



COVID-19 Protocols for Personal Protective Equipment (PPE) and Social Distancing

The University adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the DU COVID-19 website, <https://www.du.edu/coronavirus>, for news and other important information.

University of Denver COVID-19 Protocols for Personal Protective Equipment (PPE) and Social Distancing

To comply with its obligations under the state and local orders set forth in Appendix A, the University of Denver (DU) implements these protocols for personal protective equipment, including mandatory face coverings and social distancing.

1. Face Coverings:

All university personnel, students, and visitors shall wear a face covering at all times while on campus to help prevent the spread of disease, except as provided below. Acceptable face coverings include those provided by DU, where available, and an individual's face covering of choice, so long as it meets the applicable CDC and State requirements.

Face coverings should:

- cover the nose and mouth at all times
- fit snugly but comfortably against the face
- include multiple layers of fabric
- allow for breathing without restriction
- be disposable or be washable and machine dryable without being damaged or changing shape
- be looped around the ears or tied behind the head and neck
- remain in place until taken off safely
- be replaced with one that does not need to be frequently adjusted if the initial face covering moves during work
- be replaced when they become dirty, wet, and/or difficult to breathe through

Exceptions:

- Individuals alone in single offices (with the door closed) are not required to wear face coverings.
- Individuals may take off their face coverings to eat and drink as long as they remain 6 feet away from others.
- An individual is not required to wear a face covering when it would inhibit the individual's health, provided that employees who cannot wear face coverings for this reason provide DU with documentation. In these instances, DU will make every effort to assign such employees to duties that do not put them in close proximity with other employees or the public.

Individuals should maintain six feet separation even when they are wearing face coverings.

1. Gloves and Other Protective Equipment

DU will provide gloves and other protective equipment as appropriate for an individual employee's job duties.

2. Social Distancing:

All university personnel, students, and visitors shall maintain social distancing at all times while on campus to help prevent the spread of disease, except as provided below

Social distancing measures should include:

- Maintain 6-foot distancing from other individuals whenever possible.
- Workstations should be at least 6 feet apart.
- If workspaces are less than 6 feet apart, spread out throughout the building using unoccupied spaces such as conference rooms or classrooms.
- Limit 1 person per restroom at a time if distancing a 6-foot separation cannot be maintained. Post occupied/vacant signs on restroom doors.
- Cancel in-person meetings. Use online conferencing, email or phone. This applies to people working in the same building.
- Unavoidable in-person meetings should be short in length and in a room where participants can keep a distance of six feet apart.
- All in-person meetings or gatherings must be limited to no more than 10 people.
- Limit gathering in shared spaces such as break rooms, copy rooms or other places where people socialize. Remain six feet apart.
- Supervisors should stagger shifts and breaks to reduce the number of employees in shared spaces.

Flexible work arrangements should include:

- Telecommuting. DU personnel are encouraged to consult with their supervisor and work from home whenever possible.
- Supervisors and COVID Access Managers should consider staggering work hours to reduce the number of employees present at the same time. For example, if the normal working hours are from 8 a.m.-5 p.m., stagger reporting times at one-hour intervals between 6 a.m. and 10 a.m., with corresponding staggered times for the end of the day.

Hygiene measures should include:

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Cough or sneeze into a tissue and dispose of used tissues immediately into a trash can. If you don't have a tissue, cough or sneeze into the crook of your elbow, not your hands.
- **Avoid touching your eyes, nose, and mouth.**
- Do not shake hands.
- Eat away from others. Wipe down the eating space before and after the meal.
- Supervisors should encourage breaks for employees to wash hands or use hand sanitizer.
- Posting signage to encourage good hygiene.
- Clean and disinfect all high touch areas following applicable protocols.

In addition, DU will consider making modifications to workspaces to provide engineering controls where social distancing is not feasible (e.g. plexiglass barriers).

Building Managers should gather requests for their building and complete the COVID Space Modification Request located at the Facilities Management and Planning Capital Project website here <https://www.du.edu/facilities/construction/capital-projects/> and send to fac.capitalprojects@du.edu.

Appendix A

[Executive Order D 2020 044](#) and [Executive Order D 2020 127](#) Colorado Department of Public Health & Environment (CDPHE) [Second Amended Public Health Order 20-28](#) urge all individuals to wear non-medical cloth face coverings that cover the nose and mouth whenever in public.

[Executive Order D 2020 039](#) and CDPHE [Public Health Order 20-26](#) require all employees of Critical Business who work in close proximity to (within 6 feet) other employees or with the public to wear a medical or non-medical face coverings that covers the nose and mouth, unless doing so with inhibit the individual's health. CDPHE [Public Health Order 20-26](#) specifies that employees with health issues that preclude wearing a face covering must provide documentation to their employer. CDPHE [Public Health Order 20-26](#) also states that employers should make every effort to provide their workers with medical or non-medical face coverings; provide non-medical face coverings unless the employees are working in a health-care setting; and make every effort to assign employees who cannot wear face coverings for health/safety reasons to work that does not put them in close proximity to other employees or the public. Finally, CDPHE [Public Health Order 20-26](#) provides that employees of Critical Business who are in contact with customers or goods should wear gloves if gloves are provided by their employer.

Denver Department of Public Health & Environment (DDPHE) [Face Covering Order](#) requires that individuals, including children age 3 and older, wear face coverings outside their home or residence when inside or in line for any retail or commercial business; inside or in line for to receive government services; when obtaining health care services; waiting for or riding public transportation; or riding in a taxi, car service, or ride-sharing vehicle. DDPHE [Face Covering Order](#) states that a face covering is “a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.”

CDPHE [Second Amended Public Health Order 20-28](#) requires Critical Businesses to:

- comply with and require mandatory adherence to Social Distancing Requirements at all times to the greatest extent possible;
- adopt work from home or tele-work policies for any operations that can be done remotely;
- implement other strategies, such as staggered schedules and redesigned workplaces, to create more distance between workers unless doing so would make it impossible to carry out critical functions;
- continue to promote telecommuting to the greatest extent possible;
- maintain 6 foot separation between employees and discourage shared spaces;
- clean and disinfect all high touch areas;
- post signage for employees and customers on good hygiene;
- avoid gatherings (meetings, waiting rooms, etc.) of more than 10 people;
- encourage breaks to wash hands or use hand sanitizer;
- phase shift and breaks to reduce density;
- provide employees appropriate protective gear like gloves, masks, and face coverings (as defined by OSHA industry standards)
- eliminate or regularly clean and disinfect (according to CDPHE Guidance) items in common spaces that are shared between individuals (condiments, coffee makers, vending machines)

CDPHE [Second Amended Public Health Order 20-28](#) specifies that Social Distancing Requirements include:

- maintaining at least a six-foot distance from other individuals;
- washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer;
- covering coughs or sneezes (into the sleeve or elbow, not hands);
- regularly cleaning high-touch surfaces; and
- not shaking hands.

CDPHE [Amended Public Health Order 20-23](#) limits gatherings of individuals to no more than 10 people.