

**RETURN TO CAMPUS GUIDANCE FOR UNIVERSITY EMPLOYEES IN NON-CLINICAL SETTINGS**  
**SAFETY CONSIDERATIONS FOR ON-CAMPUS OFFICE WORK FALL 2020**  
**Updated 12/21/2020**

As university employees return to campus, it is essential that all personnel comply with additional safety measures meant to minimize the risk of exposure to COVID-19. **All employees are required to complete the training course titled “Returning to Campus Safely” at [utah.bridgeapp.com/learner/courses/ff2bed4e/enroll](https://utah.bridgeapp.com/learner/courses/ff2bed4e/enroll).**

Please follow the general guidelines below to maintain the health and safety of the campus community:

- **On-campus office work is allowed, but should be minimized.**
  - Remote work should continue to be encouraged.
  - Accommodations should be made so that high-risk personnel can work from home.
  - Take steps to minimize the number of individuals in the office at any given time, such as rotating shifts and staggering schedules.
- **Only come to campus if you are healthy. ALL the following must be true:**
  - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers).
  - You do not have any other flu-like symptoms (for example, cough or shortness of breath).
  - At least 10 days have passed since your symptoms first appeared.
  - You have not had contact with anyone who is COVID positive (including the five days before they were positive) for 14 days. However, for those individuals for whom the 14-days is an undue burden, the university has approved a modified quarantine of 10 days, as long as the individual works with contact tracing to monitor their temperature and symptoms daily through day 14.
- **Physical distancing (6 feet) must be maintained.**
  - Maintain at least 6 feet of separation as often as possible. If this is not possible, face coverings shall be worn.
  - Minimize face-to-face contacts and avoid large gatherings.
  - In-person interactions should be limited to less than 50 people, while maintaining 6 feet of separation at all times.

**Use of face coverings on campus is required. Follow the face covering guidance provided at <https://coronavirus.utah.edu/wp-content/uploads/sites/2/2020/08/universityofutah-facecovering-guidance-revised-20200825.pdf>**

**Practice good hygiene.**



- Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. Key times to clean hands include:
  - Before and after work shifts or breaks.
  - After blowing your nose, coughing, sneezing, or using the restroom.
  - Before eating or preparing food.
  - After putting on, touching, or removing cloth face coverings.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of the elbow.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces in your workspace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - Prior to disinfecting, disconnect equipment from power or remove batteries from all powered items, such as computers, monitors, computer mice, etc.
    - Items such as keyboards and computer mice can be sanitized with 70% alcohol wipes to avoid damaging electronics.
  - Dirty surfaces can be cleaned with soap and water prior to disinfection.
  - To disinfect, use products that meet the [EPA's criteria](#) for use against the COVID-19 virus and that are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Sanitize shared equipment before and after use.
- **Report potential COVID-19 exposure, pending test results, or diagnosis immediately.**
  - If you have received a COVID-19 test and are awaiting results, or have been diagnosed as either positive or negative, you must complete the reporting form on the University COVID-19 Case Reporting Form at [coronavirus.utah.edu/covid19-case-reporting/](https://coronavirus.utah.edu/covid19-case-reporting/).
  - Keep track of places that you visit on campus and people with whom you interact. Reporting is paramount to campus safety, enabling contact tracing and proper disinfection of the workplace by campus facilities personnel.
  - Follow the [official University Guidance document for COVID-19](#) protocol for suspected or confirmed cases in university buildings.
  - If you have been in contact with someone with a confirmed case of COVID-19 or who you suspect may have COVID-19, please follow [these instructions](#).
- **Report any health and safety concerns to Environmental Health and Safety**
  - Workplace health and safety concerns can be reported through the EHS hazard form at [oehs.utah.edu/resource-center/forms/hazard-report](https://oehs.utah.edu/resource-center/forms/hazard-report). All reports will be treated as confidential and investigated as soon as possible.



***Health and safety guidance cannot anticipate every unique situation. Therefore, individuals on campus must take personal responsibility to be informed and take actions based on common sense and wise judgment that will protect health and support the mission of the university.***