Memorandum

To: Operations Division Team Members
From: Safety Office- TTU Operations Division
Subject: Updated: Safety Protocols During Covid-19 Period
Date: May 8, 2020

As the Operations Division begins bringing team members back on campus to get the facilities ready to reopen, we want to update and remind you of a few things. On April 29, 2019 Texas Tech University announced that the campus operations will remain in Phase IV of the Emergency Remote Work Status Operational Phases. Only those individuals who have written approval through the Designated Essential Employee Approval Form are allowed to work on campus. The Operations Division is committed to the safety and wellbeing of all members of the Texas Tech University community. This memorandum serves as a reminder of the Safety Protocols set for all Operations Division staff and students.

Reminder that these protocols listed below are required by all staff and students to abide and will stay in effect until further notice and are intended to protect the health, safety and wellbeing of all employees, their families, the community and others we interact with.

1. HEALTH SCREENING:
   One of the following assessments is required of all employees prior to coming to campus.

   • Wellness Check – Employees must utilize this method if they are scheduled to be on campus during the times health screenings are available.
     • Screenings on the 2nd floor of the Flint Parking garage located at the corner of 18th Street and Flint Avenue. OccMed personnel or other designated TTU employees will determine if an employee can proceed to the jobsite. Employees must notify their supervisor if not able to proceed to jobsite.
     • Screening times are 6:30am to 8:30am Monday through Friday.
     • Screening may also be available at alternate locations and times as determined by Department Heads or the Associate Vice President. You must be specifically authorized to utilize these alternate screening locations.

   • Self-Assessments – Employees are to use and complete this option when Wellness Checks are not available and/or when working intermittently on campus, that is they come and go throughout the day—not on a set schedule.
     • Self-Assessment web link: https://ttuoperations.az1.qualtrics.com/jfe/form/SV_3aC6li5uUKellHb
     • Self-Assessment must be completed PRIOR to coming on to campus. All questions must be completed. In the event an employee answers yes to any of the assessment questions the employee does the following:
       i. Stay home
       ii. If you are ill or concerned about your health, please contact your healthcare provider.
iii. Contact immediate supervisor and inform them that you answered yes to one of the screening questions.

iv. ARO will follow-up and discuss next steps with Managing Director

v. If an employee is sent home at either health screening, employees must not come up campus until given a directive by the immediate supervisor, as authorized by the Managing Director.

2. EMERGENCY CALL BACKS:
Employees on call or called on campus for emergency situations are required to personally assess their physical well-being before coming to campus. Due to the nature of an emergency situation, completing a self-assessment online is not required but preferred if time allows. Prior to responding to any call to report to campus, all team members should ask themselves the following questions.

Have you had any of the following symptoms in the last 14 days, that are not associated with a diagnosed condition?
• A new or worsening cough?
• Shortness of breath or difficulty breathing?
• Fever? (over 100 degrees)
• Muscle pain?
• New loss of taste or smell?
• Chills?
• Repeated shaking with chills?
• Diarrhea?
• Headache?
• Sore throat?

Or do any of the following apply to you?
• Have you been diagnosed with COVID-19/Coronavirus?
• Have you had close contact with someone diagnosed with COVID-19/Coronavirus in the last 14 days? Or, with someone that has been tested for COVID-19/Coronavirus and is waiting for results?
• Have you traveled outside of the United States in the last 14 days?
• Have you been told to self-quarantine by a health care provider or public health official?

If the answer is yes to any of the questions, the employee must notify the supervisor immediately that he/she cannot come in. The employee is encouraged to contact their healthcare provider.

3. PPE-MASK OR FACIAL COVERING:
All employees working around or within proximity to another person, should wear issued masks or facial coverings. If a mask has not been provided by your immediate supervisor, you may bring a facial covering from home (i.e. a bandana or handkerchief). Masks or facial coverings should only be removed when eating lunch or taking a break while maintaining physical/social distancing.

4. PPE-GLOVES:
Employees should wear gloves at all times. Gloves will be provided by your supervisor.
• Once latex gloves are removed, they must be thrown away.
• Latex gloves must not be reused.
• Do not touch face, mouth, nose, or eyes with gloves.

NOTE: Viruses can live on contaminated gloves.
UNABLE TO USE GLOVES:
If a job is unable to be performed while wearing gloves, hand washing with soap for at least 20 seconds before should be completed before and after completing the job. Any shared items such as tools or machinery should be wiped down thoroughly with Oxivir Wipes, when practical. Oxivir Wipes are available through the Central Warehouse. Items that are wiped down must not be reused or handled until they are dry to allow the disinfectant to work.

5. PHYSICAL/SOCIAL DISTANCING:
It is requested that team members keep a minimum of six (6) feet between themselves and others whenever possible. It is understood that some tasks require multiple team members to work within a group or in close proximity. In these situations, face masks or facial coverings should be worn at all times.

6. PHYSICAL/SOCIAL DISTANCING for Breaks/Lunch/Meetings:
Breaks and lunch periods should be staggered as much as possible to comply with physical distancing (minimum of 6 feet). Gatherings, meetings, or group events are prohibited and multi participant interactions should be held or conducted via technology (Skype, Teams, E-mail, Phone, etc.).

7. HANDWASHING:
Wash hands for at least 20 seconds:
- Frequently throughout the shift
- After removing gloves
- Before and after a restroom break
- Before and after meals
- After the work shift ends

8. HAND SANITIZER:
Hand sanitizers are the next best option to washing your hands with soap and water. Hand sanitizers kill most germs but don’t remove them from your skin. Handwashing is the best way to protect against COVID-19 and other pathogens.

Hand sanitizer solution should be used frequently throughout the work shift especially if handwashing is not possible.

If hand sanitizer is needed, please visit with your supervisor.

9. DISINFECT-COMMON AREAS/EQUIPMENT:
Disinfect frequently touched surfaces with Oxivir Wipes, including but not limited to:
- Doorknobs
- Light Switches
- Countertops
- Faucets/Sinks
- Desks/Tables
- Shared pens
- Shared tools and equipment
- Chair along with its armrests and handles

For electronic devices, use manufacturer approved cleaning methods, as wet Oxivir Wipes or other wipes may damage electronics.
- Phones (cell phones)
- Laptops
- iPads/handheld mobile devices
10. DISINFECT-VEHICLE:
Disinfect commonly touched vehicle surfaces with Oxivir Wipes, including but not limited to:
- Steering wheel
- Gear shifter
- Radio
- Armrest
- Power window buttons
- Door handles (inside/outside)
- Fuel cover/fuel pump handle when refueling

11. REPORT
Team members must contact a supervisor if any signs or symptoms of illness surface before, during or after the work shift begins. The supervisor will be in contact with the ARO team to determine if the employee will need to report in for the next work shift.

If a team member notices another employee, contractor, vendor, or other member of the TTU community on campus showing symptoms or signs of illness, they are strongly encouraged to report that individual to a supervisor. If another individual is witnessed to be displaying symptoms, be cautious if helping, try to keep a safe distance from that individual if possible and notify the supervisor.

12. PERMISSION TO STAY HOME
Employees who are not feeling well or are showing signs of illness should contact their primary healthcare provider. As quickly as you can, after contacting your healthcare provider, please notify your Supervisor who will contact the ARO team.

Employees who have a household member(s) that has been tested for Covid-19 or who has been exposed to someone with Covid-19 should follow the advice of their primary healthcare provider and call their supervisor who will contact the ARO team.