

# COVID-19 SAFETY TIPS

for Colleges and Universities



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## Working together, we can help reduce the spread of COVID-19

Colleges and universities across the country are working hard to keep students and staff safe from COVID-19. It's a huge task, but to make that task a little easier, ComplianceSigns.com has assembled this guide with practical tips, resources and suggestions that educational institutions can use to help reduce the risk of COVID-19 outbreaks during the school year.

Because physical distancing remains a top priority, the CDC created these considerations for assessing the risk of COVID-19 spread among students and staff:

### IHE General Settings

- **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.
- **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

### IHE On-Campus Housing Settings

- **Lowest Risk:** Residence halls are closed, where feasible.
- **More Risk:** Residence halls are open at lower capacity and shared spaces are closed (e.g., kitchens, common areas).
- **Highest Risk:** Residence halls are open at full capacity including shared spaces (e.g., kitchens, common areas).

# 9 COVID-19 SAFETY TIPS FOR ADMINISTRATORS, FACULTY AND STAFF

## TIP 1

### Reinforce the importance of staying home or self-isolating when sick.

The virus that causes COVID-19 spreads mainly from person to person, typically through respiratory droplets from coughing, sneezing, or talking. Given the potential to cause extensive outbreaks, encourage students and faculty to stay home when sick.

Actively encourage students, faculty, and staff who are sick or have recently had close contact with a person with COVID-19 to stay home or in their living quarters (e.g., dorm room).

Develop policies that encourage sick individuals to stay at home without fear of reprisals, and ensure students, faculty, and staff are aware of these policies. Offer virtual learning and telework options, if feasible.



[CS668763](#)

## TIP 2

### Promote regular hand washing to remove germs.

Remind faculty and students to [wash their hands](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.

If soap and water are not readily available, [hand sanitizer](#) that contains at least 60% alcohol can be used.

Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or the inside of their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.



[CS929077](#)

# TIP 3

## Encourage the use of cloth face coverings.

[Face coverings](#) should be worn as feasible and are essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands often.

Information should be provided to all students, faculty, and staff on proper use, removal, and washing of cloth face coverings.



[CS579816](#)

# TIP 4

## Create physical barriers and guides.

Install [physical barriers](#), such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers).

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure individuals remain at least 6 feet apart in lines and at other times.



[CS490959](#)

# TIP 5

## Communicate health and safety policies.

[Post signs](#) in all visible locations like parking lots, entrances, hallways, doors, cafeterias, and restrooms to promote everyday protective measures and describe how to stop the spread of germs. Motivating others to practice proper hand hygiene, social distancing, and properly wearing a face mask is essential to prevent the spread of COVID-19.



[CS877163](#)

# TIP 6

## Promote the importance of routine cleaning.

Develop a schedule for increased, routine [cleaning and disinfection](#). Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at least daily or between use as much as possible.

Let's not forget vehicles like buses. Follow CDC guidelines [for bus transit operators](#).



[CS825664](#)

# TIP 7

## Improve food safety guidelines.

Provide grab-and-go options for meals. If a [cafeteria or group dining room](#) is typically used, serve individually plated meals (versus buffet or any self-serve stations).

Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.



[CS486447](#)

# TIP 8

## Create protocols for disinfection.

Ensure that faculty, staff, and students know they should not come to the IHE if they are sick with COVID-19. But if exposed to someone on the school property, [immediately separate](#) them. Individuals who are sick should go home or to a healthcare facility depending on their severity and follow the CDC guidance for caring for others who are sick.

Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.



[CS127029](#)

# TIP 9

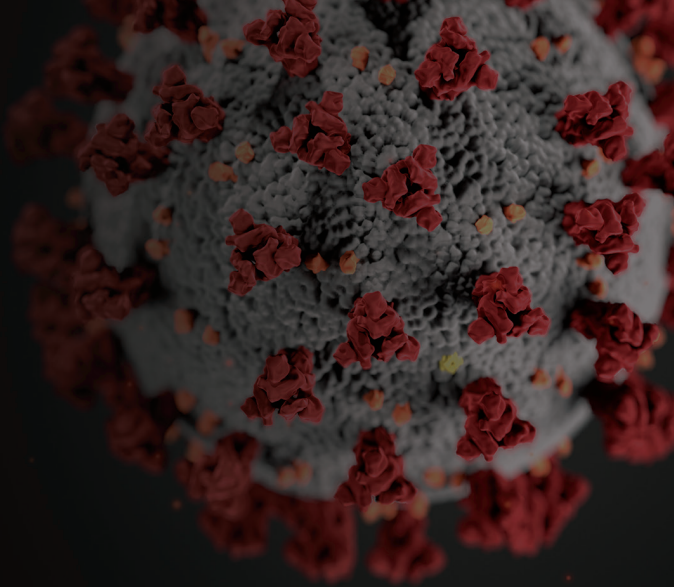
## Encourage faculty to bring any safety and health concerns to the attention of the school.

There's no doubt that we're all in this together and monitoring conditions to take steps to limit and mitigate rebounds or outbreaks. Continue to adhere to state and local guidelines and motivate employees to discuss improved [workplace safety guidelines](#).



[CS165650](#)

# General Guidance to Protect Your School from COVID-19



Keep yourself and others safe from COVID-19 when returning to school by following these practical tips for proper hand hygiene and physical distancing.

## Clean your hands often:

- [Wash your hands often](#) with soap and water for at least 20 seconds, especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Avoid close contact:

- Put distance (at least 6 feet) between yourself and other people.
- Wear cloth face coverings (if appropriate) when social distancing is challenging to maintain.
- Avoid using other employees' phones, desks, offices, or other tools and equipment, when possible. Clean and disinfect between employees if sharing occurs.

With health and safety signage at the forefront of reducing the number of infections during this pandemic, we're here to help your facility move forward during these unique circumstances.



[Learn more](#) about **COVID-19 safety identification**

## Personalize For Your School

Customizing your COVID-19 signs with your school name or mascot helps draw students' attention, shows your school pride and reinforces your commitment to safety.

Whether you want custom signs, floor labels, banners, labels or even Braille signs, ComplianceSigns.com can provide exactly what you need. We help people with custom signs every day - and it's easy to request a free, [no-obligation quote](#).

### Custom design options include:

- Size and shape
- Material
- Language
- Color
- Images

If you just want a simple sign with your own text or a standard image, you can use our [custom sign tools](#) to create your own. It's fast and easy at ComplianceSigns.com.

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[Click to learn more](#) about standard and custom signage solutions to help prevent the spread of COVID-19 in your school.



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