

## Infection Control Plan

The goal of the University of Portland *Infection Control Plan* is to support the University's value of safety, health, and wellness on campus with regards to the COVID-19 pandemic. The University of Portland is committed to the values of safety, health, and wellness in the workplace and on campus for all employees, students, and visitors.

Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and on campus. This requires full cooperation among our employees, management, students, and community members. Only together can we support the safety, health, and wellness of our UP community. Onsite plans and precautions will be periodically reviewed and, as needed, adjusted to ensure effectiveness and practicality.

Our Infection Control Plan follows guidance from the Centers for Disease Control and Prevention (CDC), Higher Education [HECC], State of Oregon, federal and state OSHA, and other applicable government guidance.

In accordance with OSHA rules and pandemic resource guides, protection measures will be implemented using the hierarchy of protection: engineering controls, administrative controls, safe work practices (a type of administrative control), and personal protective equipment (PPE). State and local health department will be referenced as appropriate when developing and implementing protocols for recommended responses to affected individuals.

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## Engineering and Administrative Controls for Employee and Community Protection

Basic infection prevention measures have been implemented throughout University of Portland.

- All employee and visitors are required to wear face coverings in accordance with the University of Portland Mask Policy (located [here](#)).
- Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Additional information about hand hygiene is located [here](#).
- All visitors to campus should wash or sanitize their hands prior to or immediately upon entering the facility.
- Hand-sanitizer dispensers are located at entrances and locations in the workplace, so they can be used for hand hygiene in place of soap and water when needed. The location of hand sanitizer dispensers is available on the interactive campus map located [here](#).

### PHYSICAL DISTANCING

Physical distancing (aka social distancing) is a term applied to certain actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

The technical definition is: “**Physical distancing** means maintaining physical distance (approximately 6 feet) from others.”

Physical distancing measures are taken to restrict when and where people can be in close proximity with one another. Physical distancing measures include instructing people to avoid being close together, limiting large groups of people coming together, closing buildings and canceling events. University of Portland community members must stay six feet (about 2 arm’s length) from other people and not gather in groups. All University of Portland community members should stay out of crowded spaces and avoid mass gatherings.



### HANDWASHING AND HEALTH AND SAFETY PRACTICES

Hand hygiene is a critical part of preventing the spread of COVID-19. Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. You should perform hand hygiene frequently, including after touching your face mask/covering; after touching your face; when entering common spaces, workrooms, and breakrooms; before eating; after using the restroom; and while using shared workspaces, electronic devices, and equipment.

It is best to wash your hands with soap and warm water for 20 seconds. However, when this is not an option, community members should use hand sanitizer. Hand sanitizer containing at least 60 percent alcohol is effective against COVID-19. Soap and water work to remove all types of germs on the skin, while hand sanitizers can quickly reduce the number of germs by killing them on the surface. Hand sanitizers do not get rid of all types of germs, and they may not be as effective when hands are visibly dirty or greasy, so it is important to wash your hands using soap and warm water whenever possible. Hand sanitizer should be applied to all areas of the hand by rubbing the product over the surfaces of the hand, which should take approximately 20 seconds. Hand sanitizer may be used as an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom.

Important health and safety practices for the UP community include:

- Avoid contact with people who are sick.
- Wash your hands often and for at least 20 seconds. Use soap and water or an alcohol-based hand sanitizer that contains at least 60% alcohol.

- Avoid touching your eyes, nose or mouth with unwashed hands. Don't touch your face.
- Cover your mouth and nose when coughing or sneezing into your elbow. If you cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects. Employees are discouraged from sharing phones, office equipment, and other personal tools when possible.



### SELF MONITORING SYMPTOMS WITH #CAMPUSCLEAR

Self-monitoring means monitoring yourself for Covid-19 symptoms. Self-monitoring will help prevent Covid-19 from spreading on the University of Portland campus. As part of our comprehensive strategy for controlling the spread of COVID-19 in our campus community, the University of Portland will utilize #CampusClear a daily self-screening app which clears you to be on campus. Staff and Faculty should download the #CampusClear app to complete a daily self-monitoring questionnaire before visiting campus. If you do not have a smart phone or a computer/tablet, please talk to your supervisor about receiving a copy of a symptom checker list for you to review before coming to campus for work. For hourly employees, completing this symptom checker will be part of your paid work time up to 15 minutes before you start working.

You may use the web version of the Campus Clear Application or download the app in the app store. Both the app version and the web application require verification through your UP email. Once you are set up, the symptom checker

takes just a few minutes to use. You will receive a daily reminder to complete the symptom checker, regardless if you are coming to campus. Please complete it even if you have no symptoms.

The web version is located here: [CampusClear Web Application](#).

To download the app follow the below download links or look for the app in the app store:

[Download Link for CampusClear for Android](#)

[Download Link CampusClear for iOS](#)

The app will look like this in the app store:



Be sure to enable the notifications from the app. There will only be 1 notification each day to prompt you to take a self-screening survey.

For more information, please see the Knowledge Base Articles found here:

[How to Install CampusClear for Students and Staff](#)

[How to use CampusClear for Students and Staff](#)

If you have any questions, please contact your supervisor or Human Resources: (503) 943-8484 or [hr@up.edu](mailto:hr@up.edu).

Symptoms of COVID-19 include but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms that require emergency attention include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## **FACE COVERINGS**

Face coverings are currently required in the state of Oregon and on the University of Portland campus. Face coverings keep germs in by preventing sick people from coughing or sneezing into the air. Face masks worn improperly don't protect healthy people from coming into contact with those germs. Proper fit of the mask is important and is also necessary for blocking coronavirus droplets and particles.



## UNIVERSITY OF PORTLAND FACE COVERING POLICY

### 1. INTRODUCTION

In order to help ensure the health and safety of the University of Portland campus community and the public, face coverings are required to be worn on campus at all times. This applies to the main University of Portland campus, both inside University buildings and outdoors, as well as at off-site and University leased building space and University-owned vehicles. This includes all common areas, common workspaces, dining areas, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, breakrooms, campus outdoor spaces, restrooms, etc.

For the purposes of this policy, a face covering must:

- Fit snugly against the sides of the face
- Completely cover the nose and mouth
- Be secured with ties, ear loops, elastic bands, or other equally effective method
- Include at least one layer of cloth, although multiple layers are strongly recommended
- Allow for breathing without restriction
- Be capable of being laundered
- Be free of holes, tears, gaps, mesh, lace or valves that have the potential to release respiratory droplets

Face shields cannot be used in place of face coverings but may be used in addition to face coverings. Physical distancing does not change the requirement for masks on campus.

### 2. APPLICABILITY

This policy applies to all University faculty, staff, students, contractors, vendors, tenants, customers and visitors, on campus and any leased facility, including campus residence halls, unless specifically exempted below.

### 3. EXEMPTIONS

Face coverings are not required when:

- Working or spending time alone in a personal office or workspace with the door closed
  - as defined by Oregon Health Authority, a private workspace means an indoor space within a public or private workplace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door.
- Inside a private on-campus residential unit

- Actively eating or drinking; a 6-foot physical distance between people while eating and drinking is required

#### Examples:

- *Students in their on-campus housing rooms and staff/faculty working in private individual workspace may remove their face masks/coverings while in such spaces.*
- *Faculty recording instruction in a vacant classroom or laboratory may remove their mask to record instruction provided that they reserve the room through EMS and use signage to indicate they are recording a class.*

#### Student Athletes:

Student athletes should adhere to guidance from the Athletic Department regarding the use of face masks/coverings during athletic activities.

#### Infants and Toddlers:

Infants and toddlers under age two (2) should never wear cloth face coverings due to the risk of suffocation. Children ages two to four (2-4), with the assistance and close supervision of an adult, are strongly recommended to wear face coverings in settings where it is likely that a distance of at least six feet cannot be maintained from non-household members and those at high risk for more serious illness. All children aged five (5) years and older should wear a face covering unless medically directed to do otherwise.

#### 4. MEDICAL OR HEALTH RISK ACCOMMODATIONS:

For students requesting a medical or health risk accommodation for instructional or campus activities, determination of the accommodation will be made on a case-by-case basis with the Accessible Education Services Office. Examples of an accommodation may include, but are not limited to, allowing the student to take a course remotely, and/or working with an advisor to find an alternative course option. Please contact [aes@up.edu](mailto:aes@up.edu).

For faculty and staff requesting a medical or health risk accommodation, determination of the accommodation will be made on a case-by-case basis with their supervisor and human resources. An accommodation most often will require the individual to exclusively work remotely. Please discuss options with your supervisor and human resources.

UP Departments and businesses servicing faculty, staff, students, patrons or members of the public (e.g., Book Store, food establishments, etc.) are encouraged to provide an accommodation (e.g., curbside pickup) for customers unable to safely wear a face covering as applicable to their operations.

#### 5. DEPARTMENT RESPONSIBILITIES

Each University of Portland community member will be provided with one cloth face covering to be worn on campus. In the event that you forget your face covering, your department has been given a limited number of disposable face masks. Disposable face masks can be used in lieu of a face covering while on campus. Please see your department administrators to receive a disposable face mask.

Employees and students may request one cloth UP face covering here. Disposable masks may be requested by departments here. Faculty teaching in person courses in the spring 2021 semester can request KN-95 masks here. Units must communicate and enforce these requirements to all personnel working on site at a University work location and ensure all personnel are trained on the University's COVID-19 Prevention Plan.

#### 6. POLICY ENFORCEMENT

##### Students:

Students are required to follow the face covering requirements at all times when on campus. If a student is without a face covering, in accordance with this policy, begin with a polite verbal request for compliance to educate and persuade the student to wear a face covering. If a student refuses to comply with the policy, student conduct is available for consultations on potential violations if needed. Students do not need to wear a face covering when inside a private on-campus residential unit; however, face coverings are required in common areas of residence halls.

University personnel with concerns that a student or group of students are not complying with this policy should speak with their supervisor, a representative of the department, or report it to EH&S.

#### In the Workplace:

Personnel are expected to comply with the face covering requirement as a condition of employment, as well as for the health and safety of themselves, their colleagues, and the UP community. Departments are required to ensure all of their personnel have a thorough understanding of the requirements outlined in this policy. Personnel who do not comply should be reminded of the policy by their supervisor and provided additional education and training as needed.

If, after additional education and training, personnel refuse to comply, contact human resources (HR) to initiate the appropriate corrective action or standard of conduct process.

If personnel state they are unable to wear a mask due to a health condition, refer the individual to the formal accommodation request process. An accommodation will not include allowing someone to not wear a face covering where it is required.

#### Members of the public, customers and visitors on campus:

The University of Portland is committed to maintaining a respectful, productive, inclusive, and equitable workplace, and discrimination and other conduct that is inconsistent with our values will not be tolerated. Consistent with Oregon state's public health order for face coverings, members of the public, customers and visitors to the University are required to wear face coverings when entering a University facility and receiving service. If a member of the public, customer or visitor is not wearing a face covering, the following steps are to be taken:

- Begin with a polite verbal request for compliance to educate and persuade the individual to wear a face covering. University personnel should ask the individual to wear a mask or face covering or have a supply of disposable facemasks to offer individuals who do not have one. Signs indicating the face covering requirement for all who enter are posted at all entrances and throughout campus.
- If, following a polite verbal request, the individual continues to decline to wear a face covering or facemask, personnel should notify their supervisor to assist the customer with determining if accommodations, such as curbside pickup, can be made.
- If the individual refuses to wear a face covering and does not indicate a medical condition or disability that prevents them from wearing a face covering, they should be politely informed that they are not permitted to enter and be asked to leave. Personnel should not attempt to physically block an individual or physically remove them from the space and should avoid confrontation but should not provide service. Campus Safety may be called for help as a last resort.

## 7. RESOURCES

- Oregon Health Authority COVID-19 Updates
- State of Oregon Mask Requirements
- Oregon OSHA Administrative Rule 437-001-0744
- State of Oregon Governor's Office Executive Orders

This policy is subject to change as needed to comply with applicable and emerging guidance from public health officials (local, state and/or federal) and authorized government officials with regard to COVID-19 protocols.

#### **TYPES OF FACES MASKS/COVERINGS:**

There are four primary categories of face coverings. These include:

- **Cloth Face Coverings:** Home-made or commercially manufactured face coverings that are washable and help contain the wearer's respiratory emissions.
- **Disposable Masks:** commercially manufactured masks that help contain wearer's respiratory emissions.



Disposable masks should be thrown away after each use.

- **Surgical Mask:** FDA-approved masks to protect the wearer from large droplets and splashes and helps contain wearer's respiratory emissions.
- **N-95 or KN-95 masks:** Provide effective respiratory protection from airborne particles and aerosols and helps contain wearer's respiratory emissions. N-95 masks are considered respirators and should be utilized in high risk environments to prevent the spread of COVID-19. If an N-95 mask is required for use while on the job, a FIT test is required. See the University of Portland [Respiratory Protection Program](#) for more information. Some KN-95 masks have been authorized for use in place of N-95 masks by the Food and Drug Administration.

Each University of Portland community member will be provided with one cloth face masks to be worn on campus. In the event that you forget your cloth face mask, your department has been given a limited number of disposable face masks. Disposable face masks can be used in lieu of a cloth face covering while on campus. Please see your department administrators to receive a disposable face mask.

Campus visitors and vendors are encouraged to bring their own cloth mask to campus. The University has a supply of disposable face masks for campus visitors in the event they do not have their own. Each department has been issued their own supply of disposable face masks, but in the event that a visitor needs a face mask when arriving on site that the department can't provide, they may visit Campus Safety in Haggerty Hall to receive a mask.

Visit the CDC website for information about the [proper wearing of masks](#) and [how to wash cloth face coverings](#).

#### Departments utilizing N-95 or KN-95 respirators:

The following departments have been supplied with KN-95 respirators to utilize when they must interact with students or employees at a physical distance of less than 6 feet, or when disinfecting surfaces that have been exposed to COVID-19.

- Residence Life
- Health & Counseling Center
- Custodial staff cleaning areas where positive or presumptive COVID-19 persons have been
- Faculty teaching in person during spring 2021, if requested

#### How to Request Masks:

Employees and students may request a cloth UP mask at [here](#). Disposable masks may be requested [here](#). If you are teaching or conducting research during the spring 2021 semester and would like to request a KN-95 mask or face shield you may do so [here](#). The University of Portland has arranged contracts with vendors to purchase PPE supplies in bulk. Please contact your department head if you have any questions about obtaining supplies.

#### How to Put on a Face Mask:

- Before touching the mask, clean your hands with soap and water for 20 seconds, or thoroughly apply hand sanitizer.
- Remove a mask from the box or wrapper.
- Inspect it to make sure there are no obvious tears or holes.
- Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
- If not obvious, determine which side of the mask is the





“front”. Sometimes, the “outside” front of a face mask (the side that should face away from you) is light blue or other color, while the “inside” surface that touches your face is clinical white in color.

- Cup the face mask in your hand and place it on your face. Then with your other hand, pull the straps, loops or ties on at a time around your ears or neck as the mask is designed to be worn.
- Pull the bottom of the mask down so that it covers your nose, mouth and chin.
- Once on your face, pinch the stiff top edge to conform to the shape of your nose.
- Check for a solid, tight fit. Be sure the mask fits snugly.



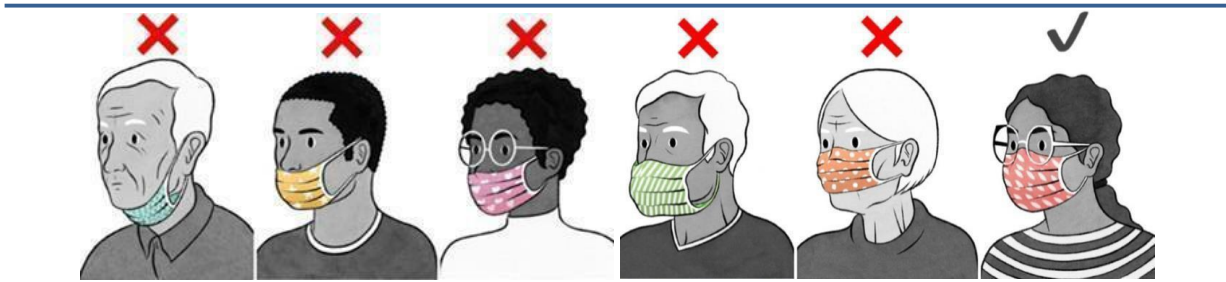
**Follow the instructions below for the type of mask you are using.**

- Face Mask with Ear loops: Hold the mask by the ear loops. Place loop around each ear.
- Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow. Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.

Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Last, pull the bottom strap over your head so that it rests at the nape of your neck.

**How to Properly Wear a Face Mask:**

- Breathe normally. Although it can be awkward at first, getting used to wearing a face mask normally comes quickly.
- As you work, be sure the mask is kept completely secure and it covers your nose and mouth, and that the bottom edge is under your chin.
- Avoid pulling the mask down below your nose or mouth when speaking.
- Don't touch the mask once in position. Avoid touching the front of the mask in order to adjust it. Instead, adjust the mask by touching the ties or loops in the back.
- Face masks should be removed entirely when eating.
- If the mask gets soiled or damp, replace it with a new one.



**How to Remove a Face Mask:**

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. The front is the part of the mask most likely to be contaminated.

Follow the instructions below for the type of mask you are using:

- Ear loops: Hold both of the ear loops and gently lift and remove the mask.
  - Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
  - Bands: Lift the bottom strap over your head first then pull the top strap over your head.
- Throw disposable masks in the trash. Reusable cloth masks should be washed before reuse.
  - Clean your hands with soap and water or hand sanitizer.
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## **CLEANING AND DISINFECTION**

The University of Portland is following all cleaning and disinfection recommendations from the Centers for Disease Control and Prevention, the Oregon Health Authority, and the federal and state Occupational Safety and Health Administration.

The following definitions explain the various types of cleaning University of Portland will employ to prevent the spread of COVID-19.

- **Cleaning:** Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, reduces their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, or other cleansers, and clean water, before using a disinfecting method.
- **Disinfecting:** Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it further reduces the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfection solutions for their appropriate contact time. Disinfectants are the only products approved by the EPA to kill viruses on hard surfaces.
- **Sanitizing:** sanitizing contains chemicals that reduce, but do not necessarily eliminate, microorganisms such as viruses from surfaces. Sanitizers are often developed to target specific bacteria and are not known to be effective against viruses

### **Enhanced Cleaning and Disinfection of High Touch Surfaces on Campus:**

In addition to routine cleaning and disinfection, Physical Plant staff have increased the frequency of cleaning and disinfecting of frequently touched surfaces, also known as high touch surfaces. Increased frequency of cleaning and disinfecting removes bacteria and viruses, including covid-19, which reduces the chance for surface transmission. Physical Plant has also extended their cleaning schedules to provide this service into the evenings and weekends. Frequently touched surfaces will be cleaned at least once daily in Academic Buildings and at least twice daily in Residence Halls following guidance in Oregon Administrative Rule 437-001-0744 (Temporary Rule Addressing COVID-19 Workplace Risks). An EPA registered disinfectant will be used to disinfect high touch surfaces on campus. Electronic equipment, laboratory equipment, and other sensitive equipment will be disinfecting by utilizing an alcohol based cleaner, wipe, or spray of at least 70% alcohol as the disinfectant.

Frequently touched surfaces include (but are not limited to):

- Door handles
- Door knobs
- Elevator buttons

- Handrails
- Tables and desks
- Faucets
- Light switches
- Public telephones
- Hallway ledges
- Entrance gates
- Seating
- Counters
- Other restroom fixtures
- Sneeze guards
- Classroom instructor podiums

Outdoor areas with shared seating and community surface areas should be cleaned and disinfected regularly. The targeted use of disinfectants on outdoor hard surfaces and objects frequently touched should follow the same protocols as cleaning and disinfection of indoor surfaces.

#### **Safety Guidelines during Cleaning and Disinfection:**

When cleaning and disinfecting, employees must:

- Wear disposable gloves. Gloves should be discarded when cleaning and disinfecting is completed. Wash hands for a minimum of 20 seconds immediately after gloves are removed, following the CDC's guidance. Never reuse disposable gloves.
- Store chemicals in labeled, closed containers. Keep chemicals in a secure area and store them in a manner that prevents tipping or spilling. All chemical containers should be labeled according to the Globally Harmonized System standards. Consult the University of Portland [Hazard Communication Program](#) for more information.
- If surfaces are visibly dirty they should be cleaned prior to disinfection.
- Follow the recommended PPE guidelines for the cleaning or disinfection product used, which can be found on the product's Safety Data Sheet. All Safety Data Sheets for chemicals at the University of Portland are available through the MSDS portal on [PilotsUp](#).

#### **Personal Protective Equipment for Cleaning and Disinfection:**

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. For more information on PPE safety see the University of Portland [Personal Protective Equipment Safety Plan](#).

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies such as physical distancing, routine hand washing, and the use of face coverings.

Examples of PPE include: gloves, goggles, face shields, medical grade face masks, and other respiratory protection, when appropriate. Note that face masks below medical grade and cloth face masks are not considered PPE for workplace safety purposes and are not regulated by OSHA.

All types of PPE must be:

- ✓ Selected based upon the hazard to the worker.
- ✓ Properly fitted and periodically refitted, as applicable (e.g., respirators).
- ✓ Consistently and properly worn when required.
- ✓ Regularly inspected, maintained, and replaced, as necessary
- ✓ Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Respiratory PPE: infrequently, certain employees at University of Portland may be expected to use respirators in accordance with OSHA's Respiratory Protection standard, 29 CFR 1910.134. Respiratory Safety Training is required when employees must use a respirator. Respiratory Safety Training is arranged by Environmental Health and Safety and includes a required respirator FIT test. For more information, review the University of Portland [Respiratory Protection Plan](#) or contact [ehs@up.edu](mailto:ehs@up.edu).

#### **Enhanced disinfection after a COVID-19 positive case:**

Compliant with Oregon Administrative Rule 437-001-0744, enhanced disinfection is required for any frequently touched surfaces and shared equipment that an individual known to be infected with COVID-19 used or had direct physical contact with. This does not apply to private offices or areas, surfaces, or equipment that has been unoccupied or otherwise unused for seven days or more. When feasible, if the infected employee visited a campus space within 24 hours the area will be closed prior to cleaning and disinfection. The closure of this space is to protect cleaning staff, as recommended by Oregon OSHA. In lieu of performing enhanced disinfection, the area may be shut down for 7 days to allow for natural deactivation of the virus. All staff conducting enhanced disinfection must wear appropriate PPE including gloves, face coverings, goggles, and a protective gown. KN-95 masks are available to staff conducting enhanced disinfection.

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#### **Communications and Training**

This Infection Control Plan is posted on the University of Portland Coronavirus website, the Coronavirus Human Resources Pilots UP page, and the Environmental Health and Safety website. In addition, it is part of the required COVID-19 Workplace Training. Additional communication and training will be ongoing and will be provided to all employees hired at a later date who did not receive the initial training via Moodle.

Instructions will be communicated to visitors and contractors, and signage is posted about mask requirements, personal hygiene, and physical distancing rules, including delivery and pick-up procedures, to ensure social distancing is maintained at all times between visitors and employees.

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#### **Implementation Requirements for Supervisors:**

Every supervisor is responsible for instructing and enforcing the following Rules:

1. Ensure all employees are maintaining 6-foot physical distancing separation at all times unless additional engineering controls are enforced (barriers, N95 respirator masks, etc.).
2. Ensure all employees are following the University of Portland Face Mask Policy.
3. Ensure all gatherings do not exceed the allowable maximum number of people, and that attendees maintain 6-foot physical distancing even when meetings are being conducted in large rooms or outside.
4. Do not allow people to congregate in the same spaces. Eliminate "squeeze spots" where people may be forced to break physical distancing rules in order to move around from one area to another.
5. Encourage and direct employees to wash hands at breaks and as frequently as possible. Ensure adequate hand sanitizer stations are installed/maintained at building entrances, break areas, etc. Notify Physical

- Plant if hand sanitizer stations are not functioning properly or are empty.
6. Ensure that shared office spaces, tools, and equipment are disinfected regularly to prevent transmission of COVID-19.
  7. Approve the COVID-19 Risk Assessment form for all employees you supervise.
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## **Notification Process for Employees that have been Exposed to COVID-19:**

### **Employees:**

**Employees who may have been exposed to COVID or may have any potential COVID symptom(s) must stay away from campus until HR authorizes the employee to return to campus.**

**Employees who believe they have been exposed to COVID-19 or exhibit any of the potential symptom(s) of COVID-19 should complete the [COVID-19 Reporting Form](#).** Employees may use the form to self-report or to report for an employee they supervise. If you have any questions about the form contact the Office of Human Resources (503-943-8484, [hr@up.edu](mailto:hr@up.edu)) as soon as possible for guidance. Do not return to campus until Human Resources has authorized you to return to campus. Employees should also notify their supervisor about their absence from work on campus; employees who do not wish to share personal health information do not have to share it with the supervisor.

Employees who miss work due to potential exposure to COVID or potential COVID symptom(s) will be provided with COVID sick time so that they do not have to use their regular sick time or vacation time.

According to the CDC, the following are some but not necessarily all of the symptoms of COVID; please note that some individuals with COVID may not exhibit any of these symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**In summary, if you have any question, concern, or uncertainty about coming to campus related to COVID, please stay away from campus and contact Human Resources (503-943-8484, [hr@up.edu](mailto:hr@up.edu)) for guidance. Student employees should refer to the COVID-19 guidance on the [Student Employment Page](#) or contact [studentemployment@up.edu](mailto:studentemployment@up.edu).**

Anonymous reports can be made via this link: [www.lighthouse-services.com/up](http://www.lighthouse-services.com/up)

### **Students:**

For confirmed or presumed COVID-19 cases or exposure to COVID-19 contact [hcc@up.edu](mailto:hcc@up.edu) or 503.943.7134. Those with questions or concerns related to students should contact the Student Affairs Office at [studentaffairs@up.edu](mailto:studentaffairs@up.edu) or (503)943-8352.

## **Notification of Possible Exposure to an Employee or Community Member with COVID-19:**

When sharing information about a COVID-19 case with Reed Community members, The University will

- Immediately and privately contact individuals who may have had close contact with a community member that tested positive or is presumptive positive for COVID-19. Close contact is defined as being in proximity of 6 feet or less with or without a mask for a cumulative amount of 15 minutes or more during a 24-hour period.
- Coordinate contact tracing and notifications with local health officials' guidance
- When sharing information about a COVID-19 case with community members, follow all federal privacy laws including the Americans with Disabilities Act and Family Education Rights and Privacy Act.
- Email all students, faculty, and staff if specifically directed by Multnomah County or if there are changes to state or federal guidance that would affect notification processes

Unless you were in close contact with an individual who tested positive or is a presumptive positive for COVID-19, you will not be notified of an on campus positive case of COVID-19.

### **COVID-19 Dashboard:**

In accordance with guidelines from the Centers for Disease Control and Prevention, and the Oregon Health Authority, the University of Portland will track and post data pertaining to the presence of COVID-19 on our campus. This information is based on University Health and Counseling Center testing of UP students only and does not reflect self-reported student cases or test results of faculty and staff. As we partially open our campus next semester, we will report all COVID test results administered by the University, including faculty and staff tests results. Information monitored includes the number of COVID-19 tests administered; positive test results identified; number of students isolated and/or quarantined\*; and aggregate data of positive cases both on and off-campus. The Department of Athletics continues baseline and surveillance testing consistent with NCAA and Oregon mandates; the total number of tests conducted by the athletics department is included here.

The COVID-19 dashboard will be updated weekly on Wednesdays and is available [here](#).