Physical Distancing Guidelines for Campus Supervisors

Introduction

Physical distancing (six feet/two meters) during this period of community transmission of COVID-19 can be challenging, especially for staff that do not have dedicated workspaces and may have to use shared equipment. This document provides general guidance on achieving physical distancing measures in the workspace. These examples are non-exhaustive and we encourage you to share your best practices with your safety committee, department, or Environmental Health and Safety.

Photo examples are included at the end for reference.

- Consider that you may encounter people who are infected with COVID-19, but are not showing symptoms.
- Per the recommendations of the CDC and government mandates, six feet of physical distancing is important to reduce the risks of transmitting COVID-19.
- Cloth face coverings are expected to be worn when physical distancing is not achievable, to reduce the risk of droplet transmission.
- Supervisors are responsible for adapting risk reduction strategies to minimize the transmission of COVID-19 in their workspaces. This document provides guidance and examples to assist with that goal.

Methods

Achieve distancing of six feet between workers:

- Remove or label chairs and desks to alert and remind workers of their proximity to others. Paperwork and computer work may need to be moved to alternate locations to avoid proximity. Do not store chairs or desks blocking exits or corridors.
- Use tape/markings to denote six feet of separation on desks/workbenches, storage areas, mailrooms, copiers/printers, breakrooms, meeting rooms, etc.
- If appropriate, use physical barriers, such as plexiglass/acrylic shields on service desks.
- Use markings to denote directional flow in hallways/walkways.
- Denote spaces that will only allow one occupant at a time.
- If workers sit or stand back-to-back, stagger their placement by closing alternating workspaces on each bench/desk.
- If possible, designate specific doors for entry and exit.
- Assign workers to specific tasks that can be completed in specified areas to assist in limiting their movement throughout the workspace.
- Ride alone in vehicles if possible. If not possible, wear cloth face coverings and sit as far apart as possible.
Minimize contact time:

- Create a rotating schedule for workers, such that office space is utilized efficiently, while observing physical distancing (six feet apart). Allow time for cleaning and disinfection at the end of each shift.
- Implement a schedule or reservation system for shared equipment, vehicles, and workspaces, with time between users to clean and disinfect after use.

Minimize possible exposure:

- Train staff and place signs indicating that personnel should not come to work if they are ill and should contact their supervisor.
- If possible, assign work areas to specific workers; each worker should only use their assigned area(s).
- Wash hands with soap and water before entering the workspace, as well as frequently during work. If gloves are worn during work, wash hands after removing.
- Clean and disinfect commonly touched surfaces (door handles, light switches, copy machines, sinks, etc.) in work areas and offices on a regular basis. In addition, once work is completed, clean and disinfect all shared workstations and work materials, such as tools, instruments, desks, etc.
- Shared computers – utilize keyboard covers which can be cleaned and disinfected after use. If covers are not available, follow manufacturers’ instructions for cleaning. If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol and dry surfaces thoroughly.
- If six feet of distancing is not possible wear a cloth face covering. Complete tasks with as much distance as feasible and as quickly as possible.

Continues on next page
Photo Examples

Use appropriate markings to denote six feet of distance

Use markings on floor (if appropriate) or walls to denote travel direction
Indicate when the space should only have one occupant at a time; place signs on walls or floor, as appropriate.

Close work stations to create distance

Ride alone whenever possible
Remove chairs that should not be used. Store appropriately; do not block exits or corridors.

Mark seating areas that should not be used
Use physical barriers to create distance (do not block exits)

Indicate or remove chairs that should not be used

Use physical barriers to create distance