


MEMORANDUM

DATE: May 26, 2020

TO: Leadership Team

FROM: Robin L. Novelli, Chief Operating Officer 

SUBJECT: Administrative Controls to Minimize the Transmission of Disease

The purpose of this communication is to remind you of the importance of implementing administrative controls to minimize the transmission of disease as you analyze the services you are now and will soon provide at your worksites. It is important to develop a plan for social distancing and other controls. According to the CDC Website, *“CDC does not recommend the use of PPE in workplaces where it is not routinely recommended. Facilities can use the hierarchy of controls, such as administrative, and engineering controls – these strategies are even more effective at preventing exposures than wearing PPE.”*

At our work sites, examples of these controls might include the following:

- Custodians are assigned to clean separate rooms rather than working together in the same room.
- Instead of handing an item directly to another person, the item is set down on a cart or counter top.
- Six foot markers are placed on the floor where people stand in line.
- Six foot barriers are established at the front desk.

Regarding masks, *“CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission.”* When engineering and administrative controls cannot be implemented to keep specific workers socially distant (6 feet) from others, encourage them to wear a mask. They may use their own mask or one that we provide. We have a limited number of masks available through Distribution Services. A box of 50 masks was sent to each work site by courier.

For more information, click on the web links provided in the above underlined phrases and the attachment provided by our Environmental Health & Safety Department - Facilities Services Division.

If you need additional masks, they may be ordered by your bookkeepers from Distribution Services through CrossPointe (Stock #181020). We will not charge your school/department for reasonable numbers of additional masks provided you have implemented appropriate and necessary administrative controls.

Please call me at 321.633.1000, ext. 11229, if you have questions. I would be glad to discuss this further with you.

