



CAES COVID-19 Facility Policies

Everyone entering the CAES facility is expected to abide by these CAES COVID facility policies. They are in place to protect the health, safety, and well-being of you, your family, and our community. These policies will be updated, as needed, until full operations resume at the CAES facility. If you test positive for COVID-19, follow the steps outlined in [Trigger #3](#). In addition, you must follow the policies of your home institution. Go [here](#) for all previous CAES COVID facility policies and resources, as well as links to the CDC, East Idaho Public Health District, etc.



TRAVEL RESTRICTIONS

- Under the governor of Idaho's order, personal travel restrictions have been lifted.
- CAES residents should use good judgment to avoid bringing illness into the CAES facility and the community.
- Avoid travel to domestic and international locations with substantial community spread or states where case rates are higher than in Idaho. If you plan to travel to one of these locations, **or to a location indicated as a hot spot in [this map](#)**, talk with your Associate Director to determine if a quarantine period will be necessary upon return.
- **All CAES-sponsored travel will remain on hold.**



ACCESS RESTRICTIONS

- **Anyone who has not been fully vaccinated** (at least two weeks past your final dose) who has had close contact (within 6 ft. for 15 minutes or more) with a person or family member with symptoms or who has tested positive, should refer to [Trigger #1](#).
- Anyone who has COVID-19 symptoms should refer to [Trigger #2](#).
- Anyone who tests positive for COVID-19 should refer to [Trigger #3](#).



FACE COVERINGS

Face coverings help slow the spread of the coronavirus, and they help people who may have the virus and do not know it from transmitting it to others.

- **Everyone entering the CAES facility is required to wear a cloth face covering or equivalent.**
- Cloth face coverings should be constructed of washable, multilayered materials such as cotton.
- CAES occupants should wear face coverings except to eat, drink, or perform other short-term activities that require them to be removed. You also may remove the covering while working alone in your office with the door closed. Face coverings should be worn while working in a cubicle.
- Go [here](#) for CDC guidelines on creating, washing, handling, and wearing face coverings.
- When wearing a face covering, please be aware of limitations regarding communication, vision, and breathing:
 - » **Communication** – it can be hard to hear a person talking when they are wearing a mask.
 - » **Vision** – can be obstructed, particularly when looking downward while doing an activity such as walking down stairs.
 - » **Breathing** – even normal activities at your normal pace can leave you short of breath while wearing a face covering. Slow down and take more breaks if necessary.



SOCIAL DISTANCING

Put distance between yourself and others.

- **Stay at least 6 feet (2 meters) from other people** in the CAES facility, including in the labs.
- This may not be possible when you are en route to your office, break room, or bathroom and encounter another CAES resident. This is one of the reasons for the other measures taken to protect your health – telecommuting for most staff, restricting access to anyone who is symptomatic and requiring temperature checks and face coverings. However, you should re-establish the required distance between you and your peer as quickly as possible – do not have a conversation or even exchange greetings while standing face to face.
- **Limit meetings** to reflect current **CDC guidelines regarding meeting size, and maintain social distancing** when meeting in the conference rooms. Use video or teleconference capabilities whenever possible to minimize exposure.



CLEANING SURFACES

The virus can live for hours or even days on surfaces such as countertops and doorknobs.

- Cleaning staff have been tasked with **increasing the frequency and intensity of cleaning common areas** such as the break rooms, bathrooms, and conference rooms, and high-touch areas such as **hand rails, door handles, and elevator buttons**.
- You are expected to **clean your personal workspace** (office, cubicle, or laboratory space) and are allowed to bring in your own disinfecting wipes.
- Check the [EPA](#) to see what products are effective against COVID-19.
- **Clean electronics often:** keyboards, tablets, touch screens, etc.
- **Clean your hands** after touching handles, doorknobs, light switches, etc.
- **NOTE:** Do not bring liquid chemicals or sprays from home.



GOOD HYGIENE

Wash your hands often, especially after touching frequently used items or surfaces.

- According to the [CDC](#), washing your hands with plain soap and water is the most effective way to prevent the spread of infections and decrease the risk of getting sick.
- **Wash your hands frequently**, especially after touching high-touch areas and items.
- Rub hands with soap and water for at least 20 seconds.
- **Use hand sanitizer** with at least 60% alcohol when soap and water are not available.
- CAES leadership is working to install at least one portable hand-washing station in the facility and to add hand sanitizing stations.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- Sneeze or cough into a tissue or the inside of your elbow.



CONFERENCE ROOMS/MEETINGS/VTC/AUDITORIUM

Meetings should reflect current guidelines from CAES, [CDC](#), and [state](#) of Idaho.

- The CAES Auditorium and Snake River and Teton meeting rooms are closed for external meetings.
- Limit meeting size so that social distancing can be practiced.
- When possible, **conduct meetings by phone or video conference**.
- **Access to the auditorium is restricted** unless prior approval is granted from [Terry Brog](#) and/or [Kristi Moser-McIntire](#).



ACCESS/VISITORS

- **Access to the facility is limited to personnel who are preauthorized to enter.**
- Brief, one-time access is allowed with the approval of your Associate Director.
- No visitors are allowed into the CAES facility without prior approval from [Terry Brog](#) and [Kristi Moser-McIntire](#).
- If you are in the facility and see someone at the door, you should not open the door for them.
- If you order food or are expecting a delivery, arrange for delivery outside the east entrance.



TRAINING

- All required training must be completed before access to the facility is permitted. The training takes approximately 30 minutes to complete and consists of three requirements: *an online course,*

COVID-19 Training: Strategies for the Workplace, and two read-and-sign documents, CAES Guidelines and the CAES Decision and Action Tree.



IN THE LABORATORY

- Do not share equipment (computers, pens, etc.) or PPE (safety glasses, face shields, welding visors, etc.) if possible. Whenever possible, PPE should be assigned to each researcher for their personal use to avoid spreading communicable diseases. **COVID-19 virus can survive on surfaces for up to 7 days.**
- If your role requires the use of shared equipment, multiuser PPE must be cleaned and disinfected prior to reissuance per the Centers for Disease Control and Prevention (CDC) [guidance](#).
 - » If your role requires the use of reusable gloves, such as cryogen handling or autoclave gloves, plan for proper hand hygiene including washing hands before and after use.
 - » See the CDC's [Cleaning and Disinfection Guidance](#).
 - » If you share lab space with others, be courteous and disinfect the area when you're done.
- **Face coverings must be worn in the laboratory at all times.** Contact [Kristi Moser-McIntire](#), the CAES Safety Officer, with questions about exemptions.
- Do not touch your face covering with gloved hands. Remove gloves before taking off your face covering.
- Plan for the possibility of future shut downs. Plan work to account for an inability to return at-will.