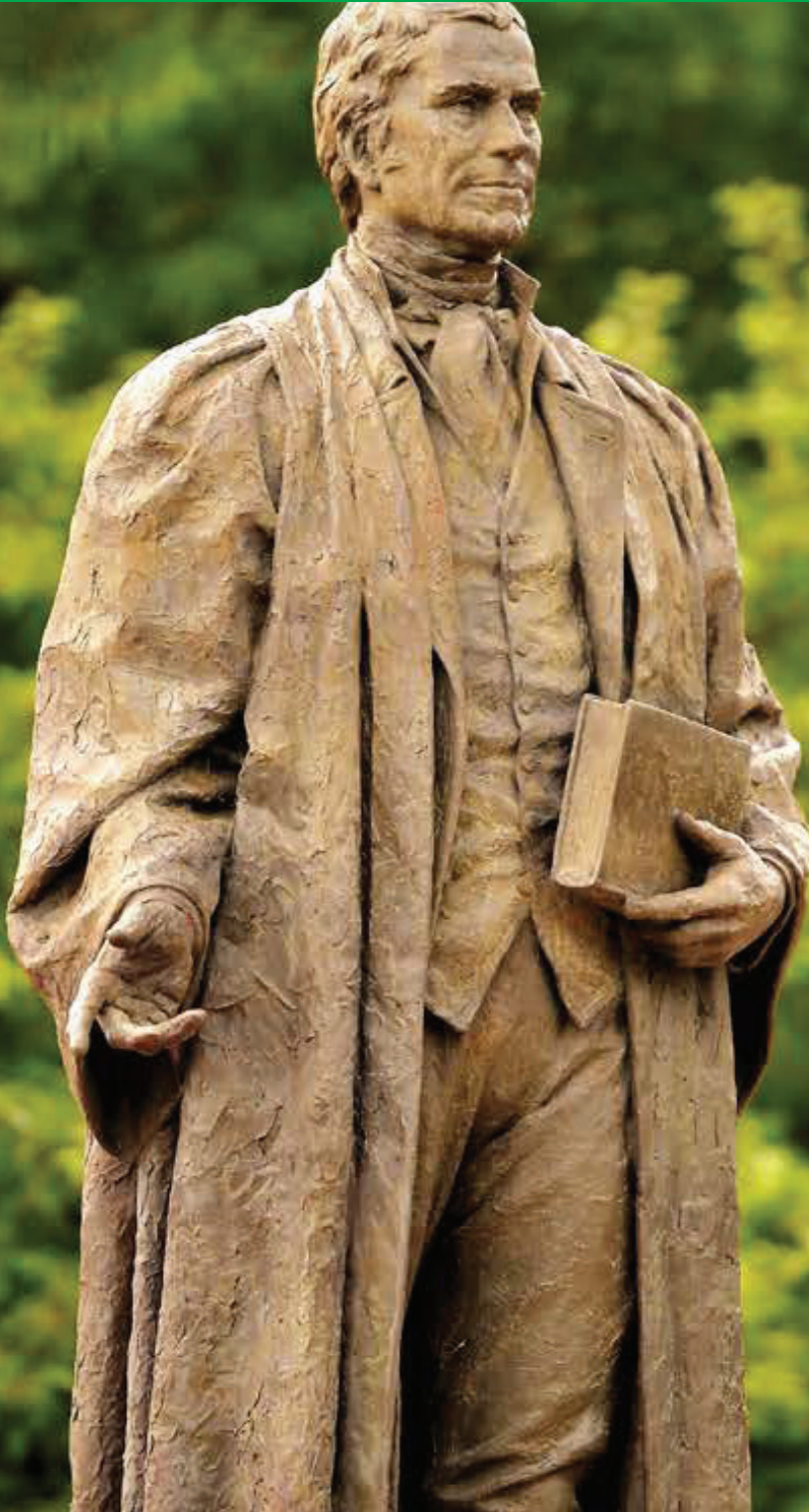


MARSHALL UNIVERSITY • Fall 2020

# Return-to-Campus

*Keep Learning. Keep Teaching. Keep Working.*



[marshall.edu](http://marshall.edu)





## MESSAGE FROM PRESIDENT AND DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY

As the Marshall University community prepares to resume face-to-face classes and open our campuses this fall, the health and safety of everyone, students, faculty, staff and visitors, remains our highest priority. This document represents many hours of planning and discussions guided by a combination of federal, state and local regulations, as well as input from our own health science educators and clinicians. Many of the decisions and procedures identified are complex ones, but we have put together a "Return-to-Campus" guide using the best of science and public health tools for our community. We thank everyone who was involved in putting this together.

We hope you will study this guide and help us ensure that we maintain the safest environment possible at Marshall. Wearing masks, hand washing and other hygiene practices will be our strongest defensive actions to keep us safe.

Thank you for your assistance as we transition to the new academic year. We will keep you updated on developments going forward.



Dr. Jerome A. Gilbert, President



Tracy B. Smith, Director of Environmental Health and Safety



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## KEY STRATEGIES

- The university will institutionalize required safety and health protocols, such as social distancing, face masks, testing and tracing.
- The university will monitor, in conjunction with the Marshall University Joan C. Edwards School of Medicine, Marshall Health and Student Health, appropriate safety and health protocols, such as daily self-administered health checks via the university's coronavirus app.
- Return-to-Campus kits, which will include two cloth face masks and hand sanitizer and other items deemed essential by state and federal guidance, will be distributed to all faculty, staff and students. Faculty members will separately receive a face shield for optional classroom use.
- To the greatest extent practical, supervisors will work directly with Human Resource Services to provide accommodations for all employees who are members of CDC-defined COVID-19 high-risk populations and request assistance.
- Education on COVID-19, via an online training module, will be required of all students, faculty and staff. The training will highlight the risks of personal infection, the consequences of spreading the virus to others, proper use of personal protective equipment (PPE), social distancing guidance and other items.
- All faculty and staff will be required to follow the university's safety and health guidelines at all times.
- Daily self-administered health checks will be required of all faculty, staff and students, and a return-to-campus questionnaire will be used for faculty and staff to protect the health and safety of our campus community via the university's coronavirus app.
- An overarching focus on cleaning, disinfecting, training and communicating will continue throughout the fall semester and beyond.



- The university will provide educational signage to be placed within the main corridors of all buildings.
- The university will monitor the current COVID-19 situation and implement changes when necessary and will communicate this information to the campus community promptly.
- COVID-19 testing will be conducted on specific cohorts for surveillance as directed by our medical community, based on current guidelines at the time of testing.
- Information will be provided to all students, faculty and staff on proper use, removal and washing of cloth face coverings.
- If the COVID-19 spread continues to decrease, and/or a vaccination is developed, restrictions may be relaxed cautiously and safely.
- The recommendations outlined in this document were developed using the most current information available at the time; however, the existing COVID-19 situation will require flexibility and ongoing university adjustments.



# ACADEMIC CALENDAR

Marshall University adjusted the academic calendar to minimize travel to and from campus once the semester begins, while maintaining the required number of instructional days. The revised calendar, with a shortened Spring Break, is in line with what many universities across the country are doing.

## FALL 2020

- Students will return to campus for in-person classes starting August 24.
- The Labor Day holiday on September 7 will remain as originally scheduled, with no classes held.
- November 30, classes resume with one week of online/distance instruction.
- December 5 - December 11, online final exams.

## SPRING 2021

- The spring term will start on January 19.
- The first four days of Spring Break will be canceled, and classes will be held to make up for the delayed start to the semester and to reduce high-risk travel/vacations; however, there will be no classes on Friday, March 19, to create a three-day weekend.
- The spring semester will end face-to-face as scheduled on April 23.
- April 24-30, final exams.











## PEOPLE

### PERSONAL SAFETY PRACTICES

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer stations will be available throughout university buildings.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least 6 feet (about two arms' length) from other people. Remember that some people without symptoms may be able to spread the virus.
- Avoid shaking hands.
- Do not enter other employees' workspaces.
- Reduce high-touch exposures by propping open interior doors where feasible.
- Do not gather in groups.
- Cover your mouth and nose with a face covering when around others.
- Always wear a face covering in any situation where you cannot adequately physically distance yourself from others. Continue to keep about 6 feet between yourself and others. The face covering is not a substitute for physical distancing. See the Appendix for guidance from the Centers for Disease Control and Prevention regarding making, wearing and cleaning cloth face coverings.
- Wear a face covering when you go out of your workspace. The face covering is meant to protect other people in case you are infected. You could spread COVID-19 even if you do not feel sick.
- Do NOT use a facemask meant for a healthcare worker. N95 and similar respirators should be reserved for medical workers and employees in areas with task-specific hazards.

- Cover coughs and sneezes.
- If you are in a private setting and do not have on your face covering, remember to cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Stay home if you are sick.

## **TESTING**

Marshall University plans to conduct testing on athletes, students arriving from other countries, students who will be living in our residence halls and non-residential students from hot-spot areas. We are finalizing protocols for sentinel surveillance of cohorts on campus. At this time, the CDC does not recommend universal or mass testing of all returning faculty, staff or students.

### ***CDC Testing Priority (as of 6/5/20)***

- Persons with symptoms of potential COVID-19 infection, including fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, or sore throat.
- Persons without symptoms who are prioritized by health departments or clinicians for any reason, including but not limited to public health monitoring, sentinel surveillance, or screening of other asymptomatic individuals according to state and local plans.

## ***Testing Locations***

Marshall University Medical Center/Cabell Huntington Hospital operate a drive-thru/walk-up tent, as does Student Health. Both are located at 1600 Medical Center Drive, Huntington, WV. For more information call: 304-696-2900 during regular business hours Monday-Friday.

The Cabell County Health Department also conducts testing, located at 703 7th Ave, Huntington, WV 25701. For more information call: 304-526-6544 between 8 a.m. and 6 p.m. Monday-Friday.

Additional special locations will be set up for students prior to the start of the fall semester. Locations will be announced closer to the start of the semester.

## **CASE MANAGEMENT/CONTACT TRACING**

Marshall University has collaborated with the Cabell County Health Department, School of Medicine and Marshall Health to develop appropriate protocols for case management and contact tracing for cases that may occur on campus. All contacts received by the university that indicate a potential exposure to COVID-19 will be immediately traced by trained public health contact tracers from our campus. Immediate actions to isolate individuals will be implemented. Marshall University has designated an on-campus isolation area for persons residing in Housing and Residence Life (HRL) residence halls. Those students living off-campus will be offered on-campus isolation on a case-by-case scenario.

Formal case management plans and operating procedures are under development in consultation with the county health department. These plans will detail the case management process, roles and responsibilities, contact tracing, medical support and quarantine for on-campus residents, communication protocols, and case-specific cleaning and disinfection (target completion date June 30, 2020).



## STUDENTS

- Daily self-administered health checks will be required of students and a questionnaire will be used for students to protect the health and safety of our campus community via the university's coronavirus app.
- All students will be given a Return-to-Campus kit, which will include face coverings, hand sanitizer and other items deemed essential by university, state and federal guidance.
- Students will be required to wear face coverings, including while attending class, for any interactions with other students or faculty and staff, and while in common travel areas of all university buildings (e.g., hallways, conference rooms, bathrooms, entries and exits.)
- Student conduct guidelines, in particular regarding social distancing and PPE requirements, will be enforced.
- Intramural/Club Sport protocols will follow all established state and federal guidelines to maintain the safety and health of all involved.
- Greek organizations will be required to practice safe protocols and required to submit event plans for review and approval.
- Student Affairs has developed detailed plans for recruitment events, small group events, meetings of student groups, community service and social gatherings. These will be available by contacting the Office of Student Affairs at 304-696-2290.
- Students needing assistance with personal protective equipment should contact the Student Wellness and Gender Center at 304-696-3112.

For more COVID-19 student information, visit <https://www.marshall.edu/it/keep-learning/>.

## EMPLOYEES

- Before and upon returning to work, employees must adhere to all university, state and national guidelines regarding personal health responsibility. Therefore, employees will be required to self-monitor their health daily via the university's coronavirus app.
- All employees will be given a Return-to-Campus kit, which will include two face coverings, hand sanitizer and other items deemed essential by health officials
  - Healthy hand hygiene behaviors will be required.
  - If diagnosed with COVID-19, employees must remain at home and contact Leah Tolliver at [tolliver@marshall.edu](mailto:tolliver@marshall.edu) for contact tracing to begin.
  - All employees must wear cloth face coverings, to the greatest extent practical, including for any interactions between co-workers or while in common travel areas of the office setting (e.g., hallways, conference rooms, bathrooms, entries and exits).
  - These cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. (Cloth face coverings are not surgical masks, respirators or other medical personal protective equipment).
  - Employees are not required to wear face masks while alone in personal offices.
  - Accommodations will be reviewed by Human Resource Services for employees in the CDC-defined COVID-19 high-risk population category if requested by the employee. See [MU-HR-36](#).
  - All employee meetings will continue to be held remotely as much as possible, with slow integration of small in-person meetings, where all current official safety and health guidance will be followed.

Common areas within employee offices should not be used.

*At this time, we are not recommending the use of common areas such as kitchens; if used, employees must wear cloth face coverings, and only one individual will be permitted to use the space at a time.*

Employees needing personal protective equipment should contact Environmental Health and Safety or e-mail [returntowork@marshall.edu](mailto:returntowork@marshall.edu).

## TRAVEL

University-sponsored travel during fall 2020 will continue to be on hold for students, faculty and staff, unless deemed necessary by the president or vice presidents of the university, or amended based upon state and national safety and health guidance.

### **International**

All students who are traveling internationally must register their travel in advance, using the online [International Travel Registration Form](#).

### **Employee Travel**

Employees traveling for business or personal reasons must register their travel in advance, using the online [Employee Travel Registration Form](#).

Depending on where the employee travels and activities while there, he/she may be required to complete 0-14 days of self-isolation and/or telecommuting before returning to work on site.

## ACKNOWLEDGMENT AND AGREEMENT TO COMPLY WITH PUBLIC HEALTH EXPECTATIONS

Before returning to campus, students, faculty and staff will be asked to sign the COVID19 Return-to-Campus Acknowledgment, which explains risks and responsibilities, including information regarding those in higher-risk categories. A copy of the employee acknowledgement is available in the Appendix of this guide.

## VISITORS AND VENDORS

Guests (e.g., contractors) are allowed only with explicit invitation and are expected to abide by all campus and building-specific protocols.

- All outside contractors performing services on campus, which bring them into contact with students, faculty, staff or campus visitors, shall wear appropriate PPE.
- Contractors shall hold their employees to the same standards applied to university employees.
- Any contract worker who is sick is not permitted to perform work on campus.
- Outside guests shall notify the Office of Environmental Health and Safety immediately if any of their workers who have performed work on campus within the previous 14 days are diagnosed with any infectious illness.





## PLACE

- Social distance at least 6 feet when possible.
- Face coverings must be worn when leaving a private office space and when entering a building from the outside, and in any situation where you cannot adequately maintain a safe distance from others.
- In the classroom setting, instructors not wearing a face covering or face shield must remain behind the plexiglass barrier.
- Regularly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or use the inside of your elbow.
- Do not rearrange seating layouts in classrooms. Use assigned seating for all classes, using every other seat when possible. Should there be an outbreak on campus this fall, this procedure will assist contact tracers in tracking down who has been exposed to the virus.
- Do not share materials with anyone.
- Disinfect your workspace in the classroom before and after class.
- Use doors marked as entrances and exits appropriately. Follow any building flow arrows in the proper direction, even if this means having to exit the building and re-enter.
- Adhere to all COVID-19 signage instructions.

## SANITIZING

The university's housekeeping staff will operate in accordance with cleaning and disinfection protocols recommended by the Centers for Disease Control, using Environmental Protection Agency-approved products that are effective against the COVID-19 virus. Personnel will disinfect high-touch surfaces. These high-touch surfaces include, but are not limited to, entryway touchpoints, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).

Students and employees will have access to disposable sanitizing wipes located at the end of each hall for use to disinfect chairs and work spaces.

Hand sanitizing stations will be located at key areas within all campus buildings.

## CLASSROOMS

Class sizes have been modified and rooms have been arranged to create adequate distancing between students and students and professors. Seating capacity will be at 50% or less in each room. The following procedures are required by all faculty while on campus.

## OFFICE SPACES

The following procedures are required by all staff while on campus.

- Face coverings must be worn when leaving a private office space and when entering a building from the outside, and in any situation where you cannot adequately maintain a safe distance from others.
- Consider arranging office space to ensure proper distancing from visitors and co-workers. If this not possible, consider installing protective barriers and marking floor space.
- Schedule visitors to ensure adequate safe distances can be maintained in waiting areas.
- Maintain a social distance of at least 6 feet when possible.
- At all times stay behind the plexiglass structure, if provided, in a workspace when meeting students and visitors.

## LABORATORY TRANSITION PHASES

For plan, please [click here](#). The Chemistry restart protocol is [here](#).

## PUBLIC SPACES

### *Memorial Student Center*

#### MEETING FACILITIES

- Depending on the purpose, indoor events will be limited to 50% of the Fire Marshall's rated occupancy.
- There will be at least one hour blocked off after every meeting to sanitize the space before the next meeting.
- All attendees should wear a mask or face covering during all meetings.

#### RESTROOMS

- All restrooms will be sanitized three (3) times per day.

#### COMMON AREAS

- First- and second-floor lobby furnishings will be modified for appropriate social distancing and adherence to all safety and health guidelines.
- The lower level Recreation Area will be modified to accommodate social distancing.
- All attendees should wear a mask or face covering while sharing space in a common room.
- Hand sanitizers will be installed throughout common areas, including hallways and corridors.
- Common areas will be sanitized five (5) times per day or as needed. This includes table surfaces, armchairs, railings, doorknobs, elevator buttons, etc.
- All water fountains will be covered and not in use.

#### MSC STAFF AND STUDENT EMPLOYEES

- Person protective equipment (PPE) will be made available to all staff.
- Protective masks will be provided to all student employees.
- Staff and student employees will be required to follow appropriate physical distancing.

## FOOD SERVICE

- Sodexo is modifying its services to ensure safety and support the needs of the university.
- These modifications include enhanced cleaning measures, new training, increased cleaning frequency and using appropriate PPE.
- There will also be a modification of operations, payment, guest flow, and how supplies are received to enforce requirements of social distancing and reduce exposure.
- All furnishings (Food Court, Starbucks and John Marshall Room) will be modified for appropriate social distancing and adherence to all safety and health guidelines.

## BOOKSTORE

- Follett Bookstore is modifying its services to ensure safety and support the needs of the university.
- These modifications include adjustments to traffic flow, store customer capacity, enforcing requirements for social distancing, and designating entrance and exit doors only.
- Staff and customers will be required to wear PPE.
- Hand sanitizers will be readily accessible.

### **Computer Labs**

For plan, please visit <http://www.marshall.edu/coronavirus>.

### **University Libraries and Online Learning Plans**

For plan, please visit <http://www.marshall.edu/coronavirus>.

## HOUSING AND RESIDENCE HALLS

- Guidelines and training will be developed for Residence Advisors (RAs), Area Coordinators (ACs), and other Housing and Residence Life staff to reinforce social distancing/capacity limits, and to ensure that a healthy environment is maintained within the residence halls.
- RAs will complete mandatory training on all signs/symptoms of COVID-19 and will develop wellness check plans for students, while following all state and federal health guidelines.
- Room occupancy guidelines for student health and safety will be established.



- Student move-in and move-out schedules will be staggered, with an appointment process implemented. Students will be limited to one person permitted to enter the residence hall with them to assist.
- Additional cleaning schedules will be executed for all public areas and restrooms in the residence halls.
- Specific information will be provided to all students living in the residence halls regarding proper cleaning of bathrooms and acceptable social distancing protocol while in the residence hall.
- Housing will follow the university pandemic plan for isolation of primary exposures and quarantine of COVID-19-positive students in a separate residence hall designated for this purpose.
- **Students will be required to:**
  - Complete the COVID-19 online screening before move-in day or returning to campus.
  - Be tested for COVID-19 upon arrival.
  - Follow all safety protocols in place, including the wearing of face coverings, proper hygiene practices and regularly cleaning their living spaces.
  - Adhere to the posted limits on the number of people permitted in community areas such as laundry rooms, study lounges, residence hall kitchens, dining halls, retail venues and learning environments.
  - If a student is experiencing any symptoms related to COVID-19, they are expected to report symptoms immediately through the wellness check app or to an HRL staff member.

## RESTROOMS

- The use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

## ELEVATORS

- Due to physical distancing requirements, the number of elevator occupants is limited to two (2) in most cases. Elevators that can accommodate more than 2 people will be marked with signage. Please use the

stairs whenever possible. If you are using the elevator, wear a face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Maintain social distancing of at least 6 feet from other occupants. Wash your hands or use alcohol-based hand sanitizer upon exiting the elevator.

## DINING

- Sodexo, the university's food service provider, has developed guidelines to support all campus initiatives regarding the return-to-campus.
- All Dining employees will wear PPE and follow social distancing protocols in the kitchen, serving and dining areas at all times.
- Open seating restrictions, proper social distancing and other health guidelines will be required in university dining spaces, with no more than 50% normal occupancy seating.
- All high-contact surfaces (countertops, doors, trash bins, etc.) will be cleaned and sanitized regularly, and tables will be disinfected between customers.
- Hand-sanitizing stations will be provided at the entrance to all dining facilities.

## CAMPUS RECREATION

Reopen plan is available at : <https://www.marshall.edu/campusrec/rec-center-updates-and-closures-covid-19/>.

## EVENTS AND GATHERINGS

All campus events are to be held following university, state and health department guidance for gatherings, including instructions for potential social distancing, capacities and use of face coverings. Hours of occupancy for facilities and spaces may be modified or staggered to limit group sizes and ensure proper distancing. The Memorial Student Center may operate under modified hours, and adjustments will be made according to the rhythms of the campus and by all university, state and health department guidance.

- Each event will be approved on a case-by-case basis.
- Large events (since this definition and guidance are regularly changing, large events will be defined as fall 2020 begins) significantly increase the risk of transmission of COVID-19. Therefore, decisions that would entail large gatherings must be approved in advance and will be carefully evaluated.
- An emphasis on outdoor events will occur with appropriate social distancing and adherence to all safety and health guidelines across the university's campuses and facilities, as outdoor activities reduce the risks of viral transmission.
- The university will continue to determine which events and meetings can be changed to virtual events.
- Events that occur on Marshall University campuses, or are officially approved events, will meet all safety and health guidelines, including but not limited to group and individual visits to campus. These guidelines are also strongly recommended for any off-campus student social event.
- Guidelines will be established for the rescheduling of any campus event. All rescheduled events will be consistent with the current campus policy and approved by the university.
- New dates will be determined for all rescheduled events, but with the caveat that these dates could change if the state of West Virginia experiences a surge in COVID-19 cases, and with the advice and consent of safety and health authorities.
- Capacity and social distancing measures will be determined using all state and federal health guidelines for future on-campus events.
- The guidance mentioned above includes Greek and university-recognized student organization events, as well as vendors or visitors to campus.

## ATHLETICS

It is always the desire and goal to make sure the Athletics Department is provided with the highest level of care, which includes following all current national, state and local healthcare guidelines and medical practices. To that end, the Athletics Department has assembled an Athletic Task Force, appointed by Athletic Director Mike Hamrick. This group is developing plans to minimize the risk of COVID-19 exposure for our student-athletes and staff as they return to campus and begin to resume athletically related activity. The task force has studied federal, state and local guidelines, as well as NCAA Core Principles of Resocialization of Collegiate Sport. Plans and contingencies will be created to help provide flexibility as guidelines from these supervising entities develop.





# TOOLS

## TECHNOLOGY

The university will monitor, in conjunction with the Marshall School of Medicine, Marshall Health and Student Health, appropriate safety and health protocols, such as daily self-administered health checks via the university's coronavirus app.

## COMMUNICATIONS

One of the core concepts in these guidelines for returning to in-person instruction is the need to maintain open, accurate and regular communications with students, faculty, staff and the public.

Beginning in July, the offices of University Communications and Student Affairs will roll out a robust communications plan developed to educate the university community about required health measures, as well as enforcement and consequences of non-compliance.

*The comprehensive campaign will use a variety of channels, including, but not limited to:*

- Digital campus signage
- Social media and video
- Organized student activities and residence hall programs
- Virtual chats/town hall meetings
- Signboards
- Computer pop-up messages/reminders
- Brochures, rack cards, doorknob hangers
- Posters and signs, including elevator wraps and floor stickers, table tents and restroom signage
- Student-run media and local newspapers, TV and radio
- E-mails
- Online FAQs
- Marshall-branded masks, digital thermometers, etc.

The communications campaign will be a long-term, sustainable effort intended to last through at least the spring 2021 semester.

Please note that the communications plan will change as needed and as the pandemic changes.

Questions or feedback can be addressed to [ucomm@marshall.edu](mailto:ucomm@marshall.edu).

## RESOURCES

### MENTAL AND EMOTIONAL WELL-BEING

#### STUDENTS

If you are experiencing any personal problems or just need someone caring to talk to, Marshall University offers counseling and psychological services. You can contact the [Counseling Center](#) in Prichard Hall or the [Psychology Clinic](#) in Harris Hall. All services are free to full-time Marshall students and are confidential.

#### EMPLOYEES

Optum, part of UnitedHealth Group, operates an Emotional-Support Help Line. Professionally trained, mental health staff are there to support people who may be suffering from fear or stress created by COVID-19. Optum's Emotional-Support Help Line number is 866-342-6892 and will be open 24 hours a day, seven days a week. The service is free of charge and open to all PEIA members.





## EDUCATION AND TRAINING

Education on COVID-19, via an online training module, will be required of all students, faculty and staff, highlighting the risks of personal infection, the consequences of spreading the virus to others, proper use of personal protective equipment (PPE), social distancing guidance and other items. Instructions for accessing this training is available at <https://www.marshall.edu/safety/accessing-online-training/>.

For details about the university's overall response to the COVID-19 pandemic, visit <https://www.marshall.edu/wellness/influenza-information-and-coronavirus-update/>. This site also features university testing data and results to-date.

For Marshall Health information, including their COVID-19 telephone info line and drive-through testing sites, visit <https://www.marshallhealth.org/coronavirus>.

For information about the State of West Virginia's response, visit the West Virginia Department of Health and Human Resources website at <https://dhhr.wv.gov/COVID-19/Pages/default.aspx> or call their information hotline at 1-800-887-4304. For federal guidance from the Centers for Disease Control and Prevention (CDC), visit <https://www.cdc.gov/coronavirus/2019-ncov/>.

For directions for making, wearing and cleaning cloth face coverings, see the CDC's "[Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)," which is also available in the Appendix of this guide. Watch the [Surgeon General's video](#).





# APPENDIX

## COVID-19 EMPLOYEE RETURN-TO-CAMPUS ACKNOWLEDGMENT

By signing this form and submitting it to my supervisor or submitting it online, I acknowledge that I understand I have a continuing obligation to self-screen on a daily basis and to self-quarantine if any of my answers to the screening questions listed below are "YES," and to inform my supervisor and Environmental Health and Safety. I further acknowledge that this is for my health and safety as well as the health and safety of students and co-workers.

### Do you have any of the following symptoms:

- Fever?
- NEW cough?
- NEW shortness of breath?
- NEW body aches?
- NEW sore throat?

### Are you currently in quarantine or have a test pending for COVID-19?

- Yes       No

### Have you had any close contact outside of work with:

- Person who has tested positive for COVID-19?
- Person in quarantine or awaiting COVID-19 results?

### I will register my vacation and travel plans with the university for the following:

- All international travel and/or travel to identified domestic hotspots;
- Travel by plane, cruise ship or other multi-passenger mode of transportation; or
- Traveling and attending events for 50 or more people in which social distancing is difficult to maintain.

*I have received the policies and procedures related to appropriate PPE utilization and wearing of a face covering while at work and agree to abide by them.*

---

Signature

---

Date

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## 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?

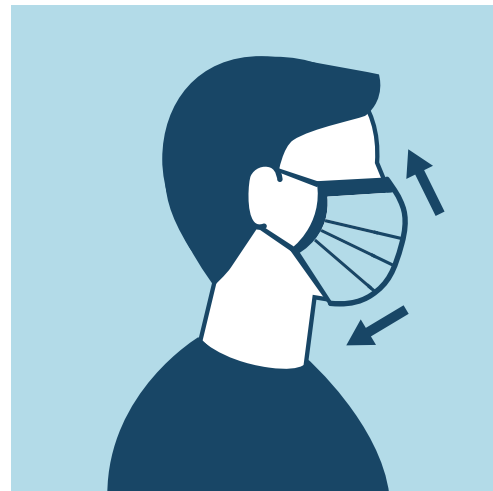
Yes. They should be routinely washed depending on the frequency of use.

## 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.



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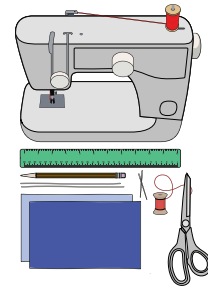
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



## Sewn Cloth Face Covering

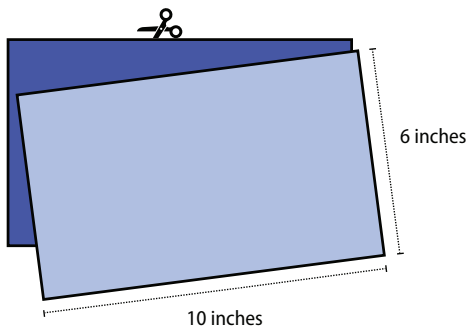
### Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

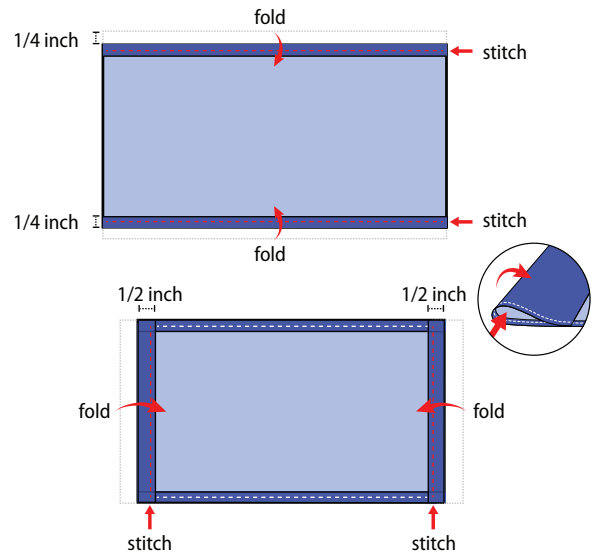


### Tutorial

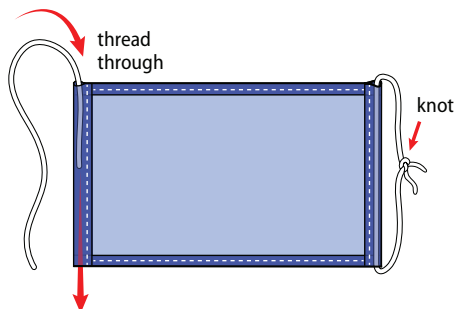
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



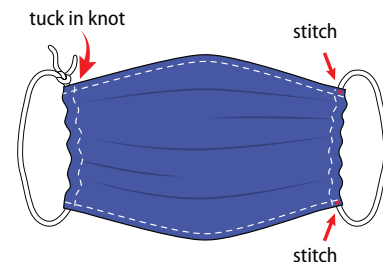
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

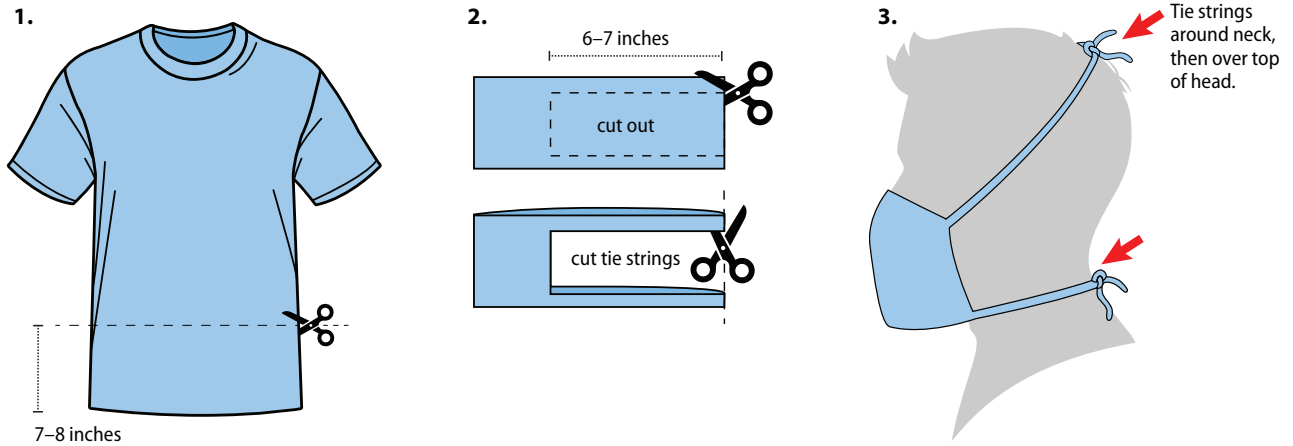


## Quick Cut T-shirt Cloth Face Covering (no sew method)

### Materials

- T-shirt
- Scissors

### Tutorial

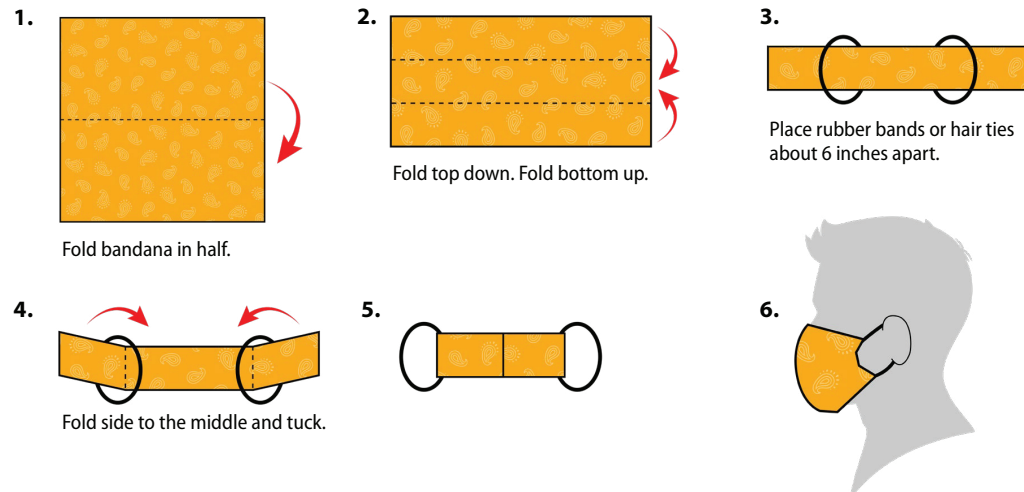


## Bandana Cloth Face Covering (no sew method)

### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

### Tutorial











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