



COVID-19 Safety Plan

Executive Order 20-26 issued by Gov. Eric Holcomb on May 1, 2020, requires each business in operation to establish a COVID-19 Safety Plan on or before May 11, 2020.

All Hoosier employers shall develop a plan to implement measures and institute safeguards to ensure a safe environment for their employees, customers, clients, and members. The plan shall be provided to each employee or staff and posted publicly. The plan must address the following four points:

1. Instituting an employee health screening process.
2. Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces.
3. Enhancing the ability of employees, students, and visitors to wash hands or take other personal hygiene measures such as the use of hand sanitizer.
4. Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the public when possible and/or employing other separation measures such as wearing face coverings or using barriers.



COVID-19 Safety Plan for University of Saint Francis

University of Saint Francis (USF) is committed to providing a safe and healthy workplace for all our employees, students, and visitors. To ensure that, we have developed the following COVID-19 Safety Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, students, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Safety Plan. USF managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees and students are our most important assets. We are serious about safety and health and keeping our employees and students safe on campus. Employee and student involvement is essential in developing and implementing a successful COVID-19 Safety Plan. Our COVID-19 Safety Plan follows Centers for Disease Control and Prevention (CDC) and Indiana Department of Health (IDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-26, and addresses:

- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Customer controls and protections for drop-off, pick-up and delivery
- Housekeeping, including cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers, employees, and students
- Management and supervision necessary to ensure effective implementation of the plan

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

- Employees should conduct a COVID-19 Daily Symptom and Exposure Checklist prior to arrival.
- If experiencing COVID-19 symptoms while at home, employee should contact immediate supervisor. Do not report to work. The employee will complete the COVID-19 Exposure Notification form and follow the Employee Return to Work flowchart. All other illnesses should follow the same protocol.
- If experiencing COVID-19 symptoms while at work, employee should contact immediate supervisor and leave work immediately. The employee will complete the COVID-19 Exposure Notification form and follow the Employee Return to Work flowchart. Supervisor should refer to Housekeeping Guidelines within this plan.

USF has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees should refer to the Employee Handbook regarding PTO/SLR and leave policies.



Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions will be reviewed and addressed on a case by case basis.

USF has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The area Vice President will communicate with those in close contact with the affected employee and notify others within the potentially affected area.

Screening and policies for students exhibiting signs and symptoms of COVID-19

Students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess student's health status prior to arriving on campus and to report to the Office of Student Affairs (260-399-8100 or studentlife@sf.edu) when they test positive for COVID-19.

- Students should conduct a COVID-19 Daily Symptom and Exposure Checklist prior to arrival.
- If experiencing COVID-19 symptoms while at home, do not come to campus. If symptoms are mild, contact primary health provider or USF Health Clinic for further instruction and testing. If symptoms are severe, call 1-877-PPG-TODAY for immediate medical care.
- If a residential student experiences COVID-19 symptoms while on campus, student should return to their room, contact the USF Health & Wellness Clinic (260-373-7540 or USFHealthClinic@Parkview.com) or other health service provider, and contact the on-call RA.
- If a commuter student experiences COVID-19 symptoms while on campus, student should leave campus and return home immediately and contact the USF Health & Wellness Clinic (260-373-7540 or USFHealthClinic@Parkview.com) or other health service provider for further guidance.

USF has designated specific quarantine locations.

USF has also implemented a policy for students with a positive COVID-19 test result and a policy for informing students if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. The Office of Student Affairs will communicate with those in close contact with the affected student and notify others within the potentially affected area.

Handwashing

Basic infection prevention measures are being implemented across campus. Employees, students, and visitors are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom, copy machine, or any other shared surfaces. Some spaces may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water, if hands are not visibly soiled.

Hand sanitizer units will be installed outside every main public restroom and large student gathering areas such



as lobbies, lounges, and cafeterias. Facilities Department will refill units on a regular basis. Personal hand sanitizer units will be made available to all employees.

Respiratory etiquette: Cover your cough or sneeze

Employees, students, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters throughout the campus.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Personal hand sanitizer units and face coverings will be made available to all employees. Face coverings will be made available to all students when on-ground courses resume.
- Customer service counters will be provided signage, stanchions, or other barriers to encourage proper social distancing.
- Classroom layouts will be reevaluated to determine how social distancing can be achieved.
- Disinfectant wipes will be included in all USF shared vehicles.
- Employees, students, and visitors are asked to follow the current recommended guidelines regarding gathering in groups.
- Employees, students, and visitors are asked to refrain from gathering in confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- USF will utilize telework, flexible work hours, staggered shifts on an as needed basis if determined necessary to reduce the number of employees in the workplace at one time.

Face Coverings

USF will require individuals inside all university facilities to wear a fabric or disposable surgical-style face covering which covers their nose and mouth. Face coverings must be worn inside all university-owned or university-provided transportation with more than one passenger.

Face coverings should also be worn outside while in high-density or highly populated areas where proper social distance cannot be maintained.

For further details, please refer to the full USF Face Covering Policy.

Housekeeping



Regular housekeeping practices are being enhanced and will be provided by Mid-American Cleaning Contractors and USF employees. Mid-American provides daily cleaning and disinfecting Sunday night through Friday.

- Increased disinfecting of high-touch surfaces such as door handles, rails, restrooms, breakrooms, work surfaces, etc.
- Disinfecting supplies have been provided to all departments and encouraged to disinfect high-touch items in their areas such as phones, keyboards, touch screens, controls, door handles, copy machines, credit card readers, etc.
- Clean On The Go Super HDQL10 will be used for disinfecting.
- If an employee or student is diagnosed with COVID-19, USF will disinfect all impacted areas with a mister to cover all surfaces. High-touch surfaces will be wiped down with a disinfectant.

Communications and resources

This Safety Plan was posted on the USF Emergency Preparedness and Response internal site on May 26, 2020. Additional communication and resources will be provided as needed. This COVID-19 Safety Plan has been certified by USF President's Cabinet on May 22, 2020. It will be updated as necessary.

Appendix A

General

[CDC Coronavirus \(COVID-19\)](#)

[State of Indiana COVID-19 response](#)

[Back on Track Indiana](#)

Resources and Training

[What you need to know about handwashing](#)

[Why social distancing is important](#)

[Coughing and Sneezing Etiquette and Practice](#)

[Cloth Face Coverings Q&A](#)

[How to Safely Wear and Take Off a Cloth Face Covering](#)