



## Infection Control Plan

**Changes in revision 4 (July 2, 2021) are indicated as follows. Deletions will have text strikethrough. [Additions will be in bold text within brackets]**

### 1. INTRODUCTION

This program is intended to provide consistent standards for the safe working environment at the University of Oregon (UO) during times of risk of infectious disease transmission, specifically COVID-19 (SARS-CoV-2). The primary objective is to prevent illness and exposure of employees, students, the public and other members of the University community to infectious disease as the UO works to meet its overall mission in the areas of education and research. Appendix A to this document contains a list of relevant definitions.

### 2. SCOPE

This program applies to all UO employees, vendors and contractors working on UO properties.

### 3. RESPONSIBILITIES

#### a. **Department**

Departments are responsible for:

1. Identifying employee exposure risk.
2. Ensuring that all affected employees understand and comply with this program.
3. Verifying that employees receive training as required by this program.
- ~~4. Modifying workspaces, where possible, to comply with physical distance requirements and ensure modifications are maintained.~~
5. Ensuring required signage is posted in the work area under their control.
6. Ensuring sanitation requirements outlined in this plan are met.
7. Supplying and ensuring personal protective equipment (PPE) and face coverings specified in this plan are available and used by employees.
8. Where appropriate, ensure onsite contractors under their control follow appropriate requirements.

#### b. **Environmental Health and Safety**

Environmental Health and Safety (EHS) Department is responsible for:

1. Writing, reviewing, and updating this program.
2. Providing training and training materials to university employees.
3. Maintaining associated training records.
4. Assist departments in staying abreast with rule updates.

#### c. **Employees**

Employees are responsible for:



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1. Following training and PPE requirements to comply with this plan and Oregon-OSHA requirements.
2. Recognizing potential non-compliance, infectious disease risks in their work environment, or changes in their work environment.
3. Immediately notifying Supervisor of possible non-compliance within their work environment that poses a risk to themselves or others.
4. Conducting a self-check for COVID-19 symptoms prior to coming to campus.
5. Immediately notifying Supervisor if they are COVID-19 positive or a contact to a COVID-19 positive person.
6. Complying with UO policy and regulations related to COVID-19.

### d. Contractors and Vendors

Contractors and vendors are responsible for:

1. Following their company policies regarding COVID-19.
2. Coordinating with UO department responsible for their contract.
3. Complying with provisions in contracts with UO related to health and safety.
4. Immediately notifying their UO Contact if they have an employee working on site who is found to be COVID-19 positive.
5. Ensuring their employees follow UO policies regarding COVID-19.
  - a. Masks/Face Coverings/Face Shields
  - b. Physical Distancing to the degree possible
6. Construction Contractors only – developing and implementing pre-screening checklist to screen employees and site visitors.

### e. Visitors

Visitors to campus are responsible for:

1. Complying with all posted signage related to COVID-19.
2. Complying with COVID-19 related instructions from University personnel.

## 4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

a. Tasks and job assignments requiring personal protective equipment (see Appendix B)

1. First aid response (as required by OHA or recommended by specific industry best practices)
  - a. Student Rec Center Lifeguards
  - b. Athletic Department Trainers
  - c. Early Education providers designated to assist ill child
2. Providing direct patient care or performing aerosol-generating procedures
  - a. Health care providers



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- b. Laboratory workers handling laboratory cultures or human tissue specimens from individuals known/suspected to be infected with COVID-19
        - c. Physical therapist
        - d. Dentist
        - e. Dental Hygiene and Dental Assistant
        - f. Custodial/Sanitation tasks in health care setting
        - g. Athletic Trainers
  3. Laboratory Sampling and Processing
    - a. Sample collection
    - b. Sample processing
  4. Custodial – Advanced cleaning for areas with confirmed or suspected COVID-19 positive individual outside of UO health care setting
  5. COVID-19 Transport Team

- b. PPE available for Departments to provide to their employees:
  1. UO Purchasing and Contract Services bulk purchase of PPE
  2. Science Stores supplies
  3. Individual Departments purchasing

### **5. HAZARD CONTROL MEASURES**

- a. Elimination
  1. Site restriction/control
    - a. Campus open only for official UO business
    - b. Online education for all classes larger than 50 (or 25, dependent on County Risk Level)
    - c. Online education an option for classes less than 50 (or 25, dependent on County Risk Level)
    - d. Buildings locked to other than authorized users
  2. Remote work offered to employees whenever feasible
  3. Services/programs discontinued and/or suspended
- b. Engineering Controls
  1. HVAC systems optimized for best achievable outside air fraction (temperature control requirements are a variable limiting factor).
  2. HVAC systems functional and maintained.
  - ~~3. Plexiglas barriers installed where appropriate.~~
  - ~~4. Removal of seating in classrooms and lobby areas.~~
  5. Installation of portable handwashing stations.
  6. Renovation of all restroom hands-washing fixtures with touchless faucets and towel dispensers.
- c. Administrative Controls



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1. Site Control
  - a. Individual work units may lock work area doors to control campus visitors
  - ~~b. Work schedules adjusted by:
    - i. Promoting remote work.
    - ii. Staggering work shifts and arrival times.
    - iii. Reduce services and/or work schedules.~~
  - ~~c. Foot traffic routing to reduce density~~
  - ~~d. Reduce in-person interactions by:
    - i. Ordering and paying for food online, with self-pickup of orders in campus dining venues.
    - ii. Encouraging virtual meetings.
    - iii. Providing virtual instruction.~~
- ~~2. Moving in-person customer service to telephone, online and virtual platforms.~~  
Communication
  - a. Signage
  - b. Training
  - c. Website
  - d. UO App
  - e. Weekly COVID-19 email updates to all campus community (faculty, staff and students)
3. Campus Policy (see Appendix C)
  - a. Face Coverings/Mask/Face Shields
  - b. Behavior Reporting System
  - ~~c. Business Travel restrictions~~
  - d. Human Resources sick leave and return-to-work requirements

## **6. COVID-19 MASK, FACE COVERING AND FACE SHIELD REQUIREMENTS**

- a. UO Policy and regulations established
- b. Communication
  1. Signage covering employees, students, vendors
  2. UO App
  3. Communications campus-wide email to the campus community
  4. Supervisors
  5. Departments contracting with other employers
    - a. Capital Construction
    - b. Individual Department Purchasing/Contracting
6. Social media
- c. Mask Availability
  1. Student wellness packets
  2. Cloth masks provided to employees
  3. Disposable masks are available should vendor/student/employee not have their masks



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### **7. COVID-19 INFECTION/EXPOSURE NOTIFICATION PROCEDURES**

#### **a. Employees**

1. Employee or Supervisor submit Case and Contact Intake Report Form (see Appendix D) to Employee and Labor Relations' (ELR) representatives on the university's Case Management Team
2. ELR reviews Intake Form submission to determine next steps, including:
  - a. Contacting employee by phone or email to confirm timing of COVID testing and/or development of symptoms and on-campus activities to determine potential close contacts on campus and spaces occupied for potential cleaning purposes.
  - b. Contact supervisor by phone or email to gather information about employee contacts, if any, reiterate expectations around confidentiality and determine next steps.
  - c. Connect supervisor to Environmental Health and Safety to discuss cleaning needs, if any
3. ELR will prepare and send communications about isolation and/or quarantine expectations, participating in county public health tracing efforts, if any, return to work timeline, remote work (if applicable) and resources to:
  - a. Employee in isolation; and
  - b. Potential close contacts who need to quarantine.
4. ELR informs Case Management Team of positive case and employee whereabouts while on campus during period of transmissibility.
5. Employee cases are anonymously reported the campus community by University Communications within 24 hours of awareness, and include a general information on the area potentially affected by the case. This communication is in addition to the specific targeted communication provided to supervisor(s) of the ill employee, and to any potential close contacts.

#### **b. UO community at large (including contractors, vendors and other employer employees working on UO properties)**

1. Case and Contact Intake Report form submitted
2. Case Management Team follows up

### **8. EMPLOYEE INFORMATION AND TRAINING**

#### **a. Training**

1. General Campus
2. Online general employee COVID-19 training
3. Departmental general and specific job training
4. Campus-wide signage
5. UO Coronavirus website



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6. UO App
7. Exceptional Risk Work Areas
  - a. General COVID-19 training
  - b. Details specific to the exceptional risk work area and COVID-19 risk, mitigation actions
  - c. Interactive training with knowledgeable person

### b. Information

1. Communications weekly COVID-19 campus-wide emails
2. Virtual town hall meetings (live or recorded)
3. Questions may be submitted and responses provided through role e-mail accounts:
  - a. Central Communications/IMT Comms
  - b. Safety and Risk Services
  - c. Environmental Health and Safety
  - d. University of Oregon coronavirus.uoregon.edu webpage
4. Campus-wide Safety Advisory Committee
5. HR Labor Relations Advisory Committee
6. UO App

## 9. APPENDICES

- a. Appendix A – Definitions
- b. Appendix B – PPE Tasks/Job Assignments
- c. Appendix C – UO Policy – see <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety-risk-services/pandemic-response>
- d. Appendix D – Case and Contact Intake Report Form
- e. Appendix E – Sample signage

## 10. DOCUMENTATION

Original Preparation Date: 12/02/20

Latest Revision Date: 07/02/21

Latest Revision Number: 4



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### Appendix A – Definitions

#### **DEFINITIONS**

This appendix identifies and defines various terms within the context of the University of Oregon’s Infection Control Plan. Definitions include:

1. **“Affected Employee”** – An employee who may have been in the same work area as a COVID-19 positive individual during work shift but was not within 6’ distance of the positive employee for 15 minutes or longer.
2. **“COVID-19 (SARS-CoV-2)”** – refers to a specific betacoronavirus (MERS-COV and SARS-CoV or other betacoronaviruses) that causes what has been designated as Coronavirus Disease 2019.
3. **“COVID-19 Contact Employee”** –An employee who was identified as having a workplace exposure within 6’ of a COVID-19 positive individual for 15 minutes or more regardless of whether one or both were wearing source control.
4. **“Direct Patient Care”** – Means an employee job duty that includes direct physical contact with a patient during the delivery of healthcare services.
5. **“Face Coverings”** – Means a cloth, polypropylene, paper or other covering that covers the nose and the mouth and rests snugly above the nose, below the mouth and on the sides of the face. Coverings that incorporate a valve that is designed to facilitate easy exhalation or mesh masks or other covers with openings, holes, visible gaps in the design or material, or vents are not appropriate face coverings (even if otherwise appropriate for respiratory protection) because they allow droplets to be released from the covering. the written program that at a minimum requires identifying machinery and/or processes having energy sources in the workplace that require LO/TO procedures before working on or maintaining equipment in the workplace, how to secure said machinery and processes, training requirements to be an Authorized Employee, and responsibilities of all parties involved with the processes, etc.
6. **“Oregon Health Authority (OHA)”** – Oregon state agency providing additional guidance and requirements for activities during the COVID-19 pandemic.
7. **“Performing Aerosol Generating Procedures”** – conducting a medical or dental procedure on human patients that is likely to result in exposure to small droplet nuclei in high concentrations presenting a risk for airborne transmission of COVID-19.
8. **“Personal Protective Equipment (PPE)”** – means specialized clothing or equipment worn by a worker for protection against a hazard. General work clothing (e.g. uniforms, pants, shirts) not intended to function as protection against a hazard for the user is not considered to be PPE. Nor is a face covering as defined above.

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## Appendix B – PPE Tasks/Job Assignments

<b>Job Task</b>	<b>Job Titles</b>	<b>PPE Required</b>
First Aid response	Lifeguards (Student Rec Center)	Nitrile gloves, N95  Lifeguards will be required to use ambu-bags for CPR
	Athletic Trainers (Athletic Department, Club Sports)	
	Early Education Providers (Moss St. Children’s Center, Viv Olum Child Development Center, EC Cares)	
Direct Patient Care / Performing aerosol-generating procedures	Health Care Providers (University Health Services)	Nitrile gloves, N95 or PAPR, face shield, isolation gown
	Lab workers handling cultures or tissue specimens from individuals known/suspected to be infected with COVID-19	
	Physical Therapists (University Health Services)	
	Dentist/Dental Hygienist/Dental Assistant	
	Custodial Staff (University Health Services)	
	Athletic Trainers (Athletic Department, Club Sports)	
Laboratory Sampling & Processing	Sample collection	Nitrile gloves, N95, face shield, isolation gown
	Sample processing	
Custodial Services	Advanced cleaning for areas with confirmed or suspected COVID-19 positive individual(s) – outside of health care setting	Nitrile gloves, N95, safety glasses or face shield





## **Infection Control Plan**

### Appendix C – UO Policy

In response to the ongoing COVID-19 pandemic, the University of Oregon has created a temporary policy on Pandemic Response Regulations. Policy number IV.05.10 can be found in the University of Oregon Policy Library or by clicking the link below.

[Pandemic Response Regulations \(Temporary Policy\)](#)



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### Appendix D – Case & Contact Intake Form

Use this form for reporting one of the following situations:

- You are positive for COVID-19 (e.g. through positive test);
- You believe you may have COVID-19 and are awaiting test results or are seeking guidance on testing;
- You have been notified by a local public health department that you were a contact of someone who is positive for COVID-19;
- You think you may have been exposed-- as a close contact-- to someone who has COVID-19;
- An employee you supervise has tested positive for COVID-19 or has been identified as a contact of someone with COVID-19;
- An employee you supervise may have COVID-19 or may have been in contact with someone with COVID-19;
- You have been made aware that a student in your in-person course or in a student group that you advise has tested positive for COVID-19 or have been identified by public health as a contact of someone with COVID-19; or you have a question related to COVID-19 and your in-person course; or
- You have been made aware that a child in your care (i.e., child care center) has tested positive or has been identified as a contact of someone with COVID-19.

Click [HERE](#) for a link to intake form.

For questions related to COVID-19, please first visit <https://coronavirus.uoregon.edu/> and read the related Frequently Asked Questions (FAQs). If you have questions that are not answered on those pages and FAQs, you may submit them by clicking [here](#).

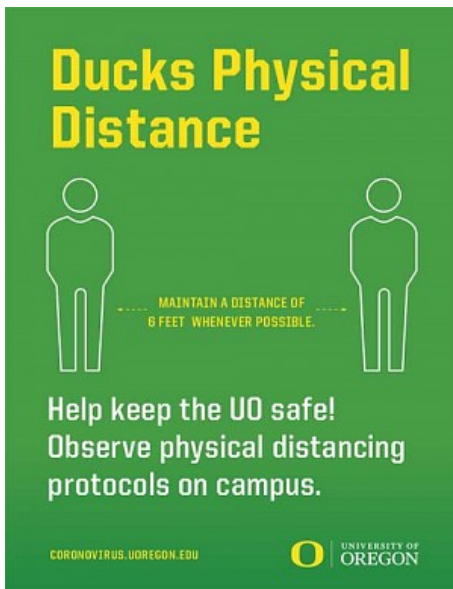


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### Appendix E – Sample Signage


The University of Oregon has multiple signs available for download by campus partners to assist in clarifying pandemic response expectations in the workplace. Samples of the available signs are below and a link to download the signs can be found [here](#).

**[July 2, 2021 Update: Signs relating to physical distance, room capacity, traffic flow (directional arrows, entrance only, exit only) may be removed. Distancing is no longer required inside UO owned and operated spaced. Signs relating to hand washing, facial coverings and symptom checks should remain.]**






# Infection Control Plan



## FACE COVERINGS REQUIRED IN ALL UO-OWNED AND OPERATED BUILDINGS

In accordance with Oregon Health Authority guidelines, effective June 15, face coverings will be required for faculty, staff, students, visitors, and vendors inside buildings owned and operated by UO. Accommodations and exemptions will be made where necessary and coverings are not needed if working alone in an office or room.

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## If You Start Feeling Sick, Stay Home.

If you have any of these symptoms, please leave campus and contact your health-care provider immediately. Then, follow up with your supervisor.



Fever or chills Cough, sore throat, or difficulty breathing Muscle pain Recent loss of taste or smell

Employees: if your health-care provider suspects or has confirmed that you have COVID-19, call your immediate supervisor so they are aware, and contact Employee and Labor Relations, Human Resources at UOELR@uoregon.edu or 541-348-2972.

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**MAXIMUM ROOM CAPACITY IS**

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**PEOPLE**

UOREGON.EDU/CORONAVIRUS 

**MAXIMUM ROOM CAPACITY IS**

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**OHA MAXIMUM CAPACITY:**

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**UO CLASSROOM SEAT COUNT:**

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 **ONE WAY ONLY**

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 **ONE WAY ONLY**

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**MAINTAIN 6 FEET PHYSICAL DISTANCE**

**ONE WAY ONLY** 

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 **ONE WAY ONLY**

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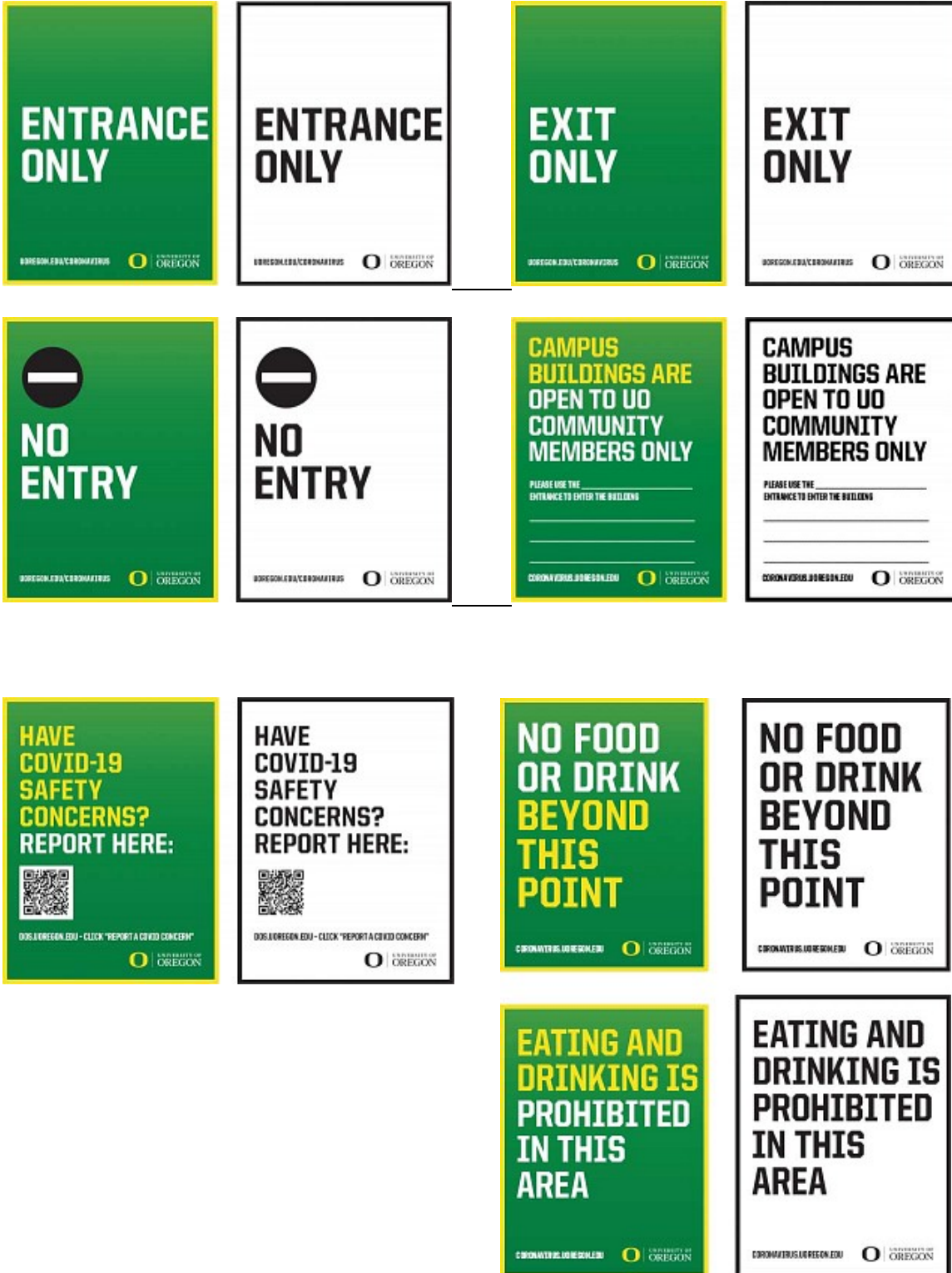
 **MAINTAIN 6 FEET PHYSICAL DISTANCE**

**ONE WAY ONLY**

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To download these signs, click [here](#).