Stanford University COVID-19 Social Distancing Protocol
To comply with the Social Distancing Protocol requirement per Order of the Health Officer of the County of Santa Clara, dated 3/31/2020.

Measures To Protect Employee Health:

**Notification/ Training:**
Copies of this Protocol have been distributed to all employees through the Stanford HealthAlerts website, email, and physical copies in buildings.

Signage is posted at every public entrance to inform employees that they should:
- avoid entering the facility if they have a cough or fever
- 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
- not shake hands or engage in any unnecessary physical contact

Everyone who can carry out their work duties from home has been directed to do so.
- Employees are directed to check for COVID-19 related symptoms at home prior to coming to work.
- If symptoms are observed, employees are instructed to not come to work via HealthAlerts and in-person COVID-19 awareness training sessions. Stanford is launching an online COVID-19 hygiene best practices training.

**Social Distancing:**
Social distancing (separation by a minimum of 6 feet) is achieved by facilitating work-from-home and otherwise separating desks and workstations wherever possible. Additionally, rotating staff through alternating work shifts is implemented where possible.

**Cleaning:**
Break rooms, bathrooms, and other common areas are being 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 employees in Stanford Buildings currently open to staff between 4/1/2020-5/3/2020.

Soap and water are available to employees at bathroom sinks across campus.

*For questions or comments about this protocol:*
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Approx. gross square footage of space open to the public: 700 buildings (15.4 million square feet)

4/1/2020