

Standard precautions when working on campus

Calvin Swartzendruber, occupational safety specialist, has put together some reminders of how you will need to go about your work on campus in order to take the needed precautions and be as safe as possible during this critical time. If there are students working with you, you need to make sure that they are also following these.

Standard precautions for everyone (from CDC):

- **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.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Wear a face mask**, following the Goshen College face mask/covering policy.
- **Practice physical distancing**. Stay at least six feet away from all persons.
- 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.**
- **Clean AND disinfect frequently touched surfaces daily** using one of the following:
 - **Dilute household bleach**. 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water
 - **Alcohol solutions**. Ensure solution has at least 70% alcohol.
 - **Other common EPA-registered household disinfectants**.

And if you have any questions about these guidelines, contact Cynthia Good Kaufmann (cynthiagk@goshen.edu) or Calvin Swartzendruber (calvinfs@goshen.edu).

Thank you to each of you for your important contributions to our campus!

In addition to the standard precautions, the following are enhanced recommended practices:

- **ABOVE ALL, IF YOU ARE SICK, HAVE A FEVER GREATER THAN 100.4 DEGREES OR ARE NOT FEELING WELL, STAY HOME.**
- Before coming to campus, complete your daily self-screening checklist.
- If working in a team, remain at least six feet apart at all times.
- Do not use common equipment, such as keyboards, mice, tools, and other equipment. If equipment must be shared, disinfectant all parts of equipment that are touched. Be careful when touching common office equipment, such as copiers, scanners, etc.
- If you work at a desk, clean/disinfect work surfaces before and after you work using a spray disinfectant or disinfecting wipe.
- If you work in an area where people may come and need to speak with you or deliver materials, if practical, set up a physical boundary or partition at least six feet away from your work area that visitors should not enter.
- If you must give an item to a person, wash your hands first before picking it up. Do not hand the item directly to the person. Set the item down and move away. The person picking up the item should wait until you are at least six feet away before picking up the item.
- If you are handling significant quantities of material from outside your work area, such as opening mail or packages, wear gloves.
- When opening doors, turning on/off lights, operating faucets, etc. use a glove, tissue, or a shirt/coat sleeve if nothing else is available.
- Only one person in an on-campus vehicle/golf cart at a time. Wipe down steering wheel and door handles when finished.