



**COVID-19 Guidelines for
CEAT Extension Activities**

**Procedures
CCB-004
Effective Date: 6/24/20**

- 1.01 These procedures serve to provide further guidance in support of the memos sent by Assistant Dean Kirtley dated April 13, 2020 (Resumption of Engineering Extension Training Activity) and May 5, 2020 (Health/Safety Requirements for Extension Classes and Events).
- 1.02 The purpose of these procedures is to minimize the risk of exposure to COVID-19 by both students and instructors during Engineering Extension activities. These procedures are consistent with CDC and OSU guidelines. The procedures apply to all Engineering Extension courses and training events. They also apply to both full-time and part-time employees/instructors.

Procedures for On-Campus and All Facilities Owned by OSU, Regardless of Location

General Hygiene Procedures

- 2.01 Support everyday protective measures by providing adequate safety supplies, including soap and water, paper towels, tissues, dispensers, no-touch (preferably covered) trash cans, cloth face coverings (as feasible), and hand sanitizer containing at least 60% alcohol. For further information on everyday protective measures, follow this link:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Social Distancing

- 3.01 A separation of six (6) feet must be provided for every participant and instructor in the classroom or drill field. It may be necessary to limit the number of students in the class in order to meet this requirement. Other options may include finding a larger classroom, scheduling multiple sessions, conducting the class virtually, or hiring additional instructors for skills training. If the training requires students to be in close proximity, social distancing is to be provided again immediately following the exercise or training evolution.
- 3.02 Instructors are required to maintain a minimum six (6) feet of separation with students at all times when in the classroom. If the instructor is able to maintain a minimum of 12 feet of separation from the students at all times, no facial covering or face shield is required for the instructor. If the separation is between six (6) and 12 feet, a facial covering or face shield is required to be worn by the instructor. If there is a lectern or podium with a screen (transparent shield), a facial covering or face shield is not required as long as the instructor stays behind the screen.

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- 3.03 When teaching or demonstrating practical skills, it may be unavoidable to maintain the minimum six (6) feet separation for short periods. In this situation, the instructor and student must each wear a facial covering and return to the six (6) feet separation as quickly as possible.

Facial Coverings

- 4.01 All participants, instructors, and staff are required to wear a facial covering at all times in the classroom, with the exception of the 12-foot separation requirement for instructor noted above. Face coverings should also be worn in building common areas including restrooms, hallways, break areas, etc. If an individual is unable to wear a facial covering due to medical reasons, they may wear a face shield. If adequate physical distancing cannot be maintained in open-air environments, face coverings should be worn.
- 4.02 Any student or instructor who is unwilling to wear a facial covering shall be asked to leave the classroom or facility until such time the individual is willing to follow OSU procedures for facial coverings. If the individual is unable to wear a facial covering due to medical condition, they shall be provided with a face shield. It is strongly encouraged that participants be advised of this requirement prior to the start of the course/event.

Informing Participants of Health/Safety Expectations

- 5.01 At the beginning of every day or class session, an instructor will review hygiene procedures including the need for vigorous hand washing, the requirement of social distancing and wearing of facial coverings, and availability of masks and hand sanitizer in the classroom. In addition, any student reporting symptoms of COVID-19, or displaying signs of any illness, shall be asked to leave the classroom/drill ground and consult a health care professional. Refer to “Early Detection of COVID-19 Symptoms” below for more information on symptoms.

Disinfecting the Classroom

- 6.01 The classroom area must be disinfected after every class session or the end of the day. This includes disinfection of any tools that may have been used and keyboards or other electronic equipment. The instructor area must also be disinfected. For information on disinfecting the classroom area, refer to the CDC instructions provided in the link below. For information on disinfecting keyboards, follow manufacturer’s instructions or contact CEAT IT at x45276.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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6.02 In the event it is suspected or confirmed that a student or instructor who has been in a classroom during the previous seven (7) days has tested positive for the corona virus, contact Patrick Wheeler at x43734 to disinfect the classroom.

Availability of Hygiene Materials

7.01 Every classroom or instructional area must be provided with hand sanitizer and disinfecting wipes. Disposable face masks will also be available for use by instructors and students. If the topic taught requires individuals or instructors to touch tools or props, facial coverings shall be worn when feasible. In addition, it is advisable to either wear gloves in order to avoid cross contaminating objects or sanitize objects between individual uses. Individuals may use their own gloves, facial covering or face shield, if desired.

Early Detection of COVID-19 Symptoms

8.01 According to the CDC, symptoms may appear two (2) to 14 days following exposure. The following symptoms may indicate the individual has COVID-19:

- Cough
- Shortness of breath or difficulty breathing

8.02 Or at least two of these other symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

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8.03 An individual with the following emergency warning signs should seek medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

8.04 Call 9-1-1 immediately if an individual reports any of the emergency warning signs.

8.05 For more information on the symptoms of COVID-19, refer to the following CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Procedures for Off-Campus Facilities

General Hygiene Procedures

9.01 Support everyday protective measures by providing participants with adequate safety supplies, including soap and water, paper towels, tissues, dispensers, no-touch (preferably covered) trash cans, cloth face coverings (as feasible), and hand sanitizer containing at least 60% alcohol.

Social Distancing

9.02 A separation of six (6) feet must be provided for every participant and instructor in the classroom or drill field. It may be necessary to limit the number of students in the class to meet this requirement. Other options may include finding a larger classroom, schedule multiple sessions, conducting the class virtually, or hiring additional instructors for skills training. If the training requires students to be in close proximity, social distancing is to be provided again immediately following the exercise or training evolution.

9.03 Instructors are required to maintain a minimum six (6) feet separation with students at all times when in the classroom. If the instructor is able to maintain a minimum of 12 feet of separation from the students at all times in the classroom, no facial covering or face shield is required. If the separation is between six (6) and 12 feet, a facial covering or face shield is required to be worn by the instructor. If there is a lectern or podium with a screen (transparent shield), a facial covering or face shield is not required as long as the instructor stays behind the screen.

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- 9.04 When teaching or demonstrating practical skills, it may unavoidable to maintain the minimum six (6) feet separation for short period of times. In this situation, the instructor and student must each wear a facial covering and return to the six (6) feet separation as quickly as possible.

Facial Coverings

- 10.01 All OSU full-time and part-time employees, including part-time instructors, are required to wear a facial covering at all times in the classroom and building common areas including restrooms, hallways, break areas, etc. All others are strongly encouraged, but not required, to wear facial coverings in the classroom and building common areas. If an individual is unable due to medical reasons to wear a facial covering, they may wear a face shield. If adequate physical distancing cannot be maintained in open-air environments, face coverings are strongly encouraged.

Informing Participants of Health/Safety Expectations

- 11.01 At the beginning of every day or class session, an instructor will review hygiene procedures, including the need for vigorous hand washing, the requirement of social distancing, availability of masks and hand sanitizer in the classroom, and strongly encourage all students/participants to wear facial coverings in the classroom and common areas. In addition, any student reporting possible symptoms of COVID-19, or displaying signs of illness, shall be asked to leave the classroom/drill ground and consult a health care professional. Refer to “Early Detection of COVID-19 Symptoms” section above.

Disinfecting the Classroom

- 12.01 The classroom area must be disinfected after every class session or the end of the day. This includes disinfection of any tools that may have been used and keyboards or other electronic equipment. The instructor area must also be disinfected. For more information on disinfecting the classroom area refer to the CDC instructions provided in the link below. For information on disinfecting keyboards, follow manufacturer’s instructions or contact CEAT IT at x45276.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- 12.02 In the event it is suspected or confirmed that a student or instructor who has been in a classroom during the previous seven (7) days has tested positive for the corona virus, that classroom must be disinfected following CDC guidelines thoroughly prior to further use. The procedure should be coordinated with the host organization or department.



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Availability of Hygiene Materials

- 13.01 Every classroom or instructional area must be provided with hand sanitizer and disinfecting wipes. Disposable face masks will be available for use by instructors and students. If the topic taught requires individuals or instructors to touch tools or props, facial coverings shall be worn when feasible. In addition, it is advisable to wear gloves in order to avoid cross contaminating objects or sanitizing them between individual uses.
- 13.02 Individuals may use their own facial covering or face shield if desired.
- 13.03 For clarification of these procedures, contact Assistant Dean Ed Kirtley at x43384.

*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and
IMT Head: 6/24/20*