

COVID-19 Prevention – Social Distancing and Controls for Essential Personnel

The Drexel University Department of Environmental Health and Safety is issuing the following work controls to reduce the likelihood of spreading Covid-19 (SAS-CoV-2 virus) at the University:

- Employees must wear a face covering at all times when in campus buildings, interacting with other employees or the public and when using University vehicles (unless there is a designated vehicle).
- Employees must “social distance” and remain at least six (6) feet from all people at all times.
 - Do not gather in groups.
 - Stay out of crowded places and avoid gatherings.
- Employees must not share elevators (if available). One person in an elevator at a time.
- If a task involves working in an area where other individuals are present, maintain social distancing. If not possible, do not enter until they are finished or ask them to leave the area.
- All tasks in occupied student rooms must follow the EHS screening procedures (for Facilities Man.).
- Practice good personal hygiene. Wash hands frequently using soap and running water for 20 seconds. Use hand sanitizer (containing at least 60% alcohol) if soap and running water is not readily available.
- Wipe down / disinfect your immediate work area upon arrival and prior to leaving. This includes vehicles.
- Wipe down / disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, doorknobs.
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Tasks requiring work within six (6) feet of other individuals or groups

- Properly don (put on), use and maintain both face covering and gloves and any other required personal protective equipment (PPE) for the tasks you are performing.
- Upon completion of the work follow the donning, doffing, and disposal of PPE as specified below:
 1. Remove gloves
 - a. Outside of gloves may be contaminated. Wash or disinfect with hand sanitizer if possible.
 - b. Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove.
 - c. Hold removed glove in gloved hand.
 - d. Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove.
 - e. Discard gloves in a waste container.
 - f. Immediately wash hands with soap and running water for 20 seconds or use hand sanitizer (containing at least 60% alcohol) if soap and running water is not readily available.
 - g. For a visual guide please see the attached info sheet for “How to Remove (Doff) Gloves”.
 2. Remove face shield/goggles (task dependent)
 3. Remove face covering

Please continue to minimize the spread of illness by washing hands frequently, covering a cough or a sneeze; avoid touching eyes, nose and mouth, avoid shaking hands; avoid close contact with people who are sick; stay home if you are ill; and routinely sanitizing personal spaces.

Contact Drexel EHS if you have any questions or concerns regarding these controls.



How to Remove Gloves

To protect yourself, use the following steps to take off gloves



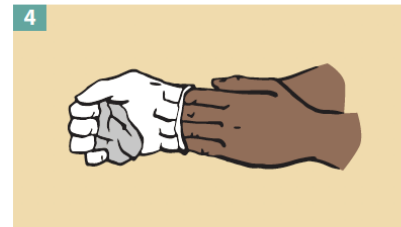
1 Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



2 Peel the glove away from your body,
pulling it inside out.



3 Hold the glove you just removed in
your gloved hand.



4 Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.