

## University of Massachusetts at Amherst Auxiliary Enterprises and Dining Services Admin. Offices Health & Safety Plan

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The goal of the Admin. Offices Health & Safety Plan is to prepare our staff for reopening the UMass Auxiliary Enterprises and Dining administrative offices for the fall semester of 2020 under the new guidelines set forth from the Commonwealth of Massachusetts.

**Mandatory Standards:** Staff members and *essential visitors*\* will be required to adhere to strict safety standards at all times, which include:

- If you are an on-site employee, please use this [COVID-19 Daily Self Checklist](#) each day before reporting to work
- If you are having symptoms, call the Covid-19 HR Response Team at 413-687-2283 or [COVIDHR@umass.edu](mailto:COVIDHR@umass.edu)
- All staff members and essential visitors must wear face coverings while in the facility where social distancing is not an option (face coverings will be provided as needed)
- Required handwashing for a minimum of 20 seconds prior to starting shift, upon re-entering building and as needed <https://youtu.be/dNylBQDnnaE> and, <https://www.youtube.com/watch?v=lisgnbMfKvI>
- All staff members must socially distance themselves from other staff members and our visitors.
  - Workstations allowing for a minimum of 6 feet of separation
  - Plexiglass guards where necessary

**Return to work options, remote vs. on-site:** If it is not necessary to be on-site, staff may continue to work remotely or if there is an instance that requires face-to-face contact, that is an option too (on-site needed or hybrid – combo on/off site or fully remote) – discuss with supervisor.

**Cleaning & Disinfecting:** Staff will be trained on basic cleaning and disinfecting techniques prior to returning to offices. Custodial staff\*\* will clean and disinfect all common areas (entrance, elevators, restrooms, etc.) Staff are responsible for their workspace area and will be provided supplies for cleaning. Checklists, guidelines and standard operating procedures will be provided on the following:

- How to Properly Clean & Disinfect: <https://www.youtube.com/watch?v=ZgIMA5TVEoE> OR <https://www.youtube.com/watch?v=YQVAaZHONJI>
- Signage will be provided for posting

**Enhanced Cleaning and disinfecting if there is a confirmed COVID-19 positive case in AUX/DINING workspace:** If a building occupant tests positive for Covid-19, the immediate space in which the person occupied, shall be closed off for 24 hours and then shall be cleaned and disinfected with enhanced cleaning and disinfecting. EH&S will make arrangements for a special cleaning team to come in to the space and clean the space which may take 1-3 days. Unless there is some unique air exchange or flow pattern in the building, it is not customary to close off more than the space occupied.

- Return to work for COVID-19 positive AUX employee: (right now) contact the COVID-19 HR team at 413-687-2283 or [COVIDHR@umass.edu](mailto:COVIDHR@umass.edu)

## Training

All staff, whether returning to work on campus or those who have been on-site, will be required to view the new training video focused on best practices and protocols (see link below), as well as videos on handwashing, cleaning and disinfecting, to keep us safe as we undertake a phased reopening of campus.

<https://www.youtube.com/watch?v=broUo03U-8g&feature=youtu.be>

- Tips for Managing Noncompliance
- For detailed COVID-19 related information visit: <https://ehs.umass.edu/covid-19-response>

\* Essential visitors should be kept to a minimum - all efforts should be made to handle business virtually in an effort to reduce risk.

\*\* Physical Plant custodial staff will clean New Africa House; all other locations will be covered by Aux. Services custodial staff.

CORONAVIRUS (COVID-19)

# KNOW THE SYMPTOMS

University of  
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Amherst



**FEVER, COUGH, SHORTNESS OF BREATH, SORE THROAT –  
THEY CAN BE MILD TO SEVERE**

The virus spreads through close contact – within 6 feet of someone infected

## TAKE EVERY DAY PRECAUTIONS



**WASH YOUR  
HANDS**



**DON'T TOUCH  
YOUR FACE**



**MAINTAIN SOCIAL  
DISTANCE AS MUCH  
AS POSSIBLE  
(6 feet distance)**



**STAY HOME AS  
MUCH AS YOU CAN**

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Environmental Health & Safety

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University Health Services

[UMass.edu/coronavirus](https://UMass.edu/coronavirus)

## EMPLOYER GUIDANCE

# Mandatory safety standards for workplaces



## SOCIAL DISTANCING



All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces



Establish protocols to ensure that employees can practice adequate social distancing



Provide signage for safe social distancing



Require face coverings or masks for all employees

## HYGIENE PROTOCOLS



Provide hand washing capabilities throughout the workplace



Ensure frequent hand washing by employees and adequate supplies to do so



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

## STAFFING & OPERATIONS



Provide training for employees regarding the social distancing and hygiene protocols



Employees who are displaying COVID-19-like symptoms do not report to work



Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

## CLEANING & DISINFECTING



Establish and maintain cleaning protocols specific to the business



When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed



Disinfection of all common surfaces must take place at intervals appropriate to said workplace

# COVID-19 Daily Self Checklist



Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

If you reply YES to any of the questions below, STAY HOME (with pay) and follow the steps below:

- Step 1: Call your supervisor and
- Step 2: Call or Email the COVID-19 HR Response Team at 413-687-2283 or COVID19HR@umass.edu.

If you start feeling sick during your shift, follow steps 1 and 2 above.

**Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?**

- Yes
- No

**Loss of Smell or Taste?**

- Yes
- No

**Muscle Aches?**

- Yes
- No

**Sore Throat?**

- Yes
- No

**Cough?**

- Yes
- No

**Shortness of Breath?**

- Yes
- No

**Chills?**

- Yes
- No

**Headache?**

- Yes
- No

**Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?**

- Yes
- No

**Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

- Yes
- No

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

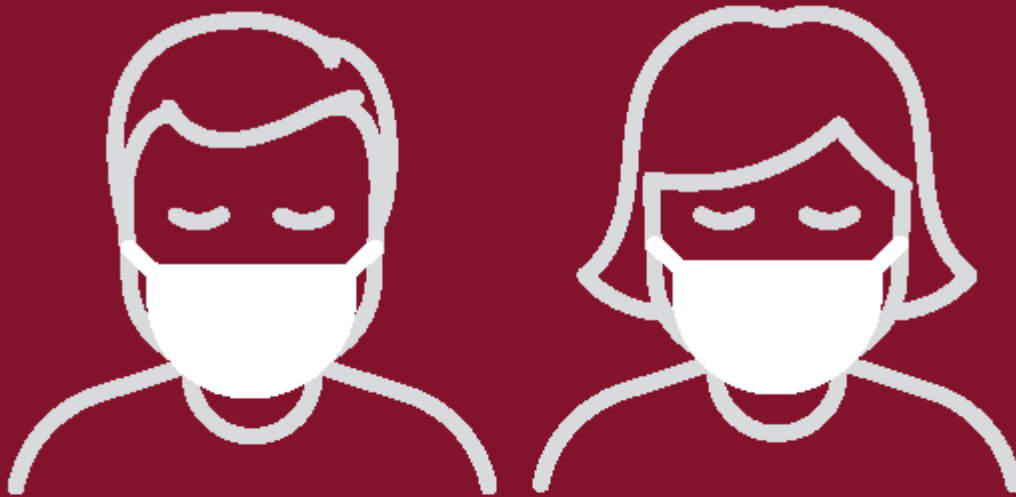
- Yes
- No

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# WEARING IS CARING.

All individuals are required to wear face coverings in public places (indoors and outdoors) where social distancing (6 feet) is not possible.



**HELP SUPPORT THE HEALTH OF  
THE UMASS AMHERST COMMUNITY**

For more information, please visit  
[umass.edu/coronavirus](https://umass.edu/coronavirus)

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HELP PREVENT COVID-19 WITH  
**SOCIAL  
DISTANCING**

University of  
Massachusetts  
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**HAVE TO GO OUT?** KEEP 6 FEET OF DISTANCE BETWEEN YOU AND OTHERS WHENEVER POSSIBLE.

**WHY DOES IT MATTER?** IT CAN HELP LIMIT THE SPREAD OF CORONAVIRUS (COVID-19).

**WHAT IS IT?** STAYING AWAY FROM CLOSE CONTACT IN PUBLIC SPACES, AVOIDING LARGE CROWDS & GATHERINGS.



Call/Facetime/  
online chat with  
friends and family.



Stay home as much  
as you can.



**If you must go out:**

- Don't gather in groups
- Stay 6 feet away from others
- Don't shake hands or hug



And please  
continue to  
wash your hands  
frequently.

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CORONAVIRUS (COVID-19)

# WHEN TO SEEK CARE

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IF YOU'RE EXPERIENCING COVID-19 SYMPTOMS –  
HERE ARE GUIDELINES ON WHAT TO DO NEXT.



## STAY HOME

If you are worried, but well, please stay home.

Going to a hospital or a doctor's office when well adds a higher number of people and can overwhelm the healthcare system.

If you need emotional support during this time: Students call CCPH (413) 545-2337, Faculty and Staff call FSAP (413) 545-0350 or email [cag@umass.edu](mailto:cag@umass.edu)



## CALL FOR HEALTH ADVICE

If you are sick with mild or moderate symptoms of COVID-19.

- UMass students and UHS patients: Call the Triage Advice Nurse at (413) 577-5229
- Faculty and Staff: Call your health care provider before going to their office



## SEEK CARE

If you are sick and feel you have an emergency, call your health care provider or seek medical care. If you call 911 please alert them of your COVID-19 symptoms.

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[UMass.edu/coronavirus](https://umass.edu/coronavirus)



# Handwashing

## How to wash hands (should take at least 20 seconds):



**1. Wet hands and arms.** Use running water as hot as you can comfortably stand. It should be at least 100°F (38°C).



**2. Apply soap.** Apply enough to build up a good lather.



**3. Scrub hands and arms vigorously.** Scrub them for 10 to 15 seconds. Clean under fingernails and between fingers.



**4. Rinse hands and arms thoroughly.** Use running warm water.



**5. Dry hands and arms.** Use a single-use paper towel or hand dryer. Consider using a paper towel to turn off the faucet and open the restroom door.

**Instructions for Chemical Use for Cleaning and Disinfecting of Hard Surfaces  
Auxiliary Enterprises Food Establishments, Last revised April 1, 2020**

This information is to provide guidance on the cleaning and disinfecting of hard surfaces in response to the COVID-19 conditions. The information is frequently changing. Please always double check your product information against the newest and most current version of the EPA list of approved disinfectants, found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**Name of Product:** \_\_\_\_\_ **EPA No. ( \_\_\_\_\_ - \_\_\_\_\_ )**

Application of the product shall be Spraying directly, or Spraying onto a wiping a cloth and wetting the surface. The product shall be dispensed as a Ready to Use (RTU) product into a properly labeled bottle. Only nitrile or non-latex gloves are required for routine cleaning and disinfecting of hard surfaces for commercial public areas. Hard to reach areas or items can be wetted with a disposable cloth.

For Hard Surfaces, Non-porous “High-touch” surfaces:

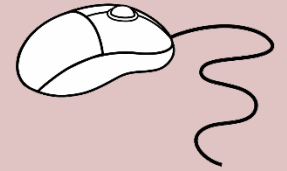
- Supervisor will review routine cleaning vs. disinfecting of high-touch areas with the maintainer/worker.
- Map out the high-touch items, identify which areas/items must be cleaned AND disinfected:

a.	Outside doors, door handles, push plates, railings	g.	Paper towel dispensers
b.	Inside doors and door handles, push plates	h.	Bathroom fixtures, handles
c.	Light switches	i.	Locker room fixtures
d.	Equipment handles	j.	Common counters, work areas, desks
e.	Sink faucets, hand-wash sinks	k.	Common public supplies, pens, etc.
f.	Soap dispensers	l.	Water fountains

- Clean “High-touch” and other hard surfaces in public places every \_\_\_\_\_ hour or more, with \_\_\_\_\_ EPA # \_\_\_\_\_ - \_\_\_\_\_) or other detergent cleaner for a hot soapy water. Once a day, is suggested for office settings.
- Disinfect with \_\_\_\_\_ EPA # \_\_\_\_\_ - \_\_\_\_\_) \_\_\_\_\_ per day, or more frequently in high traffic/volume conditions. Disinfecting requires spraying, keeping wet for \_\_\_\_\_ minutes and letting air dry.
  - Use gloves for spraying onto easily reached routine locations. Gloves are optional when cleaning and disinfecting personal spaces.
  - Use PPE with eye and mouth protection for worker safety, when applying in difficult to reach locations, (i.e. spraying overhead, etc.).
  - Spray high-touch items and maintain wet, for a \_\_\_\_\_ minute, contact time. (*\*Lack of the appropriate contact time may result in the virus not being disinfected/removed*).
  - Let “wet” surfaces air dry. Allow to air dry. Only dry with a clean cloth only after the proper contact time has been achieved.
  - If using wetted wiping cloths (“pinkies”) for application, discard them after soiled or 15 minutes of use.
  - The disinfectant \_\_\_\_\_ is/is not for food contact surfaces prior to food use. Different products have different requirements for food contact surfaces. Contact your chemical procurement officer for instructions.
  - Worker is to wash their hands for 20 seconds with hot soapy water after removing gloves or when finished cleaning and disinfecting their personal workspace.

1

Identify High-Touch points  
Door knobs & push plates, desks, telephones, keyboards & mice, chair backs & arms.



2

Clean visibly dirty surfaces  
With soapy water and rinse  
Disinfectant will only work on clean items.



3

Read instructions for EPA-approved\* disinfectant. Note “contact time.”  
Spray on surfaces and keep wet, (apply by spray or cloth) for correct contact time.



4

Allow to air dry. If contact time has been achieved, wiping dry with a clean paper towel is ok. Wash hands.



Optional: You may wear single-use non-latex gloves, and eye protection only where necessary.

# PROCEDURES FOR DISINFECTING FREQUENTLY TOUCHED SURFACES

Disinfect all Frequently Touched Surfaces

Person Responsible: \_\_\_\_\_

Frequency: Every \_\_\_\_ Hours & the beginning of each shift

Product: \_\_\_\_\_

Mixing Instructions: \_\_\_\_\_

1. Spray on to coat surface
2. Do Not Wipe
3. Let Dry for \_\_\_\_minutes

Doorknobs  
Handles  
POS Machines  
Credit card Machines  
Telephones  
Tablets  
Equipment handles  
Menus  
Railings  
Push Plates  
Switch Plates  
Sink Handles  
Menus

