



COVID19 PACKET





SOCIAL DISTANCING

or physical distancing are terms used to describe limiting close contact with others outside of your immediate household. Practicing good distancing **does not take the place of other safe practices** such as hand washing, covering coughs and sneezes and staying home if you're not feeling well. But distancing (staying at least 6' feet from others) is an essential part of preventing the spread of COVID-19 and is required, even if you or those around you have no symptoms of this illness. Brief interactions, such as passing a person in a hallway or on a sidewalk, are not high-risk routes of exposure, but all employees working on campus are expected to make efforts to minimize close contact.

Below are some tips to ensure that the university can continue with critical operations while maintaining compliance with social distancing requirements.

TIPS FOR DISTANCING:

- Use remote collaborations tools such as video and phone conferencing for meetings.
- Unavoidable in-person meetings should be short, in a large meeting room where distancing can be maintained or outside.
- Place visual cues in areas where people are likely to form lines. For example at point of sale operations for cashiers or at customer service desks.
- Choose the stairs over the elevator, or use elevators 1 person at time.
- Use phone calls, video chats or MS Teams to consult with colleagues, even if they are working down the hall from you.
- Eat lunch at your desk or alone outside.

WHAT TO DO!

- Critical operations conducting work on campus should designate and empower a person to act as a distancing monitor. The monitor should regularly conduct 'spot checks' of on-site work to ensure social distancing requirements are being maintained, and to provide recommendations for compliance as needed.
- Consider staggering work schedules to reduce the total number of people in the work area at any given time.
- Properly clean and disinfect shared use equipment that is touched by multiple people (copiers, printers, filing cabinets, microwave, door handles, etc.) Contact facilities to request additional cleaning.
- **When a critical task is required that can't be done without employees working in close proximity**, contact Environmental Health & Safety (EHS). EHS will assist in developing a safety plan to ensure that the work can be done as safely as possible by utilizing other techniques that may include requiring additional PPE, sanitizing or physical barriers.



Tables act as a visual cue to keep distance while waiting for the counter.



Place decal directing where to wait.



Sign reminding to keep distance in areas where people may congregate.





PROTECTIVE MASKS:

come in many different styles and materials. It's important to know the uses and limitations of each type of mask before you wear one. Regardless of the type of mask you use, it's vital to wash your hands before you put it on, before you take it off, and after you take it off. In addition, be sure to store your mask correctly to avoid contamination. Be sure to consult with EHS if you have questions about the different types of masks and if you are required to wear them for work.

CLOTH MASKS:

- Are easy to make at home with common materials, these masks are designed to minimize the wearer from spreading airborne diseases.
- Do not have a tight seal against the face; it will not protect the wearer from inhaling airborne bacteria or virus particles.
- Provide a protective barrier from touching your face.
- Recommended by the Centers for Disease Control (CDC) to wear in public places where social distancing is not easily maintained during this pandemic. The UO will not supply cloth masks.
- This is not PPE and the UO does not supply cloth masks. These are easy to make at home with common materials. Click **HERE** for a link on how to make a cloth mask for personal use.
- Cloth masks can be laundered and reused multiple times.

IMPORTANT: wearing a cloth mask does not mean you should ignore social distancing requirements. Make every effort to maintain at least 6 ft. from others while at work and in public areas.

SURGICAL MASKS:

- Are designed to prevent the wearer from spreading airborne diseases
- Will help block large-particle droplets, splashes, sprays, or splatters that may contain viruses and bacteria from reaching the wearer's mouth and nose
- Do not have a tight seal against the face, it will not protect the wearer from inhaling airborne bacteria or virus particles
- Provide a protective barrier from touching your face.
- Surgical masks are a form of Personal Protective Equipment (PPE) and are provided to employees by the UO where their use is required; eg. University Health Center, University Police Department (UOPD)

N95 RESPIRATORS:

- A tight fitting mask that seals to the face, also known as a "filtering face piece respirator"
- Is regulated by OSHA, requires training and fit testing prior to use
- Filters out 95% of airborne particulates that are .3 microns or larger
- N95's are a form of PPE and are supplied by the UO for tasks where it's use is required. Typically this is for employees in the Health Center, Police, fabricators, painters, carpenters, etc...
- To preserve the limited supplies, employees are asked not to do any work requiring an N95, unless they work in the Health Center or UOPD.



Examples of cloth masks



Example of a surgical mask



Example of a N95 Respirator





CLEANING & DISINFECTING

Oxivir Tb is a common cleaning product that uses hydrogen peroxide to clean and disinfect surfaces. At the UO, we use Oxivir Tb wipes to disinfect 'high touch' areas or shared equipment such as door handles, keyboards, phones, and other solid surfaces. The hydrogen peroxide allows for disinfection in 60 seconds.

These wipes are effective against a broad spectrum of pathogens including: influenza, MRSA, Norovirus, tuberculosis, bloodborne pathogens and more. They are non-irritating to eyes and skin and require no safety warnings or personal protective equipment to use safely.

WHAT TO DO!

- Use the wipes to wipe down high touch surfaces to clean and disinfect.
- Let set for 60 seconds to air dry.
- Use the wipe until it is no longer wet.
- When the wipe is no longer wet, dispose of it in a regular trash can.
- Always read product labels and follow manufacturers instructions for safe use.
- Disinfecting wipes should not replace basic cleaning and hygiene practices. Be sure to wash hands frequently, with soap, for at least 20 seconds.
- To order replacement wipes, please call CPFM's Work Control 541-346-2319.



Use Oxivir Tb Wipes to clean and disinfect work areas.



Use wipes on high touch and shared items.



Dispose of used wipes in a regular trash can.





REMOTE WORKSTATIONS

are locations where some employees may work on a temporary basis. It could be a conference room, hotel room, temporary office or working from home. Whether it's a few hours or several days, it's important to consider how your work set up may affect your body, comfort and productivity. Keep the following ergonomic tips in mind for your remote workstation.

ERGONOMIC TIPS:

- **Keyboard:** Ensure you are able to work with your shoulders relaxed, elbows at your side bent at 90°-100° and wrists straight.
 - If the keyboard is too high, raise your chair (if adjustable) or place firm pillow or other support on the chair seat.
- **Monitor:** You should be able to view the monitor screen by looking straight ahead without tilting the head up/down, slouching or leaning forward.
 - _ Adjust the monitor height by raising or lowering it. A box or stack of books can be used to raise it.
 - _ Laptop users should consider connecting to a separate full-size monitor. Alternatively, the laptop can be raised and used as a monitor. You will need to connect to a separate keyboard and mouse.
- **Chair:** Use a comfortable chair. If the chair does not adjust for support, try placing a pillow behind your back.
- **Feet:** Feet should be fully supported by the floor. If not, use a footrest, sturdy box or step stool. Feet should not be so raised so high that knees are higher than the hips.
- **Eyes:** Follow the “20-20-20 rule”. Every 20 minutes, take a 20-second break to look at something 20’ away. Remember to blink.
- **Microbreaks:** A microbreak is a brief break (30-60 seconds) to change your body position at least every 30 minutes. Examples include: walking to get a document from the printer, doing some gentle stretches/exercises or standing up to take a phone call.

WHAT TO DO!

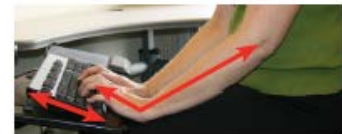
- Take early action to ensure your hardware, furniture and other equipment are adjusted properly.
- Visit the UO Ergonomics webpage - safety.uoregon.edu/ergonomics - for more information and resources.
- If you are uncomfortable after following these ergonomic tips and making adjustments to your remote workstation, contact the Ergonomic and Safety Coordinator.
- Tell your supervisor if you are injured or develop physical symptoms you believe are work-related.



Correct
Hand, wrist, and forearm are in a straight line



Incorrect



Incorrect

Adjust the keyboard to a proper height.



Use a separate keyboard and mouse with a laptop so the screen can be raised to the right height.



Take microbreaks throughout the day!





DIGITAL SCREENS

include computer monitors, laptops, tablets and cell phones. People often use multiple devices though out the day for extended periods of time. This may lead to symptoms such as eye strain, blurred vision, headaches, dry eyes, and neck/shoulder pain. Experts often refer to this as Computer Vision Syndrome or Digital Eye Strain. Are you leaning forward or slouching to see the screen? Do you find yourself looking at a screen and not blinking? Are you tilting your head up, down, or to the side to when viewing a screen? Do screen images sometimes seem blurry or do you squint to see them? These may all be signs that you need to make some changes in the way you view digital screens.

TAKE ACTION NOW!

- Position the computer monitor at a comfortable height. You should be able to view the screen by looking straight ahead without tilting the head up/down, or turning to the side
- Adjust your distance to the monitor. For many people, a distance of 20"-30" or an arm's length away from the screen is best.
- Avoid glare on the screen. You may need to move away from a window or bright light. If overhead lights are reflecting on the screen, turn them off. A lamp can be used instead but should be positioned away from the screen.
- Adjust screen settings. Increase font sizes, use zoom or a magnification app, if you are squinting or leaning forward.
- Keep your head up to view a phone screen, text or type. The top of the viewing area should be about 5° below horizontal eye level with the center of the screen 25° below horizontal eye level.
- Posture is important. Align your head over shoulders. Relax the shoulders. Elbows should be close to the body.
- Exercise your eyes by following the "20-20-20 rule". Every 20 minutes, take a 20-second break to look at something 20' away.
- Drink water and remember to blink. This will keep the eyes hydrated and refreshed. It can also help avoid headaches.
- Take a break from screens. Go for a walk. Do a few gentle stretches. Talk to a co-worker or friend.

WHAT TO DO!

- Contact your medical provider if symptoms continue. An eye exam can help determine if you need vision correction, if existing eyewear or contacts need to be adjusted or if other treatment, such as eye drops, is recommended.
- Visit the UO Ergonomics webpage, safety.uoregon.edu/ergonomics, for more information and resources.



Keep your head up to view screen or text. Don't slouch or look down!



Stay hydrated and blink your eyes!



Adjust the monitor height and distance to avoid looking up/down, leaning forward, or slouching.

