

## COVID-19 Quick Guide for Work on Campus

For more detailed information about the PSU COVID-19 Infection Control Plan and resources, please visit the [EHS webpage COVID-19 Safety](#) and the [PSU Coronavirus Response](#) website.

For contractor and vendor activities on the PSU campus, refer to the [PSU Stay Safe, Save Lives. Guide for PSU Contractors and Construction Activities](#).

---

### Training

- Any staff planning to work on campus are required to view the [PSU COVID-19 training](#). This updated training (December 2020) is required, even for staff who viewed the previous Return to Campus training.

### Face Coverings

- Any person on PSU owned, leased or controlled property must wear a mask or face covering while indoors. This includes but is not limited to all indoor work settings, and when employees are transported in a motor vehicle for work purposes, regardless of travel duration or distance. Masks or face coverings are also required outdoors when on PSU property when physical distancing expectations (at least 6 feet apart from those in different households) cannot be met. Refer to [Masks and Face Covering Policy](#) for more information.

### Physical Distancing

- Maintain six foot minimum distance from others. Refer to [Physical Distancing for PSU Health](#) for more information.
- Follow posted occupancy limits for spaces around campus.
- While on campus, face to face meetings are discouraged. Limit where you go on campus, visiting only places that are absolutely necessary to complete tasks. When collaborating with colleagues, use remote tools like the phone, Google Hangout or Zoom to meet, even if you are all on campus.
- [Guidance for Supervisors and Departments on Determining Employee Return to Campus](#) includes detailed guidance for supervisors and departments to ensure workplaces do not become overly crowded.
- Stagger work schedules, ensuring that employees who have workstations closer than 6 feet to each other do not work on the same days.
- Have employees use offices or repurpose conference/meeting rooms where doors can be closed, and rearrange office furniture to create space between employees.
- Departments will need to identify any non-routine work activities specific to their department and communicate physical distancing procedures with their employees. For example, moving heavy objects where assistance may be needed from others for a limited amount of time.

## Daily Health Assessments and Reporting COVID-19 Signs and Symptoms

- All employees must complete a [Personal Health Checklist](#) daily, before leaving home.
- Individuals who suspect they might have COVID-19, are awaiting test results, or have been diagnosed, should not come to campus.
- Employees are requested to complete the [COVID-19 Reporting Form](#) to report COVID-19 exposure, **positive** test results, or diagnosis if they have been to the PSU campus within the past two weeks. A representative from SHAC will be in contact with them to initiate any campus-based contact tracing. Informing SHAC of COVID-19 exposure, positive test results, or diagnosis is not required but is strongly recommended in order for PSU to initiate centralized university level responses to protect students, staff and faculty during COVID-19.
- SHAC [is currently offering testing](#), available by appointment and after screening. Any member of the PSU Community (any student or employee, including full- or part-time faculty and adjuncts) can contact SHAC to discuss COVID health concerns, including symptoms or concern for possible exposure.

## Sanitation

- Wash your hands often, especially before eating or drinking, and after blowing your nose, coughing, or sneezing.
- Disinfect shared office equipment multiple times a day.
- Sanitize work areas when you arrive, throughout the workday, and immediately before you leave.
- Limit the use of co-workers' tools and equipment. To the extent tools and equipment must be shared, clean them before and after use.
- Since not all buildings require the same amount of services due to employees teleworking, cleaning frequencies and service levels are based on building occupancy and usage. Project Managers and Department Supervisors may need to [Contact Facilities and Property Management](#) to initiate cleaning of common areas and restrooms, if spaces are not currently receiving daily cleaning.

For comments, questions, or concerns regarding COVID-19 safety, please contact [coronavirusresponse@pdx.edu](mailto:coronavirusresponse@pdx.edu).

PSU Environmental Health & Safety  
EHS-group@pdx.edu  
503-725-3738

Revision Date: 1/21/2021