

Required Procedures for Working on Campus During Safer at Home Public Health Orders



Continue to work remotely

Wash hands frequently

Stay home when sick or if you had contact with a sick individual

Keep your distance from others (at least six feet at all times)

Wear a face mask on campus

Mines personnel must continue to work remotely unless approved by a supervisor to work on campus. The pandemic is still with us and a large number of people with COVID-19 may be contagious without any outward symptoms. All of us need to do our part to minimize the spread of the virus.

Protective supplies, such as gloves and disinfectants, remain difficult to obtain and may not be available for organizational use. Mines is working diligently to procure sufficient supplies for the campus.

Face masks are required for everyone on campus. Acceptable face masks include homemade cloth coverings, bandannas and buffs.

Required Procedures for Working on Campus During the Safer at Home Public Health Orders

Minimum requirements for all Colorado School of Mines personnel:

Version date 05/13/2020

Colorado School of Mines is currently operating in a remote work mode until at least May 26, 2020. Remote work operations mode means that all Mines personnel are expected to work remotely unless approved by a supervisor to work on campus. The process for assessing critical research activities during this mode of operations will continue as described at <https://research.mines.edu/coronavirus-advice-for-researchers/>.

Employees (faculty, staff, volunteers, students) authorized to work on campus during this mode of operations, and their supervisors, should review and strictly abide by these procedures which are based on Public Health Order 20-28 and Executive Order D 2020 044 Safer at Home. Mines will continue to monitor health official guidance and modify these requirements as necessary.

Under the Governor's order, employees who fall under the following categories cannot be compelled to perform in-person work, and therefore should stay home and contact their supervisor to arrange remote work options. If remote work is not possible the employee should still stay home, and the supervisor will contact Human Resources for further information on how to apply appropriate leave policies.

- Individuals who are 65 years and older;
- Individuals with chronic lung disease or moderate to severe asthma;
- Individuals who have serious heart conditions;
- Individuals who are immunocompromised;
- Pregnant women; and

- Individuals determined to be high risk by a licensed healthcare provider

I. EMPLOYEE & STUDENT HEALTH SCREENING

a. Check your symptoms **before heading to work/campus each day:**

- Take your temperature before arriving at work or on campus each day.
- If you have a fever (temperature of 100.4°F or above), a dry cough, sore throat, shortness of breath, vomiting, diarrhea, OR loss of smell or taste **you should remain home (stay away from work/campus).**
 - i. In order for you to return to work/campus after having one of these symptoms you must be fever-free (without taking medication to reduce fever) for at least 72 hours and 10 days have passed since your first symptom began.
- If you are feeling unwell in any manner, please take extra precautions during this time. Nasal congestion, chills, body aches, headaches, fatigue, and nausea are common symptoms of COVID-19. Please stay home and take care of yourself. Monitor your symptoms and seek medical attention from your healthcare provider, if needed.

b. If you do become ill with COVID19-like symptoms:

- **Immediately leave campus and stay home at the first sign of any symptoms.**
- Students: Notify the Student Health Center at shc@mines.edu or (303) 273-3381 as soon as possible.
- Employees: Notify Human Resources at HRCovid19@mines.edu as soon as possible.
- The Student Health Center and HR will alert the pandemic response team so appropriate actions can be taken.

c. If you share a house with someone (family members or roommates) who has tested positive for COVID-19, is a presumptive positive COVID-19 case, or has been asked by a healthcare provider to self-isolate you are **not permitted on campus** and must self-quarantine for 14 days after your last exposure to the COVID-19 case before returning to campus.

For additional information about COVID-19 symptoms, please refer to the Colorado Department of Public Health and Environment's website. <https://covid19.colorado.gov/covid19-symptoms>.

II. WHILE AT WORK

- ### a. Wear a cloth face covering when in public spaces and/or places where maintaining six feet of social distancing is difficult, especially:
- When another person is in the same laboratory / office / room
 - When in hallways, stairways and elevators
 - Using common areas including break rooms, copy rooms or restrooms; and
 - Working in classrooms, laboratories or office areas during business hours when there is a chance another occupant may drop in on you

- b. Cloth face coverings must cover employee's mouth and nose, and be made of non-see-through material. Masks will be worn for a maximum of one day and then washed at home. For further guidance on face coverings visit: <https://covid19.colorado.gov/mask-guidance>

NOTE: There are limited scenarios in which a face covering is not required on campus. In all of these scenarios, however, you must have a face covering readily available (on your person) at all times, and must put on a face covering whenever you encounter another person or someone enters your space.

Scenarios in which a face covering is not required include:

- Working alone in your office or laboratory
 - Working alone in a remote location
 - Working outdoors and able to easily maintain 6 feet of separation from other people
- c. Must adhere to all city and county health orders, including when traveling off campus for work. Many local governments are requiring face coverings when in public, for example.
- d. Practice social distancing at all times. Maintain at least 6 feet of distance from others and stay out of crowded places.
- e. All meetings should be conducted remotely through Zoom, Microsoft Teams, telephone, or other non-face to face means, even if both or all parties are located in the same office suite.
- f. Departments and research labs should minimize the number of people on campus at any one time by establishing different work hours/days and maximizing social distancing
- g. Minimize the number of locations you go on campus to limit exposures to yourself and others. Keep a written or mental log of all the places you visit. If you or someone else becomes ill, this will help Mines with more effective contact tracing (identifying people who may have come into contact with each other, or were in the same location and may have been exposed to the virus).

III. EQUIPMENT, TOOLS, COMPUTERS, VEHICLES

- a. Equipment and Tools
- Minimize sharing of equipment and tools
 - If you need to share any of these items, they should be disinfected after/before each use.
- b. Computers
- Shared computer keyboard/mouse should be disinfected after/before each use.
- c. Vehicles
- Vehicles shared with others shall be disinfected after/before each use
 - If an employee is the only vehicle driver, no special cleaning is required.

IV. BASIC HEALTH PRECAUTIONS

- a. Wash your hands frequently with soap and water for a minimum of 20 seconds and avoid touching your face. (This is an essential contagion-control mechanism.)

- b. Cover coughs and sneezes. Cough into your elbow. Immediately dispose of any tissues in a trash can and wash your hands for at least 20 seconds with soap and water.
- c. Work remotely as much as possible.
- d. Laboratory workers should place trash cans outside their lab doors in the afternoons for disposal. Custodial staff are not entering labs at this time. If you need your paper towel dispenser refilled, please submit a work request at: <https://www.mines.edu/operations/submit-a-work-order/>
- e. Do not travel in the same vehicle with someone else (unless that person is a member of your immediate family and/or household).
- f. Clean shared work surfaces routinely – door knobs, refrigerator/microwave doors, light switches, vehicle steering wheels, etc. Appropriate cleaners include 70% isopropyl alcohol, Lysol and disinfecting wipes. Additional guidance on cleaning: <https://covid19.colorado.gov/cleaning-guidance>.
- g. Use break rooms only as needed to prepare food and beverages. Do not congregate or socialize with others, even if wearing a face mask.