

Title: COVID-19 Safety and Awareness

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Welcome

Welcome to the Boulder campus COVID-19 safety and awareness online training course.

In this course, you will find:

- Your individual responsibilities and actions.
- What to expect when on campus.
- Personal and area hygiene actions you must take on campus.
- What to do if you, a coworker, or classmate becomes sick.
- Campus resources for additional information and for the most up-to-date information.



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Requirements

This course is required for all individuals, including employees, persons of interest (POIs), students, and others currently working on the Boulder campus and those that are approved to return to campus. For critical operations personnel already approved to be on campus, you will be directed by your supervisor when to complete this course. For those approved to return with the incremental resumption of campus activities, you must complete this course before you will be permitted to return to campus.

Objectives

After completing this course, you should be able to:

- Prepare for returning to the campus.
- Follow prescribed guidelines for personal and area hygiene.
- Locate resources and updated information.

Note: The information provided in this course is based on current information regarding best practices obtained from guidance and publications issued by the U.S. Centers for Disease Control and Prevention (CDC) as well as other federal, state, and local public health officials. This pandemic is evolving. For the most up-to-date information, visit <https://www.colorado.edu/coronavirus> and consult the resources linked in Module 5.

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Introduction

COVID-19 is a respiratory illness caused by the virus SARS-CoV-2, and is spreading from person-to-person (i.e., community spread). Symptoms may include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat and new loss of taste or smell, although not all those who are sick show symptoms.

Initially, the university halted non-essential activities to reduce the risk of infection. Now with the resumption of activities on campus, we must take careful steps as the university gradually resumes normal activities. These steps will require both university policies and procedures to ensure the safety of those on campus, as well as individual actions and responsibilities to prevent the spread of disease.



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What the University is Doing

The university is adhering to all requirements of the Centers for Disease Control and Prevention ([CDC](https://www.cdc.gov/)) [link: <https://www.cdc.gov/>], the Colorado Department of Public Health and Environment ([CDPHE](https://www.colorado.gov/cdphe)) [link: <https://www.colorado.gov/cdphe>], and Boulder County Public Health ([BCPH](https://www.bouldercounty.org/families/disease/covid-19/)) [link: <https://www.bouldercounty.org/families/disease/covid-19/>].

The university is following CDC guidance for persons with COVID-19 illness. After testing positive, isolation is to be maintained for at least 10 days *from illness onset* and at least 3 days (72 hours) *after recovery*. Illness onset is defined as the date symptoms begin. Recovery is defined as resolution of fever (<100.4° F) without the use of fever-reducing medications with progressive improvement or resolution of other symptoms. When returning to work, a mask must be worn.

Note:

The university may close spaces on campus if there is a positive case to provide time for cleaning and completing contact tracing.

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Campus-Specific Preparations

The university has taken several steps leading to the gradual resumption of campus activities. Specifically, cleaning on campus has been and will continue to be performed routinely for common spaces including both a sprayed disinfectant and wipe-down of high touch point locations (elevator buttons, etc.). This cleaning protocol does not include lab areas or offices, for which cleaning protocols are addressed in this course.

Teams on campus have been working to prepare plans and resources to support the following:

- Limiting the number of individuals to allow for physical separation.
- Addressing requirements and recommendations for mask use and the use of personal protective equipment (PPE) in some cases.
- Assuring that only approved personnel are accessing campus.
- Coordinating COVID-19 reporting and contact notification.
- Facilitating critical functions and core responsibilities to resume activities safely.

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Module 1. Return to Campus Requirements

Your supervisor must obtain approval and notify you of that approval before you may return to campus for work.

Before You Return

- Coordinate with your supervisor and colleagues to determine a schedule that ensures physical separation can be maintained.
- Complete this training and its acknowledgement.
- Provide your own face mask.
- For each day that you come to campus, you may be asked to complete a health assessment, as described in Module 2.

Note: Some units or buildings may have additional requirements, as may other specific areas of research, such as animal research in the vivarium and human subjects research.



[img
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Do NOT Return to Campus

- If you are ill or feel sick.
- If you are under quarantine.
- If you have had unprotected close contact (within about 6 feet) with anyone who has tested positive or is presumptive positive (but does not have access to testing) for COVID-19 in the last two weeks, or who has been tested and is waiting for results while they had symptoms or in the two weeks before they began showing symptoms.

Note:

If you have severe underlying chronic medical conditions such as chronic lung disease, a heart condition, or are immunocompromised (see [CDC](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) [link: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>] and [CU Boulder Human Resources](https://www.colorado.edu/hr/covid-19-hr-guidance) [link: <https://www.colorado.edu/hr/covid-19-hr-guidance> guidance), or otherwise considered at risk (e.g., more than 65 years of age, or pregnant)), you may return to campus voluntarily. Consult with your medical provider to ensure it is safe for you to return.

If you are uncomfortable with returning, let your supervisor know, or contact [Human Resources](https://www.colorado.edu/hr/) [link: <https://www.colorado.edu/hr/>].

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Module 2. When You Arrive on Campus

This module provides information about the following practices being implemented as part of the incremental restart of campus activities:

- Building entry requirements.
- Building-specific traffic patterns and instructions.
- Limits to the number of people in an area.

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Before Entering Buildings

Be aware that each building may have its own entry requirements. Adhere to all posted signage and floor markings within buildings.

Individuals returning to campus may be required to complete a health questionnaire on a daily basis prior to entering campus buildings. The questionnaire may include questions such as:

- Are you feeling well?
- Have you had contact with anyone who you know has COVID-19 or may have symptoms of the disease?
- Have you tested positive for coronavirus?
- Do you have a plan in place for maintaining physical separation of 6 feet while at work?

Given the fluidity of COVID-19 status in Colorado and the length of time that will be necessary to develop a vaccine, these questions and processes may change over time. Refer to the university coronavirus website, <https://www.colorado.edu/coronavirus>, for the current protocol.

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Before Entering Buildings (continued)

Additional steps you must take before entering a building include donning a face mask and being aware of common spaces you will be passing through to ensure physical distancing in those spaces. For example, consider elevator etiquette: only one person per elevator car; if you arrive at the elevator lobby at the same time as someone else, ensure a 6-foot separation and wait for the next elevator car.

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Allowing for Traffic Flow within Buildings

When arriving on campus, go directly to your assigned workspace. During the day you should only use the closest restrooms or break rooms.

There may be building-specific traffic patterns or instructions posted.

When approaching someone else's working space or office, do not walk into their space, make sure there is 6 feet of physical separation. Whenever possible, call, text, or email beforehand, and arrange meetings in a large space (if meeting in person is essential), such as a conference room or open space.

In person meetings are discouraged and should be done remotely, even if the attendees are on campus.

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Limiting the Number of People in an Area

The importance of physical separation (6 feet) applies to all areas on campus, including shared meeting rooms, break rooms, kitchens, restrooms, and public outdoor spaces. If someone is using a communal microwave to heat up food, ensure that you can leave 6 feet of space; if not, wait outside the space until it is available.

Depending on the size of the space, some common rooms may have limited capacity or may remain closed until further notice.

Keep in mind that, at least initially, on-campus options for food service will be limited.



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Module 3. Personal and Area Hygiene

When you are on campus, practice good personal and area hygiene, including:

- Wash your hands frequently with soap and water, or use hand sanitizer, collectively referred to as “hand hygiene.”
- Keep your workspace [clean](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html) [link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>]; disinfect it daily when you arrive and before you leave campus.
- Avoid touching your eyes, nose, and mouth.
- Wear a face mask.
- Cover your mouth and nose with a tissue when coughing or sneezing, or use inside of your elbow. Discard the tissue immediately.
- Maintain physical separation of 6 feet from others.
- Do not wear disposable gloves in common areas; gloves should be worn for protection from hazardous materials only (e.g., lab work).
- Pay attention to your health, observe any symptoms you may have, and be aware of reporting mechanisms if you become ill.

This module covers these practices in more detail.

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Cleaning and Disinfecting Your Workspace

Upon arriving, clean your immediate work areas using an alcohol-based disinfectant solution or other [EPA approved disinfectant](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) [link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>] (may be a wipe or spray, follow label instructions).

Throughout the day disinfect the workspaces and equipment you have used, including:

- Phones, computer keyboard, and mouse
- Freezer/refrigerator door handles
- Sink faucets
- Workshop equipment
- Bench top
- Door handles
- Pipettors
- Microscopes
- Centrifuge lids
- Shared equipment (BSCs, fume hood sashes, etc.)

At the end of your day, disinfect your desk, workstation, lab bench, etc.

Refer to [CDC reopening guidance for cleaning and disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html) [link: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>] for more information.



[img src=image_cdc_disinfect.png alt=""]

In addition to disinfecting, remember not to use other people's phones, desks, or offices.

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Covering Your Face

To help prevent the spread of the virus, it is required that everyone wear a face mask.

Face masks have different purposes: some masks protect the person wearing the mask, such as N95 respirators; while other masks, such as surgical masks or cloth masks, can be worn as source control to limit virus dispersal from a sick person to others. (See [Mask Chart](#) [link to PDF passive content in Skillsoft located in S:\Employee Services\ELD\course_development\ehs\ehs_covid_uxxxxx\assets\documents\mask chart.pdf])

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University of Colorado Guidance: Face Mask Use During COVID-19 (not for HCPs)

Last Resort	Good	Better
<p>Cloth masks that only have one layer of fabric and/or do not seal snugly on the face, such as scarfs, bandanas, winter sport “buff” etc. Wash your hands after you remove the cloth mask and launder after each use to prevent</p>	<p>Cloth masks that have multiple layers of fabric and fit snugly across the sealing surfaces of the face: across the cheekbones and nose bridge, and across the chin. Wash your hands after removing and launder after each use.</p>	<p>Surgical mask, aka isolation, ear loop, or medical mask; generally not recommended for re-use but given short supply, you may need practice limited re-use and safe storage. Store the mask in a clean, dry, cool place such as a paper bag. Wash your hands after you remove the mask, and wash your hands after you put the mask back on. Discard the mask if it becomes damaged (straps breaking, etc.) or difficult to breathe thru.</p>
 	 	 <p>Respirators approved in other countries, e.g. KN95 (China), PFF3 (Brazil). See notes above regarding limited reuse.</p> 

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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Face masks have different purposes: some masks protect the person wearing the mask (e.g., N95s) while other masks, such as surgical masks, can be worn as source control, limiting virus dispersal from a sick person to others. COVID-19 appears to be spread via droplets for which non-sealing masks, like surgical masks provide protection. However, COVID-19 may be spread via aerosols for which non-sealing masks (e.g., cloth masks) provide only limited protection. It is important for individuals coming to work to wear masks due to viral shedding by asymptomatic individuals (source control), and equally important for individuals to realize that cloth masks may not protect them from aerosolized virus. Improper use or storage of cloth masks, such as not laundering them, can increase risk.

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Mask Requirements

The CDC has published [guidance](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) [link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>] regarding face masks, and recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. As such, the university is requiring that anyone returning to campus wear a face mask. This requirement may change over time.

By wearing a mask, you are helping protect your coworkers and others on campus.

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Cloth Face Covers

Cloth face covers are simple cloth face coverings that slow the spread of the virus. Cloth face masks are recommended to slow the spread of COVID-19 transmission from pre-symptomatic and asymptomatic individuals who may have the virus (and do not know it) to others, in other words, source control.

If you wear a cloth face covering, it should:

- Fit snugly across the sealing surfaces of the face: across the cheekbones and nose bridge, and across the chin.
- Be secured with ties or loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered.

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Cloth Face Covers

<p>If you wear a cloth mask:</p> <ol style="list-style-type: none">1. Practice hand hygiene before putting the mask on (“donning”).2. Place the mask on your face so that it covers your nose and mouth.3. Avoid touching the mask while wearing it.	<p>To remove a cloth mask:</p> <ol style="list-style-type: none">1. Practice hand hygiene before removing (“doffing”) the mask.2. Use the ear loops to remove the mask.3. Place the mask in a paper bag.4. Practice hand hygiene.5. Launder the mask each day after use.
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For information about making your own cloth covering, go to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

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When Not Wearing a Face Covering

You may not have to wear a face covering at all times. For example, if you are working alone in an office.

However, when you are not wearing a face covering, adhere to the following practices:

- If you cough or sneeze:
 1. Cover your mouth and nose with tissues, or the inside of your elbow.
 2. Throw away used tissues in the trash. Do not leave them on top of surfaces.
 3. Wash hands with soap and water, or apply hand sanitizer.
- Avoid touching your eyes, nose, and mouth.

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Washing Your Hands

You should wash your hands frequently and thoroughly (known as “hand hygiene”). Avoid touching eyes, nose, and mouth with unwashed hands.



[img src=image_cdc_washing alt=""]

Before leaving any laboratory setting:

1. Remove gloves and wash hands thoroughly for 20 to 30 seconds. The nature of the soap used is less important than the removal that occurs with lathering, rubbing and rinsing.
2. In final rinsing, allow water to run off hands in a downward direction from arms, to wrists, to fingers. Avoid over scrubbing or use of harsh products that leave hands chapped and dry.
3. After washing hands, dry them with a paper towel.
4. Use the paper towel to close the faucet and open the door. Using a paper towel to close the faucet and open the door reduces the risks of contaminating your clean hands.

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Washing Your Hands (continued)

You should wash your hands when:

- You are about to don personal protective equipment (PPE).
- You removed PPE.
- You have used the restroom.
- You are about to eat, drink, or apply cosmetics.
- You are about to touch your eyes, nose, or mouth.
- You have just blown your nose.

Note: If soap and water are not available, use a hand sanitizer or an alcohol-based disinfectant solution. Cover all surfaces of hands and rub together until dry.

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Physical Distancing

To stop the spread of coronavirus, health and government officials recommend avoiding large gatherings and crowded places. Ensuring physical distancing is a critical aspect of reducing the risk of viral transmission. The CDPHE recommends the following guidelines:

- Maintain a 6-foot distance from others to reduce the chance of contact with those knowingly or unknowingly carrying the infection.
- When moving between workstations (e.g., throughout a shop bay), maintain a 6-foot distance.
- When static (e.g., sitting at a table or desk in an office or administrative area, modular work unit, study room, etc.), maintain a 6-foot radius in all directions.
- Limit the number of people in an area. There will need to be fewer people in a break room or conference room in order to maintain a 6-foot distance.



[img src=image_cdc_distancing.png alt=""]

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Maintaining 120 Square Feet of Workspace

To visualize, typical floor tiles are often 1-foot x 1-foot, so 120 square feet would be 12 x 10 floor tiles (or any other configuration adding up to 120).



[alt text: image showing desk chairs that are less than six feet apart, indicating that the workspaces are not sufficient to maintain 120 square feet of workspace.]

In this image, these desks are too close together (red line is 6 feet). Implementing adequate spacing may vary by school, department, or program.

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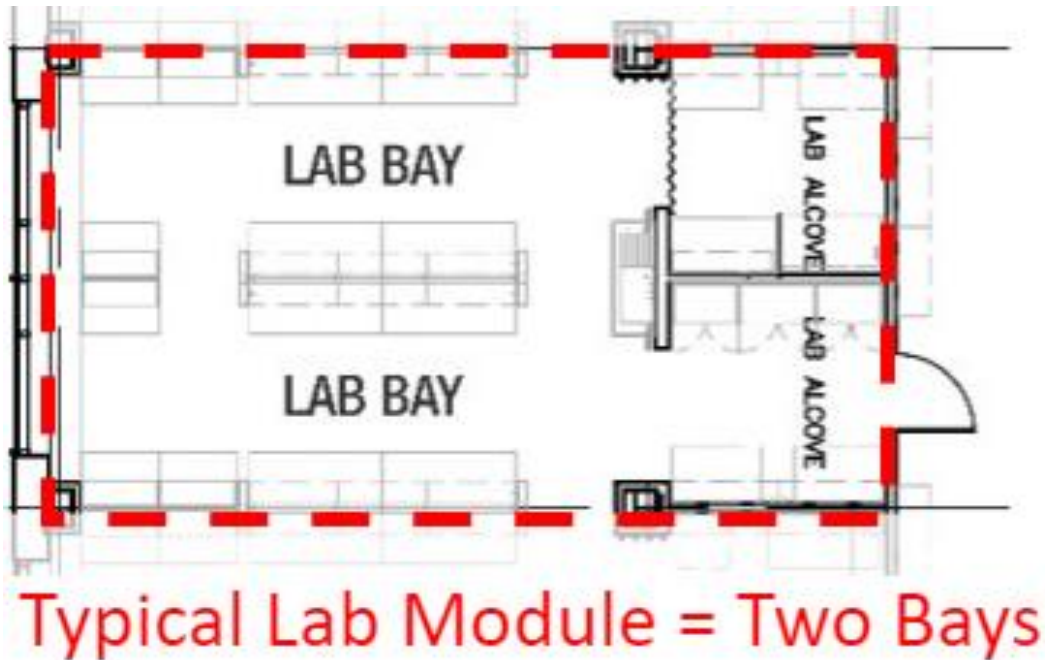
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Implications for Laboratories

For laboratories, the distancing guidelines mean there should be only:

- One person per lab alcove
- One or perhaps two people per lab bay (depending on the workstations to be used)
- One or perhaps two people per procedure room (lab module, bay, and alcove as shown in image below)

Keep in mind that you must maintain 6 feet of separation from individuals in the adjacent bay; as such, work plans aimed at ensuring physical separation may need to incorporate feedback from multiple lab groups.



[alt text: Diagram showing layout of a lab module, bay, and alcove that may permit one or more people to work while maintaining physical distance.]

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Examples

Let's look at some examples of how physical distancing may impact your workspace.

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Example: Alcove

The alcove shown below is approximately 5 feet by 10 feet, which is working space for one person only.



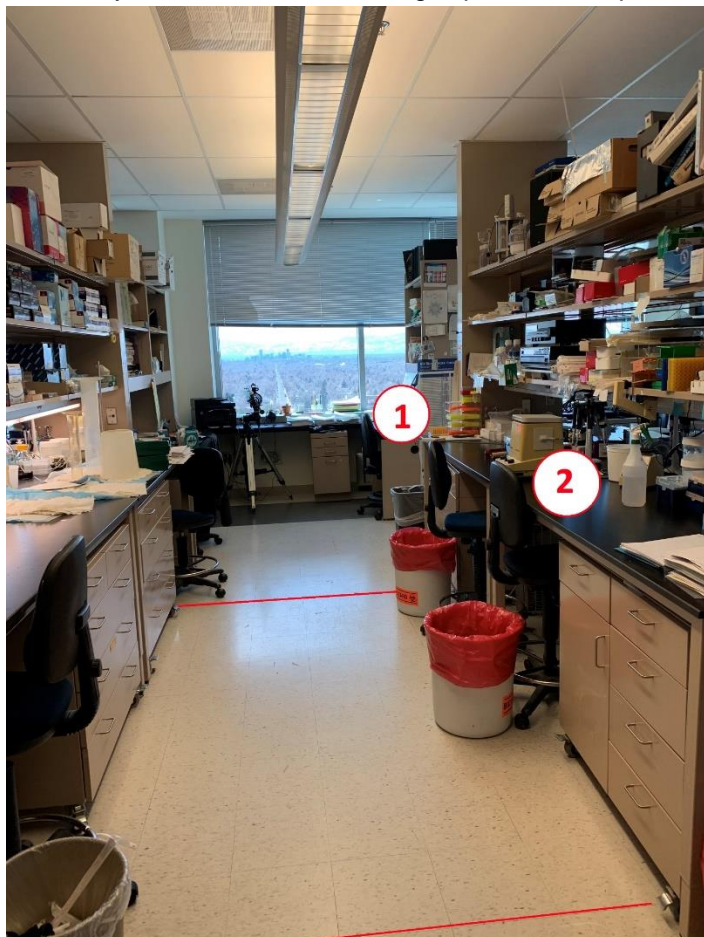
[alt text: Photo of alcove and equipment. Typical tiles can be seen to help people determine there is only enough working space for one person.]

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Example: Bay

In this bay the red lines mark enough space for one person to have 6 feet of space at stations 1 and 2.



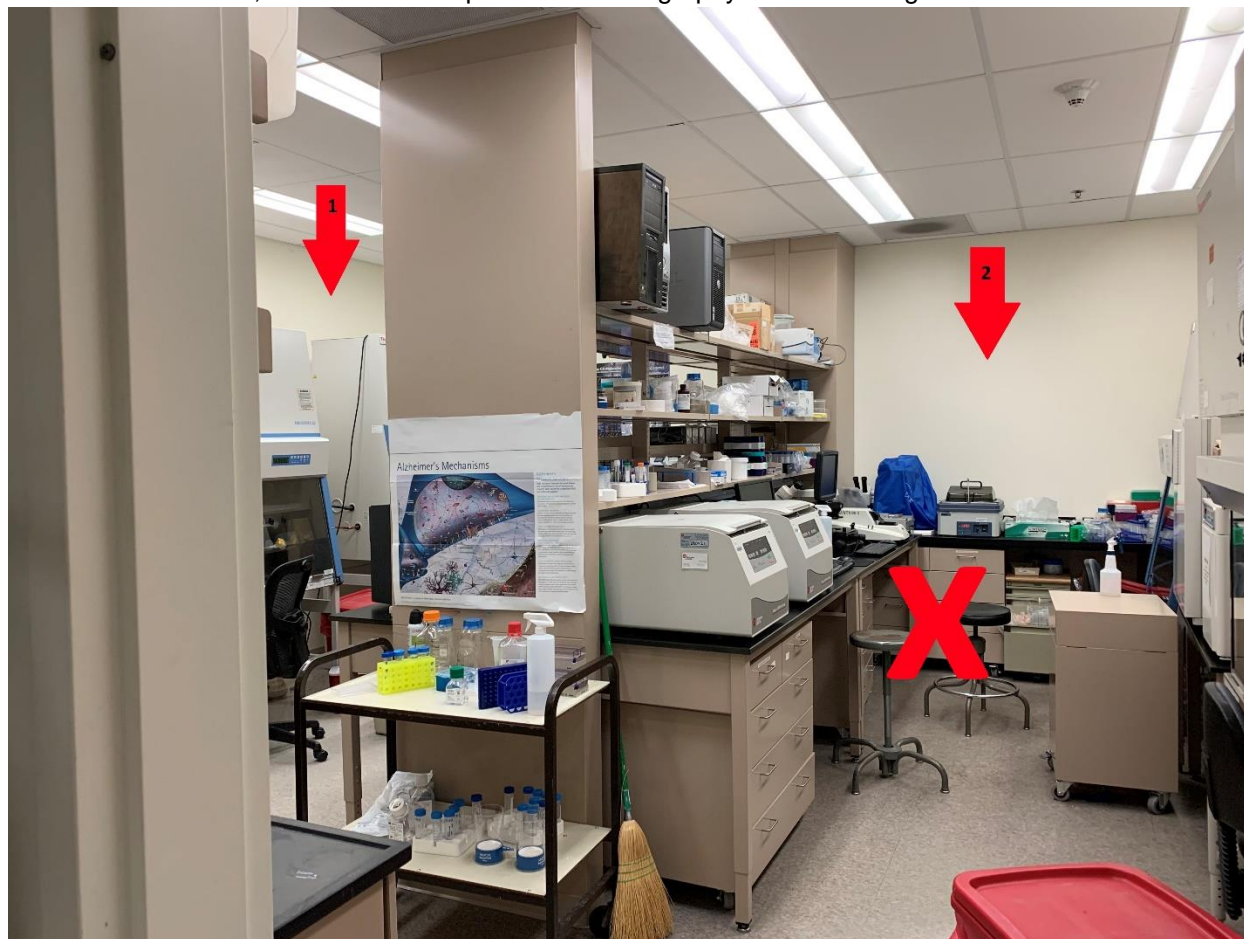
[alt text: Photo of bay area in lab with red tape on the floor and labels for stations 1 and 2.]

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Example: Procedure Room

This large procedure room has two bays, providing enough space for more than one person; however, the right side has three chairs, which would not provide for enough physical distancing.



[alt text: Photo of a procedure room with labels for bays 1 and 2. A red X appears over the additional chairs in bay 2.]

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Additional Techniques to Assist with Distancing

It may be challenging to achieve physical distancing as individuals in shop, teaching, office, and lab areas might not have dedicated workspaces and use shared equipment, which is why minimizing contact time and cross contamination are critical, too.

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Managing Space

Some techniques to assist in physical distancing include:

- Removing chairs or labeling chairs to prevent use and ensure physical separation.
- Using alternating workstations/benches (zig-zag pattern) for areas with back-to-back benches.
- Marking the floor with tape to indicate lines that should not be crossed when approaching shared resources (fume hood, biosafety cabinets, etc.).
- Avoiding the performance of non-lab work activities (computer work, etc.) in the lab.

Any activities (data analysis, administrative work, meetings, etc.) that can be done remotely, should continue to be done remotely.

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Minimizing Contact Time

Minimizing contact time is another way to reduce the potential spread of the virus. Departments, institutes, laboratories and individual work units must work together to develop a plan for staggering work and staffing to ensure both physical separation and minimal contact time.

Some methods for minimizing contact time include:

- Staggering the times for which individuals and teams will be on campus.
- Splitting team arrangements (e.g., for laboratory work).
- Implementing a booking system for shared equipment or spaces.

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Minimizing Cross Contamination

Another critical component for reducing viral transmission is minimizing cross contamination. Some tools for minimizing cross contamination include:

- Performing hand hygiene before and after tasks on shared equipment (shop equipment, computers, laboratory devices, etc.).
- Changing work processes so that specific tasks are assigned to individuals; for example, in laboratories, have one person perform all microscopy, another doing cell culture.
- [Disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) [link: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>] the work area after you are done with your work, using [EPA-approved disinfectants against COVID-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) [link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>].

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Module 4. If You or a Coworker Gets Sick

If you have been exposed to the coronavirus, are under quarantine and/or awaiting test results, or if you have been informed by a public health department or a medical provider that you have tested positive or are presumptively positive for the coronavirus, or believe you are experiencing coronavirus symptoms, you must report your status. Please take the following steps:

- Notify your supervisor immediately (or your professor, if you're a student).
- Follow the recommendations on the [CU Boulder Coronavirus page](https://www.colorado.edu/coronavirus) [link: <https://www.colorado.edu/coronavirus>].
- Based upon your unit within the university, if you become ill, you or your supervisor will be asked to report your illness following the instructions on the [CU Boulder Coronavirus webpage](https://www.colorado.edu/coronavirus/health-information) [link: <https://www.colorado.edu/coronavirus/health-information>]. Gathering pertinent health information is essential to the well-being of the campus community.

If you start feeling unwell while on campus, notify your supervisor and return home, following any protocols for your school, department, or program.

If you are concerned that a colleague is sick, follow HR [guidance](https://www.colorado.edu/hr/covid-19-hr-guidance) [link: <https://www.colorado.edu/hr/covid-19-hr-guidance>] and speak with your supervisor.

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Cleaning After COVID+ on Campus

If an individual with a confirmed case of COVID-19 has been on campus, the area will be cleaned and disinfected according to CDC guidelines. If indicated by CDC guidelines, some areas may need to be closed temporarily.

Adhering to the guidance in this training will allow us to respond to a positive case quickly and efficiently, and minimize the disruption to campus activities.

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Module 5. Course Summary and Resources

Summary

Until there is a vaccine, the potential for contracting COVID-19 will remain. By following the prescribed guidelines for personal and area hygiene, you can help minimize the potential for exposure:

- If you don't feel well, stay home!
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when coughing or sneezing, or use inside of your elbow.
- Perform hand hygiene frequently.
- Maintain physical separation from others.
- Wear a face mask.
- If you become ill, you or your supervisor will be asked to report your illness following the instructions on the [CU Boulder Coronavirus webpage](https://www.colorado.edu/coronavirus/health-information). [link: <https://www.colorado.edu/coronavirus/health-information>]
- Develop and **follow** plans for ensuring physical distance.
- Minimize both contact time and potential for cross contamination.
- Clean and disinfect any and all equipment that you use.
- Complete the daily health questionnaire, where appropriate.
- Be aware of your hygiene in common areas (break rooms, elevators, kitchens).

Our people are our best asset and we want to ensure that you remain safe and healthy!

The next page provides links where you can find resources and up-to-date information.

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Resources

Refer to the following websites for up-to-date information:

- CU Boulder Campus latest updates and resources: <https://www.colorado.edu/coronavirus>.
- CU Boulder Health and Wellness Information: <https://www.colorado.edu/coronavirus/health-information>
- Coronavirus Research Guidance: <https://www.colorado.edu/researchinnovation/research-innovation-office-covid-19-resources>.
- Human Resources COVID-19 HR Guidance: <https://www.colorado.edu/hr/covid-19-hr-guidance>.
- CU Boulder Medical Services Coronavirus Guidance: <https://www.colorado.edu/healthcenter/coronavirus>.
- CU Boulder Facilities Management: <https://www.colorado.edu/fm/>.

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Certificate of Completion

By signing below you verify that you have completed this course, understand your individual responsibilities, and agree to adhere to these expectations. Please email this statement to your CU Boulder Supervisor, CU Boulder Sponsor, or CU Boulder contact attesting to the completion of the course. Thank you for working with us as we establish a “new normal.”

Name: _____

Signature: _____

Date: _____