

Updated Stanford University COVID-19 Base Social Distancing Protocol

To comply with the Order of the Health Officer of the County of Santa Clara, effective 5/22/2020.

Business Name: Leland Stanford Junior University

Facility Address:

This protocol was most recently updated on:

Maximum number of people allowed in facility at any time:

Total Facility Square Footage:

Total Facility Square Footage Open to Public:

NOTE: For the above required information for each building including business facility square footage, maximum number people allowable in the facility, and square footage open to the public, please reference the 'Social Distancing Protocol Visitor Information' that is posted at the entrance of each building.

The Person Responsible for Implementing this Protocol:

Name: Russell Furr, Incident Commander & Associate Vice Provost for Environmental Health & Safety

Contact Information: email health-alerts@stanford.edu; phone: 650-723-0448

Signage and Distribution:

Copies of this Protocol have been distributed to employees through the Stanford HealthAlerts website, email, and physical copies in buildings.

- A copy of the COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Sheet is posted at each public entrance to the facility where employees can easily view them.
- Signage is posted at every public entrance to inform employees :
 - do not enter the facility if you have COVID-19 symptoms
 - maintain a minimum six-foot distance from one another
 - sneeze and cough into a cloth or tissue or, if not available, into one's elbow
 - face coverings required to enter (except if 6 years of age or under or medically inadvisable)
 - do not shake hands or engage in any unnecessary physical contact
 - to complete their daily symptoms screening via the health check tool
- Signage is posted at appropriate locations through the facility reminding employees to maintain social distance.

Personnel Training:

- Copies of this protocol will be distributed to all personnel
- Personnel are trained on COVID-19 information from the CDC, how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
- Personnel are trained on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using CDC guidelines.

- Personnel are trained on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell.
- Personnel are trained on the need for frequent handwashing with soap and water, proper use of face coverings, the importance of social distancing, and other measures in this Protocol via COVID-19 hygiene best practices online training course and Health Alerts web page.
- Personnel are encouraged to get tested for COVID-19 in accordance with County guidance and given information on test locations: <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx> via Health Alerts web page.
- Personnel have been informed that they can contact the County Office of Labor Standards Enforcement to report any deficiencies in compliance with Social Distancing Protocol requirements by this business via distribution of this Social Distancing Protocol:
 - Office of Labor Standards Enforcement Advice Line: 866-870-7725
- Personnel are trained on new or modified measures immediately upon updating this Protocol via Health Alerts.

Individual Control Measures and Screenings:

- All personnel who can carry out their work duties from home have been directed to do so and are doing so.
- All workers have been directed not to come to work if sick or exhibiting symptoms of COVID-19.
- All employees are instructed to complete daily symptom check via the Health Check tool prior to their shift. Vendors, contractors and other workers fall under their employers' health screening program; Stanford is requiring all contractors to be in compliance with the County's orders and that all contractor employees have been screened each day before entering Stanford facilities; and Stanford is establishing a method to ensure screening prior to entry into Stanford facilities for vendors and delivery personnel.
- Require all persons to properly wear face coverings at all times in the facility (except if 6 years of age or under, medically inadvisable, or the face covering would create a safety hazard for workers under established health and safety guidelines).

Handwashing and Hand-Sanitizing Protocols:

- Encourage frequent handwashing and use of hand sanitizer and provide frequent breaks for handwashing.
- Soap and water are available to all personnel at restroom sinks across campus.
- In areas where hand washing facilities are not readily available, hand sanitizer is being provided (i.e., inside many building entrances/lobbies).
- Ensure that handwashing and other sanitary facilities are operational and stocked at all times.

Cleaning and Disinfecting Protocols

- Thoroughly and regularly clean high traffic areas and frequently disinfect high-contact surfaces (including door knobs, handrails, counters, tables, checkout areas, cash registers, telephones, etc.).
- Break rooms, bathrooms, and other common areas are disinfected frequently (at least daily)
 - Increased cleaning of high touch surfaces (e.g., door handles, elevator buttons) using EPA-registered disinfectants is being conducted 2x/ daily.
- Disinfectant and related supplies are available to all employees in Stanford buildings currently open to staff.

Measures to Maintain Social Distancing

- To allow adequate social distancing (6 feet minimum) at all times and comply with any occupancy limitations in the Order, University building/ departmental management groups are taking active measures to ensure a building occupant density of no less than 150 square feet per person.). Strategies being employed include but are not limited to:
 - Posting occupancy signage in common spaces (e.g., elevators)
 - Affixing indoor signage and floor demarcations to prevent building flow choke points.
 - Staggering of staff work schedules and physical spacing of individual workstations.
 - Reconfiguring break rooms and other common areas to ensure physical distancing.
- The university's Safety Ambassadors are tasked with monitoring adequate social distancing, , appropriate use of face coverings (save for children 6 years of age or under or persons for whom face coverings are medically inadvisable), signage and compliance with other provisions of this Protocol.
- Place tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- Minimize exposure between cashiers and customers through social distancing or use of barriers where social distancing cannot be maintained. Describe: Click or tap here to enter text.
- Increase remote (online and telephone) purchasing, delivery, and curbside pickup service options.
- Instruct staff to maintain at least six feet of distance from customers and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or perform a job duty.
- Stagger personnel breaks, in compliance with wage and hour regulations, to maintain adequate social distancing.
- Minimize any in-person meetings and adjust those that are necessary to ensure adequate social distancing.
- Occupied desks or individual workstations are separated by at least six feet, or this is achieved through shift rotation.

→ Reconfigure or restrict break rooms and other common areas to maintain social distancing.

Measures to Prevent Unnecessary Contact:

→ Stanford is actively working to close all public seating areas (e.g. reception areas).

Compliance Procedures:

→ Regularly evaluate the workplace for compliance with this Protocol and document and correct deficiencies.

→ Personnel have been informed that they can call the County of Santa Office of Labor Standards Enforcement at 1-866-870-7725 to report any deficiencies in compliance with Protocol requirements.

Certification I, Russell Furr, affirm that all information in this Social Distancing Protocol is true and accurate to the best of my knowledge, that all employees will be provided a copy of this Protocol and receive trainings as required in this Protocol, that copies of the COVID-19 PREPARED Sign, Social Distancing Protocol Visitor Information Sheet, and signage will be posted as required herein, and that all applicable measures are being implemented as set forth herein.



Signature

Russell Furr

Printed Name