COVID-19 Prevention Strategy – General Controls for University Personnel

The Drexel University Department of Environmental Health and Safety is issuing the following work controls in accordance with the current [orders](https://www.pa.gov/guides/responding-to-covid-19/) issued by the Governor of Pennsylvania to reduce the likelihood of spreading Covid-19 (SAR-CoV-2 virus) at the University:

Stay Home if you are Sick

Early detection of illness can prevent the spread of COVID-19 to your colleagues. Drexel personnel must stay home if:

* Shortness of breath or a cough within the last 14 days

Or at least two of these symptoms:

* Temperature exceeds 100.3 F when measured with a household thermometer
* If you are unable to take your temperature, evaluate if you have signs/symptoms of a fever: sweating, chills and shivering, headache, muscle aches, loss of appetite, irritability, dehydration and general weakness.
* Loss of smell or taste
* Sore throat
* Anyone in your household has been diagnosed with COVID-19 or has demonstrated COVID-19 symptoms within the last 14 days.
* You have had close contact (within 6 feet for 10 or more minutes) with anyone outside your home who has a confirmed COVID-19 diagnosis or COVID-19 symptoms within the last 14 days.
* Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (10 minutes or longer); or
* Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on)
* Refer to the [CDC](https://drexel0-my.sharepoint.com/personal/ajs56_drexel_edu/Documents/EVPRI/COVID-19/ORI%20messages/EHS%20docs/%E2%80%A2%09https%3A/www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) website to keep current with the symptoms of COVID-19.

University personnel who do not feel well should contact their primary care provider for guidance and testing. Immediately after calling your provider, please email covid19@drexel.edu and provide your name and a phone number that a Drexel representative can use to contact you. It is imperative that Drexel University is aware of any exposure risk to the members of the Drexel community.

Personnel who are feeling unwell are REQUIRED to follow the [Human Resource Return to Work Policy](https://drexel.edu/hr/about/covid-19-resources/).

Personnel working on-campus should log into the Drexel Health Tracker app to report whether or not they are experiencing COVID-19 symptoms. Personnel should report this information prior to coming to campus each day.

How to Prevent Spread

How to prevent the Spread

Face Covering Requirement

Face coverings are intended to limit the risk of the wearer exposing a coworker to undetected illnesses or infections, including COVID-19.  Face coverings do not necessarily provide the wearer with extra protection. **Face coverings are not a substitute for physical distancing.**

Personnel must wear a face covering at all times in campus buildings (unless there is a designated office), interacting with others in outdoors and public spaces and when using University vehicles (unless there is a designated vehicle).

* Personnel may remove the face covering when eating and drinking.
* Personnel with medical conditions that make it difficult to wear a face covering are permitted on campus without having to provide medical documentation.
* Personnel may remove the face covering if the covering creates a safety hazard.
* Additional requirements have been issue for personnel working in research laboratories and clinical practice locations.

N-95 respirators are acceptable but not required unless needed to protect against specific hazards. In general medical/surgical face masks and respirators are in very limited supply and ideally should be reserved for healthcare staff.

* Any time a reusable face covering is removed, it must be stored in a storage bag as detailed under Face Covering Removal and Storage procedures.
* Respirators with exhalation valves, including N95s must not be worn because the exhalation valve allows unfiltered exhaled air to be released.

Types of Face Coverings

**Cloth Face Covering**

**Acceptable for use**

**Drexel Fabric Mask**

**Loosing-fitting reusable fabric face covering.**

**Acceptable for use**

**Surgical Face Masks**



**Commercially made or homemade 2-ply cotton face covering.**

**Loose-fitting disposable masks that cover the nose and mouth.**

**Acceptable for use if properly made.**



**Respirators (n95, N99, N100) with One Way Valve**

**Face coverings with exhalation valves must not be used because the exhalation valve allows respiratory droplets to escape when talking, coughing or sneezing.**

**Not Acceptable for use**

**Respirators (n95, N99, N100)**

**Tight-fitting, NIOSH approved respirators are in limited supply and should be reserved for Healthcare personnel.**



**Not recommend for use by non-healthcare personnel**

Putting On (Donning)

Donning Face Covering - refers to putting on the face covering.

Doffing Face Covering – refers to removing the face covering

Reuse

* Face coverings like surgical masks or face masks can be reused until the mask is torn, visibly soiled or hard to breathe through.
* Drexel Fabric Masks and Cloth masks should be laundered at home using household supplies. Do not use bleach.
* Do not spray or soak face coverings with alcohol.
* Do not expose the face covering to heat above 200 F
* Inspect the face covering for damage or soiling after each wash and use. Do not use damaged face covering.

Storage Between Use

* Store in a paper bag
* Do not use plastic sealable bags. Moisture will build up when placed in sealed plastic bag.

Social Distancing

Personnel must remain at least six (6) feet from all people at all times. A face covering is not a substitute for physical distancing.

* Remote work arrangements should be continued whenever possible to limit the number of people in the office.
* Stay out of crowded places and avoid gatherings.
* Do not gather in groups. If in-person meetings are required, limit the attendance to less than ten (10) people and maintain six (6) feet of physical distance.
* Use virtual meetings and phone calls than in-person meetings.
* 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.

Specific procedures have been developed for the Recreation Center, Academy of Natural Sciences, Research Laboratories, and Clinical Operations.

Facilities

Facilities Management has installed visual cues throughout campus to maintain physical distance. Personnel must follow the visual cues.

* Floor markers are installed in student centers, elevator cabs, retail stores, recreation areas and campus service points (library, dragon card, parking, registrar, admissions, etc) to indicate standing position, entry/exit, and walking direction.
* Maximum occupancy signs are installed in student centers, elevator lobbies, retail stores, recreations areas, and campus service points (library, dragon card, parking, registrar, admissions, etc).
* Physical barriers are installed at all customer service windows and front desks in the dormitories.
* Entry and exits signs are installed to maintain physical distancing.
* Outdoors
* Seating will be adjusted to maintain physical distancing.
* Signs are installed on seating that should not be used due improper physical distancing.
* Seating in common/study areas inside building has been rearranged to ensure physical distancing. Facilities Management has marked or covered seating that does not meet the physical distancing rule.

Departments Heads and Supervisors

Department Heads and Supervisors must evaluate their work areas to ensure physical distancing. The following should be considered:

* Ensure adequate separation between work stations.
* Use every other cubicle or work station to ensure physical distancing.
* Physical barriers like plastic shields or plexiglass is not a substitute for physical distancing.
* Limit the number of personnel in breakrooms and kitchenettes.
* Arrange seating to be forward facing to avoid personnel sitting face to face.
* Arrange seating in office to ensure physical distancing. Place signs on seats that do not meet the physical distancing rule.

Residential Buildings

All tasks in occupied residential rooms must follow the EHS screening procedures for work that requires vendors, contractors, and Facility Management personnel to enter the room. Residents must wear a face covering when receiving visitors.

Hand Hygiene

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. Avoid touching your nose, mouth and eyes with unwashed hands.

Wash your hands:

* After being a public space.
* After blowing your nose, coughing, or sneezing.
* After handling mail or packages.
* After using the restroom.
* After using shared equipment, tools, desk, etc. If possible avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible.

Hand sanitizer stations are installed throughout campus in specific locations such as entrances, elevator lobbies and front desks of dormitories.

The use of gloves to maintain hand hygiene is not required on campus. Gloves should be worn when using cleaning products/disinfectant. If gloves are required utilize the following glove removal procedure:

* Outside of gloves may be contaminated. Wash or disinfect with hand sanitizer if possible.
* Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove.
* Hold removed glove in gloved hand.
* Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove.
* Discard gloves in a waste container.
* Immediately wash hands with soap and running water for 20 seconds or use hand sanitizer (containing between 60% and 80% alcohol) if soap and running water is not readily available.

Cleaning and Disinfection

Facilities management personnel are cleaning and disinfecting high touch surfaces throughout campus at least two (2) times per day with an EPA approved disinfectant. Facilities management will not be disinfecting personal work stations or offices.

Dragon shuttles will be removed from service every few hours to be disinfected. The shuttles will be disinfected at least two (2) times per day.

All occupants should be aware of their immediate work areas and should adhere to the following:

* 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 individuals’ phones, desks, offices, or other work tools and equipment, when possible. If it can’t be avoided, clean and disinfect the items before and after use.

When wiping down surfaces the chemical disinfectant must remain on the surface for a specific period of time in order to be effective. The [EPA List N](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#filter_col1) as well as the product label will list the specified contact time. Personnel must follow all of the instructions on the label to ensure safe and effective use of the chemical disinfectants. Review the Safety Data Sheet (SDS) prior to using the chemical.

* Wear the required personal protection equipment (PPE) when handling the chemical disinfectant like gloves and safety glasses.
* Some disinfectants may require additional ventilation to be used safely.
* Do not mix one disinfectant with other cleaning agents.

Building Systems

Facilities Management initiated plans to ensure the building system are operating as normal after the shutdown of the campus. The following outlines key areas of the plan:

* Adjusting ventilation rates to allow for more fresh area into buildings.
* Flushing all water systems to reduce the potential for bacteria in the water.
* Flushing all cooling system to reduce the potential for bacteria in the systems.
* Evaluating other technology to clean the air supplied to the office environments.
* Adjusting the energy set back modes to keep supplying the building with fresh air.
* Evaluating different air filters to determine if the building’s systems can handle the higher filtration.

Additional Resources

University personnel can utilize the following links and numbers:

[Drexel Response to COVID-19](https://drexel.edu/now/coronavirus/response/)

[Human Resource COVID-19 Resources](https://drexel.edu/hr/about/covid-19-resources/)

[Real Estate and Facilities](https://drexel.edu/facilities/)

[Department of Environmental Health and Safety](https://drexel.edu/facilities/healthSafety/Overview/)

[Public Safety](https://drexel.edu/publicsafety/)

[Drexel Compliance Hotline](https://drexel.edu/cpo/hotline/overview/)

[Centers for Disease Control](https://www.cdc.gov/coronavirus/2019-nCoV/index.html)

[Pennsylvania Governor](https://www.pa.gov/guides/responding-to-covid-19/)

[Pennsylvania Department of Health](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx)

[Philadelphia Department of Health](https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/)

Important Numbers:

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| Department  | Telephone Number |
| Drexel University Police  | 215-895-2222 or 911 |
| Public Safety Dispatch | 215-895-2282 |
| Facilities Management | 215-895-1700 |
| Environmental Health and Safety  | 215-895-5919 |
| New College Building and Bellet Building Security  | 215-762-7110 |
| Queen Lane Security  | 215-881-8102 |
| Academy of Natural Sciences Security  | 215-299-1019 |
| 219 North Broad Security  | 215-762-5501 |
| 1427 Vine Street Security  | 267-507-6719 |
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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.