/lab spaces. Housekeeping and maintenance staff, however, wear protective gloves to protect their hands while disinfecting commonly touched work surfaces such as elevator buttons and door handles.
-

Workspaces

- » Maintain at least six feet of distance from co-workers.
- » No more than one person should be in a shared workspace/room unless at least six feet of distancing can be consistently maintained. If six feet of distancing cannot be consistently maintained, consider other modifications to the workspace or unit operations.
- » Consider eliminating reception seating areas and remove or reconfigure seats, furniture and workstations as needed to maintain physical distancing requirements.
- » If possible, have at least one workstation separating you from another co-worker and reconfigure workstations so employees do not face each other. Employees in workstations not within individual enclosed offices must wear masks.
- » Consider temporarily removing or replacing amenities that are handled with high contact frequency—such as shared coffee makers, bulk snacks and water coolers—with alternatives.

Breaks and Meals

- » Follow the instructions for each dining establishment regarding social distancing, carry-out, etc.
 - » Meals should be taken alone or outside with a distance of at least six feet from others.
 - » In break rooms:
 - Stagger break times to avoid congregating.
 - Wash your hands upon entering the room.
 - Maintain at least six feet of distance from other people.
 - Wear a mask when not eating.
 - Disinfect surfaces you have touched.
 - Wash your hands when leaving the room.
-

Restrooms

- » Consider posting occupied/unoccupied signage to limit the number of people and to allow appropriate social distancing.
 - » Wash your hands upon entering the room.
 - » Wear a mask.
 - » Use every other facility (stall, sink, etc.).
 - » Wash your hands after using the restroom.
 - » Use a paper towel to open doors and to use sinks.
-

Meetings

- » Avoid in-person meetings if possible. If in-person meetings are required:
 - Wash your hands upon entering the room.
 - Maintain 6 feet of distance from other people.
 - Wear a mask.
 - Disinfect surfaces you have touched.
 - Wash your hands when leaving the room.



Labs

- » Refer to ***guidance*** from the Office of the Vice Chancellor for Research and from Environmental Health and Safety.
-

Public Transportation

- » When using ***public transportation*** or the campus shuttle system:
 - Wash your hands or use hand sanitizer before boarding.
 - Wear a mask.
 - Avoid touching surfaces with your hands.
 - Upon disembarking, wash your hands or use hand sanitizer as soon as possible and before removing your mask.



WHAT IF I HAVE CONCERNS?

If you have concerns or observe unsafe conditions or practices:

First contact your supervisor, division chief or department head.

Refer to Helpful numbers and links on the Conclusion page of this guide.



CONCLUSION

Our understanding of COVID-19 is continually evolving. These guidelines will be updated online as more information is available. Please review [this website](#) for the most up-to-date information.

Helpful Numbers and Links

- » Employee hotline for COVID-19 exposure or illness: 314-362-5056
- » General questions/concerns about COVID-19 (Danforth Campus): 314-995-8300
- » Coping with COVID-19 hotline for emotional support: 314-286-1700
- » Employee Assistance Program for 24/7 work-life support: 844-365-4587
- » Occupational Health [website](#)
- » Environmental Health and Safety [website](#)
- » University COVID-19 [website](#)

