

## **Social Distancing, Hygiene, and Workplace Safety Measures**

1. **Screening**: Employees will be required to engage in daily self-screening to assess whether they are experiencing symptoms of COVID-19 or whether they have been in close contact with someone who has or is presumed to have COVID-19 within the past 14 days. If an employee fails the screening, they are not permitted to come to work on campus and must be medically cleared by occupational health before returning.
2. **Six feet apart**: Adapt the workspace to facilitate social distancing and allow employees to remain six feet apart from one another. If needed, use tape or other means to increase compliance.
3. **No face-to-face meetings**: Continue conducting your meetings via telephone or web conference (Zoom) even if in the same common office setting, and discourage face-to-face meetings unless absolutely necessary.
4. **Workspace modifications**: Create other modifications to the workspace or clinical areas to facilitate social distancing,
  - a. One-way entrance/exit
  - b. One-way office hallways or aisles
  - c. Plexiglass or other partitions to serve as sneeze guards/shields if appropriate
  - d. Use painter's tape or other floor markings to designate 6ft distance in hallways/aisleways.
  - e. Use unused conference rooms as workspace
5. **Personal hygiene**: Post signs and remind employees to engage in best practices with respect to their personal hygiene:
  - a. 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.
  - b. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - c. Avoid touching your eyes, nose, and mouth with unwashed hands.
  - d. Cover your mouth and nose with a cloth face cover when around others because you can spread COVID-19 to others even if you don't feel sick.
  - e. When wearing a cloth face cover, continue to keep at least 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
  - f. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow if you are not wearing a face covering. Throw used tissues in the trash. Immediately wash your hands or use hand sanitizer.
6. **Cleaning and Disinfection**: Remind employees to clean frequently used office equipment and frequently touched surfaces (e.g., desks, tables, handles, computer keyboards, mouse, phones, printers).
7. **Face masks**: Universal masking is in effect on the Medical Campus. Employees are required to wear cloth masks or appropriate PPE, dictated by their specific work environment, while working on campus. Exceptions would be when alone in their individual, closed office space, eating and using the restroom.

8. **Other PPE:** Appropriate PPE will be supplied based on your [respiratory protection type](#). Consult [PPE Guidelines by Respiratory Protection Type](#), if you have questions regarding the required PPE.
9. **Staggered work schedules:** Where possible, schedules or shifts among employees should be staggered such that social distancing can be more easily maintained. Consider allowing employees to continue working from home for an agreed upon number of days per week where possible.
10. **Restricted building access:** Employees must wear their ID badges while on campus for entry to Washington University Medical Campus facilities.
11. **Lunch and breaks:** Employees should be encouraged to eat lunch and take breaks alone either in their office or outside while maintaining proper social distance from others. Stagger break and lunch periods to minimize the number of employees in a common area.
12. **Office common areas and equipment:** Restrict the number of employees permitted in office common areas at one time. Provide sanitizing wipes and instruct employees to sanitize microwaves, coffee pots, printers, and other communal items in break rooms, kitchens or other office common areas after each use. Discourage employees from sharing office equipment (e.g., telephones, computers, mouse).
13. **Child Care:** Some employees are likely to struggle with securing reliable and safe childcare; children of employees are not permitted on campus per the Children in the Workplace Policy. In addition, employees should consult with HR, as the employee may be entitled to certain COVID-19 related leave benefits.
14. **Vulnerable populations:** If an employee shares that they have a health condition or other high-risk factor that makes them particularly vulnerable to COVID-19 complications, discuss providing accommodations to that employee in consultation with HR. Do not prevent employees in higher-risk populations from returning to work if they wish to do so.
15. **Employee concerns:** If an employee has health or safety concerns about returning to work on campus because they are in a vulnerable population, managers should consult with their HR Employee Relations consultant to engage with the employee to educate them about the University's existing return-to-work safety protocols and, if necessary, to explore potential accommodations beyond those protocols. The University's process for assessing and approving reasonable accommodations can be found at <https://hr.wustl.edu/items/ada-accommodation-process/>. This is a process guided by Human Resources, Employee Relations and involves input from all parties. Managers should not attempt to delve into the specifics of an employee's medical condition if the employee self-identifies as having one.
16. **Training:** Managers should ensure that employees are trained on all best practices and protocols related to COVID-19, and attendance and sick leave policies before returning to campus. These best practices and protocols should be posted in the work areas. Training is addressed in more detail above.