

**Department of Obstetrics & Gynecology**  
**COVID-19 Administrative Return to Work Plan- May 14, 2020**

Effective: Upon clearance from UW Madison SMPH and after WI Safer at Home order is rescinded

**Purpose:** Provide department-specific context to supplement to federal, state, and UW guidance after expiration of the Safer at Home Order to:



**Guidance will be modified as we transition through each WI Bounce Back phase. In general, we will continue to encourage telecommuting and physical distancing. Staff will work with their Supervisors to determine when being in the office is advised.**

COVID-19 is a new respiratory virus that spreads person-to-person via respiratory droplets and aerosolized particles. It may also be spread by touching contaminated surfaces then touching mouth, nose, or eyes. People develop symptoms between 2-14 days after exposure and may be contagious prior to the onset of symptoms. Symptoms include fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

**Strategies at a glance:**

This plan will provide guidance in the following areas

- Handwashing
- Good respiratory etiquette
- Face coverings
- Self-Monitor for signs & symptoms of illness
- Physical distancing
- Safe mail & package handling
- Environmental cleaning & disinfection
- Employee exposure risk category

**Frequent handwashing**

- Staff are encouraged to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after using the toilet, and after touching common items, such as the copy machine or water dispenser.
- Soap dispensers are replenished by Meriter housekeeping services.
- Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are recommended to be placed in the conference room and shared work areas (printing and copying area, mail) and

other common areas where access to handwashing is limited. One 12oz. bottle of sanitizer will provide approximately 180 uses. **There are currently shortages of hand sanitizer, therefore having enough supplies of hand sanitizer available is an important factor in how many individuals we can safely have in the workplace at any given time.** Jonie will monitor inventory and order as available.

- Staff who have access to a personal supply of hand sanitizer are encouraged to place a container at their personal workspace
- Gloves can protect hands from contamination; however, gloves are not a substitute for handwashing.
- Signs promoting handwashing will be posted in the kitchen, restrooms, and common areas throughout the workplace.

#### **Good respiratory etiquette: Cover coughs & sneezes**

- Staff are expected to cover coughs and sneezes with a Kleenex or their sleeve and to avoid touching their face, their mouth, nose, and eyes, with their hands.
- Tissues should be placed in the trash and hands washed or sanitized immediately afterward.
- Respiratory etiquette posters will be on display in the workspaces
- Jonie will monitor inventory of Kleenex and order as needed

#### **Face coverings**

- Non-clinical Staff will follow guidance from their work location regarding wearing face coverings and/ or masks at the worksite
- Unless otherwise specified, face coverings will be work in all common areas. Staff may remove them inside private offices
- Staff not involved in patient care will be responsible for obtaining a face-covering
- The CDC has guidance for wearing and making non-medical masks:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

#### **Self-monitoring for signs and symptoms**

- Staff are expected to monitor their own health, and the health of family members within their household, daily and look for the following symptoms of COVID-19. Staff are reminded to be alert for any new onset or unexplained symptoms:
  - Fever (100°F or higher)
  - Chills
  - Cough
  - Sore throat
  - Shortness of breath/chest tightness
  - Loss of taste or smell
  - Runny nose
  - Nasal congestion
  - Headache
  - Severe fatigue/exhaustion
  - Muscle pain

- Anyone experiencing these symptoms should not come to work. If symptoms develop during the workday, notify your supervisor, and leave the building. Anyone with a household member or direct contact who has these symptoms should remain home and not come in to work.
- If UWMF employees experience any of these symptoms, contact Employee Health Services by calling **(608) 263-7535** during the listed hours: 7am-8pm, Monday-Friday and 8am-4pm, Saturday and Sunday
- If SMPH employees experience any of these symptoms, leave office and contact their primary care provider.
- ***If you feel you need immediate medical attention, do not call Employee Health Services. Please call your physician or 911.***
- More information about [staff and provider symptom monitoring](#) is available on the hub.
- Managers will enforce departmental and University policies regarding ill employees not being in the workplace
- Staff and Managers can notify Division Administrator if assistance is required to address ill individuals in the worksite
- Refer to UW Health, University and SMPH sick leave policies

### Physical Distancing

Below is a summary of physical distancing measures to be implemented at all administrative work locations. The phases correspond to Wisconsin’s Badger Bounce Back Plan, and progress towards meeting gating criteria will be followed at: <https://www.dhs.wisconsin.gov/covid-19/prepare.htm>

**Note- Managers and staff will work together to define capacity in the various worksites listed below**

Practice or Policy	Phase 1	Phase 2	Phase 3
Maintain telecommuting agreements.  Give special consideration for employees who rely on public transportation to travel to and from work; those caring for dependents during childcare and school closures; and those with high-risk conditions or residing with at-risk individuals	✓	✓	consider
Travel from parking lots: Consider walking down back steps of parking lot- avoid walking through the hospitals if possible- might be screening in lobby	✓	✓	
Eliminate office sharing through rotating, staggered and flexible schedules	✓	✓	
Maintain physical distancing throughout workspaces	6 ft.	6 ft.	
Limit size of in-person meetings	< 10 people	< 50 people	
Maximum number of people that can be in the McConnell 4 <sup>th</sup> floor conference room per phase	6-8	6-8	
Maximum capacity Bolz Auditorium per phase Can hold 78 with 6 feet distancing. Every 4 <sup>th</sup> seat, every other row	10	50	
Maximum capacity McConnell 4 <sup>th</sup> floor (# per wing)			
Maximum capacity of MFM administration suite (room 434)			

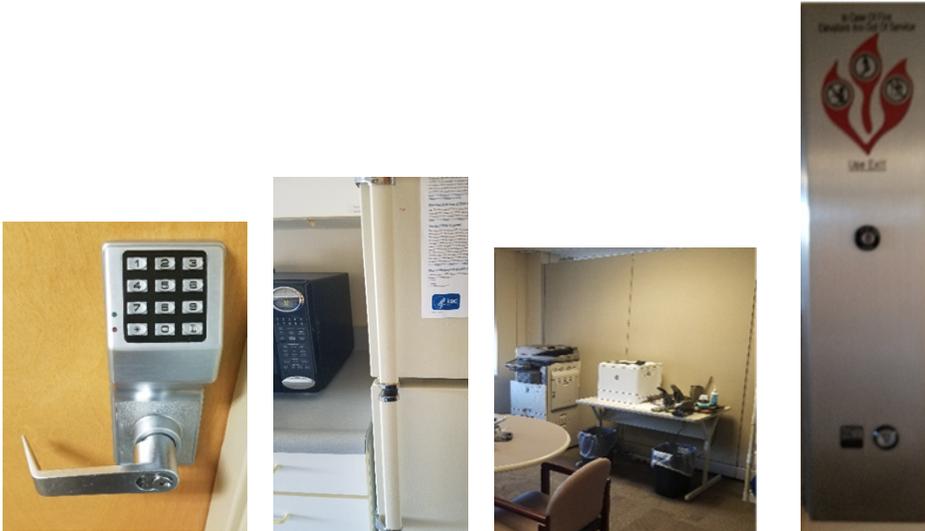
Practice or Policy	Phase 1	Phase 2	Phase 3
Maximum capacity of Financial services office (room 447)			
Plan for Room 450 (Garza, Laube)			
Plan for Room 454 Brown research			
Maximum Capacity Clinical Research Office			
Maximum capacity Education Office	3		
Meriter Hospital Lower Level laboratory and			
Meriter Hospital 7th floor laboratory			
Reproductive & Population Health Offices WARF			
UW Hospital Gyn Oncology Administrative Offices (2 in adm. area, 1 in alt. space)			
Coding staff offices UW Health (continue work from home)			
Encourage use of web-ex to replace in-person meetings when applicable	✓	✓	✓
Avoid elevator use if possible	✓	✓	

#### Safe handling of mail & packages:

- Per the CDC, after collecting mail from a post office or home mailbox, wash your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol
- Coronavirus may be able to survive for up to 24 hours on cardboard (although not a likely source of transmission). Cardboard boxes should be discarded after opening packages, and hands should be washed thoroughly as described above.
- Staff handling mail and packages may choose to wear gloves while receipting and sorting mail and packages. Upon completion, gloves should be discarded, and hands washed.

#### Perform routine environmental cleaning and disinfection:

- Coronavirus is estimated to live on hard surfaces for up to 24 hours.
- Distinction between cleaning & disinfection: Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection
- Routinely clean and disinfect all frequently touched surfaces in our workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Wear gloves when handling cleaning & disinfecting supplies
- Examples of high-touch surfaces:



- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.



- Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use. To disinfect, use [products that meet EPA's criteria for use against SARS-Cov-2](#), and are appropriate for the surface.
  - **Disposable wipes are in short supply.** Jonie will monitor inventory and order as available. Spray disinfectants and paper towels are also an option. If spray disinfectants are not available, we may need to purchase spray dispensers and mix our own disinfectant. (See Appendix #x)
- Cleaning and disinfection of high touch surfaces will need to occur more frequently than what is provided by regular cleaning staff, therefore department staff will need to develop a schedule or process. Options include:
  - Initialed checklist in common areas to indicate that disinfection was completed
  - Rotating schedule

- For **electronics**, such as tablets, touch screens, keyboards, and remote controls
  - Consider putting a **wipeable cover** on electronics.
  - **Follow manufacturer’s instruction** for cleaning and disinfecting. If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.
- If an employee test positive for covid-19 after being within 3 days of being in the office, facilities (Meriter or UW Health) will be called to clean the employee’s office

**Assess employee risk: Occupational**

- Department administration will assess administrative staff’s occupational risk for exposure to COVID-19 to determine if additional protections are needed.
- Managers will develop a roster of staff by risk category

<b>OSHA exposure risk category</b>	<b>Definition</b>	<b>Application to Administrative staff</b>
Low risk	No contact with people known to be or suspected to be infected with COVID-19  No frequent close contact with the general public	<i>Administrative staff working at McConnell Hall fall into the low risk category, however the workspace is shared at times with physicians who are in higher risk categories</i>
Medium risk	Require frequent and/or close contact with people who may be infected (but not known to be infected with COVID)- including the general public	<i>Research coordinators and Manager may come into direct contact with patients or the general public, thereby increasing their risk for exposure- provide appropriate protective measures</i>  <i>Education and Administrative staff whose offices are in the hospital or other clinical setting will likely encounter healthcare workers/trainees and the general public at a higher frequency</i>

Note- (high risk and very high-risk categories are not included here because they are specific to various healthcare workers)

**Assess employee risk: Personal**

Staff at higher risk for COVID-19 complications will be encouraged to work from home during phase 1 and phase 2

- [People 60 years and older](#)
- People who live in a nursing home or long-term care facility

- People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

#### Work locations:

- Department Administrative staff work in several different locations
- Each work location will have a physical distancing plan attached as an appendix to this plan- (unless work building has a superseding plan)
  - a. McConnell Hall 4<sup>th</sup> floor
  - b. McConnell Hall Lower level
  - c. Meriter Hospital Education Office
  - d. Meriter Hospital Lower Level laboratory and 7<sup>th</sup> floor laboratory
  - e. WARF Building
  - f. UW Hospital Gyn Oncology Administrative Offices
  - g. UW Health (building where Coding staff work)

#### Events & Meetings

- A roster of 2020 and 2021 events and meetings is maintained by the Outreach Team
- Events and meetings are evaluated, and formats determined based the COVID-19 phase, applicable University policy, local and state public health orders, and direction of senior department leadership
- Guidance from state and federal public health agencies will be used to ensure that in-person meetings and events are held safely
  - CDC. Interim Guidance: Get Your Mass Gatherings or Large Community Events Ready for Coronavirus Disease 2019 (COVID-19)

#### Communications & Training

This COVID Plan will be communicated through staff meetings (5/11/20, 5/14/20) and electronically to all ALT and SST staff and posted on the department's COVID intranet page. Additional communication

and training will be ongoing as the plan is revised to reflect new pandemic phases and changing guidance.

The plan will be updated frequently as the pandemic progresses and guidance changes.

### General References

- OSHA 3990-03 2020. Guidance on Preparing Workplaces for COVID-19. <https://www.osha.gov/Publications/OSHA3990.pdf>. [www.osha.gov](http://www.osha.gov)
- CDC. COVID-19. [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)
- State of Wisconsin Department of Health Services Emergency Order #28. Safer at Home Order <https://evers.wi.gov/Documents/COVID19/EMO28-SaferAtHome.pdf>
- Wisconsin Department of Health Services. Badger Bounce Back (04/2020). <https://www.dhs.wisconsin.gov/covid-19/prepare.htm>
- WI Economic Development Corporation. <https://wedc.org/reopen-guidelines/>

### Topic Specific Resources

- [www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)
- [www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)
- <https://youtu.be/d914EnpU4Fo>
- Cover your cough or sneeze [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)
- [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
- [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)
- [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
- [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
- [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
- [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
- [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

## **Appendix 1: Making a disinfectant solution**

- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- **Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- **Leave solution** on the surface for **at least 1 minute**.
- **To make a bleach solution, mix:**
  - 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
  - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**