CAMPUS COMMUNITY GUIDE

Mask Up
Wash Up
Clean Up
Stand Apart to 6 ft
Stay Together
Each of us contributes to the safety of our environment. It is not delegated to any one of us, but shared by all of us. As a community, we have three simple actions that we ask each member to abide by:

When entering an area, clean it

Clean what you use

When leaving an area, clean it

Faculty, staff and students are encouraged to support Housekeeping staff in clearing areas so disinfecting can occur. All community members are expected to fully comply with the policies, protocols, and guidelines in this document.
FACE COVERINGS MUST BE WORN BY ALL FACULTY, STAFF, STUDENTS AND VISITORS

MASKS MUST BE WORN COVERING BOTH THE NOSE AND MOUTH

SURGICAL MASKS ARE SUPPLIED AT ENTRANCES
WEAR YOUR MASK AT ALL TIMES, INCLUDING:

- In the classroom
- In an educational laboratory
- In a research laboratory
- In building public spaces

ADDITIONAL INFORMATION ABOUT MASK USE IS AVAILABLE THROUGH ENVIRONMENTAL HEALTH AND RADIATION SAFETY (EHRS).

HOW TO PROPERLY WEAR A MASK:

1. WASH HANDS
2. TIE LOOP STRAPS OVER EARS
3. USE FINGERS TO FILL THE SHAPE OF THE NOSE
Wash Up

USE SINGLE-USER RESTROOMS IN THE COMPLEX WHEN POSSIBLE

FREQUENTLY WASH HANDS THOROUGHLY FOR AT LEAST 20 SECONDS

FOLLOW INSTRUCTIONS ON PROVIDED SIGNAGE
WASH UP INFORMATION

WASH YOUR HANDS

After entering/exiting a classroom
use hand sanitizer

After entering/exiting a research or educational lab

After returning from a public space

ADDITIONAL INFORMATION ABOUT HANDWASHING IS AVAILABLE FROM ENVIRONMENTAL HEALTH AND RADIATION SAFETY (EHRS).

HOW TO WASH YOUR HANDS

Wet
Wet your hands under warm water.

Soap
Apply enough soap. Rub hands palm to palm for 20 seconds.

Wash
Wash back of hands, wrists, between fingers, and fingernails.

Rinse
Rinse hands under running water.

Dry
Dry hands thoroughly with a clean paper towel or hand dryer. Turn off running water with a paper towel NOT with bare hands.
 WHEN YOU ARRIVE, CLEAN THE SPACE WHERE YOU WILL BE WORKING OR STUDYING

CLEAN ANYTHING YOU USE OR TOUCH WHILE IN YOUR SPACE

CLEAN YOUR SPACE AGAIN BEFORE YOU LEAVE
CLEAN YOUR AREAS INCLUDING:

**Classrooms**
- YOUR SEATING AREA
- YOUR DESK SURFACE
- DOORKNOBS AND DOOR SURFACES

**Educational + Research Labs**
- CLEAN EQUIPMENT SURFACES BEFORE YOU USE THEM
- CLEAN THE SURFACES AFTERWARDS
- KEEP YOUR DISTANCE

**Core Equipment Labs**
- WASH YOUR HANDS AFTER ENTERING
- CLEAN SURFACES BEFORE AND AFTER USE

Locate the provided cleaning products for your space, such as wipes and/or paper towels and Virex spray.

Apply according to instructions on the label in order to fully cover the surface.

Discard the used wipes/paper towels in the trash.

ACCESS ADDITIONAL INFORMATION ON CLEANING SURFACES
Stand Apart to Stay Together

MAINTAIN 6 FEET OF DISTANCE BETWEEN YOURSELF AND OTHERS AT ALL TIMES

COUGH OR SNEEZE INTO YOUR ELBOW AND AWAY FROM OTHERS

IF YOU DO NOT FEEL WELL STAY HOME
STAND APART INFORMATION

REMEMBER THAT DISTANCING SHOULD BE PRACTICED AT ALL TIMES, INCLUDING:

- When entering/exiting buildings
- When entering/exiting classrooms, labs and offices
- When using elevators
- When using stairs
- When using restrooms
- When you are with others outside

IF YOU MUST WORK CLOSELY:

- Minimize the time
- Maximize your protection
SEE SOMETHING, SAY SOMETHING

If you see something:

SAY SOMETHING TO CHANGE IT; OR

REPORT IT TO THE PENN ENGINEERING COVID-19 COMMITTEE FOR ACTION, OR

REPORT VIOLATIONS OF THE CAMPUS COMPACT TO THE UNIVERSITY FOR ACTION

In an emergency:

CALL 511 FROM A UNIVERSITY VOIP PHONE OR 215-573-3333 FOR PENN POLICE ASSISTANCE

215-573-3333
To return to campus, you must:

COMPLETE THE PENN COVID-19 TRAINING

RESEARCHERS MUST COMPLETE THE RESUMPTION OF RESEARCH TRAINING FOR PENN LABS

MAINTAIN DAILY USE OF PENN OPENPASS

Familiarize yourself with the following resources:

PENN ENGINEERING RESUMPTION OF RESEARCH WEBSITE

PENN ENGINEERING COVID-19 RESEARCH AND ACADEMIC SAFETY REPORTING COMMITTEE

EHRS REPORTING IMMEDIATE HAZARDS OR SAFETY CONCERNS

Emergency Information:

EHRS IS AVAILABLE AT 215-898-4453

CALL 511 FROM A UNIVERSITY VOIP PHONE OR 215-573-3333 FOR PENN POLICE ASSISTANCE