This standard operating procedure (SOP) outlines required hygiene methods to be used by essential personnel working around others in shared work spaces during the COVID-19 (coronavirus) pandemic. These practices and procedures are intended to provide a safe working environment, promote a culture of forward-thinking risk mitigation, and promote compliance with federal, state, and local regulations.

**APPLICABILITY**
These requirements are to be met by UT Austin employees in shared work spaces on campus during the coronavirus pandemic.

Shared work spaces are open work environments and common spaces utilized by multiple employees. These include, but are not limited to, break rooms, shared cubicles, open table collaboration spaces, conference rooms, and help desks.

**RESPONSIBILITIES**

**Department Supervisors**
- Implement the work practices outlined in this document within departmental operations.
- Ensure all employees follow the campus Health and Wellness Plan.

**Employees**
- Implement and follow the work practices outlined in this document.
- Report any contact with bodily fluids to supervisor immediately.
- Self-monitor for signs and symptoms of coronavirus.
- Report when sick or experiencing symptoms of coronavirus to supervisor.
- Follow the campus Health and Wellness Plan.

**Environmental Health & Safety (EHS)**
- Provide information and technical assistance regarding safe work practices during the coronavirus pandemic.
WORK PRACTICES

The following requirements are to be implemented in shared work environments.

- Work remotely if and when possible.
- Follow the campus Health and Wellness Plan by incorporating these individual behaviors:
  
  - Maintain social distancing of at least six feet apart by:
    - Staggering shifts, breaks, and lunches to ensure minimal employee congregation in common spaces.
    - Developing a space utilization plan to keep essential employees as far apart as possible.
    - Reorganizing work station set ups to achieve social distancing.
    - Relocating employees to empty or underutilized offices.
  
  - Install high-efficiency particulate air filters on returns for any recirculated air spaces if feasible. Contact EHS at 512-471-3511 for assistance.
  
  - Remove clutter items such as décor to ease the cleaning process.
  
  - Minimize quantity of paper and writing utensils.
  
  - Do not use other workers' phones, desks, offices, or other work tools and equipment. If not possible, maintain regular housekeeping practices by following the Cleaning Practices outlined in this document.
  
  - Perform routine cleaning:
    - Clean all frequently touched surfaces in the workplace such as but not limited to workstations, countertops, and doorknobs. Use the acceptable cleaning agents that are outlined in this document.
    - Prior to use, clean any item that has been recently handled by another person.
  
  - Employees shall follow the six foot social distancing requirement at all times. The only exception is as follows:
    - Situations where a brief and momentary encounter occurs between employees or others. However, these conditions must be met:
      - Must be reported to supervisor (for awareness, no action required).
      - Must be done by using the maximum distance to achieve the reason for encroaching on social distancing requirements (e.g., longest stretched arm to another person).
      - Face-to-face contact where breathing zones become common must be avoided.
      - Time frame must be limited to seconds, not minutes.
CLEANING PRACTICES
The following cleaning practices shall be used for all shared work spaces.

- Use an acceptable cleaning agent outlined in this document.
  - Clean all door handles, faucet handles, equipment handles and buttons, countertops, and table tops before each use.
  - Wipe down chair including lever handles and arm rests.
  - Wipe down desk surface, drawer pulls, stapler, tape dispenser, paperclip holder, and any other commonly used desk items.
  - Wipe down keyboard, mouse, phone, and any available writing utensils (including dry-erase markers).
  - Wipe down computer monitor, power buttons, and flash drives being used.
- Wash any dishes or cups left on desk in open air prior to use.

ACCEPTABLE CLEANING AGENTS
Disinfect with a diluted bleach solution, alcohol solution with at least 70% alcohol, or EPA-registered household disinfectant such as Lysol or Clorox wipes.

- Diluted household bleach solution can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution on a daily basis by mixing:
  - Five tablespoons (1/3 cup) bleach per gallon of water, or
  - Four teaspoons bleach per quart of water.

OTHER REQUIRED SUPPLIES
- Bleach/alcohol wipes or other acceptable cleaning agents
- Hand washing area and hand sanitizer