University of Vermont
SARS CoV-2 PREPAREDNESS AND RESPONSE PLAN
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UVM SARS CoV-2 PREPAREDNESS AND RESPONSE PLAN

PURPOSE & APPLICABILITY

The purpose of this Plan is to establish a uniform guideline for UVM work activities where there is a concern about potential exposure to the SARS CoV-2 virus that causes COVID-19 or other similar health risks.

DEFINITIONS

Close Contact is defined as:

- Being within about 6 feet or 2 meters of a COVID-19 case for a prolonged period of time (more than 10 minutes). Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.

OR

- Having direct contact with infectious secretions of a COVID-19 case (example: being coughed on or sharing eating utensils)

COVID-19 standards for Coronavirus Disease 2019. COVID-19 is the respiratory disease caused by the SARS CoV-2 virus.

Isolation is similar to quarantine but used for people who are sick. These individuals are either confirmed cases of COVID-19 based on testing results or presumed to be positive for COVID-19 based on assessment from a healthcare provider. Individuals in isolation are instructed to stay on one area away from others to stop the spread of the virus. People remain in isolation based on assessment from their healthcare provider and the latest Centers for Disease Control and Prevention (CDC) recommendations.

Quarantine is for healthy, asymptomatic individuals who had close contact or likely exposure to someone with COVID-19 and may be monitored by Vermont Department of Health or UVM Student Health Services (SHS). Quarantine means staying in a one designated location away from others for the purpose of monitoring an exposed individual’s health status over time. The quarantine time is based on the disease’s incubation period. For COVID-19 the recommended quarantine time is 14 days, or as directed by a healthcare provider. After being released from quarantine, individuals pose no exposure risk to the general public.

SARS CoV-2 stands for Severe Acute Respiratory Syndrome Coronavirus 2. This newly discovered coronavirus is causing the current global pandemic.

BACKGROUND INFORMATION

The best way to control a hazard in the workplace is to eliminate the hazard. However, during a COVID-19 outbreak, it may not be possible to eliminate the hazard, therefore controls that reduce and minimize a worker’s exposure to the hazard must be implemented based on a hierarchy from most effective to least
Effective: Engineering Controls, Safe Work Practices and Administrative Controls, and Personal Protective Equipment (PPE). When used correctly, PPE can minimize a worker’s exposure, but PPE should not take the place of other more effective workplace controls.

Certain individuals may have underlying health conditions (example: older age, chronic medical conditions, immunocompromising conditions etc.) that put them at increased risk of complications related to COVID-19. Employees should discuss these concerns with their healthcare provider and supervisors.

**BASIC INFECTION CONTROL REQUIREMENTS FOR ALL UVM EMPLOYEES**

In accordance with Governor’s Scott Stay Home, Stay Safe Order, Addendum 11, UVM has implemented the following basic control requirements to reduce employee’s risk of exposure to SARS CoV-2 and to prevent the spread of the COVID-19 from person to person while at work.

These requirements apply to all employees working on UVM property or performing UVM-related business:

- All employees must wear a face covering while in the presence of other people when working on campus. In the case of front desk and reception employees or cashiers, a translucent shield or sneeze guard is acceptable in lieu of a mask.
- Employees who are diagnosed with COVID-19 or who have symptoms of COVID-19 must stay home. Employees who have been told by their healthcare providers to quarantine must stay home. Any employee who develops symptoms during the workday must be sent home by their supervisor.
- Employees must self-monitor for symptoms of COVID-19 before reporting to work (i.e. take your temperature daily, monitor for shortness of breath, cough, etc.)
- Signage is posted at the entrances of UVM buildings indicating that no one may enter if they have symptoms of respiratory illness.
- No more than 2 employees may occupy one UVM vehicle when conducting work.
- Hand hygiene is required before leaving and before entering job sites and throughout the work shift. Employees must have access to soap and water or to hand sanitizer throughout their workday.
- Employees must observe strict social distancing of six feet while working.
- No congregation of employees shall be permitted on campus.
- All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected frequently throughout the day and prior to transfer from one person to another.
- Provide any customers or clients with hand sanitizer, tissues, and trash receptacles.
- Close off spaces, dorms, or classrooms that were occupied by a known or presumed COVID-19 patient before cleaning and disinfecting. Wait 72 hours to ensure inactivation of the virus on hard surfaces or if that is not feasible, wait 24 hours to minimize to infectious respiratory droplets.

Per Addendum 11, The University has appointed a COVID-19 Health Officer to oversee compliance with the infection control requirements outlined above. The Health Officer will have the authority to stop or modify work activities to ensure work conforms with these requirements. The University COVID-19 Health Officer will be Francis Churchill, Senior Assistant Director of Risk Management.
Supervisors will be responsible for ensuring their employees are following the infection control measures in their individual units or divisions. Supervisors will have the support of the COVID-19 Health Officer in carrying out these duties.

DEVELOPMENT OF JOB SPECIFIC JOB HAZARD ANALYSIS

This document (including Appendix A) should be utilized to amend or create a job hazard analysis (JHA) for specific tasks to be completed by UVM personnel. Minimum levels of personal protective equipment are outlined in Appendix A, however engineering controls, administrative controls and work practice controls will vary depending on the nature of the job. Appendix A can be found online at: https://www.uvm.edu/sites/default/files/Physical-Plant-Department/AppendixA_PPE_for_UVM_TasksSpring2020.04.08.2020.pdf

1. DETERMINE LEVEL OF RISK

The Occupational Safety and Health Administration (OSHA) has published guidelines (Guidance on Preparing Workplaces for COVID-19, OSHA document 3990-03 2020) for employees on classifying employees into different risk groups for exposure to the coronavirus.

The OSHA Guidance document can be found at: https://www.osha.gov/Publications/OSHA3990.pdf. Appendix A of this Plan contains a list of common tasks completed by UVM personnel and these tasks have been assigned PPE based on the OSHA Guidance.

The OSHA Guidance provides four different risk categories, as follows.

- **Very high exposure risk jobs** are those with high potential for exposure to known or presumed sources of COVID-19 during specific medical or laboratory procedures. UVM employees in this category can include:
  - Student Health Services or UVM Rescue personnel performing aerosol generating procedures such as intubation or other cough-inducing procedures on confirmed or presumed COVID-19 patients, and
  - Student Health Services or UVM lab personnel collecting or handling specimens from confirmed or presumed COVID-19 patients
- **High exposure risk jobs** are those with high potential for exposure to known or presumed sources of COVID-19. UVM employees in this category can include:
  - Student Health Services who must enter the student isolation rooms of confirmed/presumed COVID-19 patients to provide necessary or emergency care or services,
  - Student Health Services personnel who transport known or presumed COVID-19 students to isolation dorms
  - UVM Rescue and UVM Police who provide emergency treatment and transport of known or presumed COVID-19 patients (students or members of the public)
  - UVM personnel completing an emergency maintenance procedure in isolation rooms of confirmed/presumed COVID-19 patients.
- **Medium exposure risk jobs** include those that require frequent and/or close contact with (i.e., within 6 feet of) the general public in high-population-density work environments. At UVM this may include:
● Student Health Services or any other UVM employee who must enter the student quarantine rooms to provide necessary or emergency care or services,
● Employees of Custodial Services and Physical Plant staff providing services for dorms, offices, labs, or other UVM buildings that are still staffed and operational
● UVM Dining Services staff preparing and delivering meals for students still living on campus
● Any UVM employee performing necessary functions in spaces that require working in close contact (within 6 feet) with members of the public, coworkers, or students, or need to use shared equipment

● Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public, including co-workers and students. Workers in this category have minimal occupational contact with the public and other coworkers. UVM employees that fit this risk level include:
  ● UVM Environmental and Safety staff performing hazardous waste services,
  ● UVM lab personnel performing necessary functions in the lab alone or with minimal contact with coworkers or students
  ● UVM administrative staff that have minimal contact with students or coworkers
  ● Any other UVM employee performing necessary tasks on campus or off campus that do not require close contact with co-workers or the general public

2. EMPLOY THE ENGINEERING CONTROLS, ADMINISTRATIVE CONTROLS AND PPE APPROPRIATE TO RISK LEVEL

LOW RISK

● Engineering Controls
  ● Additional engineering controls are not recommended for workers in the lower exposure risk group.
  ● Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

● Administrative Controls:
  ● Provide required training on COVID-19 and ways to prevent occupational exposures.
  ● Implement the Basic Infection Control requirements outlined in this Plan.
  ● Telework whenever feasible.
  ● All in person meetings or conferences must be rescheduled as virtual events.
  ● Do not share equipment such as phones, computers, vehicles, or desks
    ● If you must share equipment, tools, or vehicles, use an EPA disinfectant effective against coronaviruses in between uses.
    ● Users of shared equipment should wear nitrile gloves which are disposed of after use.

● PPE
  ● SARS CoV-2 specific PPE is not recommended for employees in the low exposure group.
  ● Any employee issued PPE for their normal job duties pursuant to a JHA should continue using it as trained.
MEDIUM RISK

- **Engineering Controls**
  - Throughout UVM buildings:
    - Provide services, whenever feasible, through teleconference or phone to avoid face to face interaction with students, members of the public, and co-workers.
    - Close offices that provide “walk in” services and shift to an appointment-only model. Retail locations must shift to curbside pick or delivery models.
    - Restrict access to buildings and work areas to employees only.
  - For providing services in a student quarantine locations:
    - Have a separate dorm or apartment where asymptomatic students can live if they need to be quarantined.
    - Package meals in single use to-go containers to minimize interaction between dining services staff and students.

- **Administrative Controls**
  - Implement the Basic Infection Control Requirements outlined in this Plan
  - Provide required training on COVID-19 and ways to prevent occupational exposures
  - Implement practices to reduce the number of employees working at any given time:
    - Telework whenever feasible
    - Stagger shifts and working hours
    - Reduce staffing levels and reduce or eliminate support services to meet decreased demand, since there are fewer staff and students on campus
  - All in person meetings or conferences must be rescheduled as virtual events.
  - Do not share equipment such as phones, computers, vehicles, or desks
    - If you must share equipment, tools, or vehicles, use an EPA disinfectant effective against coronaviruses in between uses.
    - Users of shared equipment should wear nitrile gloves which are disposed of after use.
  - For servicing student quarantine locations:
    - All routine/non-emergency services and cleaning in quarantine areas should be suspended
    - Minimize the number of employees who enter a student quarantine location to those employees who provide a necessary or emergency service.
    - The student should perform basic cleaning of their own dorm and bathroom and organize their own trash/recycling for removal.

- **Personal Protective Equipment**
  - PPE for Medium Risk staff will vary by work task and depend on a hazard assessment performed by the employer that will take into account the work task being performed, feasibility of engineering or administrative controls, any sharing of necessary equipment or tools, and proximity to members of the public, students, or co-workers.
  - In situations involving un-avoidable close contact with members the public, students, or staff, PPE may include a combination of the following:
    - Disposable gloves
    - Eye protection or face shield
    - Fluid resistant gown
  - PPE for specific job tasks are outlined in [Appendix A](#)
o Rarely do medium-risk employees need respirators. Some exceptions might be an activity that requires an employee to be within in the breathing zone (3 feet) of a co-workers or students for an extended amount of time (for example, fit testing)

**HIGH or VERY HIGH RISK:**

- **Engineering Controls**
  - Isolate symptomatic students with confirmed or presumed COVID-19 in one area or apartment.
  - Symptomatic employees or employees with a positive COVID-19 test result shall not report to, or be allowed to remain at, work.

- **Administrative Controls:**
  - Implement the Basic Infection Control Requirements outlined in this Plan.
  - Provide required training on COVID-19 and ways to prevent occupational exposures.
  - Ensure that psychological and behavioral support is available to address employee stress.
  - Minimize the number of employees who enter the student’s room to those employees who provide a necessary or emergency service:
    - For example, have a Student Health Services provider who must enter the room to provide care and medical supplies for the student also deliver meals, cleaning supplies, and remove bagged trash/recycling
    - All routine/non-emergency services and cleaning in isolation areas should be suspended
    - The student should perform basic cleaning of their own dorm and bathroom and organize their own trash/recycling for removal

- **Personal Protective Equipment:**
  - Employees who must enter the room or living area (including bathrooms) of a confirmed or presumed COVID-19 patient in isolation must wear:
    - Disposable gloves,
    - Disposable fluid resistant gown,
    - Face shield or other eye protection
    - Disposable N95 respirator or higher (reusable half or full-face respirator with HEPA cartridges or PAPR)
  - PPE for specific job tasks are outlined in Appendix A
3. REQUIRED TRAINING

UVM will provide to all essential employees currently working at UVM, and any other UVM employee who will return to work on campus as the Governor releases guidance for reopening work places, an online training that addresses the signs and symptoms of COVID-19 and how it is spread, information on social distancing, cleaning requirements, and infection control requirements at UVM, and the types and proper of use of any PPE that may be required including storage, maintenance, and disposal. This training will be documented.

If an employee is required to wear PPE on the job, they must receive training on that PPE. Before putting workers in PPE they must receive training. Training must be documented. Training must be made available to the employee in a language they can understand. As part of training employees will need to know:

- How the PPE should fit
- Where and when to use it
- How to inspect it and replace defective PPE
- How to put on and take off PPE
- How to dispose of PPE
- Limitations of PPE

Any employee who wears a respirator, including a disposable N95, must enroll in UVM’s Respiratory Protection Program. In summary, before wearing a respirator an employee must:

- Fill out a medical questionnaire of their health history that UVM sends to a healthcare provider for review
- Receive medical clearance from UVM’s healthcare provider confirming they fit to wear a respirator
- Pass a fit test for the respirator they will be wearing
- Receive training on how to wear the respirator properly, how to put it on and take it off, and perform a seal check.

4. WASTE DISPOSAL

PPE and other waste generated during high risk tasks should be treated as regulated medical waste and disposal should be coordinated with UVM Risk Management. Waste from medium and low risk tasks shall be treated as regular construction and debris (C & D) waste. Refer to Appendix A for further details.

5. REFERENCES

UVM Links

- More information about PPE at UVM: [https://www.uvm.edu/riskmanagement/personal-protective-equipment](https://www.uvm.edu/riskmanagement/personal-protective-equipment)
- Overview of UVM’s Respiratory Protection Program: [https://www.uvm.edu/riskmanagement/respiratory-protection](https://www.uvm.edu/riskmanagement/respiratory-protection)
  - NOTE: Since staff are currently teleworking, please email completed medical questionnaires to ohealth@uvm.edu. Do not send them through campus mail. There is no one in the office to receive them.
- UVM online trainings for disposable N95 respirators: [https://riskmgmt.w3.uvm.edu/courses/](https://riskmgmt.w3.uvm.edu/courses/)
- UVM Bio-waste Program: [https://www.uvm.edu/riskmanagement/biowaste-management](https://www.uvm.edu/riskmanagement/biowaste-management)

**Outside Links:**