

PHHP COVID Instructions

6/27/2020

Protocol applies through August 1, 2020; policies will be reevaluated at that point for the fall semester.

****FACE MASKS AND SOCIAL DISTANCING REQUIRED ON CAMPUS****

***If you have shared building/room space within multiple colleges,
work with the building manager of the shared units, where possible.***

1. HPNP Building Access:

- a. The HPNP Building will be locked with one access point. Authorized personnel (those cleared by UF Human Resources) can gain access with their Gator 1 card at the electronic card reader. The reader is located by the central doors in the courtyard on the south side of the building (aka, Student Services/Nursing entrance).
- b. The PHHP Dean's Office phone number (273-6214) will be listed on exterior door signage. Please make a plan for personnel (students, staff, faculty, deliveries, vendors, contractors, etc.) who are authorized to enter but do not have Gator 1 building access. If they call the Dean's Office, they will be transferred to the designated person in each department to assist them. Please ensure your department representative will be available and that the contact name provided to the Dean's Office is up-to-date.
- c. **Until further notice, do not allow visitors.**
- d. Deliveries: Small deliveries may be picked up by department personnel at the door. If there is a large delivery and the delivery person must enter the building then they are required to wear a mask. Meet them at the door with a disposable surgical mask in case they do not have one. Designate an area in your department where boxes will be unpacked. Open the box (or remove the outer wrapping), perform hand hygiene, and remove the contents of the box. Dispose of the box as usual, as Environmental Services personnel are wearing gloves while they work.
- e. Contractors: Make certain, through your Facilities Project Manager, that contractors know they are to comply with UF's mask wearing policy, social distancing requirements, and required elevator/public restroom occupancy policies. When possible, add language addressing these items to the contract for the work.

2. Language for Signage:

- a. The Dean's Office will hang laminated signage in HPNP on the ground floor and in the PHHP tower elevators, restrooms, water fountains, and stairwell entrances. Each department will add signage in their areas. Signs can be found [here](#).
 - i. For HPNP, we are currently using "**Elevator Occupancy Limited to Two**".
 - ii. We are awaiting final approval from Campus on Public Restroom use policies. For now we recommend "**Public Restroom Occupancy Limited to Two**".

3. Face Masks:

- a. Wearing face masks on campus is required for everyone inside the campus buildings and outside when social distancing of 6 feet or more cannot be maintained. Each person can wear (K)N95, surgical/procedure, or cloth masks. Note that, in general, (K)N95 and

surgical/procedure masks provide better protection against COVID-19 than cloth masks. Wearing a mask is a critical step to help slow the spread of COVID-19.

- b. The protocols for wearing and reusing masks are described below. Masks are to be worn properly in all open/community spaces and may only be removed when individuals are alone in their office with the door closed.
- c. The Dean's Office will provide each department with ~35 disposable masks (procedure type) per person.
- d. When individuals are given surgical masks or decide to wear cloth masks please direct them to the following links on how to use them properly;
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>; <https://www.youtube.com/watch?v=n1eeQeAe80A>.
- e. In general these steps should be followed when putting on a mask:
 - I. Wash your hands before putting on your face covering
 - II. Put it over your nose and mouth and secure it under your chin
 - III. There should not be visible gaps around the mask when you're wearing it. If the mask with ear loops does not fit you properly, then try a mask with ties instead to allow for a more tailored fit.
 - IV. When wearing a mask, the fabric should not be flush against your mouth. Make sure that you are able to breath sufficiently when wearing your mask.
 - V. If your glasses fog up when you wear a mask then it's because your breath is escaping out the top of the mask. Try to wear a mask with a nose bridge (that allows you to close the gap over your nose) or place your glasses on top of the mask to hold it in place.
 - VI. Note that most surgical/procedure masks should be worn with the more colorful side out (white or lighter side toward the mouth).
- f. Keep the covering on your face the entire time you're in public.
- g. When you are not wearing the mask over your nose and mouth, remove it completely. Don't put the mask down around your neck or up on your forehead. If you need to temporarily remove the mask, then remove one ear loop and pull the mask to the side.
- h. Assume that the outside of the mask is contaminated. If you touch it, then do hand hygiene.
- i. Disposable masks may be reused in the following manner: These masks can be recycled in between use by placing in a paper bag or breathable container for 72 hours. Make sure to mark the bag with a date to keep track easily. Before reusing a mask, ensure that it is in good condition with no visible tears or other damage. If the mask gets wet (including heavily sweating) or you engaged in higher risk activities (dense population or contact with known COVID positive person) then dispose of it.
- j. For nice infographics and visual instructions please see the following:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>;
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

4. Kitchen Areas/Public Water Fountains

- a. Kitchen areas with a door should be closed and locked. Make sure appliances are clean and unplugged (i.e. coffee pots and microwaves) and refrigerators are empty.
- b. For open kitchen areas:
 - i. Rope or tape off the area and post a sign which states "**Kitchen is closed until further notice**".

- ii. Unplug microwaves and other appliances, clean out coffee makers, refrigerators etc.
- iii. Kitchen sinks may be available for hand washing and water bottle filling only and appropriate signage should be clearly displayed near the sink. Otherwise, sinks should be covered or taped off with signage stating sink can not be used.
- c. Public water fountains will be available for water bottle filling but will be taped off for regular use with appropriate signage posted, **“Water bottle filling station only. Please do not drink directly from the fountain”**.

5. Room Control

- a. Classrooms: It is recommended that **8 feet of distancing** between individuals be maintained in classroom settings. In other spaces outside the classroom the 6 feet minimum rule should apply.
- b. Reception areas:
 - i. Mark six feet distances with painters or other non-destructive tape.
 - ii. Turn extra chairs to the wall or tape off depending upon the set up. If you have room for one chair make sure it is set with the chair back to the reception desk, open area or at a minimum, perpendicular.
- c. Conference rooms:
 - i. Mark the conference room table so seating is six feet apart, including on the diagonal.
 - ii. Tape the areas of the table that are not open to seating.
 - iii. Stack/turn extra chairs to face the wall and where necessary tape off.
- d. Hallways: social distancing practices include implementing 6 foot barriers between individuals. In some cases, one way traffic protocols will be implemented. Direction of traffic flow should be clearly marked with signage and when possible, taped arrows on the floor.
- e. Shared offices: Social distancing practices will be determined by department-level administration:
 - i. If 6 foot distancing is not possible, shared offices need to be converted to single use. We suggest using a rotational schedule, such as the following:
 - a. Employees in shared areas work in teams so time in the office is rotated among different people (i.e. every other week) to allow each office to become single use and corridor density is kept low.
 - ii. Cleaning procedures, as described below, must be followed.
 - iii. Desks and occupants should face away from each other with a minimum of 6 feet between the occupants’ chairs. Desks may face each other if there is a physical barrier such as a tall hutch or plexiglass shield.
 - iv. If this is not possible, relocate one of the occupants of the shared area.
- f. Single offices:
 - i. Unless your office is sufficiently large enough to maintain 6 feet of social distancing, no individual meetings should occur and Zoom (or other video conferencing technology) should be used whenever possible
 - ii. Wear a face mask unless your door is closed and you are alone.

6. Shared Office Equipment (including copiers, fax machines etc):

- a. Where possible, turn off printers and use PDFs, etc.
- b. If use of this equipment is **absolutely necessary**, place one of the large hand sanitizer pump bottles, clearly labelled “**Hand Sanitizer**”, near the equipment.
 - i. The Dean’s office will provide one large hand pump dispenser per department for hand sanitizer and smaller 4oz bottles for individual use.
 - ii. More sanitizer can be ordered from UF Central Stores.
 - iii. All empty hand sanitizer bottles should be kept and refilled.
 - iv. Add signage that reads “**Please use hand sanitizer before and after using this piece of equipment**”.

7. Surface Cleaning/Disinfection Process:

- a. Cleaning and disinfection are two different processes. If a surface is visibly dirty then you should clean it with soap and water or a commercial cleaner before disinfecting it. Not all surfaces will need to be cleaned before disinfection. Some areas that would likely need to be cleaned first are: countertops, sinks, and toilet seats.
- b. To disinfect a surface, use a product that is [EPA-approved for use against COVID-19](#) and apply it directly to the surface. Note that different products have different contact times, which is the amount of time the surface should be **visibly wet** with the disinfectant. The contact time for the Chlorox Hydrogen Peroxide Disinfectant spray that each department initially received is 30 seconds. When the contact time is complete, wipe the surface with a napkin or paper towel and discard that wipe. Surfaces that come into contact with food should be rinsed with water after disinfectant use.
- c. High touch surfaces should be disinfected at least one time per day. These include: door handles, shared counter surfaces, conference room tables, light switches in common areas, as well as door handles to public restrooms in your area and the elevator buttons. When cleaning and disinfecting, wear disposable gloves to prevent skin from coming in contact with the product.
- d. If possible, try to avoid the use of bleach for cleaning. Bleach is corrosive to many surfaces, must be diluted properly to be effective, and has a limited shelf life after dilution. It can also cause respiratory irritation. **Bleach should never be mixed or used with any product that contains ammonia as it will create a toxic gas.**

8. Personal Hand Sanitizer:

- a. The Dean’s Office will provide employees with one individual bottle of hand sanitizer that can be refilled, along with an empty 4 oz plastic bottle with a pump lid that may be filled with hand sanitizer. We will clearly mark these empty bottles as “**PHHP Hand Sanitizer - Please Refill**”. Bottles should be refilled as needed following protocols set by each department or space. More hand sanitizer can be ordered cost free from Central Stores.
- b. When using hand sanitizer, you should use an amount equal to about the size of a dime, or enough to completely wet the front and back of both hands and in between the fingers. Rub hands together to distribute the product and then allow it to dry.