

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

April 03, 2020

Unit: Public Safety

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INFORMATION: Provide guidance to designated essential CSUCI employees who are handling mail on campus.

BACKGROUND AND POLICY ISSUE(S):

University mail has been accumulating in various departments on campus. Designated essential personnel have been reluctant to sort or handle mail because of potential COVID-19 virus contamination of envelopes and packages delivered by USPS and other delivery services.

To ensure the health and safety of designated essential personnel who are tasked with sorting, handling and delivering mail on campus, a CSUCI COVID-19 Mail Handling Guidance document has been created (see supporting documentation). This document should be provided to all CSUCI employees who are delivering or sorting mail no later than Monday, April 6, 2020.

SUPPORTING DOCUMENTATION:

CSUCI COVID-19 Mail Handling Guidance

CDC Glove Removal Procedure

CURRENT UPDATE: N/A

SUPPLEMENTAL DOCUMENTS:

CSUCI COVID-19 Mail Handling Guidance

The United States Postal Service issued a statement on March 17 2020 stating it is sharing guidance from the Centers for Disease Control (CDC) with employees, and said there is currently no evidence that the COVID-19 virus is being spread through the mail.

Per CDC's guidelines, employees should practice frequent and thorough hand washing, particularly before and after touching surfaces, including mail, and avoid touching their face, eyes, or mouth. Hands should be thoroughly washed for at least 20 seconds using soap and running water. If soap and running water are not immediately available, use alcohol-based hand sanitizer containing at least 60% alcohol.

On Monday, April 06, 2020, gloves will be distributed during the mail delivery by Facilities Services employees to the mail rooms and left there. Employees who prefer to wear gloves as an additional protective measure should utilize these gloves. They should remove and properly dispose of them in a trash receptacle after each mail sorting operation.

The following steps are highly recommended to protect yourself while removing these gloves: **(see attached CDC Glove Removal poster)**

Employees who prefer to wear gloves while sorting mail or while performing any other activity on campus should complete Cal-OSHA's Personnel Protective Equipment 2.0 course, which is available on CSU Learn:

https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D31528%26UserMode%3D0

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



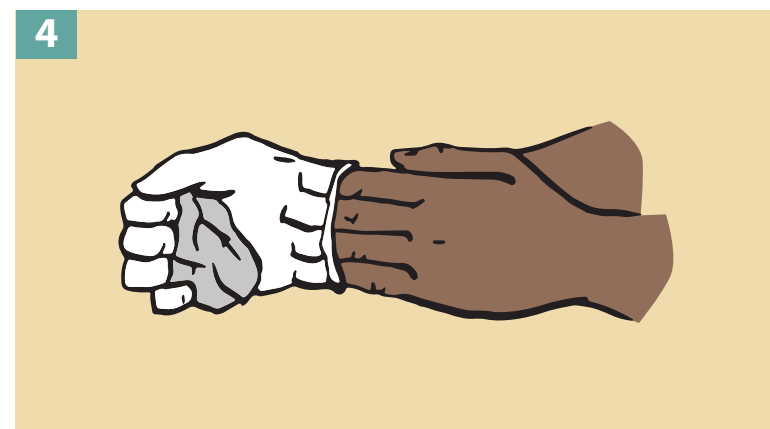
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.