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1.0 Introduction

1.1 Purpose
The purpose of this guideline is to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes the disease COVID-19.

1.2 Scope
This guideline is intended for Emory employees, including faculty, staff, students, visitors, and contractors/vendors, who through their work activities, are exposed to risk factors that could result in exposure to SARS-CoV-2.

The Emory Return to Campus Guidelines for Faculty and Staff must be followed when determining who may return to campus.

2.0 About COVID-19

2.1 Symptoms of COVID-19
- Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath.
- Some people infected with the virus have reported experiencing other non-respiratory symptoms such as fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Other people, referred to as asymptomatic cases, experience no symptoms at all.

According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear between 2 and 14 days after exposure to the virus.

2.2 How COVID-19 Spreads
The virus is thought to spread mainly from person-to-person, including:
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. However, this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath, etc.). Some spread might be possible before people show symptoms; there have been reports of this type of pre-
symptomatic transmission with SARS-CoV-2, but this is also not thought to be the main way the virus spreads.

See Emory University COVID-19 updates at https://www.emory.edu/coronavirus/ for details of how Emory University is managing COVID-19.

3.0 Basic Infection Prevention Measures

- Wash hands with soap and water for at least 20 seconds frequently throughout the day. If soap and running water are not immediately available, use hand sanitizer that contains at least 60% alcohol, which Emory has provided. Be sure to wash your hands with soap and water when it becomes available.
- Stay home if you are sick.
- Practice respiratory etiquette, including covering coughs and sneezes.
- Dispose of used tissue in the proper trash receptacle. Tissue and trash receptacles are provided.
- In areas where it is appropriate, managers should establish policies and practices such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others.
- Refrain from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  - When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens.
  - Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
  - Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- Refer to the disinfection matrix for selection of products and PPE found on the EHSO website.

4.0 Identification and Isolation of Sick People

4.1 Identification

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers, visitors, vendors/contractors and others at a worksite, per Emory University Return to Campus Guidelines for...
Faculty and Staff.
- Employees and students are encouraged to self-monitor for signs and symptoms of COVID-19, if they suspect possible exposure.
- Employees and students are required to report when they are infected with or experiencing symptoms of COVID-19.
- Touch-less temperature check may be conducted randomly when accessing Campus facilities.
- If you become symptomatic, call the Emory Healthcare COVID Information & Nurses line at 404-71-COVID (404-712-6843) for consultation. They will instruct you on your next steps which may require testing.

4.2 Isolation
- Employees who have tested positive for COVID-19 are required to stay home until they test negative.
- Students suspected of having COVID-19 will be tested and isolated in a specified location on campus until test results deem them virus free.
- Students who have tested positive for COVID-19 will be quarantined in a specified location on campus until subsequent testing deems them virus free.

5.0 Classifying Worker Exposure to SARs-CoV-2
Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

The Occupational Safety and Health Administration (OSHA) has divided job tasks into four risk exposure levels.

5.1 Very High Exposure Risk
Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:
- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.
- Laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected
COVID-19 patients).

5.2 High Exposure Risk
Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high).
- Emergency response personnel (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.
- Researchers – Laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients other than virus isolates or lower respiratory samples (e.g., blood, swabs, saliva, stool, wastewater, etc.).
- Maintenance and custodial staff performing maintenance duties or cleaning in areas that are known to contain COVID-19 positive individuals.

5.3 Medium Exposure Risk
Jobs that require frequent/close contact with (i.e. within 6 feet of) people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with general public (maintenance, custodial, environmental, health and safety staff, faculty), including individuals returning from locations with widespread COVID-19 transmission.
- In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings.

5.4 Lower Exposure Risk
Jobs that do not require contact with people known to be or suspected of being infected with SARS-CoV-2. Workers in this category have minimal occupational contact with the public and other co-workers.

- Remote workers (i.e. those working from home during the pandemic).
- Office workers who do not have frequent close contact with coworkers, customers, or the public.
- Healthcare workers providing only telemedicine services.

6.0 Work Practice Controls
6.1 **Engineering Controls**

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

- Increasing ventilation rates in the work environment.
- Installing barriers, such as clear plastic sneeze guards.
- Using certified biosafety cabinets.

6.2 **Administrative Controls**

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Emory has implemented the following administrative controls for SARS-CoV-2:

- Sick workers are required to stay at home.
- Contact with workers, vendors and customers are minimized by replacing face-to-face meetings with virtual communications and implementing telework, when feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a work area at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week (when feasible).
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels on the travel page of the CDC website.
- Developing emergency communications plans, including a forum for answering workers’ concerns and internet-based communications, see https://www.emory.edu/coronavirus/.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment on how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.
- Following Emory University guidelines for return to Campus for faculty and staff to determine who may return to campus and when.

6.3 **Safe Work Practices**

Safe Work Practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. The following are safe work practices utilized at Emory:

- Provide tissues, no-touch trash cans, hand soap, hand sanitizers, disinfectants, and disposable towels for workers to clean their work surfaces.
• Require regular hand washing or using of hand sanitizers. Workers should always wash hands when they are visibly soiled and after removing any PPE.
• Handwashing signs are posted in restrooms.
• Limit the number of people in enclosed areas such as but not limited to laboratories, classrooms, training rooms, conference rooms and elevators using signage.

6.4 Personal Protective Equipment (PPE)
PPE to protect against SARS-COV-2 is selected based upon the risk of exposure for the work task performed. The following types of PPE are provided for Emory workers to protect from COVID-19 exposure depending on the risk assessment for the job activity being performed:
• Respirators
  o Powered Air Purifying Respirators (PAPRs)
  o Full-Face respirators
  o Half-face respirators
  o Single use disposable respirators (e.g., N-95)
• Chemical Splash Goggles
• Face shields
• Safety glasses
• Disposable gloves
• Lab Coats
• Disposable coveralls
• Cloth Face Covers

7.0 References
• Occupational Safety and Health Administration (OSHA) – Guidance on Preparing for COVID-19
• OSHA – Worker Exposure Risk to COVID-19
• OSHA – Prevent Worker Exposure to Coronavirus (COVID-19)

8.0 List of Associated Documents
• Personal Protective Equipment (PPE) and Disinfection Matrix for Emory University Employees
• https://hr.emory.edu/eu/_includes/documents/sections/covid19/return-to-campus-guidelines-faculty-staff.pdf
• Mandatory COVID training
Appendix A: Work Practice Controls by Exposure Risk
**Work Practice Controls by Exposure Risk**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Engineering Controls</th>
<th>Administrative Controls</th>
<th>PPE</th>
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</thead>
</table>
| Healthcare workers providing care/performing aerosol-generating procedures, collecting or handling specimens from known or suspected COVID-19 patients | Use airborne infection isolation rooms (AIIR) with proper ventilation, if available. Ensure room air exhausts to unoccupied areas outside of building or passes through HEPA filter, if recirculated. If AIIR not available, isolate patient in a private room (negative pressure if available). Ensure room air exhausts directly to unoccupied areas outside of building or passes through HEPA filter, if recirculated. | Enhanced medical monitoring of workers during outbreak. Job specific education and training on preventing transmission of COVID-19, including refresher training. Provide psychological and behavioral support services. Minimize number of staff present when performing aerosol-generating procedures. Restrict access to area and follow CDC guidelines for signs and labeling of patient room doors when transmission-based precautions are in place. Develop SOPs for cleaning and disinfecting spaces and vehicles used to house and transport individuals known or suspected of having COVID-19. | Follow hospital PPE requirements. OSHA recommends:  
- Gloves  
- Gowns  
- Eye/face protection (e.g. goggles, face shield)  
- NIOSH-certified, disposable N95 respirator or better (requires medical evaluation, training and fit testing). |
**Morgue and mortuary workers conducting autopsies or embalming bodies with known or suspected COVID-19, at the time of death.**

Use autopsy suite or similar facilities with adequate air-handling systems. Ensure room air exhausts directly to unoccupied areas outside of building or passes through a HEPA filter, if recirculated.

Direct air (from exhaust systems around autopsy table) downward and away from workers performing autopsy procedures.

Equip saws and other equipment with vacuum shrouds to capture aerosols.

Enhanced medical monitoring of workers during outbreak.

Job specific education and training on preventing transmission of COVID-19, including refresher training.

Provide psychological and behavioral support services.

Restrict number of personnel entering the autopsy suite and use signage on doors.

Minimize aerosol-generating procedures, if possible.

Develop SOPs for cleaning and disinfecting spaces and vehicles used to house and transport individuals known or suspected of having COVID-19.

**For autopsies, recommended PPE includes:**

- Double surgical gloves interposed with a layer of cut-proof synthetic mesh gloves.
- Scrub suit worn under an impermeable gown or apron.
- Goggles, face shield.
- Shoe covers.
- Surgical cap.
- NIOSH-certified, disposable N95 respirator or better (requires medical evaluation, training and fit testing) for aerosol-generating procedures.

**For other workers handling human remains, recommended PPE includes:**

- Nitrile gloves
- Cut resistant gloves over nitrile if there is a risk of cuts, punctures, etc.
- Goggles, surgical mask, face shield
- NIOSH-certified, disposable N95 respirator or better (requires medical evaluation, training and fit testing) for aerosol-generating procedures.
| Emergency medical responders performing patient care, including CPR. | N/A | Enhanced medical monitoring of workers during outbreak.
Job specific education and training on preventing transmission of COVID-19, including refresher training.
Provide psychological and behavioral support services.
Provide hand sanitizers containing 60% alcohol to those who may work in the field away from fixed facilities.
Minimize contact by conducting administrative tasks away from patient (i.e. complete paperwork while standing outside of the vehicle).
Refer to PPE and Disinfection Matrix on the EHSO website. |
|---|---|---|
| Police law enforcement duties when physical distancing cannot be observed (e.g., apprehension of suspect) | N/A | Enhanced medical monitoring of workers during outbreak.
Job specific education and training on preventing transmission of COVID-19, including refresher training.
Provide psychological and behavioral support services to employees.
Provide hand sanitizers containing 60% alcohol to those who may work in the field away from fixed facilities.
Minimize contact by conducting administrative tasks away from suspect (i.e. complete paperwork while standing outside of the vehicle).
Refer to PPE and Disinfection Matrix on the EHSO website. |
<table>
<thead>
<tr>
<th>Worker in high containment (BSL3)</th>
<th>BSL3 facility - Biosafety cabinets and negative air flow of the laboratory.</th>
<th>Enrollment in COVID-19 Occupational surveillance program for researchers handling human source materials in BSL3 and BLS2 with enhanced practices</th>
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<tr>
<td></td>
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<td>Enhanced medical monitoring of workers during outbreak.</td>
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<td>Job specific education and training on preventing transmission of COVID-19, including refresher training.</td>
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<td>Provide psychological and behavioral support services.</td>
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<tr>
<td>Researchers working in BSL3 and BLS2 with enhanced practices follow the SOP for donning and doffing PPE.</td>
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<tr>
<th>Worker handling source materials in BSL2 facility following BSL3 practices</th>
<th>BSL3 facility - Biosafety cabinets and negative air flow of the laboratory.</th>
<th>Enhanced medical monitoring of workers during outbreak.</th>
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<td>Job specific education and training on preventing transmission of COVID-19, including refresher training.</td>
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<tr>
<td>Action</td>
<td>Location/Environment</td>
<td>Other Actions</td>
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<tr>
<td>Cleaning visible blood, body fluids in space occupied by individuals</td>
<td>Install HEPA filters and increase ventilation rates in buildings, where possible.</td>
<td>Enhanced medical monitoring of workers during outbreak.</td>
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<tr>
<td>known or suspected of having COVID-19.</td>
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<td>Job specific education and training on preventing transmission of COVID-19, including refresher training.</td>
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<td>Provide psychological and behavioral support services.</td>
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<td>Restrict access to areas and post signage, only permitting access by essential personnel.</td>
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<td>Relocate occupant and do not enter the area for 24 hours, if possible.</td>
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<td>If immediate entry is needed and relocation of occupant is not possible:</td>
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<td></td>
<td>• Use barriers such doors, walls, clear plastic dividers or sheeting.</td>
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<td>• Ask occupant to don face mask/covering.</td>
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<td>Refer to PPE and Disinfection Matrix on the EHSO website or the PPE Matrix for Maintenance and BRS During COVID-19 Pandemic</td>
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<tr>
<td>Emergency repair work in spaces occupied by COVID-19 individuals</td>
<td>Install HEPA filters and increase ventilation rates in buildings, where possible.</td>
<td>Enhanced medical monitoring of workers during outbreak.</td>
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<td>• Use barriers such doors, walls, clear plastic dividers or sheeting.</td>
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<td>• Ask occupant to wear face covering/ mask.</td>
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Refer to PPE and Disinfection Matrix on EHSO website.
## Medium Exposure Risk

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Engineering Controls</th>
<th>Administrative Controls</th>
<th>PPE</th>
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</thead>
<tbody>
<tr>
<td>Interacting with faculty/staff/students not suspected or known to have COVID-19.</td>
<td>Install HEPA filters and increase ventilation rates in buildings, where possible.</td>
<td>Communicate the availability of medical screening or other worker health resources. Job specific education and training on preventing transmission of COVID-19, including refresher training. Limit the public’s access to the worksite or restrict access to only certain workplace areas. Minimize face to face contact (e.g., phone-based communications, telework, etc.) Practice physical distancing. Ask screening questions to assess potential exposure. Provide hand sanitizers containing 60% alcohol to those who may work in the field away from fixed facilities.</td>
<td>Cloth face covering and any additional PPE required by risk assessment.</td>
</tr>
<tr>
<td>Routine maintenance and cleaning in spaces frequented by faculty/staff/students not suspected or known to have COVID-19.</td>
<td>Install HEPA filters and increase ventilation rates in buildings, where possible.</td>
<td>Monitor public health communications.</td>
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<td>Ensure effective means for communicating important COVID-19 information to workers.</td>
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<td>Job specific education and training on preventing transmission of COVID-19, including refresher training.</td>
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<td>Practice physical distancing.</td>
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<td>Ask screening questions to assess potential exposure before worker entry.</td>
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<td>Provide hand sanitizers containing 60% alcohol to those who may work in the field away from fixed facilities.</td>
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<td>Refer to PPE and Disinfection Matrix on EHSO website or the PPE Matrix for Maintenance and BRS During COVID-19 Pandemic</td>
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### Lower Exposure Risk

<table>
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<tr>
<th>Tasks</th>
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<th>Administrative Controls</th>
<th>PPE</th>
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</thead>
<tbody>
<tr>
<td>Administrative, office/clerical work, and other duties performed alone.</td>
<td>Additional engineering controls are not recommended.</td>
<td>Monitor public health communications.</td>
<td>Refer to PPE and Disinfection Matrix on EHSO website</td>
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<td></td>
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<td>Practice physical distancing.</td>
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<td>Provide hand sanitizers containing 60% alcohol to those who may work in the field away from fixed facilities.</td>
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<tr>
<td>Handling municipal waste and recyclable materials that does not require direct contact with a suspected or confirmed COVID-19 individual.</td>
<td>Additional engineering controls are not recommended.</td>
<td>Monitor public health communications.</td>
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<td>Ensure effective means for communicating important COVID-19 information to workers.</td>
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<td>Practice physical distancing.</td>
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<td>Typical PPE includes:</td>
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<td>• Cloth face covering</td>
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<td>• Nitrile gloves</td>
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<td>• Puncture-resistant gloves (if cut and puncture hazards are present)</td>
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<td>• Safety glasses where dust or flying particles are generated.</td>
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