



# EAST TENNESSEE STATE UNIVERSITY

## Facilities Management

**Policy Number:** 700.38

**Title:** COVID-19 Response Policy

**Implementation Date:** June 1<sup>st</sup>, 2020

### Introduction

COVID-19 is a disease caused by the SARS-CoV-2 strain of coronavirus that can trigger what doctors call a respiratory tract infection. It can affect your upper respiratory tract (sinuses, nose, and throat) or lower respiratory tract (windpipe and lungs). It spreads the same way other coronaviruses do, mainly through person-to-person contact. Infections range from mild to deadly. East Tennessee State University is closely monitoring the outbreak of COVID-19. The safety and health of the ETSU community is our highest priority, and we take any threat very seriously.

### Purpose

The purpose of this policy is to protect the health and safety of faculty, staff, and students by providing a procedure to begin a coordinated, interdepartmental response to an actual or potential outbreak of COVID-19 on any of ETSU's campuses.

### Scope

This policy is intended to assure that all faculty, staff, and students occupying ETSU owned or leased buildings are provided with an indoor environment that is safe and free from viral contaminants that may adversely impact the health of occupants through the spread of COVID-19.

### Procedures

- All suspected or confirmed cases of coronavirus are to be reported to the Office of Environmental Health and Safety using telephone numbers 423-439-6028 (EH&S) or 423-439-7900 (Facilities Management).
- Staff in the Office of Environmental Health and Safety will utilize the Covid-19 Self-Report Questionnaire (Appendix A) to gather all pertinent information, such as the building, office, classroom and other specific area the person may have visited on-campus during the 48 hour time period before the person began to experience Covid-19 symptoms.

- i. The COVID-19 Self-Report Questionnaire will be stored securely with access restricted.
  - ii. Names of faculty, staff and students and their medical information will be treated as confidential to the extent permitted by law.
- Information necessary to perform remediation will be extracted from the Covid-19 Self-Report Questionnaire and recorded in the Covid-19 Response Log.
- An assessment will be conducted to determine what remedial action will be undertaken, and may include one or more of the following:
  - i. Restricting access to the affected areas
  - ii. Use of disinfectant foggers to remove airborne respiratory droplets
  - iii. Use of EPA approved disinfectants with an electrostatic sprayer to decontaminate soft surfaces and Virex II-256 for hard surfaces
  - iv. Environmental testing of various surfaces to determine efficacy of remediation
- The Office of Environmental Health and Safety will coordinate the *Facilities Management Coronavirus Response Team* to decontaminate the affected areas.
- The Office of Environmental Health and Safety will serve as the point of contact for the TN Department of Health and university infectious disease physician.
- A COVID-19 Response Log (Appendix B) will be created and maintained by the Office of Environmental Health and Safety, documenting the report of a suspected or confirmed coronavirus case and the action that was taken to remediate potential contaminated areas.
  - i. The COVID-19 Response Log will be stored securely with access restricted.
  - ii. Information on the COVID-19 Response Log will be shared as necessary with university staff members tasked with performing or overseeing remediation efforts.
  - iii. Requests for information by the media or public related to the COVID-19 Response will be directed to Joe Smith in University Relations. This includes information such as the number of confirmed active cases.

### **Responsibilities**

The Office of Environmental Health & Safety will assess and remediate (if necessary) all reports of suspected or confirmed COVID-19 within 24 hours.

The Office of Environmental Health & Safety will provide informational resources and contact information for testing, and other University services as outlined in the COVID-19 Self-Report Questionnaire.

**References**

Centers for Disease Control and Prevention (CDC)

**Approved by:** \_\_\_\_\_

William Brady Rasnick, Jr., Associate Vice President, Facilities Management

**Date approved:** \_\_\_\_\_

### APPENDIX A COVID-19 Caller Questionnaire

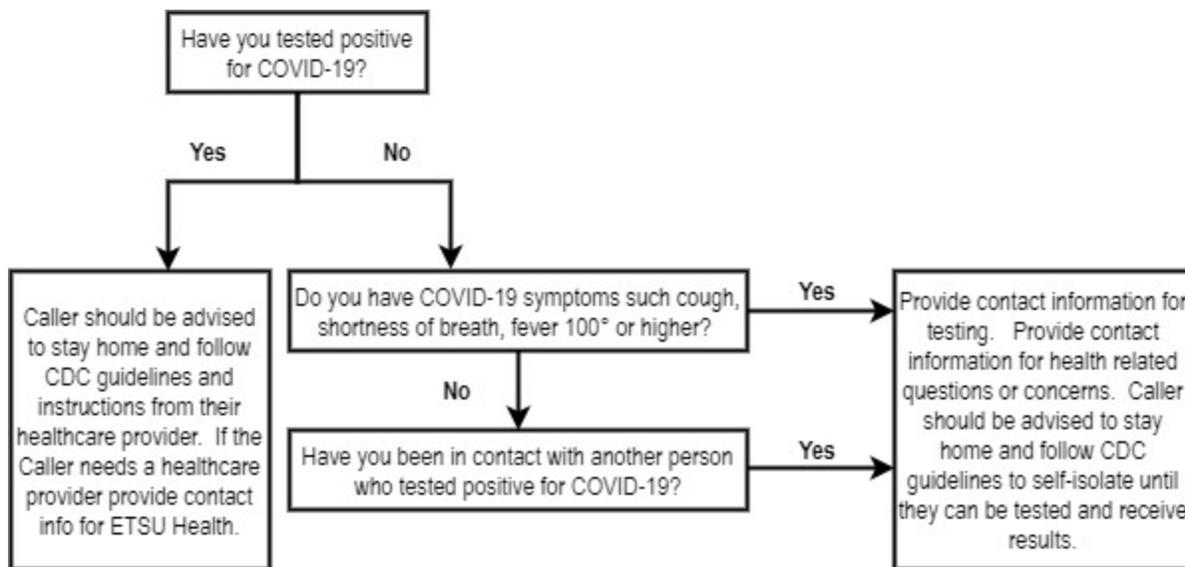
This form is to be used by Environmental Health and Safety staff when a person telephones to voluntarily report COVID 19 symptoms, COVID 19 exposure, or a positive COVID 19 test.

<b>Date &amp; Time of Report:</b>		<b>Form Completed By:</b>	
<b>Caller Name:</b>		<b>Caller Telephone No:</b>	

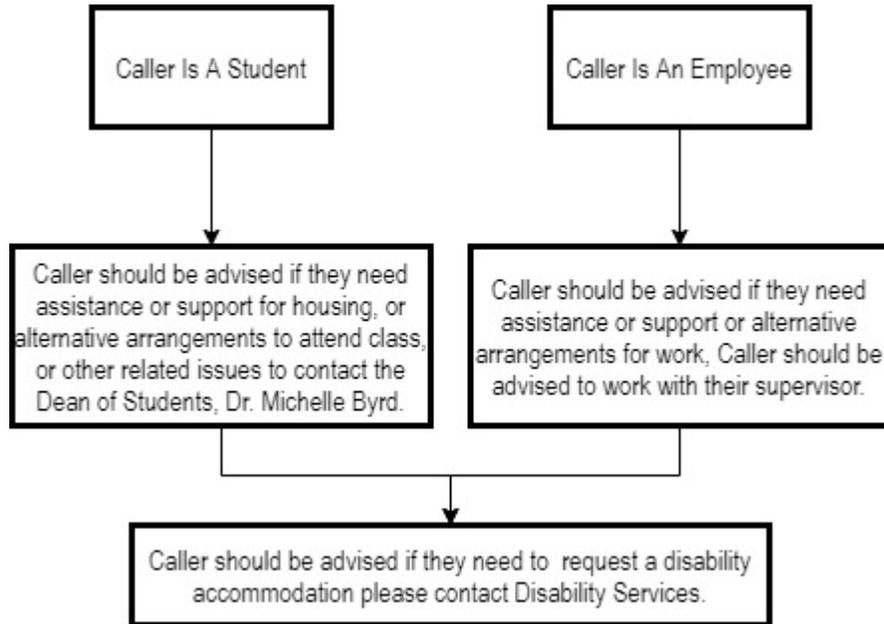
Thank you for calling. We have a few questions to ask to help us gather information we need to determine what areas on campus may need to be cleaned or what other actions may need to be taken.

1. What was the last date you were on campus?	
2. Which buildings did you visit? [We are specifically interested in the 48hours before the Caller felt sick or had a positive test.]	
3. Which classrooms or offices were you in? [We are specifically interested in the 48hours before the Caller felt sick or had a positive test.]	
4. Do you live on campus? If yes, at what location?	
5. Did you use any common areas or spaces such as the CPA? Post Office? Dining Hall? Library? [We are specifically interested in the 48hours before the Caller felt sick or had a positive test.]	

6. Circle Yes or No dependent on Caller's answers.



7. Are you a student? Or are you an employee? Circle dependent on Caller's Answers.



8. Follow-up. Notate any questions Caller has that require follow-up.

**Notes for EH&S Staff Member completing the form.**

- This self-report process is presently voluntary.
- Provide this contact info for COVID-19 testing; health related questions or concerns; or if Caller needs a healthcare provider:
  - ETSU Health Family Medicine
  - ETSU Health University Health Center: 423-439-4225
  - Washington County Health Department: 423-975-2200
- Contact info for Dr. Michelle Byrd, Dean of Students: 423-439-4311
- Contact info for HR for Employee Assistance Program 423-439-5825

**APPENDIX B**

**COVID-19 Response Log**

Date and Time of Reporting	Indicate Student or Employee	Last Date on Campus	Building, Room, or Area Impacted	Case Suspected or Positive Test Confirmed	Remedial Action Taken