



## COVID-19 Preparedness & Response Plan

### Purpose & Scope

The purpose of this preparedness and response plan is to eliminate or minimize employee occupational exposure to SARS-CoV-2, the virus that causes COVID-19. This plan applies to all faculty, staff, contractors, sub-contractors, and visitors that have and may have occupational exposure to SARS-CoV-2.

This plan is accessible during each work shift for any employee to review. It is located at the **Physical Plant building #1114 with EHS** and on the **FSU EHS homepage under COVID-19 Program**.

### Exposure Determination

Per OSHA 3990-03 2020 “*Guidance on Preparing Workplaces for COVID-19*”, Fayetteville State University is classified as a **MEDIUM** Exposure Risk on the Occupational Risk Pyramid for COVID-19. Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in their risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the public (e.g., schools, high-population-density work environments, some high – volume retail settings).



While majority of FSU occupations are classified into the medium exposure risk category, there are a few that are classified as **HIGH** exposure risk. High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. The following job classifications and tasks are classified as high exposure risk:

Academic / Non-Academic Buildings & Resident Housing	
Housekeeping	Cleans restrooms and public areas where possible contact with SARS-CoV-2 is likely to occur. Collect waste with potentially infectious materials from residents for disposal.

<b>Public Safety</b>	
Public Safety Officer / Supervisor / Chief / Director	Required to response to accidents and injuries that may involve close contact with potentially infected personnel.
Emergency Management Director	Required to response to accidents and injuries that may involve close contact with potentially infected personnel.
Environmental Health & Safety Officer	Required to response to accidents and injuries that may involve close contact with potentially infected personnel.
<b>Student Health Services</b>	
Nurses	Conducts COVID-19 testing. Required to response to accidents and injuries that may involve close contact with potentially infected personnel.
Physicians	Conducts COVID-19 testing. Required to response to accidents and injuries that may involve close contact with potentially infected personnel. Required to response to accidents and injuries that may involve close contact with potentially infected personnel.

### **Compliance Methods**

Universal precautions will be observed to prevent the exposure and limit transmission of COVID-19. All faculty, staff, contractors, sub-contractors, and visitors are required to pre-plan and increase protective measure if they:

- Are indoors
- Cannot maintain a physical distance (6 feet minimum)
- Cannot wash their hands easily
- Suspect they or a person around them might be sick

The following engineering controls will be utilized:

- The installation of physical barriers / plexiglass (i.e. clear plastic sneeze guards) where feasible
- Increasing natural ventilation through opening of windows when mechanical ventilation is not available

The following administrative controls will be utilized:

- Encouraging faculty, staff, contractors, sub-contractors, and visitors to stay home if they are sick
- Keeping faculty, staff, contractors, sub-contractors, and visitors informed about symptoms of COVID-19 and protective measure through signage
- Limiting the public's access to the university
- Limiting FSU faculty and staff on campus through remote work, alternating schedules, and/or staggered reporting/departing
- Minimizing contact among faculty, staff, contractors, sub-contractors, and visitors by replacing face-to-face meetings with virtual communications (i.e. Zoom, Microsoft Teams, etc.)
- Communicating the availability of medical screening and other worker health resources

- Posting signage throughout campus indicating how to proceed in buildings (Know your W's Sign, Attachment 1), social distancing, room occupancy numbers (Max Occupancy Sign, Attachment 2), and proper handwashing (CDC Handwashing Sign, Attachment 3a, 3b, & 3c)
- Providing all faculty and staff initial and refresher COVID-19 Training
- Encouraging social distancing
- Discouraging faculty and staff from using other workers' phones, desks, offices, or other work tools and equipment where feasible
- Identifying and isolating potentially infected individuals
- Encouraging faculty, staff, contractors, and sub-contractors to self-monitor for signs and symptoms of COVID-19
- Restricting the number of personnel entering isolation and quarantine areas
- Providing face masks to infected and potentially infected faculty and staff
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks ([www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers))
- Developing emergency communication plans, including a forum for answering employees concerns

The following hygiene practices is recommended to all faculty, staff, contractors, sub-contractors, and visitors:

- Handwashing per WHO technique with soap and water, especially:
  - Before, during, and after preparing food
  - Before eating food
  - Before and after caring for someone who is sick with vomiting or diarrhea
  - Before and after treating a cut or wound
  - After using the toilet
  - After changing diapers or cleaning up a child who has used the toilet
  - After blowing your nose, coughing, or sneezing
  - After touching an animal, animal feed, or animal waste
  - After handling pet food or pet treats
  - After touching garbage
- Utilizing hand sanitizing per WHO technique that is at least 60% alcohol-based
- Encouraging proper respiratory (cough/sneeze) etiquette
- Providing faculty, staff, and visitors with tissues

### **Personal Protective Equipment (PPE)**

Faculty and staff that are classified as medium exposure are required to wear a cloth face covering when going out in public. They are intended to protect others in the event the faculty or staff member is infected. Cloth face coverings should provide an adequate amount of protection but be breathable, cover the nose and mouth, and washed regularly per manufacturer's recommendation.

**Supervisors** are responsible for ensuring that the following provisions are met for employees that are classified as a high exposure risk.

All PPE used will be provided without cost to the employee. PPE will be chosen based on the anticipated exposure to SARS-CoV-2. The PPE will be considered appropriate only if it does not permit SARS-CoV-2 to pass through or reach the employee's clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time while the protective equipment will be used. At this university, high exposure risk employees are provided with the following PPE: Disposable gloves, gowns, face masks / face shields, goggles, and N95 masks.

## Gloves

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with SARS-CoV-2; when performing respiratory access procedures; and when handling or touching contaminated items or surfaces.

Disposable gloves are not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or if they are torn, punctured, or their ability to function as a barrier is compromised.

## Eye & Face Protection

Face masks / shields or goggles must be worn whenever aerosol or droplets of SARS-CoV-2 may be generated and eye, nose, or mouth contamination can be reasonably anticipated. The following situations with the student health center would require that such protective eye and face protection be used:

Any medical situation that might expose any medical and non-medical personnel to SARS-CoV-2.

The process for evaluating existing controls and potential changes in engineering and administrative controls, hygiene practices, and PPE involves consultation with non-management direct-care employees as follows:

**JHA's and site inspections will determine the initial hazard controls. Employee involvement will take place at an employee – EHS Officer / Professional scheduled interval, while updating this plan, and through open communication between all employees and the EHS Officer / Professional during the year.**

## Housekeeping

In the event a faculty or staff member has tested positive for COVID-19, housekeeping will wait 24-48 hours prior cleaning and disinfecting the area. The following disinfectants will be used to clean and disinfect: Buckeye Eco Products (E22, E23) or SC Johnson TruShot.

All bins, pails, cans, and similar receptacles shall be inspected and disinfected on a regularly scheduled basis by **housekeeping**.

Individual faculty and staff are encouraged to disinfect frequently touched immobile surfaces, vehicle surfaces, and personal objects regularly, before and after use, if someone else used them, and with an appropriate disinfectant.

- Immobile surfaces include tabletops, doorknobs, light switches, countertops, handles, desks, toilets, faucets, and sinks
- Vehicle surfaces include door inner / outer handles, seat belt clips, gear level/shift, hand brake, all levers, buttons, and steering wheel
- Personal objects include books, phones, keyboards, writing and drawing utensils, water bottles, and sporting equipment

All disinfectants used at FSU must be EPA registered disinfectants. These disinfectants are listed here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

## **Regulated Waste**

Regulated waste generated in the Spaulding Infirmary and Smith Hall must be placed in containers that are closeable and constructed to contain all contents and prevent leakage. All regulated waste containers must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

*Note: Disposal of all regulated waste must be in accordance with all applicable federal, state, and local regulations.*

## **Labels & Signs**

All trained employees will ensure that biohazard labels are affixed to containers of regulated waste and other containers used to store, transport, or ship infectious material. The universal biohazard symbol will be used. Labels will be fluorescent orange or orange-red and will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents loss or unintentional removal. Red bags or containers may be substituted for labels

## **Exposure Situations**

### **Faculty or Staff Member Exhibits COVID-19 Symptoms**

If a faculty or staff member exhibits COVID-19 symptoms, they must remain at home until they provide a note from a healthcare provider returning them to work. Fayetteville State University will similarly require a faculty or staff member who reports to work with symptoms to return home. HR will provide the faculty or staff member with the following document: COVID-19 Daily Self-Checklist (Attachment 4).

### **Faculty or Staff Member Test Positive for COVID-19**

A faculty or staff member who tests positive for COVID-19 will be directed to self-quarantine away from work. Faculty and staff members who test positive and are directed to care for themselves at home may return to work when they provide a note from a healthcare provider returning them to work. Faculty and staff members who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. Fayetteville State University will require the faculty or staff member to provide the Office of Human Resources with documentation clearing them to return to work.

### **Faculty and/or Staff Member(s) has close contact with positive tested individual outside of work**

Faculty and/or staff members who have come into close contact with someone that has tested positive outside of work will be directed to contact their medical provider. Close contact is defined as six (6) feet for a prolonged period. If Fayetteville State University is notified that a faculty or staff member has tested positive, the local county health department will conduct an investigation to determine individuals who may have had close contact with the confirmed-positive faculty or staff member in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive faculty or staff member to self-quarantine for 14 days from the last date of close contact with that faculty or staff member. If a faculty or staff member learns that they had come into close contact with a confirmed-positive individual outside of the workplace, they should contact their medical provider for instructions and they must alert their supervisor that they will be absent. Their supervisor will notify HR.

## **Faculty and/or Staff Member(s) has close contact with positive tested individual at work**

Faculty and/or staff members who have come into close contact with someone that has tested positive at work will be directed by their supervisor, in consultation with HR, to self-quarantine for 14 days from the last date of close contact with that individual.

## **Positive Case of COVID-19 at FSU**

In the event there is a positive case at FSU, the university will do the following, immediately evacuate the work area, and notify affected faculty and staff. All employees who worked closely with the infected employee and/or all employees who worked in the nearby vicinity by will be sent home immediately to help reduce the transmission of COVID-19. This will be determined at the discretion of EHS / Facilities Management.

At the direction of EHS, the supervisor, in consultation with HR will take reasonable action to notify all employees that an infected employee has or may have been near them during the last 14 days. When notifying employees that they are being sent home, the supervisor will not identify by name the infected employee or disclose other specific information that may allow others to identify the employee as this is a violation of confidentiality laws.

Once notified, the EHS Officer / Professional will document (Attachment 5) and notify the OSHR Safety & Health Manager on all employee COVID-19 infections and resulting worksite evacuations, as well as for any other safety related issues.

## **Information & Training**

Human Resources will ensure that COVID-19 training (Returning to work during the COVID-19 Pandemic) is initially provided and repeated per guidance from UNC systems and FSU administration. Training will cover, at minimum, the following topics:

- a) A general explanation of the epidemiology and symptoms of COVID-19
- b) An explanation of the modes of transmission of COVID-19
- c) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate hygiene practices and personal protective equipment
- d) Information on the appropriate actions to take and persons to contact if infected or potentially infected with COVID-19

## **Recordkeeping**

In accordance with OSHA 29 CFR 1904 recordkeeping requirements, the FSU EHS Officer / Professional is required to record workplace illnesses associated with COVID-19 on their OSHA 300 logs if a faculty or staff member is infected as a result of performing their work-related duties. However, pursuant to OSHA's "*Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 (COVID-19)*"

- FSU is only responsible for recording cases of COVID-19 if all the following are true:
  - The case is a confirmed case of COVID-19;
  - The case is work-related as defined by 29 CFR 1904.5; and
  - The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g., medical treatment beyond first aid, days away from work.)

Training Records: The EHS Officer / Professional is responsible for maintaining COVID-19 Prevention and Response Training for Faculty and Staff. The training records will include the date(s) of the training session(s), content or summary of the training, instructors' names and qualifications and the names of all faculty and staff attending the training sessions.

### **Periodic Review**

The COVID-19 Preparedness and Response Plan will be reviewed by the **EHS Officer / Professional** periodically. When new tasks, procedures, and/or positions are added or modified/revised which affect occupational exposure and new COVID-19 information becomes available, this plan will be updated immediately to reflect these changes.

# Know Your Ws



## WEAR

a cloth face covering.



## WAIT

6 feet apart. Avoid close contact.



## WASH

your hands often or use hand sanitizer.

**STOP!**  
Do not enter if you have these symptoms of COVID-19

- Cough
- Shortness of breath
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

**Staying apart brings us together.  
Protect your family and neighbors.**



**#StayStrongNC**

Learn more at [nc.gov/covid19](https://nc.gov/covid19).





# EMERGENCY MAXIMUM OCCUPANCY FOR THIS ROOM IS



**#StayStrongNC**

[nc.gov/covid19](https://nc.gov/covid19)

Office of the Governor  
by Executive Order



NC DEPARTMENT OF  
HEALTH AND  
HUMAN SERVICES



KEEP  
CALM  
AND  
WASH  
YOUR  
HANDS



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

Wash your hands with soap  
and water for at least  
**20 SECONDS.**

LIFE IS BETTER WITH  
**CLEAN  
HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



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## COVID-19 Daily Self-Monitoring Checklist

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All employees scheduled to work on campus are required to complete this daily self-monitoring checklist before reporting to work. **If you reply YES to any of the questions in the checklist, stay home and follow the steps outlined below:**

- Do you have a **Fever** (temperature of 100.4 F or higher) without having taken any fever reducing medications?
- Do you have **Chills**?
- Do you have a **Cough**?
- Do you have **Shortness of Breath or Difficulty Breathing**?
- Do you have **Congestion or a Runny Nose**?
- Do you feel **Fatigued**?
- Do you have **Muscle Aches**?
- Do you have a **Sore Throat**?
- Do you have a **Headache**?
- Do you have a **New Loss of Smell or Taste**?
- Have you experienced any gastrointestinal symptoms such as **nausea/vomiting, diarrhea, loss of appetite**?
- Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

**If you reply YES to any of the questions in the checklist, STAY HOME and follow the steps below:**

1. Call your supervisor.
2. Call you healthcare provider for guidance on testing/medical care.
3. Call or email Kay Faircloth in Human Resources for questions regarding available leave for COVID-19 related absences ([jfaircl6@uncfsu.edu](mailto:jfaircl6@uncfsu.edu) or 910-672-2461).

**If you start feeling sick during your shift, notify your supervisor, go home, and follow steps 2 and 3 above.**

**If you are sick with COVID-19 or believe you might have it, you should stay home. You may return to work when you provide a note from your healthcare provider returning you to work.**

