



# 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 (EH&S) using telephone numbers 439-6028 (EH&S) or 439-7900 (Facilities Management).
- All pertinent information is to be gathered, such as the sick person's work area location and the specific areas that they frequented.
- 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 facilitate contact tracing efforts with the health department and the university infectious disease physician.
  - A COVID-19 Response Log (Appendix A) is to be completed 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.

### **Responsibilities**

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

### **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 Response Log

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