

Health and Safety Plan

(COVID-19)

Version

4.0

December 14, 2020

| | |
|--|----|
| Record of Changes | iv |
| Table of Contents | v |
| Health & Safety Plan (COVID-19) | 1 |
| I. Introduction | 1 |
| II. Public Health Policy | 1 |
| III. Definitions | 2 |
| IV. Standard Protective Measures | 3 |
| Stay Home If Sick | 3 |
| Cooperate Fully with Testing and Contact Tracing | 4 |
| Good Hand and Surface Hygiene | 4 |
| Face Coverings and Physical Distancing | 4 |
| V. Vulnerable Populations | 4 |
| VI. Screening and Attestation | 4 |
| VII. COVID Testing and Contact Tracking | 5 |
| Case Management Procedure | 5 |
| COVID-19 Testing Strategy | 6 |
| VIII. EH&S COVID-19 Prevention Training | 7 |
| IX. Physical Distancing and Groups | 7 |
| General Criteria | 7 |
| Classrooms, Labs, and Group Learning Activities | 8 |
| Elevators and Restrooms | 8 |
| X. Cleaning and Disinfection Practices | 8 |
| General Criteria | 8 |
| Water Fountains and Bottle Fillers | 8 |
| Cleaning and Disinfection of General Office Spaces | 9 |
| Disinfection of Laboratory Spaces | 9 |
| Disinfection of Gyms, Computer Labs, Libraries, and Other High Traffic Areas | 10 |
| Classrooms | 10 |
| Campus Custodial Disinfection | 10 |
| XI. Use of Face Coverings | 12 |
| Required Face Coverings Criteria | 12 |
| Prohibited Items | 12 |

Face Covering Exemptions 13

XII. Physical Distancing Controls and Barriers 13

 Reconfiguring Spaces 13

 Sneeze Guards..... 13

 Barrier Ropes..... 14

 Demarcation Tape..... 14

 Administrative Controls 14

XIII. Requests for Accommodations 15

XIV. Enforcement 15

XV. Signage..... 16

XVI. Plan Review and Updates 16

Health & Safety Plan (COVID-19)

I. Introduction

The purpose of this document is to offer specific guidance regarding mitigation measures employed at FAU to limit the spread of COVID-19 in our FAU community. These measures have been identified by health experts as integral to reducing the communication of the virus that causes COVID-19, thus permitting the operations of our community to continue utilizing a conditions-specific approach.

The measures contained herein are not exhaustive but provide a basic roadmap that can be instituted at all corners of our campus community. Responsibility is shared by faculty, staff, and students to help avoid illness and maintain operations. Specific operations associated with employees and students at FAU will be operationalized at each Unit, Division, and Department based on the principle elements of the FAU Reopening Plan.

This plan is subject to change and will be updated and communicated based on the latest available information from health authorities and FAU administration.

II. Public Health Policy

In accordance with University [Policy 4.1.2. Environmental Health & Safety](#), public health policy is established by the Public Health Office within the Office of Environmental Health & Safety (EHS). The management of public health for COVID-19 is based on the most current guidance from the CDC, FLDOH, and other regulatory authorities. Public Health policy areas encompassed by this include but are not limited to:

- Establishing the health and safety protocols for the University.
- Evaluation and approval of unit plans to promote safe work environments and maintain compliance with public health policies in collaboration with the Department of Emergency Management (DEM) per University [Policy 1.14 Emergency Management](#)
- Evaluation and modification of plans for efficacy post execution in collaboration with DEM.
- Establishing site-specific application of CDC guidance including isolation and quarantine policies.

- Oversight of unit-level compliance to established health and safety plans and all applicable rules and procedures, guidelines, regulations, and laws.

III. Definitions

Close Contact: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time (15 minutes or more). Note that the 15-minute period identified by the CDC is a cumulative time of all close interactions per day. Avoid all interactions inside the 6-foot range.

Physical distancing – Defined as remaining a minimum of 6-feet away from others to avoid getting sick or spreading germs to others.

Face covering – A piece of cloth (preferably cotton) that fits snugly but comfortably against the side of the face, covers the nose and mouth, includes **multiple layers** of cotton fabric, allows breathing without restriction, and can be laundered and machine dried without damage or change in shape. For the purposes of this document, face covering may include dust masks and personal protective equipment manufactured to cover the nose and mouth and filter the air. Face shields, single layer cloth, or face coverings with exhalation ports are not considered appropriate face coverings when worn alone.

Isolation - Separates sick people with a contagious disease from people who are not sick for a period of time until they are medically cleared to return to the general population. Isolation is necessary for confirmed and presumptive cases of COVID-19.

Public Activities: For the purposes of this document, the term public activities include any activities on campus that take place around others or could potentially bring someone in contact with others.

Quarantine: Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. Quarantine is necessary for those with close contact to COVID+ cases and other instances as advised by the CDC.

Safety Triad: The minimum measures required to control the spread of COVID-19, the Safety Triad is the three requirements of the FAU Community including the following **at all times:** universal face coverings, physical distancing of at least 6 feet from others and sanitizing hands and surfaces frequently.

Vulnerable Population: For the purposes of this document, the CDC defines the Vulnerable Population as those who must take additional precautions due to a higher risk of severe illness from COVID-19 including people who are:

- Age 65 or older
- At [increased risk of severe illness from COVID-19](#) due to having one or more of the following medical conditions:
 - Cancer
 - Chronic kidney disease
 - COPD (chronic obstructive pulmonary disease)
 - Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - Immunocompromised state (weakened immune system) from solid organ transplant
 - Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
 - Severe Obesity (BMI ≥ 40 kg/m²)
 - Pregnancy
 - Sickle cell disease
 - Smoking
 - Type 2 diabetes mellitus
- A household member who resides with someone [at increased risk of severe illness from Covid-19](#) due to having one or more of the above underlying medical conditions

IV. Standard Protective Measures

All members of the FAU Community have equal responsibility to protect themselves and those around them and cooperate with the health and safety measure to control the spread of COVID-19 while on FAU campuses.

Each member of the FAU Community will be responsible for supplying their own face coverings and personal hand sanitizers.

Stay Home If Sick

- Do not go to work or school if you are sick

- Contact Student Health Services immediately and follow their instructions.

Cooperate Fully with Testing and Contact Tracing

- Provide full information to Student Health Services or the Department of Health when asked.
- Follow instructions for testing when notified.

Good Hand and Surface Hygiene

- Wipe down frequently touched or work surfaces before use.
- Wash/sanitize hands frequently.
- Cough/sneeze into a tissue. Dispose of used tissues immediately into a trashcan and then wash hands.

Note: If there are no tissues available, cough/sneeze into the crook of your elbow, not your hands

- Avoid touching your face, eyes, nose, and mouth. This can accelerate the spread of infection.

Face Coverings and Physical Distancing

- Wear face coverings at all times while on campus unless in alone in a private office or personal vehicle.
- Maintain a minimum of 6-feet of physical distancing from others at all times.

V. Vulnerable Populations

In accordance with [CDC Guidance](#), members of the vulnerable population should strictly follow the precautions contained herein while on campus and off campus. Members of households with vulnerable residents should equally practice the safety triad at all times to avoid carrying the virus back home. Protecting members of our FAU community who are more vulnerable to COVID-19 is of paramount importance. HR has developed guidance to assist supervisors with discussing alternative work arrangements with those that may need them. Those who are older or those with underlying health conditions that need an [alternative working arrangement](#) associated with COVID-19 should speak with their supervisor or contact HR.

VI. Screening and Attestation

Return-to-campus screening and attestation of health will be conducted with all employees and students prior to their return to campus.

A health screening tool will be configured inside the Owl Ready Application for use by employees and students to help those monitoring their health to obtain instructions on next steps.

VII. COVID Testing and Contact Tracking

FAU will conduct voluntary and targeted testing for COVID-19 for both employees and students. The program will be designed around prompt response to positive cases through testing and contact tracking to reduce the potential for spread and hotspots on our campuses. This program will include the availability of on-request testing for students and employees that want to be tested by appointment.

FAU policy will support the isolation and quarantine of COVID+ cases and close contacts, respectively and in accordance with the current guidelines from the CDC.

Case Management Procedure

- **All positive cases (or people with any symptoms) of COVID-19 must be reported to Student Health Services as soon as possible (561-297-3512).** Positive cases will be required to isolate at their place of residence and must be medically cleared by SHS prior to return to on campus activities.
- SHS will manage cases and contacts and further coordinate with HR and EH&S, as needed.
- Close contacts of COVID+ cases will be tested and required to quarantine at their place of residence for up to 14 days prior to returning to campus. Reference table below for details.

| Case Management Areas | Students and Employees |
|---|--|
| FAU Contact for COVID+ Cases and those with any Symptoms of Illness | SHS - 561-297-3512 |
| Medical Case Management | SHS and Primary Care Physician, if any |
| Targeted and Strategic COVID-19 Testing | SHS and Authorized Testing Locations |

| Case Management Areas | Students and Employees |
|--------------------------------|---|
| Isolation/Quarantine Orders | SHS based on CDC Guidance |
| Campus Isolation Requirements | Positive and Probable cases must remain isolated in their place of residence until cleared by SHS to resume normal activities on campus. |
| Campus Quarantine Requirements | Close contacts of a COVID+ or a Probable case must submit to testing and quarantine in their place of residence for up to 14 days under monitoring by SHS. Based on the nature of the contact (type and length of exposure) quarantine requirements may vary. Early release at day 11 without testing or at day 8 with a negative test result, will be offered where appropriate. |

COVID-19 Testing Strategy

The testing strategy for Spring 2021 will include a variety of testing protocols including:

- **Entry Testing***: All Spring Residential students will be required to present a negative COVID test result by January 11th at 9am. The test results submitted must be from a test conducted between 12/28/2020 and 01/7/2021.
- **Random Testing**: Employees and students will be randomly selected and offered free testing through Student Health Services (SHS) throughout the semester.
- **Targeted Testing**: Employees and students who are symptomatic or have been exposed to someone with symptoms or who has tested positive for COVID-19 will be offered COVID-19 testing through SHS.
- **Other Targeted Testing**: Other special populations may be offered testing through SHS based on current or suspected trends in virus activity on campus.
- **Testing on Demand**: Free testing through SHS will continue to be offered to all students and employees of FAU by appointment at 561-297-3512.

* If residential students fail to provide a test by the required date, their access to the Recreation & Fitness Center and their residence hall/ student apartment will be disabled. These students will then be asked to go to FAU SHS to obtain a COVID-19 test before their access will be reactivated.

VIII. EH&S COVID-19 Prevention Training

Trainings will be delivered in CANVAS to all students and employees returning to campus outlining the requirements of this plan for interaction on the FAU campus.

IX. Physical Distancing and Groups

The need for physical distancing remains the best defense against COVID-19.

General Criteria

- Hold all non-customer facing meetings/gatherings, including one-on-one meetings online or over the phone wherever possible.
- Customer-facing meetings will be conducted in a space large enough to accommodate 10-foot distance between people, i.e., may be a conference room, a large office, or other larger space.
- Avoid close contact with others, maintaining greater than 6 feet of separation.
- Face coverings are required at all times while on campus, indoors and out, and also on FAU Transportation.
- Some locations (labs, service areas, and vivarium's, etc.) could have unique requirements, wear protection based on the location you are entering and adhere to posted signs.
- Always maintain strict physical distancing of 6 feet between people. A limit of 10 people in a work group.
- Events which include the safety triad and other special instructions will be permitted up to 50 participants. Refer to the FAU Covid-19 Event Guidance for further information on the requirements for events.

Classrooms, Labs, and Group Learning Activities

Physical distancing will be required at all-times. Capacity for classrooms will be based on the Academic Affairs COVID-19 Plan. Capacity for laboratories is up to 50% based on the ability to maintain physical distance between occupants.

Elevators and Restrooms

Must avoid overcrowding these spaces. Those entering should take caution not to overcrowd and maintain as much physical distancing as possible from others.

X. Cleaning and Disinfection Practices

Cleaning and disinfection practices are one of our most important prevention measures, however cleaning practices are **not a replacement for good hand hygiene**.

Note: Campus Custodial will continue to maintain general housekeeping in all areas. This section is focused on COVID-related sanitation and cleaning to reduce the presence of virus on surfaces.

General Criteria

- When feasible, use an EPA-registered disinfectant that is effective against COVID-19. The list of EPA-registered disinfectants can be found [here](#).

Note: While these products are ideal, there may be occasions when EPA-registered products are unavailable due to country or world-wide shortages. In these instances, alternative cleaning agents will be distributed for use.

- Most disinfectants will not be effective on a soiled surface, if necessary, clean gross debris and dust from the surface first.
- For cleaning surfaces, use wipes moistened with a disinfectant or a spray and paper towels. Do not use wipes in lieu of hand sanitizer.

Below are some general groups of different spaces that require sanitation. Also reference the table at the end of this section.

Water Fountains and Bottle Fillers

Water fountains and bottle fillers have been turned off in the interest of public health. Water chillers and other shared water sources are similarly not permitted.

Cleaning and Disinfection of General Office Spaces

Disinfection of high contact surfaces within general office spaces will be conducted by each department/unit, consistent with these guidelines and the reopening plans submitted by individual departments/units. Utilizing disinfection wipes, gloves and a face covering, units will wipe down commonly touched surfaces several times per day. Units will acquire their own supplies to conduct these wipe-downs. Wipe down of commonly touched areas may include countertops, doorknobs, sneeze guards, shared equipment, appliances, and the like.

Use caution when using harsh chemicals too often on surfaces like electronics, appliances, and compressed wood surfaces as the products can significantly alter the integrity of these substrates.

Disinfection of Laboratory Spaces

The disinfection of laboratories will be conducted by the laboratory. Develop a list of high-touch locations and equipment in the laboratory. Special attention should be given to those areas that will have continued use:

- Benchtops
- Equipment handles and latches
- Equipment controls and touchpads
- Drawer and cabinet handles
- Door handles
- Bin and water incubator lids
- Hand tools, Micro-pipettors
- Faucet handles and sprayer grips
- Chemical bottles and lids
- Chair backs and arm rests
- Pens, whiteboard markers

These types of areas represent a higher probability of viral loading in the work area and should be disinfected on a routine basis following the proper procedure described below:

Clean soiled areas with detergent and water

Spray areas with disinfectant and allow to work for the amount of time recommended, then wipe clean. Alternatively, you can utilize disinfection wipes for the area.

Clean and disinfect identified locations on a routine basis. At a minimum, it is recommended that this be when an individual enters the laboratory to begin work and then before leaving the laboratory when work is completed.

Disinfection of Gyms, Computer Labs, Libraries, and Other High Traffic Areas

The disinfection of high contact surfaces and equipment in these spaces will be conducted by individual area users under supervision of area staff. High traffic areas with high touch points must be cleaned more frequently than any other area of the campus.

These areas must require users to wipe down equipment, tables and other individual use surfaces before each use. Staff within these areas will be required to monitor disinfection practices and disinfect any surfaces that may be missed by individual cleaning processes.

Classrooms

Classrooms will require wipe down of high contact surfaces in between classes at a minimum and will be conducted by each class. Students should wipe down their desks upon entry into the room.

Campus Custodial Disinfection

Disinfection of common areas, hallways, large venues, and high touch surfaces outside offices, classrooms, entrances, elevators, stair railings, restrooms, break rooms, and the like will be professionally cleaned by the approved FAU vendor using an approved protocol at least once per day.

Upon confirmation of a positive case of COVID-19 in the FAU community, an approved vendor will conduct a deep-cleaning of the affected areas using an approved protocol.

| Area | Common Surfaces for Disinfection (Not Exhaustive) | Responsible Party |
|----------------------|--|--------------------------|
| General Office Space | Individual workspaces. | Employees or area user |

| Area | Common Surfaces for Disinfection (Not Exhaustive) | Responsible Party |
|---|--|---|
| In-suite Common Areas | High Touch Surfaces such as copiers, coffee areas, appliances, tables, scheduling board pens/erasers, door handles and knobs, etc. | Unit managers |
| Common Building Break Rooms | Campus Custodial | Campus Custodial FAU community will request additional cleaning through FAMIS if deficiencies are noted. |
| Classrooms | Tables, desks, podiums, pens/erasers for white boards, remote controls, high touch room electronics | Students/Professors wipe down individual work areas before/after each use. |
| Conference Rooms (Should minimize use) | Tables, desks, podiums, pens/erasers for white boards, remote controls, high touch room electronics | Meeting host and participants wipe down individual work areas before/after each use. |
| Gyms, Computer Labs, Libraries | Equipment, computer equipment, tables, desks and other high touch points | Area users wipe down individual spaces before/after each use; monitored by area staff for additional cleaning needed following use. |
| Common Areas Across Campus | Hallways, Common Break Rooms, Building Entrance Doors, Elevator buttons/ doors, stairwell railings, | Campus Custodial FAU community will request additional cleaning through |

| Area | Common Surfaces for Disinfection (Not Exhaustive) | Responsible Party |
|------|---|---|
| | Common Area Tables/ Chairs, restrooms, and other high touch points in common areas like tables, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, sinks, ATM machines, etc. | FAMIS if additional cleaning needs are noted. |

For more information on cleaning and disinfection, reference the [FAU Cleaning and Disinfection Plan](#).

XI. Use of Face Coverings

Face coverings are required at all times while on campus and using FAU Transportation, unless alone inside a private office with the door closed or inside a private vehicle. The necessity for face coverings will be driven by several factors that will change slightly based on current environmental conditions.

Required Face Coverings Criteria

Care and use of [face coverings](#) and the materials required to make a DIY face covering are the responsibility of each individual in the FAU Community. Face coverings must be:

- Constructed of multiple layers of an organic cloth material (such as cotton or wool)
- Durable enough to withstand normal laundering and drying
- Fitted, snugly over the nose and mouth
- Worn properly at all times
- Cleaned routinely

Ideally, have multiple face coverings and rotate usage. Refer to the [CDC Guidance on Cloth Face Coverings](#) for more information.

Prohibited Items

Face shields, single layer face coverings, or face coverings with exhalation ports or vents are not permitted as they do not provide effective protection from droplets.

If using a gaiter as a face covering, it must be two-ply or folded in half over nose and mouth.

Face Covering Exemptions

For the health and safety of our University community, exemptions from the face covering requirements **will not be granted**. However, the University's diverse and inclusive environment may include community members who need to discuss alternatives. For information about feasible options, Students should contact the Office of Student Accessibility Services and Employees should contact the Office of Equity and Inclusion.

XII. Physical Distancing Controls and Barriers

Administrative and engineering controls can reduce the potential transmission of COVID droplets between people. The following are examples, but not exhaustive of the options available.

Note: The measures contained in this section do not replace the need for face covers, hand hygiene, sanitation practices and physical distancing wherever possible.

Reconfiguring Spaces

There may be a need to move furnishings, change traffic flow, block off areas, or remove furnishings in order to increase the physical distancing of people and processes. Moving heavy objects should be done carefully and with the assistance of others. Scenarios may include:

- Either remove desks and chairs or block off every other table to increase the space between students and prevent close proximity.
- Moving furniture around to afford more space between people either seated or standing.
- Reducing the instruction space in a classroom to increase the space in the student seating area.

Sneeze Guards

Wherever there is sustained interaction between people, the use of a sneeze guard should be considered for feasibility. Locations that could benefit from the use of a sneeze guard include:

- Counters where paper, supplies, or other materials are exchanged.
- Counters for placing an order or making a request.
- Reception or check-in areas with counters.

Note: An alternative to the use of sneeze guards, could be to require the use of disposable face shields for area occupants. The headpiece can be sanitized between uses and the face shield portion is disposable. Contact EH&S if this is an alternative you want to explore.

Those departments with a need for sneeze guards should place a request in FAMIS for evaluation of their area.

Barrier Ropes

Barrier ropes or some similar material can be placed around areas that need to be inaccessible. These barriers are hinderances to close contact with others and may be necessary where other measures are insufficient to maintain physical distances.

Demarcation Tape

Barrier tape is placed on the floor to demarcate the area where someone should not pass further. Unlike barrier ropes, tape does not provide a physical barrier, but may have useful applications where the tape can be placed on a floor substrate and not impede cleaning activities. Demarcation tape should be accompanied by signage, notifying patrons to stop at that point, for maximum effectiveness.

Administrative Controls

Where physical controls are not practical, administrative controls will be needed to avoid crowding or excessive close proximity. Examples may include:

- Avoid in-person meetings where possible or schedule meetings outside or in larger venues allowing for physical distancing.
- Hold one-on-one meetings outside.
- Closing office doors and placing signs to text or call the occupant for an impromptu meeting.
- Locking suite doors and providing contact information for occupants outside the door.
- Exchanges of packages, mail, and other materials should take place in common areas, rather than inside individual spaces.
- Asking students to leave a completed class in an orderly and physical distancing fashion where those closest to the door leave first and all persons remaining 6 feet apart upon exit. When filling the class, have those sitting the furthest back enter first.
- Distance queuing can be used to move people into a large venue, moving only a few people at a time and maintaining physical distancing during entry.

XIII. Requests for Accommodations

Students should contact Student Accessibility Services and Employees should contact the Office of Equity and Inclusion to request accommodations. Any such requests will be considered in light of the health and safety requirements of the campus community.

XIV. Enforcement

Enforcement of the health and safety plan for FAU recovery will require all departments and individuals to do their part. The following are sample recommendations for enforcement responsibilities.

| Compliance Areas | Enforcement Action |
|---------------------------------|---|
| Workspace sanitation | Department Heads and Supervisors will notify employees to wipe down commonly touched surfaces every two hours. |
| Common area sanitation | Students, Faculty, and Staff can place a work order for service of an area. |
| Employee sick at work | Department Heads and HR will require sick employee to return home if sick. |
| Student sick in class | Professors and SHS will require students to return home or to their residence hall if sick. |
| Maintaining physical distancing | Students, Faculty, and Staff will remain 6 feet from others at all times or all persons in close proximity must wear face coverings. Each member of the FAU community will need to assist in enforcement. |
| Failure to wear face coverings | Supervisors are responsible for enforcing the use of face coverings among employees. |

| Compliance Areas | Enforcement Action |
|--|---|
| | Faculty and FAU Employees operating areas of the campus will be responsible for enforcing the use of face coverings among students. |
| Failure to Cooperate with Contact Tracing Process | Students, Faculty, and Staff are required to cooperate fully with the contact tracing process and are required to provide any information relevant to the questions asked by Student Health Service or the Department of Health. Failure to cooperate will be reported to the Dean of Students or Human Resources as applicable for appropriate action. |
| Not wearing face coverings to ride on FAU transportation | Bus Drivers will deny entry to any FAU transportation if the rider does not have a face covering in place. |

Staff, Faculty, and Students can report a hazard or noncompliance directly the EH&S at the following link: <http://www.fau.edu/ehs/safety/hazard-report-form/>.

Health and safety requirements will be enforced through the existing FAU regulations outlined in both the student and employee codes of conduct.

XV. Signage

FAU signage has been developed for use throughout our campuses; only approved signage for COVID-19 safety practices may be used. If new signage is needed, contact FAU Public Affairs for development and approvals.

XVI. Plan Review and Updates

Due to the frequent evolving nature of FAU recovery, this plan will require frequent revision and communication to the FAU Community. The Office of Environmental Health and Safety is authorized to amend this incident specific health and safety plan to maintain operational consistency, implement

corrective action, and enhance the document or apply other appropriate changes. At a minimum, this plan will be revised, and changes communicated at the following points:

- Change to authoritative guidance on recovery response actions
- Need for new hazard control measures