Revised 11/2020

COVID-19 PREVENTION: EMERGENCY MAINTENANCE PROTOCOLS

This protocol is for emergency maintenance of areas where a person with COVID-19 is isolated in **University spaces**.

After notification of work needing to be performed in an active COVID-19 space on the OSU campus, the following Facilities Management (FM) emergency maintenance protocol will be followed:

**1. Emergency maintenance of active COVID-19 isolation space.**

A. Buildings and/or specific rooms and areas where a COVID-19 positive person is isolated will be assessed on a case-by-case basis. The maintenance scope will be implemented based on the risk of potential contamination as determined by the Environmental Health & Safety Department (EH&S) and the Emergency Operations Committee, in coordination with the impacted department, FM, and Housing and Residential Life.

B. Housing and Residential Life staff will do the following (as applicable):

 i. Submit work order to FM or other department responsible for emergency work.

 ii. Identify areas that require restricted access during and immediately following emergency work.

 iii. Communicate with impacted department(s).

 iv. Communicate with needed Housing staff.

C. When performing maintenance on isolation rooms where an emergency need has been identified; FM will notify the building coordinator in advance of starting work. Advance notice allows the room occupant(s) to be apprised of the schedule for work in the space and any areas that may require restricted access during the maintenance.

 D. The building coordinator will:

 i. Follow the Emergency Maintenance guidance outlined in this document.

 ii. Open windows to the outside to increase air circulation, if possible.

 iii. If possible, have person(s) with COVID-19 vacate space or temporarily move to separate room within space prior to beginning, and during, emergency maintenance. If it is not possible to vacate or move person(s), the building coordinator will ensure isolated occupants wear face coverings to minimize concentration and spread of virus while maintenance personnel are in space performing emergency work.

 iv. If an outside contractor is used for emergency work, the proposed scope of work and methods must be reviewed and approved by EH&S prior to work commencing.

E. FM personnel will wear the following required personal protective equipment (PPE) as needed during maintenance activities:

 i. Full body covering protective/disposable coveralls, gown, or a lab coat to protect against contamination of clothing

 ii. Nitrile disposable gloves

iii. Safety glasses/goggles or face shield when there is a potential for splashing/spraying

iv. Personnel should wear one of the following respirators\*: N95 filtering facepiece respirator, elastomeric half face air purifying respirator with particulate filters, or a powered air-purifying respirator with particulate filters.

 v. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

 vi. All potentially contaminated disposable PPE should be disposed of in regular trash receptacles and all reusable PPE, tools, and equipment used in completion of work should be disinfected and stored properly.

\*(Employees who wear respirators as a job requirement must be medically cleared, trained, and fit tested per OSHA guidelines before emergency task assignment.