Prepared SCU: How We Work
SCU’s Workplace Health and Safety Plan
Disclaimer

The information provided in this training is based on current information regarding best practices, guidance and requirements from federal, state and local health agencies, and other recognized authorities.
Goal

The goal of this training module is to:

- Raise the campus community awareness about COVID-19
- Inform you about SCU's workplace health and safety plan, Prepared SCU: How We Work
- Provide instruction on how to implement and comply with the Prepared SCU: How We Work plan when returning to campus
Introduction

- SCU has developed a workplace health and safety plan, *Prepared SCU: How We Work*. The information in this presentation is intended to educate you on its elements.

- SCU’s work environment is varied and each of us need to do our part in protecting each other.

- While supervisors will be asked to lead the implementation of this plan within their respective work areas, all employees play a role in the creating a safer campus.
Prepared SCU: How We Work
Focus on Maintaining a Safer Work Environment

- Implement social distancing practices during in-person interactions
- Reinforce the wearing of face coverings, good hand washing, and sneeze/cough practices
- Perform enhanced cleaning and disinfection of work areas
- Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in an SCU facility
Prepared SCU: How We Work
Focus on Reducing Transmission

- Require sick employees to stay home
- Perform daily COVID-19 symptom checks of employees, guests, contractors, and vendors entering our work areas
- Identify where and how employees might be exposed to COVID-19 within our diverse work environment
- Quarantine and/or isolation of those who are positive or potentially positive for COVID-19
- Educate employees on SCU’s COVID-19 protection protocols
Prepared SCU: How We Work
Focus on Maintaining Healthy Business Operations

- Implement flexible sick leave and associated policies and practices that enable and encourage employees to self-quarantine or isolate if they are sick, have been exposed to someone who is sick, or are taking care of someone who is sick.

- Promote continued remote work where possible.

- Establish practices and procedures that promote social distancing and which may include physical alterations to the work environment, remote work, alternating shifts, reduced in-person gatherings and meetings, etc.

- Plan for possible disruptions to business operations due to changes in State and County public health orders, changes in employee availability due to illness and other workplace and workforce disruptions related to COVID-19.

- Provide resources that support mental health, professional development and other guidance to support the transition back to campus.
COVID-19 Awareness and Protection
COVID-19

- Coronavirus disease 2019, or more commonly referred to as COVID-19, is a respiratory illness that spreads from person to person.
  - The disease results from infection with the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) which is closely related to the virus that cause the SARS epidemic in the early 2000s.

- Symptoms of COVID-19 may include fever, muscle or body ache, sore throat, fatigue, headache, loss of taste or smell, coughing, shortness of breath.

- COVID-19 is considered a global pandemic with community spread.
COVID-19

- COVID-19 is spread person to person or by touching contaminated surfaces.
- No vaccine is currently available.
- Asymptomatic individuals transmit a significant percentage of the disease to others.
- The most effective way to prevent the illness is to avoid exposure to the virus.
Stopping the Spread of COVID-19

Our personal behaviors and actions play a significant role in mitigating the spread of the virus.

All faculty, staff, and students are expected to do their part, by:

✓ Completing daily symptom screenings
✓ Not coming to campus if you are sick or experiencing any COVID-19 symptoms
✓ Participating in SCU’s COVID-19 and contact tracing program
✓ Wearing face coverings at all times on campus—indoors and outdoors
  ○ Note: Face coverings do not eliminate the need to follow social-distancing practices—face coverings and social distancing complement each other
✓ Practicing social distancing (6-feet minimum) at all times—indoors and outdoors
✓ Washing or sanitize hands frequently throughout the day
✓ Practicing good cough and sneeze hygiene
✓ Adhering to SCU’s phased campus return strategy
Stopping the Spread of COVID-19

Watch this short video on stopping the spread of COVID-19
(Note: there is no sound with the video)

Reducing the Spread of COVID-19

To contain the possible spread of COVID-19 on our campus, early identification of cases and their close contacts is critical. Our approach to “box the virus in” includes the following strategy which is dependent on all four components:

1. Strategic testing
2. Isolating infected people
3. Tracing close contacts
4. Quarantining close contacts
# Quarantine and Isolation

## What’s the Difference between Quarantine and Isolation?

<table>
<thead>
<tr>
<th>Quarantine</th>
<th>Isolation</th>
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<tbody>
<tr>
<td>Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.</td>
<td>Separates people who are showing symptoms of disease or tested positive for a contagious disease from people who are not sick.</td>
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<tr>
<td><em>(Example: person arriving from a location where confirmed COVID-19 infections were present)</em></td>
<td><em>(Example: person with a confirmed COVID-19 infection)</em></td>
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<tr>
<td><strong>A person is in quarantine to determine if an infection exists</strong></td>
<td><strong>An infected person is in isolation to prevent further contamination</strong></td>
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</tbody>
</table>
Contact Tracing

- Contact tracing involves tracing and monitoring contacts of infected people and notifying them of their exposure and subsequent need for quarantine.

- SCU’s contact tracing strategy is evolving as more information becomes available from our local public health experts, and we will keep the campus updated.
COVID-19 Testing

Two kinds of tests are currently available for COVID-19: viral tests and antibody tests:

- A viral test tells you if you have a current infection
- An antibody test tells you if you had a previous infection
- An antibody test may not be able to show if you have a current infection, because it can take 1-3 weeks after infection to make antibodies.
  - We don't yet know if having antibodies to the virus can protect someone from getting infected with the virus again, or how long that protection might last.
COVID-19 Testing

- Testing is one key component of our strategy to “box the virus in.”

- Our testing strategy will focus on viral tests until more is understood about antibodies to the virus and antibody testing.

- SCU’s testing strategy is evolving as more information becomes available and we will keep the campus updated.
COVID-19 Symptom Screening

- Santa Clara public health directives require that all employees, students, contractors, vendors, and guests be screened for COVID-19 symptoms before entering our campus buildings.

- SCU is developing a symptom screening process for all faculty, staff, and students to use. Details on the process will be communicated.

- All employees are expected to screen themselves for COVID-19 symptoms each day before coming to work. It is preferred that employees perform this check prior to coming to campus.
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever (100.4 degrees Fahrenheit or higher)
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
COVID-19 Symptom Screening

- Although you can still transmit the virus without showing symptoms, symptom screening is useful in preventing those who may be sick from entering the workplace and exposing others.

- Do not come to work if you detect any symptoms, even those that may appear to be from another source such as allergies.
  - If you are already on campus, please go home.
  - Notify your supervisor.

- **Per Santa Clara public health directives, you must be tested and self-isolate at home until the results of the test are available.**

- If you **Test Negative for COVID-19**, you may discontinue isolation and return to work when symptoms have resolved.
COVID-19 Positive Test Result, With and Without Symptoms

- **If you Test Positive for COVID-19, you must remain home and self-isolate.**
  - Notify your supervisor and HR ([jahluwalia@scu.edu](mailto:jahluwalia@scu.edu)).
  - Contact Tracing will be implemented by either SCU or local public health department.
  - You will only be allowed to return to campus after:
    - At least 3 days have passed since recovery of symptoms
    - At least 10 days have passed since symptoms first appeared

- **If you have no symptoms but test positive you must also self-isolate.**
  - Contact Tracing will be implemented by either SCU or local public health department.
  - You will only be allowed to return to campus after:
    - Negative test results from at least two consecutive COVID-19 tests at least 24 hours apart
    - At least 14 days have passed since your positive test
Close Contact Exposure with a Known Positive Case

- If you have had close-contact with a person known to have tested positive for the COVID-19 virus, per Santa Clara County public health directive, you must be tested and notify your supervisor and HR. (iahluwalia@scu.edu)

- Regardless of the test result, you must quarantine at home until 14 days have passed since the exposure, based on the time it takes to develop illness.
  - Monitor your symptoms, and contact your physician if symptoms present.
  - **If you test positive,** follow the guidance on the previous slides.
  - **If you test negative,** you must still quarantine because the virus may not present immediately.
Social Distancing

- Social distancing means keeping space between yourself and other people outside your home to avoid being exposed to the virus and slowing its spread.

- Since people can spread the virus before they know they are sick, it is important to stay away from others when possible even if you or others have no symptoms.

- Social distancing is especially important for those that are at higher risk for severe illness from COVID-19.

- Wearing face coverings does not eliminate the need to practice social distancing—they should be done in tandem.
Social Distancing

- **6 feet is the minimum distance** (more space is better).
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings both indoors and outdoors.
- At SCU, social distancing is required in all indoor and outdoor spaces—offices, classrooms, laboratories, break areas, meeting rooms, dining areas, lobbies, outdoors, etc.

**Remember:** Wearing face coverings does not eliminate the need to practice social distancing—they should be done in tandem.
Face Coverings

● SCU now requires everyone to wear a face covering when on campus whether indoors or outdoors. We must all lead by example and wear face coverings!

● Face coverings help prevent pre-symptomatic and asymptomatic individuals from inadvertently spreading the virus to others and is one of the most important actions we can take.
  ○ You can be carrying the virus and spreading it without symptoms.
  ○ Virus particles are spread when we breathe, speak, cough, or sneeze.

● **Face coverings do not eliminate the need to practice social distancing**—they should be done in tandem.
Face Coverings

- Because the requirement to wear face coverings is mandatory in Santa Clara County, SCU expects most employees to provide their own face covering.
  - Certain campus positions require employees to wear surgical masks or N95 masks and these are provided by SCU to them.

- Face coverings:
  - Should go over the nose and mouth
  - Fit snugly but comfortably against the face
  - Allow for breathing without restriction

Face Covering Do’s and Don’ts:

**Do:**
- Make sure you can breathe through it
- Wear whenever going out in public
- Make sure it covers your nose and mouth
- Wash after using:

**Don’t:**
- Use it under two years old
- Use surgical masks or other PPE intended for healthcare workers
## Face Coverings

### Cloth Face Coverings—Wear Them Properly

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<thead>
<tr>
<th>Don’t</th>
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<th>Don’t</th>
<th>Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wear a mask below your nose</td>
<td>Push a mask below your chin to rest on your neck</td>
<td>Leave your chin exposed</td>
<td>Wear a mask loosely with gaps on the sides.</td>
<td>Wear a mask so it only covers the tip of your nose.</td>
<td>Wear your mask so it comes up close to the bridge of your nose and all the way down under your chin. Do your best to tighten it so it’s snug around your face without gaps.</td>
</tr>
</tbody>
</table>
Face Coverings

- Do not touch your eyes, nose, or mouth when putting it on or taking it off.
- Wash or sanitize your hands after taking off your face covering.
- Launder your face coverings frequently.

Note: Surgical and N95 masks are in short supply and intended for healthcare workers. We encourage you to wear cloth face coverings on campus.

Image: CDC
Respiratory Hygiene—Practice Good Cough and Sneeze Etiquette

- Cover your mouth and nose with tissues when coughing or sneezing, or use the inside of your elbow (not your bare hand).
- Throw away used tissues in the trash—do not leave them on top of surfaces where others may encounter them.
- Wash hands with soap and water or hand sanitizer after sneezing.
Practice Good Hand Hygiene

- Avoid touching eyes, nose, and mouth with unwashed hands.
- Wash your hands for at least 20 seconds with soap and water.
- If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol.
- Cover all surfaces of hands and rub together until dry.

Wash Your Hands!

1. Wet
2. Get soap
3. Scrub
4. Rinse
5. Dry

Wash Your Hands!

Hands that look clean can still have lots of germs!

Wet
Get soap
Scrub
Rinse
Dry

www.cdc.gov/handwashing
The New Work Environment
The New Work Environment

- The campus and work environment will likely feel quite different for most of us from when we were last here.

- Each of us is asked to be respectful of our colleagues’ health and safety, and comply with all efforts to mitigate the spread of COVID-19.

- Supervisors should assess their respective work areas to determine if it requires space modifications or alterations in operations.
  - A variety of methods may be considered to reduce occupant densities at any given time and reduce close-contact exposures.
  - University Operations can provide assistance to building and department leads for assessing their areas.
The New Work Environment

Changes in your work area may include some of the following, which are designed to reduce employee density, promote social distancing, and reduce exposure time to others:

○ Examples may include:
  ■ Continued remote work to reduce the number of people on campus
  ■ Alternating work shifts to limit the number of direct interactions among us
  ■ Separating tables and chairs to ensure at least 6 feet of separation between employees
    ● Physical barriers may be required where this is not possible

Example of an open office area showing a staggered seating layout to promote separation.
The New Work Environment

- Changes in your work area may include some of the following, which are designed to reduce employee density, promote social distancing, and reduce exposure time to others:

  - Examples may include (continued):
    - Staggering employee break schedules to reduce break room occupancies
    - Taking breaks outdoors or at your workstation
    - Limiting the number of people in elevators to one, allowing wide berths when passing in hallways and stairways, eliminating loitering in lobbies, etc.
    - Remote meetings even when on campus, limiting the number of people in meeting rooms, and maintaining 6-feet minimum separation
    - Limiting the number of people in break rooms, lobbies, and reception areas
The New Work Environment

Changes in your work area may include some of the following, which are designed to reduce employee density, promote social distancing, and reduce exposure time to others:

Examples may include (continued):

- Sneeze Guards installed at reception desks and cashier areas
  - SCU University Operations will assess their need and provide these where necessary
- Wearing face coverings at all times
- Postings and signs at building entrances and in work areas to educate people on and reinforce area protocols
The New Work Environment

Entrances and Hallways

- When passing in hallways, provide wide berths
- Avoid lingering in lobbies and hallways
- Some buildings may have designated entry and exit routes, and directional arrows indicating paths of travel
The New Work Environment

- Elevators
  - Most elevators on campus will have reduced occupancies posted at their entrance. In many buildings, one or two people per elevator will be the maximum occupancy.

- Common Areas/Reception Areas/Informal Gathering Spaces/Lounges
  - Seating in lobbies and lounges will be restricted to ensure 6-feet separation.
  - Common use items like pens, magazines, and other commonly touched materials should be removed.
The New Work Environment

● Dining and Break Rooms
  ○ On campus food services will likely continue as to-go only.
  ○ Break rooms should primarily be used for food storage and preparation, not communal gathering.
  ○ 6-feet separation is required.
  ○ Maximum occupancy limits will be posted at break room entrances.
  ○ Users must disinfect break room surfaces post-use.

● Restrooms
  ○ Be aware of other occupants and determine whether you should wait outside to allow for social distancing.
  ○ Wash hands thoroughly with soap and water.
    ■ Dispose of paper towels in trash/compost receptacles.
The New Work Environment

● Meetings
  ○ Meetings should continue to be held remotely even when on campus whenever possible.
  ○ 6-feet separation is required.
  ○ Maximum occupancy limits will be posted at meeting room entrances.
  ○ Face coverings are required for all meetings.

● Outdoor Areas
  ○ Social distancing is required when outdoors.
  ○ Face coverings are required when outdoors.
The New Work Environment

- Guests/Contractors/Vendors
  - Refrain from having guests on campus unless absolutely necessary.
  - When they are necessary to be on campus, guests, contractors, and vendors must comply with all applicable SCU COVID-19 protection protocols.
  - The SCU hosts of guests, contractors and vendors are responsible for ensuring they are aware of, and adhere to, our COVID-19 protection protocols.
  - Guests, contractors, and vendors are required to wear face coverings, complete a symptom check before entering the work area and follow any other posted building and local area protocols.
Cleaning and Disinfection

● SCU Facilities/Custodial Services implemented enhanced cleaning and disinfection protocols at the onset of the pandemic and will continue with them until it subsides.

● SCU custodial services cannot however immediately disinfect all areas immediately after use. Therefore, all employees play a role in preventing the spread of COVID-19 by:
  ○ Wearing face coverings
  ○ Washing hands frequently
  ○ Following good cough and sneeze etiquette

● To supplement custodial services in your areas, employees will be expected to disinfect work and break areas post-use with supplies that SCU Facilities/Custodial Services will provide to each building.
Cleaning and Disinfection

- Employees should perform post-use disinfection of high-contact surfaces:
  - Doorknobs, desktops, keyboards and mice, light switches, reception desks, meeting room tables, copiers, break room appliances, phones, etc.
  - Shared and personal-use workstations should be cleaned after each shift.
Human Resources
The return to campus strategy will be a gradual, phased approach for most employees.

Remote work will likely continue to be an important tool during this time to help minimize the number of people on campus at any given time.
  ○ SCU Senior Leadership will determine which positions are conducive to continued remote work in their respective areas.
  ○ Supervisors should not plan to re-populate their respective work areas on campus until they have been notified to do so by their respective Dean or Cabinet Member.

Supervisors are expected to be flexible and creative in scheduling the workday during this time to promote less frequent person-to-person interactions while being sensitive to their employee’s personal situations.
Work Schedules—Remote and On-Campus Work

● Employees who have been approved to work remotely may borrow their existing SCU ergonomic office equipment to assist with remote work, with approval from their supervisor before removing it.
  ○ Examples could include chairs, computer monitors, ergonomic keyboards and mice, headsets, and monitor risers, etc.
  ○ Employees must return all equipment to their campus work location when their remote work arrangement ends.
  ○ Coordination of campus visits to remove office equipment should occur between employees and their supervisors.

● Should you need technology support while working remotely, resources can be found [here](#) or you may contact the IT Help Desk at (408) 554-5700 for assistance.
Work Schedules—Remote and On-Campus Work

- Employees that are at higher risk (certified by a medical professional) for severe illness from COVID-19 or that require accommodations which may affect their ability to work on campus may have questions/concerns about returning.
  - Supervisors are expected to work with their employees and HR to address these cases. Please contact Indu Ahluwalia at iahluwalia@scu.edu for more information.
If an employee is unable to work because they are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional), the employee can file a Paid Family Leave claim form.

- Please contact Indu Ahluwalia at iahluwalia@scu.edu.

If an employee is unable to work due to having COVID-19 or being exposed to COVID-19 (certified by a medical professional), the employee may be eligible to receive short-term disability benefits.

- Please contact Indu Ahluwalia at iahluwalia@scu.edu for more information on short-term disability benefits.
Work Schedules—Remote and On-Campus Work

- The Department of Human Resources is committed to providing assistance and resources to our valued employees.

- Should you have specific questions or concerns regarding employment, benefits, leaves or other available resources please do not hesitate to contact your HR Partner for assistance.
Employee Resources

COVID-19 HR Resources - scu.edu/covid-19-hr-resources

Resources
- Health & Wellbeing
- Financial Related
- Family Resources

Working Remotely - The “New” Work Environment
- Tips for Working Remotely (including articles)
- Technology Support

Staying Engaged

Practicing Wellness and Self Care

Activities for Parents with kids at home
Complying with the Prepared SCU: How We Work Plan

- By completing this training, you are acknowledging that you understand and will comply with all applicable elements of the Prepared SCU: How We Work plan.
- To certify completion of this training, please complete this short (1 min) certification form at scu.az1.qualtrics.com/jfe/form/SV_5jRu3xLp5rfDKxn.
Thank You

The safety and well being of the SCU Bronco community is our top priority.

Thank you for doing your part to help minimize the spread of COVID-19 and keeping our colleagues, families, and friends safe.