

COVID Disinfecting and Personal Protective Equipment Plan

This plan provides guidelines about how supplies will be used on campus and how departments will access those supplies. If the department has a unique need that might not be immediately apparent for planning purposes, please email Laura Foltz at lfoltz@utm.edu. These needs are reviewed by the Vice Chancellor for Finance and Administration based on the funding available with a high priority on items needed for instructional purposes.

Air Filtration

Use: Air filtration will be increased to MERV 13 whenever possible.

Cloth Face Coverings

Use: Faculty, staff, students, and visitors at the main campus and five centers are required to wear cloth face coverings in public settings and when around others especially when physical distancing measures are difficult to maintain.

Distribution: Faculty and staff who are currently working on campus and need a face covering should contact Holly Rowan. The limit for cloth face coverings is two per employee or student. Faculty, staff, and students are permitted to provide their own face coverings.

Face Shields

Use: Face shields are available but optional for faculty and staff if requested. This is not a suitable substitute for a cloth face covering (CDC).

Distribution: Email Laura Foltz at lfoltz@utm.edu if you would like to request face shields and have not already requested face shields in the past.

Floor Tape – Please see signs.

Gloves

Use: In most other situations, like running errands, wearing gloves is not necessary. Instead, practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a cloth face covering when you have to go out in public. The university is purchasing gloves for Housekeeping and other areas that routinely used gloves prior to the pandemic.

Hand Sanitizer

Use: Hand sanitizer will be available in departmental offices and building entrances. The building entrances will be on a stand; the office hand sanitizer will be in a bottle.

Distribution: Offices will pick up an initial bottle of hand sanitizer from Crisp Hall. Only one bottle will be dispensed per departments. Refills will be available in a central area in the building. A supply log will

be in the area to help understand usage. The building manager or designee will coordinate ordering more hand sanitizer for the building with Housekeeping.

Masks – Please see cloth face coverings.

Plexiglass

Use: There is no official CDC recommendation of the use of plexiglass in the general workplace. They have recommended use in very specific situations including pharmacies, airport retail or food service workers and laboratories. WHO recommends physical barriers in healthcare setting such as triage areas, registration desks and pharmacy windows. The CDC does list configuring partitions as a barrier shield as an engineering control and using physical barriers such as partitions to increase physical space between customers and employees. OSHA recommends using physical barriers to separate retail workers from the general public when appropriate (i.e. customer service windows and cash register lanes). They are not intended to replace other measures of physical distancing, face coverings or hygiene measures – only to reduce potential exposure.

Plexiglass will be utilized to separate spaces where close conversations occur. Plexiglass will not be used at lecterns. This is not a replacement for physical distancing or cloth face coverings. Individuals using plexiglass are responsible for cleaning surface after use.

Distribution: Please email Laura Foltz at lfoltz@utm.edu to request plexiglass. Matthew Hazelwood will visit the department and discuss the needs prior to returning and installing plexiglass. First priority has been given to areas currently on campus and serving students.

Sanitizing solution

Use: Sanitizer (wipes or sprays/towels) is available for offices and for classroom. The type of product and application may vary depending upon available supplies. Further instructions will be provided by Academic Affairs for classroom procedures.

Distribution: The building managers will be asked to locate central place(s) to store supply refills for academic and departmental use and to provide a log for tracking departmental checkout of refills for reorder planning. Housekeeping will monitor classrooms. Faculty can call facilities at 881-7642 if a classroom supply runs out during the day for urgent servicing or submit a workorder for nonurgent needs. The building manager or designee will call to ask for additional refill supplies for the central location.

Signs

Use: In general, only non-directional signage developed by the Office of University Relations to have uniform branding is to be used. Some signs will be attached to the wall using approved methods; some decals will be placed on the floor.

Distribution: Digital Printing is printing signs for common areas in buildings and on quad. Digital templates will be available for individual department suites to post additional signs. The signs should be adhered with maintenance-friendly methods approved by Facilities. If a department has a special request unique to its area, it should be separate in look and arranged through Public Relations and

Digital Printing. Signage should be adhered with painter's tape. Do not adhere to doors or wood wall treatments. Do not use duct tape or any other kind of tape or adhesive on doors, walls, or floors.

Social Distancing of Classrooms – Academic Affairs will provide additional information about how classrooms will be socially distanced.

Spray disinfectant (Lysol) – Please see sanitizing solution.

Thermometers

Use: In general, the university is not supplying thermometers as faculty, staff, and students are recommended to self-check before coming to the university. Some areas, such as housing, the recreation center, and athletic facilities, may have a noted exception.

Wipes – Please see sanitizing solution.

Abbreviations

CDC – Centers for Disease Control and Prevention

MERV - Minimum Efficiency Reporting Value

OSHA - Occupational Safety and Health Administration

WHO – World Health Organization