

Health Guidelines for MNTC Employees During the COVID-19 Pandemic

The following guidelines and requirements shall be used by all Moore Norman Technology Center employees who work on campus during the time of the COVID-19 pandemic.

Daily Medical Screening: All employees will be required to complete a medical screening survey daily to determine if they meet guidelines for working on campus. Each employee will be required to have his or her temperature taken and recorded before beginning work. If an employee has a temperature of 100.4 degrees Fahrenheit or greater, the employee will not be allowed to remain on campus.

Exposure Notification: Staff who test positive for COVID-19, suspect they are infected with the virus that causes COVID-19, or experience symptoms listed below must immediately notify their supervisor and complete the COVID-19 Exposure Report Form found on the intranet. The following symptoms may appear 2-14 days after exposure and include:

- Fever of 100.4 degrees or above
- Cough
- Shortness of breath

Illness: Employees must not work on-site if they are ill, have been exposed to, or live with someone who has been diagnosed with COVID-19. In the event an employee becomes ill while on campus or is notified that they have been exposed to COVID-19, the employee must immediately communicate by email, phone or text to inform their supervisor and leave campus.

Employee Procedures for on-site work:

- **Entrance to buildings:** Upon arrival on campus at the beginning of their workday, all employees must first visit the screening checkpoint in the main building at their campus. After successfully completing the screening and receiving a wristband, you may move about campus only as needed to complete your work duties, while observing appropriate social distancing guidelines.
- **Gloves:** CDC does not recommend the wearing of gloves by the general population in non-medical settings. If you wish to wear gloves, it is your option but not an MNTC requirement.
- **Face Coverings/Masks:** CDC recommends the wearing of face coverings/masks in public settings. These may be any cloth mask or face covering that covers the nose and the mouth. Facemasks are **required** when walking throughout the building, when in common areas, when working within 6 ft. of another person, and when someone asks you to wear one while around them. Facemasks are the responsibility of the employee to provide; however, some will be available at daily check-in if needed. Refer to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> for more information about CDC recommendations for cloth face coverings.
- **Social Distancing:** All employees **MUST** practice 6-foot social distancing when in the presence of others in the buildings or on the grounds. Examples include:
 - Only one person in an elevator at a time.
 - Do not approach occupied hand washing stations in bathrooms until current person has completed washing hands and leaves.
 - Do not congregate in break rooms or common work areas.
 - Do not congregate in lobby areas.If you observe employees not practicing social distancing guidelines, please notify your supervisor.

- **Common work areas:** Common work areas are defined as areas or equipment shared by more than one employee. Upon entry, you should wipe down any shared equipment or surfaces with disinfecting wipes or spray before touching.
- **Work areas and schedules:** Work areas and schedules will be assigned by supervisors. Please follow your assignment for the protection of all employees. Enter the campus building at your scheduled time and leave the building at the end of your assigned work shift. Remain in the designated work areas assigned to you by your supervisor as much as possible.
- **Disinfection:** Frequently and upon leaving at the end of your work schedule, staff in a work area should ensure that someone wipes all “high touch surfaces” used during the workday with disinfectant wipes. High touch surfaces include door handles, work surfaces on tables or desks, shared equipment, copying/business machines, etc. Wipes and/or disinfectant spray will be provided by MNTC. Custodians will continue to perform cleaning and disinfecting on a daily basis.
- **Non-employees on campus:** No one other than employees will be allowed on campus during this period other than contractors and vendors as scheduled by supervisors.

Supervisor procedures:

- As we phase into full-time work on campus, develop work schedules that create minimal exposure to other employees so that social distancing can easily be achieved.
- Ensure that employees enter the campus buildings according to their assigned work schedule and depart at the end of their assigned work shift.

All employees are required to follow these hygiene practices:

Cover Coughs and Sneezes

- **Cover:** Cover the mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.

Wash Hands

- **Soap and water:** Soap and water are the best option if hands are visibly dirty.
- **Wash hands:** Wash hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating.
- **Hand sanitizer:** If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.