

# OAKLAND UNIVERSITY™



COVID-19

Return to Work

Guidelines and Protocol

Revised 11-17-20



## A Guide for Employees to Return to Work Safely During COVID-19

In today's presentation the following topics will be covered:

- What is COVID-19, what are the symptoms and how does it spread
- A Review of Workplace Infection Control Procedures, including:
  - Health monitoring and reporting
  - Return to Work Following Illness
  - Social Distancing
  - Cleaning and Disinfection Practices
  - Classifying Exposure Risk and Proper Use of PPE
  - Personal Hygiene
  - Everyday Work Practices
- A Review of Available Resources
- Where and How to Report Concerns



# An Important Note:



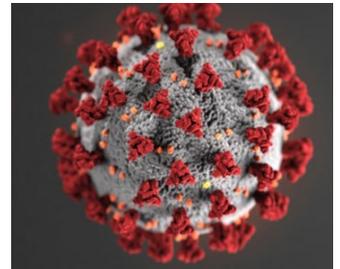
This is a rapidly evolving situation. The University will make adjustments to these requirements based on best practice recommendations of the Centers for Disease Control (CDC) and state and local health departments.



# About COVID-19



- COVID-19 is a respiratory disease caused by the novel coronavirus SARS-CoV-2.
  - This is a new strain of coronavirus not previously identified in humans, and easily spread from person to person.
- There is currently no approved vaccine or antiviral treatment for this disease.
- Anyone can have very mild to severe symptoms.
  
- Individuals at higher risk for developing more serious complications include:
  - Older Adults (Aged 65+)
  - Those who are immunocompromised
- And those with severe underlying medical conditions including:
  - heart or lung disease
  - diabetes
  - kidney or liver disease
  - severe obesity



# Symptoms of COVID-19



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **Symptoms may appear 2-14 days after exposure to the virus.**

## People with these symptoms may have COVID-19:

- Fever – A temperature of 100.4 °F or greater
- Cough (or change in a chronic cough)
- Shortness of breath or difficulty breathing
- Fatigue
- Chills
- Muscle or body aches
- Severe Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Abdominal Pain

## Emergency symptoms:

- **Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face**

**Note: If someone is showing any of these signs, seek emergency medical care immediately**

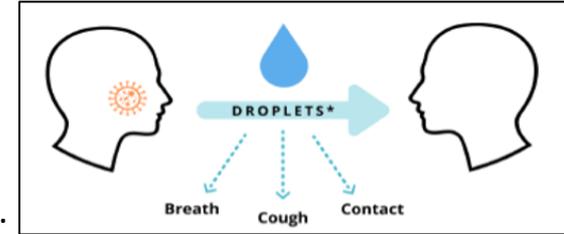
# How is COVID-19 Spread?



## PERSON-TO-PERSON SPREAD

**The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, breathes, sings, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.



**The virus spreads easily between people.**

- How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.
- The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

# How is COVID-19 Spread?



## The virus does not spread easily in other ways.

COVID-19 is a new disease and we are still learning about how it spreads. It may be possible for COVID-19 to spread in other ways, but these are not thought to be the main ways the virus spreads.

- From touching surfaces or objects. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

**Spread from touching surfaces is not thought to be a common way the virus spreads.**

- From animals to people. At this time, the risk of COVID-19 spreading from animals to people is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- From people to animals. It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

# Steps OU is Taking



The University is following the guidelines provided by CDC, OSHA and the MDHHS which emphasize the following:

- **Mask Up! MASKS ARE REQUIRED!**
  - Per recent [Emergency Order](#), Michiganders are required to wear a face covering whenever they are gathered in an indoor public space or an outdoor public space where 6' of social distance can't be maintained.
- **Practice Social Distancing**
  - Maintaining a 6' physical distance from others when working and anytime you are on campus
- **Health Protocols, these include:**
  - Daily health screening questionnaire
  - What to do if you are sick or develop symptoms at work
  - **Reporting of illness or symptoms**
  - Following specific guidelines for return to work following illness.
- **Personal Hygiene**
  - Encouraging employees to wash hands often
  - Reminding employees to avoid touching eyes, nose and mouth with unwashed hands
- **Frequent Disinfection of Common Surfaces**

# Daily Employee Health Screening



Effective May 7, 2020 at 3:00 p.m., per the State of Michigan Executive Order 2020-77 11 (g), businesses operations, and government agencies that remain open for in-person work must, at a minimum adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

- MIOSHA Emergency Rules (October 14, 2020) **require** that (1) employer **shall conduct a daily entry self-screening protocol for all employees or contractors entering the workplace.**

In compliance with these rules all employees must take the Honor Pledge and complete the daily screening process by answering these important health questions. In addition, and if permitted on campus, guests and contractors must also complete the daily health screening process.

The process can be completed via computer, tablet or smart-phone, for **EMPLOYEES** [here](#) and **GUESTS** [here](#).

Further details about the daily screening process are available [here](#).

# Daily Employee Health Screening



Green = **GO!**

- To work

In the event that you are **NOT** experiencing symptoms of COVID-19

- Your supervisor will receive an email that , that you have completed the daily screening process (but no further details);
- No further actions are required.



Red = **NO!**

- Stay in Home
- **Call GHC to report your symptoms**
- Follow Health Care Provided instructions

In the event that you **ARE** experiencing symptoms.

- Your supervisor will receive an email that you will **NOT** be reporting to in-person work (but no further details)
- The Graham Health Center (health@oakland.edu) will receive an email documenting that you ARE experiencing 1 or more symptoms of COVID-19
- **Employees must report this information to Graham Health Center at (248) 370-2341 directly.**

Detailed information from submissions is confidential

Detailed information is reported to the Graham Health Center only.

Per MIOSHA Rule 11 (2) The information is maintained in a secure University database, managed by UTS with limited access, for 1 year.

**Note: if you are unable to complete the electronic form, contact your Supervisor or Department Chair for information on how to utilize the manual form to complete this mandatory, daily activity.**

# Stay Home if You are Sick!



## PLEASE, DO NOT COME TO WORK IF YOU ARE SICK!

- Take care of yourself and help prevent others from getting sick.

### This is an important part of our community mitigation strategy:

- Complete the Daily Employee Health Screening prior to reporting to work.
- If you answer 'YES' to any of the employee self-screening questions, your supervisor will be notified that you will not be coming to work.
  - In addition, you should report any absence according to department policy.
  - **Employees MUST contact the Graham Health Center at (248) 370-2381 to report symptoms, exposures or COVID test results.**

### In addition you should:

- Get rest and stay hydrated
- Monitor your symptoms and, if they get worse:
  - Consult with a physician
  - Many Oakland University insurance plans include options for tele-health visits.

# Go Home if You Develop Symptoms!



**Those employees who develop COVID-19 related symptoms such as fever, cough and shortness of breath while at work must leave work, and:**

- Notify their Supervisor
- **Notify the Graham Health Center of these symptoms at 248.370.2341.**
  - If self-isolation, self-quarantine or self-monitoring is recommended by either the local health department, or Graham Health Center, the employee must follow these guidelines.
  - [Self-Monitoring, Isolation, and Quarantine Guidance](#) (9/4/20)

# Reporting Illness or Symptoms



- Employees must notify the Graham Health Center of any known case of COVID-19 including known cases of employees, visitors, contractors, customers or students.
- And; within 24 hours the University must notify:
  - the local public health department
  - any employees, visitors, contractors, customers or students who may have come into close contact with an individual with a known case of COVID-19.
- Employers must maintain a record of such notifications for 1 year from time of generation.

“**Known cases of COVID-19**” means persons who have been confirmed through diagnostic testing to have COVID-19.

“**Suspected cases of COVID-19**” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.



# Return to Work Following Illness



*Follow CDC Guidelines for Return to Work after being off for a COVID-19 related illness (confirmed or suspected) See OU Guidance [Here](#).*

## **#1 I think or know I had COVID-19, and I had symptoms.**

You can be around others after:

- at least 10 days have passed since your symptoms first appeared AND,
- You have had no fever for at least 24 hours without the use of fever-reducing medication AND,
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)

## **#2 I tested positive for COVID-19, but had no symptoms.**

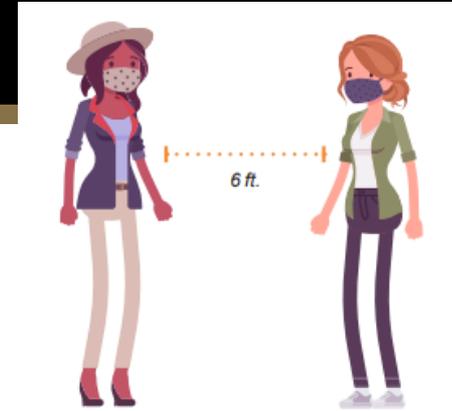
If you continue to have no symptoms, you can be around others:

- After 10 days have passed since you have had a positive viral test for COVID-19
- \* If you develop symptoms after testing positive, follow the guidance in #1.

## **#3 Absent a return to work clearance from a healthcare provider, employees must schedule a symptom/temperature check at Graham Health Center prior to returning to the workplace.**

NOTE: Most don't require testing to decide when they can be around others; however if your healthcare provider recommends testing, they will let you know when you can resume being around others. The University requires that isolation requirements listed in #1 and #2 be met at a minimum

# Practice Social Distancing



## WHAT IS SOCIAL DISTANCING?

- According to CDC, social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

## WHY SHOULD I PRACTICE SOCIAL DISTANCING?

- Studies have shown that COVID-19 spreads mainly among people who in close contact (within 6’) with each other for a prolonged period.

## WHAT IS A CLOSE CONTACT?

- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

# Practice Social Distancing

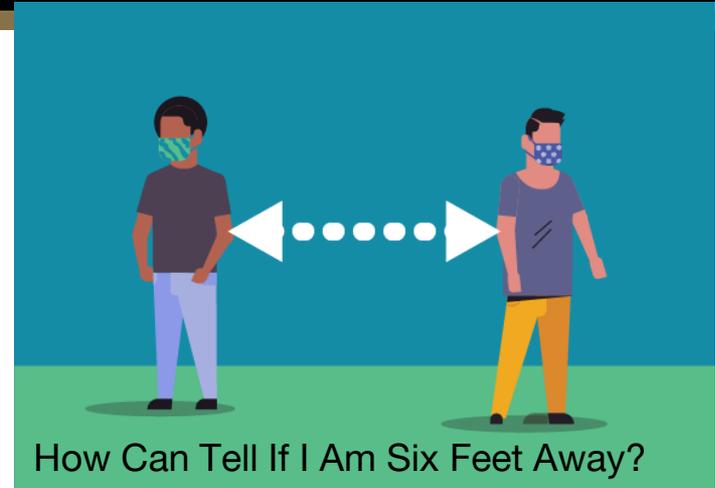


## TIPS FOR SOCIAL DISTANCING AT WORK

1. Limit in-person meetings and use electronic communication methods.
2. Modify operations to provide online options
3. Restrict areas where people may gather

## TIPS FOR SOCIAL DISTANCING ANY TIME

1. Keep Distance at [Events and Gatherings](#)
2. Avoid public places at their busiest times
3. Limit Contact When [Running Errands](#): - Use online, curbside, or drive-through services such as banking, groceries, pharmacy and carryout.
4. Choose [Safe Social Activities](#)
5. Avoid hugging, high-fives, shaking hands, and sharing cups or eating utensils
6. Stay Distanced While Being Active



### 6' is about:

- The width of 2 picnic tables
- About 8 steps on a stairway
- The length of one standard bicycle
- The length of one full size mattress
- The length of one weightlifting barbell
- The height of a door
- The length of two shopping carts, end to end

# Use of Cloth Face Coverings



Oakland University [requires that you wear a face covering](#) in any indoor public space regardless of proximity to others in that space, and in any outdoor public space when unable to consistently maintain a distance of six feet or more from others. [Face coverings](#) must cover the both the nose and mouth and fit snugly against the face around the nose and mouth. Per CDC guidelines, face shields may be worn as additional protection for users, but are not acceptable replacements for face coverings.

Additional Information regarding the use of face coverings may be found here:

- Michigan Department of Health and Human Services Emergency Order MCL 333.2253 – [Gatherings and Face Mask Order](#).
- Michigan Occupational Safety and Health Administration [Emergency Rules Coronavirus Disease 2019 \(COVID-19\)](#)

The University will provide non-medical grade face coverings to any employee performing in-person work on any Oakland University campus or property. Employees are responsible for cleaning the mask, bringing it to campus each day, and wearing it in an enclosed public space.

- Employees may utilize personal cloth face coverings that comply with CDC Requirements ([How to Wear a Cloth Face Covering](#)).
- Employees unable to medically tolerate a face covering may be required to submit accommodation requests via the University process documented here: <https://www.oakland.edu/diversity/resources/#tab-3>

# Community Expectations



The University is invested in creating and maintaining a safe and health campus environment where we can return to the business of education, research, employment, vibrant student life and community engagement.

- You can read more about our pledge, your responsibility and what to expect at the Return to Campus web section: Grizzlies Protect Grizzlies: <https://www.oakland.edu/return-to-campus/>
- Review the Oakland University COVID-19 Preparedness and Response Plan [here](#).

All community members are expected to actively engage in this process, and:

1. Anyone violating these guidelines may be prohibited access to campus, and may subject the violator to additional disciplinary action as described in Executive Orders, University policies, the Student Code of Conduct, collective bargaining agreements and/or handbooks, as applicable.
2. Anyone who observes an individual in violation of these guidelines or other applicable University guidelines, policies, procedures, regulations, etc., should report it via the on-line Behavioral Concern Form for review and action by the appropriate University administrator or entity. [[https://cm.maxient.com/reportingform.php?OaklandUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?OaklandUniv&layout_id=3)].

# Personal Protective Equipment (PPE)



**Most employees are unlikely to need PPE beyond what they use to protect themselves during routine job tasks.**

- CDC, OSHA and the State of Michigan may recommend protective equipment be utilized by University employees for COVID response depending on specific job hazards, responsibilities and current public health guidance.
- Oakland University will provide any required PPE as indicated.

**Evaluation of job hazards includes classifying worker exposure as very high, high, medium, or low**

- The level of risk depends in part on:
  - the industry/job type
  - the need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or
  - requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.

# Classifying Worker Exposure



## Very High Risk of Exposure

Those employees with high potential for exposure to KNOWN or SUSPECTED sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

- None

## High Risk of Exposure

Those employees with high potential for exposure to known or suspected sources of COVID-19.

- Graham Health Center – Healthcare workers\*\* (\*\*treating COVID-19 patients)

## Medium Exposure Risk

Those employees that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected with SARS-CoV2, **but who are not known or suspected COVID-19 patients.** In areas where there is ongoing community transmission, like Oakland County, workers in this category may have contact with the general public.

- OUPD – First Responders/Collateral First Aide
- Custodians – Disinfection Crew
- Graham Health Center – Healthcare Workers
- Shipping/Receiving/Delivery Personnel (Dependent on Operational Protocols In Place)
- Mail Services Delivery Personnel (Dependent on Operational Protocols in Place)
- Certain Athletics Training Staff

# Classifying Worker Exposure



## Low Exposure Risk

Those employees that do not require contact with people known to be, or suspected of being, infected with SARS-CoV2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

- Remote workers (i.e., those working from home during the pandemic)
- Faculty engaged in Face to Face Instruction with social distancing
- Certain Researchers
- Print Services Staff
- Mail Services Staff (dependent on operational protocols in place)
- Grounds and Golf Course Personnel
- Office workers who do not have frequent close contact with coworkers, customers, or the public.
- Central Heat Plant Personnel
- Maintenance Personnel
- Custodians – General

# Frequent Cleaning and Disinfection



Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

In accordance with [CDC guidelines](#) and the Oakland University [Cleaning and Disinfecting Plan](#), Facilities Management and Departments will:

- Perform increased cleaning and disinfection of occupied areas to include attention to high touch point areas like light switches and door knobs.
- Perform enhanced cleaning and disinfection of any work areas in accordance with [CDC Guidelines](#) and the Oakland University Cleaning and Disinfecting Plan.



# Steps that YOU can take



- When you are not at work, stay Safer at Home, to the maximum extent possible.
- Practice Safe Social Distancing both at work and at home.
- Mask-Up!
- Know the symptoms of COVID-19
- Monitor your health
- Engage in safe and proactive work practices.
- Wash Your Hands Often!

Things You  
Can Do  
Right Now  
to Make a  
Difference

# Practice Hand Hygiene



- **Employees should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds.
- If soap and water are not available and hands are not visibly dirty, **an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.**
- However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - ***Additional key times to clean hands include:***
    - After blowing one's nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After contact with animals or pets
    - Before and after providing routine care for another person who needs assistance such as a child

# Five Steps to Wash Your Hands the Right Way



Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community

## **Follow these five steps every time.**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

# Wear a Mask



## DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

## WEAR YOUR MASK CORRECTLY!



## How NOT to wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear



On your arm

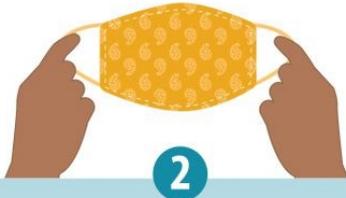
# Wear a Mask



## How to take off a mask



Carefully, untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties



Fold outside corners together



Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

### Masks should be washed regularly

- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry

We can infect ourselves by transmitting germs from contaminated surfaces (like the outside of a mask) to our face (including eyes, nose and mouth).

- It is estimated that people touch their faces about 23 times per hour!
- When you touch your face with dirty, unwashed hands, germs can take up residence in your mucous membranes which can lead to an infection.

**Avoid touching your face with unwashed hands!**

For more information see CDC: [How to Wash and Store Masks](#)

# Avoid Sharing Materials and Supplies



To reduce the possibility of transmitting germs that cause infection:

- Avoid using other employees' phones, desks, offices
- Avoid sharing work tools and equipment
- Develop a protocol to clean and disinfect shared items
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.



# Frequent Cleaning and Disinfection



## Cleaning and Disinfection: Know the Difference

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces.
  - Cleaning alone does not kill germs.
  - But, by removing the germs, it decreases their number and therefore risk of spreading infection.
- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces.
  - This process does not necessarily clean dirty surfaces or remove germs.
  - But, killing germs remaining on a surface after cleaning further reduces risk of spreading infection.

## To help maximize cleaning efforts:

- Unclutter workspaces and surfaces to allow for more thorough cleaning and disinfection.
- Wipe down your work areas, tools and equipment at the beginning and end of each shift, paying special attention to desks, phones, keyboards, and any shared items.

# Testing



Two kinds of tests are 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 do not know yet if having antibodies to the virus can protect someone from getting infected with the virus again, or how long that protection might last.**

Who should be tested?

- To learn if you have a current infection, viral tests are used. But not everyone needs this test.
- Most people will have mild illness and can recover at home without medical care and may not need to be tested.
- CDC has [guidance](#) for who should be tested, but decisions about testing are made by [state](#) and [local](#) health departments or healthcare providers.

# Resources



If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first.

## **Local Testing Resources Available:**

### **- COVID-19 testing for active infection**

- Oakland County Health Department.
- Free
- Appointment Required
- call (800) 848-5533 for more information

### **- Antibody testing**

- Graham Health Center
- Covered by most insurances
- Call 248-370-2341 to schedule an appointment

## **State of Michigan Testing Resources Available:**

- [No-cost testing locations](#)

## Additional Resources

- [Oakland University COVID-19 Webpage](#)
- [Center for Disease Control \(CDC\)](#)
- [MDHHS](#)
- [Graham Health Center](#)  
248-370-2431  
health@oakland.edu
- [Oakland County Health Department](#)  
1200 N Telegraph Rd  
Pontiac, MI 48341  
248-858-0178  
health@oakgov.com

# Training Acknowledgement



- To receive credit for the completion of this training, please click the link below and complete the Google form.

[Click here for Acknowledgement of Training](#)



# Thank you

Questions? Contact the following University resources:

- Graham Health Center: [www.oakland.edu/ghc](http://www.oakland.edu/ghc)
- Environmental Health and Safety: [www.oakland.edu/ehs](http://www.oakland.edu/ehs)
- Emergency Management: [www.oakland.edu/em](http://www.oakland.edu/em)
- Human Resources: [www.oakland.edu/uhr](http://www.oakland.edu/uhr)