

Tougaloo College Guiding Principles for COVID-19 Prevention

COVID-19 Testing

(The required test must be a PCR (polymerase chain reaction) test)

MS State Department of Health

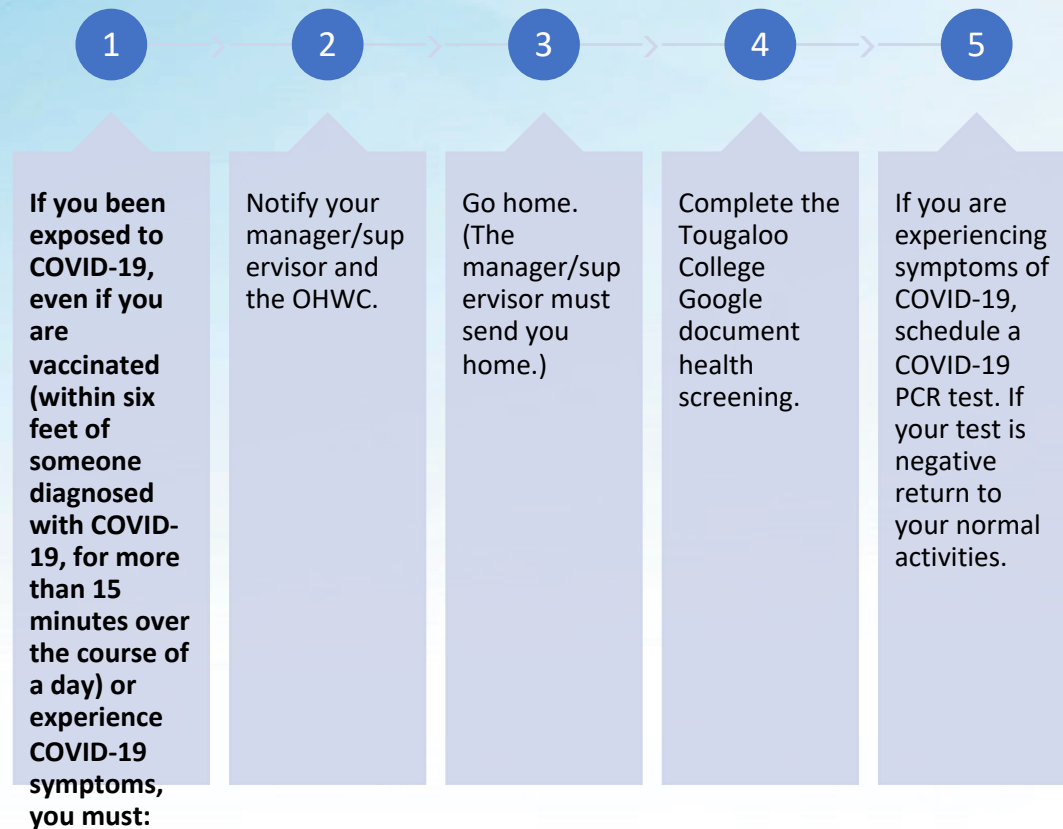
- Please, access the Scheduled Locations for Free Drive-through COVID-19 Testing and testing protocol on the MSDH website by clicking [HERE](#) or copy and paste this link https://msdh.ms.gov/msdhsite/_static/14,22406,420,874.html in the address bar of your web browser.

Central MS Health Services

- Please, call the Campus Clinic, at 601-957-6776 to schedule an appointment. To be tested, you must present your Tougaloo College-issued employee ID, a copy of your driver license or state-issued ID, a copy of the front and back of your medical insurance card (if insured)

COVID-19 Protocol-Employee

Exposure to COVID-19

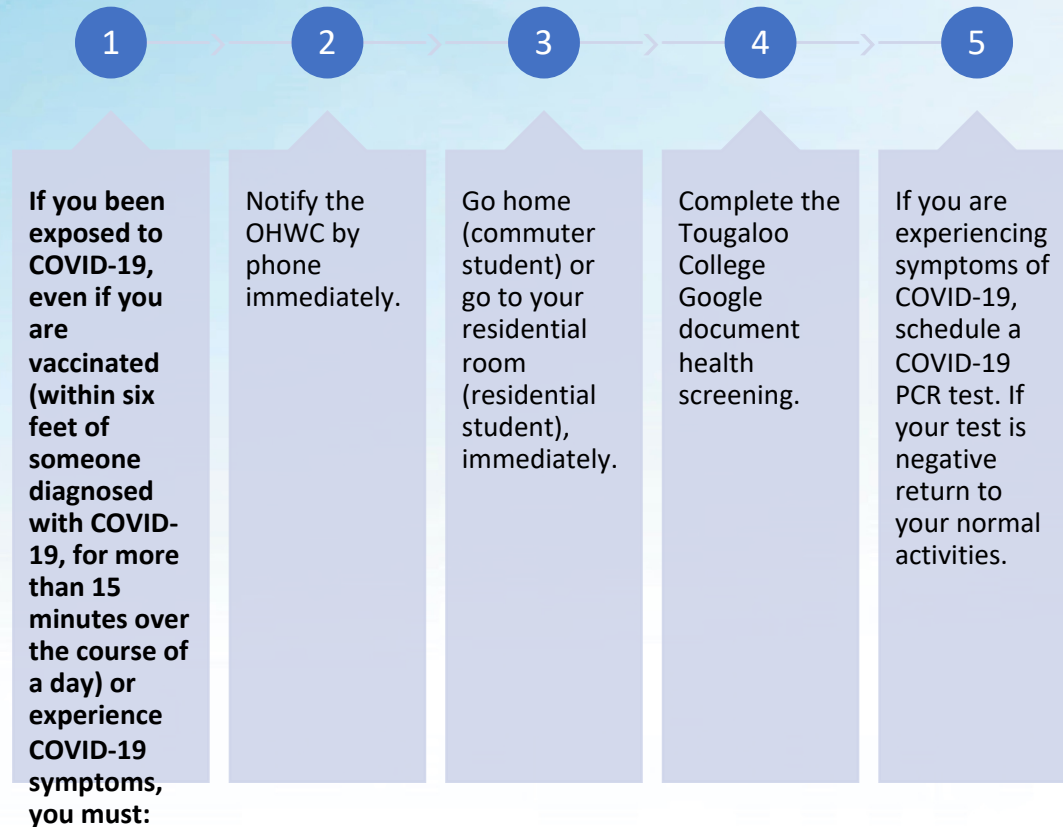


Tested Positive for COVID-19

- Isolate in your home or other safe location for a minimum of 5 days.
- Complete one COVID-19 test (PCR test sent to reference lab) at the end of the 5-day isolation period (day 6). Rapid PCR testing will not be accepted to return to work.
- Provide official documentation of one negative PCR test result from the testing facility to the OHWC Administration Office to receive the health clearance to return to work.
- Contact your manager/supervisor before returning to work to ensure that you have completed all Office of Human Resources requirements and the appropriate written clearance from the OHWC to do so.

COVID-19 Protocol-Student

Exposure to COVID-19



Tested Positive for COVID-19

- Isolate in your home or other safe location for a minimum of 5 days. *(There is no on-campus isolation)*
- Notify your instructors of your isolation status.
- Complete one COVID-19 test (PCR test sent to reference lab) at the end of the 5-day isolation period (day 6). Rapid PCR testing will not be accepted to return to work.
- Provide official documentation of one negative PCR test result from the testing facility to the OHWC Administration Office to receive the health clearance to return to campus.

Protective Hygiene

Face Coverings



- **Employees and students are strongly encouraged to wear a face covering/mask while on campus. Wearing face masks will help to prevent virus transmission among Tougaloo College employees, students, and visitors but does not negate the need for social distancing. Both methods should be employed in addition to other preventive measures. Any employee, student, or visitor accessing any outdoor area or campus building, including in-person classes, where people may be in proximity and where social distancing does not occur, is encouraged to wear an appropriate face covering or mask.**



How to wear your mask correctly

- You should wear a face covering/mask, which may be made of cloth or other CDC-recommended material and it must safely cover your nose and mouth when worn properly.



When choosing a face covering/mask

- Face coverings/masks must allow for breathing without restriction and must not obstruct the employee's eyes or ears.

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl

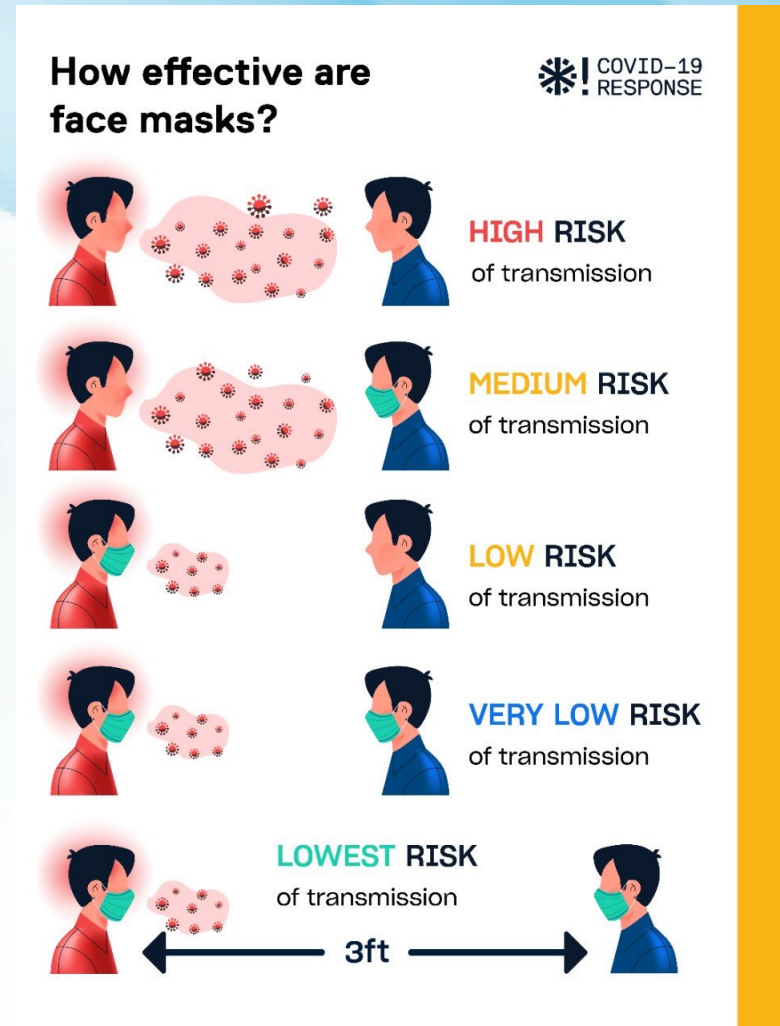


Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators or surgical masks

- Do not wear masks with one-way valves and no filters because they are not proven to prevent transmission of COVID-19 from you to other people. As such, the CDC does not recommend this type of mask.



Environmental
Safety

Maintaining a Healthy
Working and Learning
Environment

Cleaning and Disinfecting Protocol

- While it is possible for people to be infected through contact with contaminated surfaces or objects, the risk of infection from touching a surface is low.
- Regular cleaning and disinfecting surfaces can help reduce COVID-19 infection risk from surface contact, however, the most reliable way to prevent infection from surfaces is to regularly wash hands with soap and water.



Steps to efficiently disinfect facilities

Facilities and Real Property Management will execute the following to reduce the risk of virus exposure:

- Disinfect and sanitize all workspaces and facilities, daily.
- Clean high-contact surface areas such as countertops; door and sink handles, knobs, and locks; handrails; elevator buttons; frequently each day, using EPA-approved cleaning products.
- Clean employee workstations, keyboards, telephones, daily, *upon employee request*.
- **Clean and disinfect facility of a suspected or confirmed COVID-19 case, immediately.**
- Install and replenish wall-mounted hand sanitizer dispensers in all main entrances of all campus buildings and high-traffic areas.
- Install and replenish as needed hands-free paper towel dispensers in the restrooms.
- Recommend, provide, and/or install partitions, Plexiglass, or similar barriers in workspaces to mitigate potential virus spread in high-traffic areas, if deemed necessary by the Office of Facilities and Real Property Management.
- Provide signs and other visual cues such as decals or floor markers to encourage face covering, social distancing, hand hygiene, and other relevant COVID-19 education among students, faculty, staff, and visitors. Visual cues may include culturally and linguistically appropriate standards (CLAS) signs for non-English speakers, as needed.
- Ensure continued engineering controls using the building ventilation system:

Employees working in laboratory environments must:

- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Ensure central air filtration meets current minimum efficiency reporting value (MERV) standard.
- Check filters to ensure they are within service life and appropriately installed.
- Run ventilation systems for longer hours – 24 hours per day and 7 days per week – if possible, to enhance air exchanges in the building space.
- Install necessary exhaust fan systems as needed to ensure proper ventilation in restrooms and showers.
- Restrict space capacities to eliminate congregating and identify safe outdoor spaces. This includes lobby areas, dining areas, and work study areas.
- Secure cleaning and sanitizing equipment and avoid shortages of such necessary equipment.
- Secure sufficient amounts of face masks, hand sanitizers, disinfectant wipes, and personal protective equipment (PPE) necessary for building captains, including face shields for faculty who will conduct in-person classes (by request).
- Securing additional commercial staffing for frequent residence hall cleaning and sanitizing.
- Restrict elevator capacities to accommodate appropriate social distancing of three (3) feet.

Steps to efficiently disinfect facilities

Professional environmental and sanitation services will clean and disinfect all classrooms, and common areas in the residence halls: AA Branch Hall, Renner Hall, Berkshire A, Berkshire B, New Women's, and Renner Hall.

- Classrooms: Disinfectant wipes will be provided in all classrooms so that faculty and students may clean and disinfect desks and chairs before and after use and between classes.
- Restrooms: Clean, disinfect, sanitize all surfaces – toilets, faucets, showers, and sinks, including handles, light switches, mirrors, countertops, stall doors and towel bars (*every 2-3 hours*).
- Lobbies: Clean, disinfect, and sanitize all surfaces – furniture, including tables and chairs (*every 2-3 hours*).
- Laundry Rooms: Clean and disinfect appliances and countertops (*every 2-3*).
- Stairwells: Routinely clean and disinfect handrails (*every 2-3 hours*).
- Elevator: Routinely disinfect button panel and clean walls / hand rails, if applicable, (*every 2-3 hours*).
- Hallway & Lobby Area Floor Cleaning: Buff all floors once every two weeks; shower scrub restrooms once a week; and dust mop / wet mop all floors daily. Work zones will be sectioned off and wet floor signs will be utilized to avoid trip hazards.
- Disinfectant Use: Electrostatic sprayers designed to maximize performance of sanitation and disinfecting in larger facility spaces will be used throughout the day to effectively disinfect all surfaces that may contain potentially harmful bacteria and viruses. All cleaning supplies will be used and stored responsibly and appropriately.

All workers will be in an identifiable uniform and are expected to use proper PPE material while providing cleaning services. All cleaning products / chemicals used are EPA approved. Male staff will be assigned to male residence halls and female staff will be assigned to the female residence halls.

If you identify an area that requires additional addition, please, contact Facilities and Real Property Management at 601-977-7928.

Employees working in laboratory environments must:

- Develop working shifts to limit the number of individuals utilizing the labs at one time.
- Clean and disinfect the lab area and any shared spaces before beginning and ending work for the day.
- Follow respective Research Laboratory regulations provided by the respective funding/governing agency. Reopening regulations should not work in direct conflict with Tougaloo College, CDC, or MSDH recommendations but rather work in concert with these to mitigate the risk of virus spread.

If you have any additional questions or concerns, please contact: Shalonda Coleman at scoleman2@tougalooc.edu

The content of this presentation was developed under a COVID-19 Recovery grant from The Links, Incorporated.