Pandemic: COVID-19 and Shared Work Spaces
Standard Operating Procedure

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 to promote compliance with federal, state, and local regulations.

APPLICABILITY

These requirements are to be used 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 social distancing requirements of at least six feet.

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 social distancing requirements of at least six feet.

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. If you have questions about your personal health condition coronavirus, contact HealthPoint Occupational Health Program by phone at 512-471-4647.
• 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; or
  » 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.
• Frequently wash hands for at least 20 seconds, and only when a sink is not available use hand sanitizer that contains at least 60% to 95% alcohol. Wash hands or use sanitizer as follows:
  » Before eating or drinking.
  » After using the restroom.
  » Before touching eyes, nose, or mouth.
  » After touching common surfaces.
• Practice respiratory etiquette. Sneeze or cough into your bent elbow or tissue. Immediately dispose of tissue and wash hands.
• Utilize the following procedure for acceptable transfer of materials between employees:
  » One employee places an item down at a distance of greater than six feet, then moves away.
  » The other employee retrieves, all while maintaining six foot social distancing between each.
• 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