

WELCOME BACK TO CAMPUS

Updates and Policies

May 29, 2020

Welcome back to campus! Muskingum University is committed to taking all reasonable precautions to protect the health and safety of our employees, students, visitors, and other community members. Your help is critical to our success. Please review the following information, as our protocols will be strictly enforced.

Access to Facilities

- Most buildings will remain locked with access limited to employees only; you may not bring family members into buildings. Signs will be posted to assist visitors.
- Individual appointments should be scheduled and documented in your Outlook calendar or in an office appointment book.
- Any person who has symptoms of COVID-19 should not enter any building.
- Limit in-person visits to other offices; try to make phone calls, send emails, and share electronic documents as much as possible.
- If a visitor tells you they are a high-risk or vulnerable person, please schedule their appointment prior to 11:00 a.m.
- The University's indoor fitness facilities remain closed until further notice. Use of the North Turf must be approved by Steve Brockelbank.
- Please call the mailroom so they know to deliver and pick up your mail.

Health Considerations

- Each day that you come to campus, you must self-assess your health and submit an electronic report. A temperature station will be available in Boyd Science Center 338 if you need to use a thermometer. The link to the online symptom checker will be emailed to all employees from Human Resources daily.
 - Your name will be sent to Physical Plant to coordinate appropriate cleaning of your work area.
 - The Human Resources Office will keep all other information private and will contact you if necessary.
- If you are ill, please do not report to campus. Call your supervisor and the Human Resources Manager to report your symptoms and make appropriate arrangements.
- If you become ill while you are on campus, you must immediately isolate yourself and notify the Human Resources Manager. After you leave campus, your work area will be closed for deep sanitation.
- If you are ill or become ill, the Human Resources Manager will contact Genesis Occupational Health, which will provide a free symptom screening. Genesis will coordinate free COVID-19 testing, if needed, and will work with you and Human Resources so you know when it is safe to return to work. The Wellness Center or Human Resources Manager will call you to help trace your contacts on campus (your name will not be shared with others).
- If your temperature is 100.4° or higher, you must stay home until you have been fever-free for 3 full days (without the use of medication) AND your symptoms have improved AND at least 7 days have passed since your symptoms first began. Genesis Occupational Health will help you with this.

Cleaning/Disinfecting

- All cleaning supplies must be ordered through Physical Plant; please do not bring your own.
- Custodians will continue regular after-hours cleaning of office spaces and will disinfect high-touch areas at least once per day on a schedule established by the Senior Director of Physical Plant and Facilities.
- You will need to clean your personal and shared workspace throughout the day with a focus on high-touch areas. Please review the attached instructions to clean office equipment safely!
- If anybody uses your pens, you should keep a “clean” container and a “used” container. Each person gets a clean pen and returns it to the used container. Clean the pens periodically and return them to the clean container.
- Try to limit your use of shared office equipment if possible.

Personal Hygiene

- Wash your hands regularly with soap and water or use hand sanitizer.
- You are required to wear a cloth face covering inside any campus building (hallways, shared office areas, restrooms, etc.). If you are alone inside your personal work space, you do not need to wear the face covering. You should wear your face covering outside if you are with others and unable to maintain safe social distancing.
 - Face coverings must cover your nose, mouth, and chin.
 - Please do not bring N95 masks or respirators.
 - Cloth face coverings are available at the Temperature Station (Boyd 338) if you need one.
- If you have a reason why you cannot wear a face covering, please contact the Human Resources Manager.
- Visitors are encouraged, but not required, to wear a face covering. The University will supply a face covering for any visitor who would like one.
- You may want to consider whether you can safely use gloves without cross-contamination; however, gloves and instructions for proper use will be provided if you request them.
- Maintain social distancing of at least 6 feet and restrict meetings to 10 or less people.
- Business travel must be approved by your supervisor.

I have received a copy of the Welcome Back to Campus materials. I have had an opportunity to review the packet and ask questions. I understand that the University will strictly enforce all of these safety protocols and that my non-compliance could result in disciplinary action, up to and including termination. I understand that Muskingum University will take all reasonable precautions to protect my health and safety, but there is a risk of exposure to COVID-19 and/or other conditions that could impact my health and safety. I understand and assume this risk and agree to hold the University harmless if I am subject to any such exposure, to the extent permitted by law.

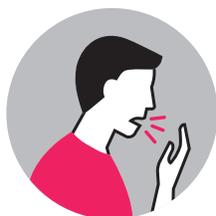
Employee Signature

Date

Employee Printed Name

CORONAVIRUS INFORMATION

SYMPTOMS OF COVID-19 INCLUDE:



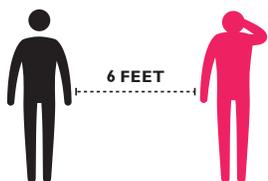
COUGH



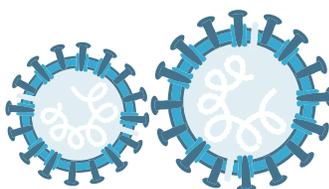
FEVER



**SHORTNESS
OF BREATH**



The virus usually spreads from **CLOSE PERSON-TO-PERSON CONTACT** through respiratory droplets from coughing and sneezing.



The virus may also spread **THROUGH AIRBORNE TRANSMISSION**, when tiny droplets remain in the air even after the ill person leaves the area.



SYMPTOMS MAY DEVELOP WITHIN 14 DAYS OF EXPOSURE to the illness.

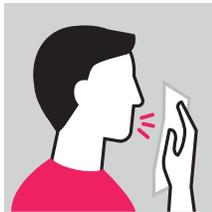


IF YOU EXPERIENCE ANY OF THE ABOVE SYMPTOMS, PLEASE CONTACT HUMAN RESOURCES AT 740-826-8114. FOR ADDITIONAL INFORMATION AND THE LATEST GUIDANCE, PLEASE VISIT OUR CORONAVIRUS INFORMATION HUB AT: [MUSKINGUM.EDU/CORONAVIRUS](https://muskingum.edu/coronavirus)

STAY HEALTHY AT MUSKINGUM



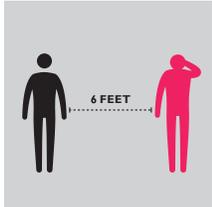
Wash your hands frequently and thoroughly using soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water aren't available.



Cough or sneeze into a tissue or flexed elbow, then throw the tissue in the trash.



Avoid touching your eyes, nose or mouth with unwashed hands.



Practice social distancing, when possible keep 6 feet between you and others. Avoid gatherings of 10 people or more.



Stay home when you are sick.



Clean and disinfect surfaces and objects people frequently touch.



Employees are required to wear face coverings, and visitors are encouraged, but not required, to do so.

USE OF CLOTH FACE COVERINGS

TO HELP SLOW THE SPREAD OF COVID-19

UNIVERSITY EMPLOYEES MUST WEAR A FACE COVERING OR CONTACT HUMAN RESOURCES IF THEY ARE UNABLE TO.
VISITORS ARE ENCOURAGED TO WEAR A FACE COVERING. FACE COVERINGS ARE AVAILABLE AT BOYD SCIENCE CENTER 338.

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

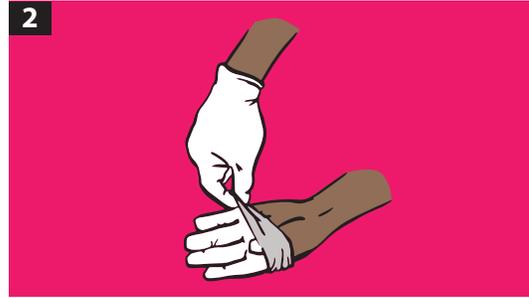


PROPER WAY TO REMOVE GLOVES

TO PROTECT YOURSELF, USE THE FOLLOWING STEPS TO TAKE OFF GLOVES:



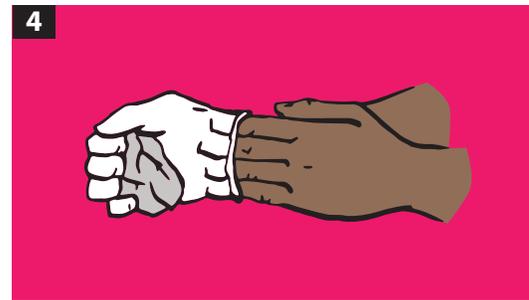
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



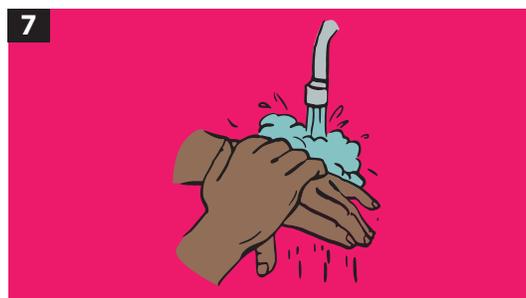
4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



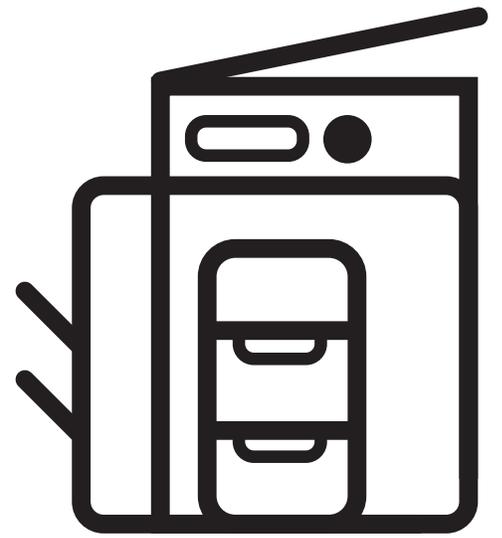
6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.



TIPS ON COPIER CLEANING



1 TURN OFF AND UNPLUG MACHINE

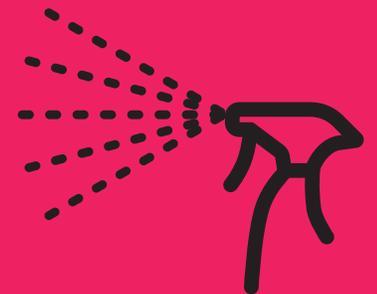
2 LIGHTLY POUR RUBBING ALCOHOL ON A CLOTH
(*TOO MUCH ALCOHOL CAN DAMAGE THE CONTROL PANEL)

3 WIPE DOWN ALL HIGHLY TOUCHED AREAS

4 IF RUBBING ALCOHOL IS UNAVAILABLE, USE DISINFECTANT WIPES

5 AVOID USING CLEANERS THAT CONTAIN BLEACH, AMMONIA,
OR CLEANING SOLVENTS

6 USE A MILD GLASS CLEANER SPRAYED DIRECTLY ONTO
A CLOTH TO CLEAN THE GLASS
(WINDEX NOT RECOMMENDED)



THE BEST WAY TO KEEP THE COPIER CLEAN IS TO MINIMIZE THE NUMBER OF TIMES YOU USE IT AND PRACTICE GOOD PERSONAL HYGIENE BY WASHING HANDS AND USING HAND SANITIZER.

DISINFECTING YOUR KEYBOARD AND MOUSE



If you are the only person using your keyboard and mouse (KbM), you should not need to disinfect them daily. Proper hand hygiene will go a long way in keeping your KbM clean after your initial cleaning.

WHEN YOU DO DISINFECT YOUR KBM:

- 1 Power off the computer
- 2 You can use:
 - Wipes that do NOT contain bleach OR
 - A cloth and isopropyl alcohol (70% recommended).
Dampen, do not soak, the cloth with the alcohol.
- 3 Clean gently – You do not want liquid getting into the internal parts of the KbM.
- 4 Wait 10 minutes. You want to make sure that everything is dry and that the solution has had time to disinfect the cleaned surface.
- 5 Power on the computer