

# COVID-19 – Safety Measures:

## Work Safe Guidelines for Employees Returning to Work

As the College continues its operations, Work Safe Guidelines for Employees Returning to Work and [Employees Returning to Work FAQs](#) were developed. The guidance was based on the Centers for Disease and Control, state/county orders, and other public health agencies to prepare and establish a safe and healthy working environment for our employees.

As such, the College will continue to assess our operations and the needs of our employees in the coming weeks. Below are safety measures and procedures the College has implemented in response to COVID-19 and to further minimize employee exposure to the virus.

### Safety Measures

Safety measures are to be adhered to collectively. Due to the fluidity of the virus, safety measures are subject to change in response to minimizing the spread of the virus.

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| <b>Facial Covering/Mask</b>                | <ul style="list-style-type: none"><li>○ Employees must wear face-covering over the nose and mouth while on campus, in a building, and while interacting with others, including parking lots.</li><li>○ Employees may remove mask if alone in a single office or for consumption purposes.</li><li>○ Masks are to be worn during an interaction or when an employee steps out of a single office.</li><li>○ If there are two or more individuals in a room, all are expected to wear masks.</li><li>○ Employees may remove mask if eating in a single office or designated eating areas (cafeteria or lounges).</li></ul> |
| <b>Social Distancing</b>                   | <ul style="list-style-type: none"><li>○ Mandatory six feet or more.</li></ul>  |
| <b>Use of Classrooms and Computer Labs</b> | <ul style="list-style-type: none"><li>○ In adhering to the guidelines to ensure a safe and healthy work environment, various departments throughout campus are utilizing classrooms and computer labs to continue day-to-day operations safely. This safety measure reduces the density of employees in departments while meeting social distancing requirements.</li></ul>  |
| <b>10- Person Limit</b>                    | <ul style="list-style-type: none"><li>○ A 10-person maximum is to be applied in all common areas except libraries and enrollment centers (common areas include, but are not limited to lounges, break room, classroom, and offices.)</li></ul>   |
| <b>50% Occupancy</b>                       | <ul style="list-style-type: none"><li>○ The 50% occupancy is limited to College libraries and enrollment centers.</li></ul>  |
| <b>Hand Hygiene</b>                        | <ul style="list-style-type: none"><li>○ Washing hands often for at least 20 seconds each time.</li></ul>   |
| <b>Daily COVID-19 Screening Checklist</b>  | <ul style="list-style-type: none"><li>○ Before arriving to work, employees must, on a daily basis, screen themselves by using the <a href="#">Daily COVID-19 Screening Checklist</a> on the College's Coronavirus Webpage.</li></ul>   |
| <b>Disinfecting</b>                        | <ul style="list-style-type: none"><li>○ Disinfecting spray cans (Clorox 4 in One) have been distributed to departments and office suite areas district-wide. The disinfecting spray can be used on workstations, desks, and office door handles on a regular basis.</li></ul>  |

## Environmental, Health, and Safety (EHS)

The Work Safe Guidelines for Employees Returning to Work and the Employees Returning to Work FAQs state that sanitation supplies, such as disinfectants, are available at strategic locations. Hazard Communication Training will be provided to gain an understanding of chemicals and their specific dangers.

The disinfectant provided to departments/areas is Clorox 4 in One Disinfecting Spray. The Safety Data Sheet (SDS) for Clorox 4 in One Disinfecting Spray is provided as employees utilize this product within their department/area.

- What is a Safety Data Sheet (SDS)?
  - An SDS is used as an informational source about physical and environmental hazards and advice on safety precautions and includes information such as:
    - Properties of each chemical
    - Physical, health, and environmental health hazards
    - Protective measures
    - Safety precautions for handling, storing, and transporting the chemical
  - An SDS provides guidance for each specific chemical on areas such as:
    - First-aid measures
    - Handling and storage
    - Hazards identification



Please be advised that the SDS for this disinfectant can be found at the EHS Program website:  
<https://finance.southtexascollege.edu/ehs/pdf/clorox-4-in-one-disinfecting-spray.pdf>

If there are any questions or concerns about this matter, please contact the EHS Program at [ehs@southtexascollege.edu](mailto:ehs@southtexascollege.edu) or (956) 872-3718.

### Enforcement

- Campus Police and security guards are monitoring for compliance of all safety measures.
- All employees are responsible for adhering to and practicing safety measures.
- Employees must report non-compliance issues to Campus Police.

### Discipline

- Supervisors are responsible for ensuring employees adhere to College safety measure requirements.
- Employees not abiding by College requirements will be directed to leave campus premises and may result in disciplinary action up to and including termination, as per Board Policy #4911: Disciplinary Action Procedures and/or #4901: Standards of Conduct.

### Students and Visitors

- Students and visitors must adhere to all safety measures.