



**UPDATED 1/29/2021 - WILL BE REVISED AS INFORMATION EVOLVES**

## **Purpose**

This document serves as a supplement to the CSUMB Injury and Illness Prevention Plan (IIPP) to provide specific guidance during the COVID-19 world pandemic period. This document serves as the COVID-19 Prevention Plan (CPP) in compliance with the Cal/OSHA Emergency Temporary Standards 8 CCR Section 3205(c), effective 11/30/2020.

## **Introduction**

CSU Monterey Bay (CSUMB) will phase-in the return of employees (faculty, staff, and student employees) to work on campus over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and compliance with state and local restrictions. These guidelines and expectations align with recommendations from the federal government (Opening Guidelines), US Centers for Disease Control (CDC), California and Monterey County Departments of Public Health (CDPH and MCHD), Cal/OSHA, and the CSU, Chancellor's Office and will be updated as our knowledge and understanding of COVID-19 evolves. The President has authority to approve in-person or other campus activities as long as health and safety measures are taken that comply with this policy or as other safety considerations evolve.

### **Prior to authorizing return to work on campus for critical business functions, CSU Monterey Bay will:**

- ✓ Perform a detailed risk assessment and implement a site-specific protection plan in each department or unit that initiates a return to work request.
- ✓ Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
- ✓ Implement individual control measures and self-screenings
- ✓ Implement disinfecting protocols
- ✓ Implement physical distancing guidelines

### **Employees approved to return to work on campus will:**

- ✓ Conduct symptom self-monitoring every day before coming to work
- ✓ Maintain physical distancing
- ✓ Wear face coverings while on campus, especially when physical distancing of six feet or more cannot be achieved between others.
- ✓ Wash hands and use hand sanitizer frequently

CSU Monterey Bay has designated the Emergency Operations Center Incident Management Team to monitor all COVID-19 pandemic event-related response, planning, protocol, and communications. The Environmental Health, Safety and Risk Management (EHSRM) office is responsible for implementation of safety and health guidelines (see flow chart in Appendix A) including evaluation review of all requests for employees to return to on-campus work. Requests shall be submitted to [safety@csumb.edu](mailto:safety@csumb.edu).

## Stages of Safe Return to Work on Campus

The return to work process will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, and staff, as well as the communities we serve. Deans/Directors shall seek approval from their Vice President to begin the return to work process. Once approved, departments will submit a Departmental Risk Assessment on the standard template (Appendix B), including site-specific prevention protocols to the EOC for evaluation. Requests will be evaluated through a process of risk and resource assessment to establish approval, prioritization, and sequence. ***No unit or department will increase on-campus staffing levels without appropriate authorization.***

Vulnerable populations as defined by CDC guidelines, may not return to work on campus, with limited exceptions. Employees unable to return to campus when directed, must contact University Personnel (State) or Human Resources (Corporation).

### **Stage 1 (March 16, 2020 – June 7, 2021): Remote work off-campus, essential work only on-campus**

In Stage 1, employees that are able to effectively work remotely should be afforded the opportunity to continue. Employees who are **not able** to effectively work remotely may begin returning to campus. During this phase, the University will have the opportunity to refine safety measures and operational protocols before campus density is increased. Vice President approval, UP review for work condition changes (may require meet/confer with bargaining unit representatives), and submission of Departmental Risk Assessments are required.

### **Stage 2 (June 1, 2020 – June 7, 2021): Return employees-only for limited on-campus work to support critical business functions**

Limited expansion of staffing to support the summer term, fiscal year end, deferred maintenance projects, and incomplete sponsored program research. Research activity that includes the use of University facilities on a limited basis may be permitted. Effective July 6, 2020, staffing considerations may also include employees who are 65 or older and/or who have chronic medical conditions. Vice President approval (or Executive Director from Corp/auxiliary), UP review for work condition changes (may require meet/confer with bargaining unit representatives), and submission of Departmental Risk Assessments are required. Follow up by EHSRM with managers will include: COVID-19 awareness training, hygiene supply provision, and hygiene protocol implementation.

### **Stage 3 (August 17, 2020 – June 30, 2021): Remote instruction, remote work, limited on-campus critical business functions work to support instruction, student support, and research**

Expand staffing to prepare for the fall term. Faculty may be permitted to utilize their office and/or classroom/lab space for preparation of activities. Limited in-person student support services may be allowed. Research activity that includes the use of University facilities on a limited basis may be permitted. Vice President approval, Departmental Risk Assessments, COVID-19 hygiene training/supplies/protocol implementation are required.

### **Stage 4: Create opportunities for additional on-campus work to support the institution's mission**

Stage 4 staffing is not allowed at this time; pending phase guidance from Cabinet.

### **Stage 5: Return to full operation**

Stage 5 staffing is not allowed at this time; pending phase guidance from Cabinet.

### Institutional Responsibilities

- ✓ **Develop a detailed return-to-work on-campus process** for all campus unit compliance.
- ✓ **Develop and update protocols for COVID-19 exposure control, reporting, and responding according to current CDC/CDPH/CalOSHA/MCHD, and CSU guidance.**
- ✓ **Train employees** on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
  - Training shall be provided online through the SumTotal Learning Management System and/or remotely by EHSRM. Employee training is required before returning to work, and will include all applicable CDC/CDPH/CalOSHA/MCHD, and CSU guidelines as well as topics highlighted in this document. Topics include:
    - Signage standards
    - Symptom recognition and reporting
    - Social and physical distancing standards
    - PPE and face covering expectations
    - Hand washing techniques
    - Other applicable topics
- ✓ **Individual screening and exposure response protocols**
  - Manage COVID-19-related resources and supplies through the Emergency Operations Center Logistics process for supply provision (see Appendix C).
  - Provide face coverings and guidance on appropriate use.
  - Provide and ensure employees use required personal protective equipment.
  - Communicate COVID-19 positive case reporting instructions to all employees and students.
  - The EOC IMT COVID-19 Exposure Response Team (managers from UP, CorpHR, Health & Wellness Services/Campus Health Center, Public Information, and EHSRM) will be responsible for COVID-19 case management which includes:
    - Coordinate compliance with the latest laws pertaining to COVID-19 prevention ([AB 685](#), [SB 1159](#), [CalOSHA orders](#), and others as they become implemented)
    - Coordination with University Personnel (state) and Human Resources (corporation) for COVID-19 case confirmations with employee
    - Liaison with Monterey County Health Department officials and cooperate with contact tracing as needed
    - Support and/or implement the investigation of any COVID-19 illness and determine if work-related factors could have contributed to the exposure
    - Determination of outbreak (three or more cases in one building over a 14-day period), subsequent reporting to public health, and testing for potentially exposed employees
    - See Appendix D for reporting and exposure response protocols
- ✓ **Access control measures**
  - Provide a process for managers to approve limited and short-term access to buildings for retrieval of office equipment and supplies needed in support of remote work.
  - Implement a system of documenting and identifying the date/time/location of persons who access interior workspaces for potential exposure response notification protocol compliance, such as with the existing building card access system records.
  - See COVID-19 Access Authorization Request process online at: <https://csumb.edu/facilities/services>

✓ **Engineering controls**

- All HVAC air filtration has been assessed, maintained, and will be upgraded as needed and possible for the building system.
- Increased outside air intake to reduce recycled air in buildings.

✓ **Physical distancing guidelines**

- Physical barriers will be installed if person-to-person contact regularly occurs or if six feet of distance between people cannot be maintained.
- Seating areas will be primarily closed, and chairs will be turned around or “Do Not Use” signs will be placed on seats. If a waiting area with seating is reopened, it will be distanced properly.
- Floor markings will be used to indicate appropriate physical distance between standing/waiting persons as necessary.
- Signs are posted to indicate the line-queuing process: i.e. “please wait here...”

✓ **Disinfecting protocols**

- CSUMB implements the following cleaning and disinfecting measures for frequently touched surfaces. FMD assures that the contracted custodial teams will:
  - Adhere to CDC guidance for maintaining a healthy environment (see Appendix E).
  - Cleaning in high traffic areas (entrances/ hallways/elevators/lobbies) will be performed by the contracted custodial teams daily for occupied buildings with high traffic use.
  - Electrostatic disinfection will be performed by the contracted custodial teams each week for occupied buildings.
  - Contracted custodial teams will clean classrooms, offices, and workspaces following CDC guidelines.
  - Provide hand sanitizer at entrances and high-traffic areas.
  - Provide products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface.
  - Ensure that sanitary facilities (e.g., restrooms) stay operational and stocked at all times.
- Should we have a COVID-19 case in our workplace, we will implement the following procedures:
  - EHSRM and FMD will identify the spaces that require additional disinfection protocol
  - FMD will schedule the additional disinfection with the custodial contractor as soon as possible
  - Custodial contractor will provide thorough disinfection in compliance with CDC recommendations (See Appendix E)
  - Occupants of the exposed worksite will be advised of access limits during disinfection
  - All employees who are approved to return to work in-person on campus are trained by their supervisor/manager on the individual disinfection methods, materials, protective equipment, and supply location
  - Following a worksite exposure, occupants will be reminded of the individual disinfection protocol and materials

✓ **Provide and require face coverings**

- The University provides clean, undamaged face coverings and must ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.
- The following are exceptions to the use of face coverings in our workplace:
  - When an employee is alone in a room.
  - While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- ✓ **Identification and Evaluation of COVID-19 Hazards**
  - Complete workplace-specific evaluations using the Appendix B: Department Risk Assessment form prior to returning employees to in-person work
  - Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace
  - Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
  - Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls
  - Conduct periodic inspections using the Appendix F: COVID-19 Compliance Checklist form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures
  - Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by using the Appendix F: COVID-19 Compliance Checklist form and submitting it to EHSRM with the [safety@csumb.edu](mailto:safety@csumb.edu) email or by submitting a [Safety Communication Form online](#)
- ✓ **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix F: COVID-19 Compliance Checklist form, and corrected in a timely manner based on the severity of the hazards, as follows:

  - Imminent hazards such as non-compliance with six-foot distance, face cover requirements, or posted signage should be corrected by the observer through communication with the non-compliant persons at the moment observed
  - Submit completed COVID-19 Compliance Checklist inspection forms to EHSRM by email at [safety@csumb.edu](mailto:safety@csumb.edu)
  - EHSRM Health & Safety Specialists will review and follow up with the person who submitted the completed form
  - EHSRM will follow up with the manager responsible for the area inspected to confirm timely corrective actions where needed
  - EHSRM will retain records of inspections and corrective actions
- ✓ **System for Communicating**

The goal is to ensure effective two-way communication with employees, in a form they can readily understand.

- Employees report COVID-19 symptoms and possible hazards to their appropriate administrator without fear of reprisal
- Employees report COVID-19 exposure or a positive test result using the online form at: [https://csumb.co1.qualtrics.com/jfe/form/SV\\_aUXzIRd8BvwNGyV](https://csumb.co1.qualtrics.com/jfe/form/SV_aUXzIRd8BvwNGyV)
- Everyone may report non-urgent potential hazards and COVID-19 compliance concerns to EHSRM online using the [Safety Communication form](#), or by sending an email to [safety@csumb.edu](mailto:safety@csumb.edu)
- All hazards and positive cases are reported to Environmental Health, Safety and Risk Management (EHSRM)
- Employees should contact University Personnel (UP) or Corporation HR (CorpHR) with questions about procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- Where testing is not required, employees can contact their health care provider or check the available testing sources at Monterey County Health Department: <https://www.co.monterey.ca.us/home/showpublisheddocument?id=95364>
- Notification by email from UP or CorpHR is provided to all employees who are potentially exposed in the workplace
  - UP or CorpHR provides notification by email and/or telephone to all individuals defined as exposed in close-contact (within six feet for 15 cumulative minutes over 24 hours) with a COVID-19 positive person with information about required quarantine, access to workers' compensation provisions that may apply, information regarding pay and benefits, information regarding mandatory or voluntary COVID-19 testing, and additional resources
  - UP provides notification by email to affected (potential or close contact) employees' union representatives
  - UP or CorpHR contacts the appropriate administrator of affected employees to coordinate required information associated with leaves, resources and return to work information.
  - Campus wide information is available on CSUMB website: <https://csumb.edu/health/coronavirus-information/>
- In the event CSUMB is required to provide testing because of a workplace exposure or outbreak (three or more COVID-19 cases in an exposed workplace within a 14-day period):
  - Affected stateside employees will be notified by University Personnel (UP) of location, date and time for workplace exposure related mandatory testing, at no cost to the employee.
  - Affected University Corporation/auxiliary employees will be notified by CorpHR and advised of the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
  - The University will provide the testing during regular work hours, and will provide paid time to the employee for testing if it is workplace exposure related.
  - Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests required, employees who remain at the workplace shall receive continuous COVID-19 testing at least once per week, or more frequently if

recommended by the local health department, until no new positive tests occur for a 14-day period.

- UP and CorpHR staff only has access to the results if the employee has elected to share this protected health information when enrolling for their test.
- The [CSUMB Coronavirus webpage](#) and the COVID-19 Prevention Plan (this document) provides information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

✓ **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, CSUMB will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met; UP/CorpHR will interview employees identified as having close-contact (within six feet for 15+ cumulative minutes within 24 hours) to confirm the need for exclusion
- Once close-contact is confirmed, then UP/CorpHR will inform affect managers and employees about the rules for exclusion from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case
- UP or CorpHR will advise affected employees about options for continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related
  - CSUEU employees will receive Exclusion Pay for the 14-day period
  - All non-CSUEU stateside employees will utilize their available sick leave credits until such time those credits are exhausted, then they will receive Exclusion Pay for any remaining days during the 14-day period; If a stateside employee does not have any available sick leave credits, the employee will receive Exclusion Pay for the 14-day period
  - Employees excluded from the workplace due to COVID-19 case have the right to continue and maintain earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job
  - If an employee believes they may have contracted a COVID-19-related illness as a result of university employment, they may be entitled to Workers' Compensation benefits through the university; this may include hospital, surgical, and medical treatment, disability indemnity, and death benefits; for more information, employees should contact their respective leaves office through UP or CorpHR

✓ **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b)
- Make this written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request and [downloadable from the Coronavirus webpage](#)

- Encourage employees, students and contractors to immediately [report positive cases through the online portal](#) at the university coronavirus information webpage
  - Maintain records of and track all COVID-19 cases; the information will be made available upon request to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed
- ✓ **Return-to-Work Criteria**
- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications
    - COVID-19 symptoms have improved
    - At least 10 days have passed since COVID-19 symptoms first appeared
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - When an employee was exposed and determined to be in close contact in the work place with a COVID-19 positive person, the employee may return to work after 14 days exclusion from the work place and when they provide a *Monterey County Health Department Self-Attestation form* (issued by University Personnel) to their appropriate administrator and [leaves@csumb.edu](mailto:leaves@csumb.edu).
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

## Management Responsibilities

- ✓ Follow the steps to return employees to work on campus for approved critical business functions (see Appendices A, B, C, and F)
  - Division VP gives approval for justified critical business function that can only be performed on-campus in-person (see form in Appendix B); NOTE: An approval of the RETURN TO CAMPUS FORM does not guarantee an approval to return campus, it may be conditional approval based on the pandemic circumstances at the time.
  - Manager notifies the University Personnel (UP) Employee & Labor Relations to confirm the status of the bargaining unit meet/confer for changes in work conditions (during COVID-19)
  - Manager completes the Department Risk Assessment form (Appendix B) and submit it to the Director for Environmental Health, Safety & Risk Management (EHSRM)
  - EHSRM reviews the risk assessment and meets with the manager about specific safety plan details
- ✓ Order hygiene supplies through the EOC/Logistics Resource Request form process (see Appendix C)
- ✓ Submit [COVID-19 Access Authorization Request and Facilities Work Request](#) to plan and implement any site adjustments such as: physical distancing, signage, disinfecting schedule, and access schedule
- ✓ Confirm all returning staff/faculty have completed the CSUMB COVID-19 Awareness training curriculum through the SumTotal Learning Management System online; work with EHSRM to determine any additional safety training needs
- ✓ Assure all returning staff/faculty understand how to report a positive or suspected case of COVID-19 (see Appendix D)

- ✓ Provide site-specific guidance to returning staff/faculty and provides hygiene supplies, including location of additional supplies when needed
- ✓ Assure that staff/faculty return to critical business function work on campus based on the agreed upon adjusted schedule to avoid shift overlap and reduce density of building occupancy
- ✓ Provide individual use disinfecting supplies in each work area, and assure supply replenishment (see Appendix C).
- ✓ Conduct checks at on-campus workspaces for compliance with COVID-19 protocols including corrective actions and documentation (see Appendix F).

## Employee Responsibilities

Every employee must contribute to a safe and healthy work environment. In consideration of fellow employees, and to be respectful of others' needs to protect themselves and their families, employees are responsible for the following:

- ✓ **Conduct symptom monitoring every day before coming to work.** Employees must not arrive to work on campus unless they are **free of any [symptoms potentially related to COVID-19](#)**.

Employees experiencing any of these symptoms, should contact their supervisor and the University Personnel or Corporation Human Resources immediately and **do not report to work** (See Appendix D)

- |   |  |
|---|--|
| • Cough                                       | • Headache   |
| • Shortness of breath or difficulty breathing | • Sore throat  |
| • Fever                                       | • Fatigue  |
| • Chills                                      | • New gastrointestinal symptoms such as nausea, vomiting or diarrhea |
| • Repeated shaking with chills                | • New loss of taste or smell   |
| • Runny nose or new sinus congestion          | • Pink eye   |
| • Muscle Pain                                 | • Sinus congestion, runny nose                                       |

- ✓ **Employees experiencing any of the warning signs/symptoms below should contact a medical provider.** Call Community Hospital of the Monterey Peninsula 831-624-5311, Salinas Valley Memorial Hospital 831-757-4333 or Natividad 831-755-4111.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

- ✓ **Maintain physical distancing**

- Provide for at least six feet of physical distance from one another at all times in the workplace.
- Avoid unnecessary meetings: use videoconferencing, telephone calls, and email to communicate. In person meetings should not exceed 30 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.
- Consider eating outside or at their desk and avoid facing others while eating.
- In the workplace, employees must follow all notifications, posting, and markings related to physical distancing on campus. These markings will appear both indoors and out.

✓ **Wear face coverings**

- Wear face coverings when physical distancing of six feet or more cannot be achieved between others. When feasible, it is recommended that employees wear a face covering while working on-campus. The University will provide face coverings for employees. Employees may also provide and wear their own face cover, so long as it meets current quality standards (minimum of two layers and no exhale valve).

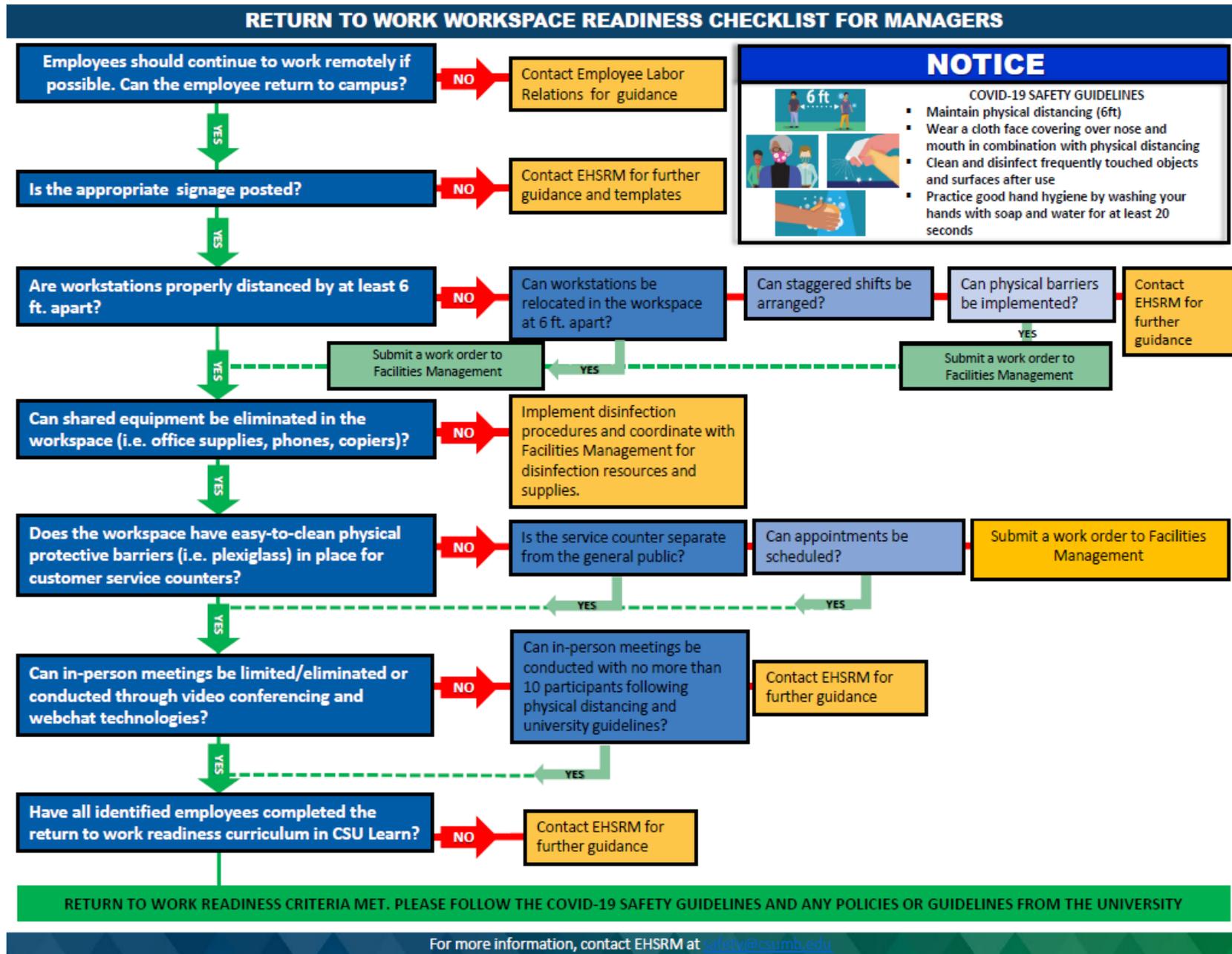
✓ **Wash hands or use hand sanitizer frequently**

- Whenever possible the best alternative is to thoroughly wash one's hands. The University will provide hand sanitizer and hand washing facilities.

✓ **Clean and sanitize individual spaces**

- Clean and sanitize shared equipment and surfaces between each use (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Frequently clean and sanitize personal work areas. Personal cell phones should be regularly cleaned, particularly before and after eating.
- Use products provided by the institution that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.

## Appendix A – Workspace Readiness Flow Chart for Managers



## Appendix B – Return to Campus REQUEST Process and Department Risk Assessment

Departments should read the CSUMB COVID-19 Prevention Plan: *Return to Campus Guidelines and Expectations* before completing the *Return to Campus Request*. Campus re- populations will be tightly controlled and coordinated to mitigate potential risks and support the safety of students, faculty, staff, and the communities we serve. **No unit or department shall return faculty, staff or student employees to campus without appropriate authorization.** Requests to return to campus will be evaluated through a process of risk and resource assessment to establish operational necessity, approval, prioritization, and sequence. Campus administration will review each department's applicable risk assessment and prevention protocols, as outlined in the process below.

**Guiding principle:** Limit the number of employees reporting to campus both in total numbers and at any one time. As departments complete Part 1, managers should abide by the following priorities:

1. Maximize telecommuting
2. Assign each employee their own workspace (no shared spaces)
3. Avoid instances of employees working in close proximity in workspaces without physical barriers
4. Alternate reporting days (consider required tasks and workspace proximity)
5. Stagger reporting times to avoid congregation in hallways and workspaces

### Return to Campus Request Process:

- Step 1: Department Manager completes **Return to Campus Request Form: Part 1** (Employees Requested to Return to Campus) and submits it to Vice President or designee for preliminary review and approval.
- Step 2: If VP grants preliminary approval, Department Manager then completes **Return to Campus Request Form: Part 2** (Departmental Risk Assessment for COVID-19).
- Step 3: Department Manager submits Parts 1 and 2 via email Environmental Health, Safety, and Risk Management (EHSRM), amythomas1@csumb.edu for review.

## PART 1

### Employees Requested to Return to Campus

Department Manager: Complete Part 1 when requesting approval for employee return to campus. Submit Part 1 to your division VP for preliminary approval. If your VP approves the initial request, complete Part 2. Submit Parts 1 and 2 to /EHSRMS, amythomas1@csumb.edu for review.

#### Instructions:

- 1) List all employees requested to work on-campus during the fall semester and the planned hours/days requested to be on-campus.
- 2) Include information that explains the reason the employee(s) need to return to campus and why the work and services cannot be performed remotely.

*Note: Employees 65 and older, as well as those who may have underlying medical conditions (as defined by the CDC), may be invited back to campus to work. Stateside employees who have expressed concerns about their ability to return to work on-campus due to being older, medical conditions, and/or childcare commitment concerns, should contact Linda Schaedle ([leaves@csumb.edu](mailto:leaves@csumb.edu)) in the University Personnel Office regarding eligible leaves and/or other options which may be available.*

Employee name	Barg. unit	List anticipated on campus days/hours per week	Reason why work and services cannot be performed remotely
<i>Example – John Doe</i>	<i>07</i>	<i>Mon-Wed – 8am to noon</i>	<i>Access to documents and files in office for deadline</i>
<i>Example – Officer A</i>	<i>08</i>	<i>M/W/F – 7am to 7pm</i>	<i>Provide on-site campus safety and patrol</i>
<i>Example – Manager X</i>	<i>n/a</i>	<i>Mon-Th – 7am to noon</i>	<i>Need access to files and system in office; employee</i>
<i>Example – Student Asst B</i>	<i>n/a</i>	<i>M/W – as needed</i>	<i>Need to feed animals</i>
<i>Example – Employee E</i>	<i>05</i>	<i>T/Th – 7am to 4pm</i>	<i>Perform on-campus cleaning and sanitization</i>



## PART 2

### Departmental Risk Assessment for COVID-19

Department Manager: Completion of Part 2, a detailed risk assessment and establishment of site-specific prevention protocols, is required for review and approval by Environmental Health, Safety & Risk Management (EHSRM) in order to protect the health and safety of the campus community. The completed and approved risk assessment template will serve as the department's COVID Prevention Plan. Submit Parts 1 and 2 to EHSRM, amythomas1@csumb.edu.

**Guiding principle:** Limit the number of employees reporting to campus, both in total numbers and at any one time. As departments complete Part 2, they should utilize the following priorities:

1. Maximize telecommuting
2. Assign each employee their own workspace (no shared spaces)
3. Avoid instances of employees working in close proximity in workspaces without physical barriers
4. Alternate reporting days (consider required tasks and workspace proximity)
5. Stagger reporting times and work schedules

#### **Instructions:**

- 1) Complete Return to Campus Request Form: Part 1 and obtain VP/Dean approval prior to completing this document.
- 2) Complete the workplace risk questions applicable to your department's physical workspace and activities performed. The examples given for some of the questions are not limiting but are there for guidance for your thought process. Check "Yes" if this risk is present in your department or "No/Not applicable" if this risk is not present.
- 3) If the risk is present in your department, identify features that may be unique to your department. Be specific when identifying activities, locations, and items.
- 4) Prevention protocols are presented to you in the last section. Review them. Many of these are required per Cal/OSHA and the California Department of Public Health.
- 5) For each risk present in your department, include the department-specific prevention plan (i.e. which prevention protocols you will implement, and for which identified items). Provide specific details, including the who, what, where and when. For example: list the planned occupancies for each room, how an activity will take place, who will clean shared items, etc.

If you have questions related to the risk assessment, email EHSRM at amythomas1@csumb.edu

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Frequently touched surfaces</b></p> <p>Does your workspace have frequently touched surfaces?</p> <p>Examples: doorknobs, light switches, tabletops, PIN pads, conference room chairs, copy machines, etc.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify surfaces that are frequently touched:</b></p> <div style="border: 1px solid black; height: 250px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>Establish an enhanced cleaning schedule for frequently touched surfaces for those surfaces not sanitized by FMD/UG2.</li> <li>Request that employees clean personal workspaces often.</li> </ul>

**Department's Protection Plan:** Check all that apply.

- Employees are encouraged to minimize items stored and/or displayed on the surfaces of their personal "touch" surfaces.
- Cleaning supplies are provided for use in personal workspaces.  
Location(s) of supplies:
- Common area "touch" surfaces are cleaned/disinfected:
  - After each use       Once per shift
 Location(s) of supplies:
- Employees apply hand sanitizer prior to each time they touch a common area "touch" surface.  
Location(s) of supplies:
- Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Shared equipment/tools</b></p> <p>Does your department have equipment and/or tools that are shared?</p> <p>Examples: computers, keys, printers, copy machines, hand tools, etc.</p> <p><i>Note: shared vehicles and carts are addressed in the next section.</i></p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify shared equipment and tools:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Avoid sharing phones, work supplies, office equipment, etc. whenever possible.</li> <li>• If equipment/tools must be shared, disinfect between users or shifts, whichever is more frequent.</li> </ul>

**Department's Protection Plan:** Check all that apply.

Shared supplies and equipment are cleaned/disinfected:

After each use       Once per shift

Location(s) of supplies:

Employees apply hand sanitizer prior to each time they touch a shared supply or piece of equipment.

Location(s) of supplies:

Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Shared university-owned vehicles</b></p> <p>Does your department have shared campus-owned vehicles? This could be work trucks, cars, vans, buses, and carts.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify shared university-owned vehicles:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>Establish an enhanced cleaning schedule to clean steering wheel, shifter, and doorknobs. CA Dept of Public Health recommends between users or shifts, whichever comes first.</li> <li>Follow the <i>CSUMB COVID-19 Vehicle Usage Procedures</i>.</li> </ul>

**Department's Protection Plan: check those that apply**

- Vehicle occupancy is limited to 1 person unless the usage meets an exception noted in the *CSUMB COVID-19 Vehicle Usage Procedures* document.
- Occupancy Exceptions - Vehicle ID and exception type are noted in the box above.
- Shared vehicles are cleaned/disinfected:
  - After each use       At least once per shift
- Location(s) of supplies:
- Employees will utilize wipes or spray disinfectant on a cloth/paper towel and allow sufficient contact time.
- Face coverings will be worn in vehicles when:
  - More than one person is in the vehicle.
  - An open vehicle cannot reasonably maintain 6 feet of distance from others, including while driving on sidewalks/in high traffic areas.
- Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Mail/package handling</b></p> <p>Does your department handle mail and/or packages from either outside vendors or from campus mail services?</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify which employees handle mail/packages and from what sources:</b></p> <div data-bbox="892 370 1434 847" style="border: 1px solid black; height: 294px; width: 258px;"></div>	<ul style="list-style-type: none"> <li>• Minimize transaction times with transportation personnel. Make contactless, if possible.</li> <li>• Use electronic signatures whenever possible.</li> <li>• Provide gloves to employees when necessary.</li> <li>• Contact Shipping and Receiving if packages are damaged or leaking.</li> </ul>
<p><b>Department's Protection Plan:</b></p> <div data-bbox="136 906 2003 1399" style="border: 1px solid black; height: 304px; width: 889px;"></div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Waiting/reception/seating areas</b></p> <p>Does your department have waiting, reception or seating areas?</p> <p>Examples: department front desks, help desks, etc.</p> <p>Include applicable building and room numbers.</p> <p><i>Note: areas where lines form are addressed in the next section.</i></p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify locations of waiting/reception/seating areas:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Develop a system for customers to wait outside whenever possible.</li> <li>• FMD post "please wait here" signage.</li> <li>• FMD rearrange chairs or mark chairs "do not use" to create 6 feet of physical distance between them. If paper/other handoffs must take place, have customers place item on desk and take a step back. Frequently</li> <li>• sanitize chair arms and other touch points.</li> <li>• Work with FMD to provide physical barriers, such as plexiglass, in appropriate locations.</li> </ul>
<p><b>Department's Protection Plan: check those that apply</b></p>			
<div style="border: 1px solid black; padding: 10px;"> <p><input type="checkbox"/> An outside queue area has been created.</p> <p><input type="checkbox"/> Seats have been removed or blocked off.</p> <p><input type="checkbox"/> Chairs and other touch points are cleaned/disinfected:</p> <p style="margin-left: 20px;"><input type="checkbox"/> After each use      <input type="checkbox"/> At least once per shift</p> <p><input type="checkbox"/> Location(s) of supplies:</p> <p><input type="checkbox"/> Consultation with PDC completed.</p> <p><input type="checkbox"/> Required barriers have been installed.</p> <p><input type="checkbox"/> Location(s) of barriers:</p> <p><input type="checkbox"/> Additional practices:</p> </div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Areas where lines form</b></p> <p>Does your workspace have areas where lines may form?</p> <p>Include applicable building and room numbers.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify areas where lines form:</b></p> <div style="border: 1px solid black; height: 250px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Dedicate staff to direct customers.</li> <li>• Develop a system that allows customers to wait outside.</li> <li>• FMD place physical distancing markers at 6-foot intervals.</li> </ul>
<p><b>Department's Protection Plan: check those that apply</b></p>			
<div style="border: 1px solid black; padding: 10px;"> <p><input type="checkbox"/> FMD has installed 6-foot distancing decals.</p> <p><input type="checkbox"/> Staff will direct customers.</p> <p><input type="checkbox"/> Additional Practices:</p> </div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Breakrooms/kitchenettes</b></p> <p>Does your department have breakrooms and/or kitchenettes?</p> <p>Include applicable building and room numbers.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify locations of breakrooms and kitchenettes:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Encourage personnel to take breaks outside or at their personal desks.</li> <li>• Occupancy will be limited to 1 person per kitchenette. FMD place signage.</li> <li>• Regularly disinfect frequently touched surfaces such as refrigerator handle, coffee machine, and sink faucet if FDM/UGE2 does not service this area.</li> <li>• FMD remove or block tables and chairs in breakrooms to prevent congregation. FMD place signage.</li> </ul>

**Department's Protection Plan:** Check those that apply.

FDM has placed an occupancy sign.

Tables and chairs have been removed or restricted to prevent congregation.

Employees have been encouraged to eat outside or at their personal workspace.

FDM does not service this breakroom/kitchenette. It will be cleaned/disinfected:

After each use       Once per shift

Location(s) of supplies:

Employees apply hand sanitizer prior to each time they touch a shared supply or piece of equipment.

Location(s) of supplies:

Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Conference/meeting rooms</b></p> <p>Does your department have conference or meeting rooms?</p> <p>Note: Some conference/meeting rooms are shared among multiple departments. Work with those departments for a shared effort.</p> <p>Include applicable building and room numbers.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify locations of conference and meeting rooms:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Encourage virtual meetings whenever possible.</li> <li>• In-person meetings should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation.</li> <li>• Post maximum occupancy signs on door.</li> <li>• Rearrange chairs or mark chairs as "do not use" to allow for physical distancing between users.</li> <li>• Disinfect tabletops and arms of chairs between meetings.</li> </ul>
<p><b>Department's Protection Plan:</b></p>			
<div style="border: 1px solid black; height: 250px; width: 100%;"></div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>High traffic areas</b></p> <p>Does your workspace have high traffic areas? Examples: corridors, entrances/exits, etc.</p> <p><i>Note: This does <u>not</u> include building entrances/exits or hallways in which your department does not have sole control of.</i></p> <p>Include applicable building and room numbers.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify high traffic areas your department has control of:</b></p> <div style="border: 1px solid black; height: 250px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Create directional flow of traffic.</li> <li>• If you have two entrances, route incoming traffic through one door and outgoing traffic through another.</li> <li>• FMD place signage.</li> </ul>
<p><b>Department's Protection Plan: check those that apply</b></p>			
<div style="border: 1px solid black; padding: 10px;"> <p><input type="checkbox"/> FMD has provided directional signs and entry/exit only signs as needed.</p> <p><input type="checkbox"/> Additional Practices:</p> </div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Food service/food courts</b></p> <p>Does your department cook and/or serve food to the campus community?</p> <p>Include applicable building and room numbers.</p> <p><i>Fall 2020 and Spring 2021: this section does not apply. Food courts will not be open.</i></p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify locations of food service areas:</b></p> <hr/>	<ul style="list-style-type: none"> <li>• Dedicate staff to limit the number of customers.</li> <li>• If you have two entrances, route incoming and outgoing traffic through separate doors.</li> <li>• Place floor markers where lines form.</li> <li>• Provide physical barriers for cashiers and where food is ordered.</li> <li>• For dine-in, establish a maximum occupancy that allows for physical distancing between customers.</li> <li>• Disallow salad bars and self-serve stations.</li> <li>• Promote grab-and-go meals.</li> </ul>
<p><b>Department's Protection Plan:</b></p> <hr/>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Workstations/computers within 6 feet of each other</b></p> <p>Does your workspace contain desks or computers that are within 6 feet of each other?</p> <p>Examples: computer labs, small shared offices, etc.</p> <p>Include applicable building and room numbers.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify locations of workstations and computers that are within 6 feet of each other:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Work with FMD to evaluate the possibility of rearranging workstations to allow for 6 feet of physical distance between users.</li> <li>• Mark off computers as “do not use” to allow for physical distancing. Use FMD signage.</li> <li>• FMD provide physical barriers between workstations or computers if 6 feet of physical distancing cannot be maintained.</li> </ul>
<p><b>Department’s Protection Plan: check those that apply</b></p>			
<div style="border: 1px solid black; padding: 10px;"> <p><input type="checkbox"/> Consultation with FMD has been completed.</p> <p><input type="checkbox"/> The following modifications to the workspace have been completed:</p> </div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Areas or activities where physical distancing is not possible</b></p> <p>Does your department have areas or activities where 6 feet of physical distancing between people is not possible?</p> <p>Examples: some lab and shop classrooms, certain construction activities, cash registers, etc.</p> <p>Include applicable building &amp; room #s.</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify areas/activities where physical distancing is not possible:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• FMD provide physical barriers between people.</li> <li>• Require the use of face coverings for all parties involved.</li> <li>• Provide and require additional PPE as applicable.</li> </ul>
<p><b>Department's Protection Plan: check those that apply</b></p>			
<div style="border: 1px solid black; padding: 10px;"> <p><input type="checkbox"/> Employees have been trained on face covering requirements.</p> <p><input type="checkbox"/> Additional PPE is required: Type of PPE identified in box above.</p> <p><input type="checkbox"/> Physical barriers and any signage installed by FMD.</p> <p><input type="checkbox"/> Additional Practices:</p> </div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Visiting vendors</b></p> <p>Does your department have vendors visit your workspace?</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify vendors that visit your area:</b></p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• Implement contactless deliveries/visitations if possible.</li> <li>• Remind vendors of the University's requirements on physical distancing, positive case reporting, and use of face coverings while on campus. Assure these details are in the service provider agreement.</li> </ul>
<p><b>Department's Protection Plan: check those that apply</b></p>			
<div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> No-contact deliveries are in use.</li> <li><input type="checkbox"/> Vendors have received pertinent information regarding campus COVID-19 practices.</li> <li><input type="checkbox"/> Additional Practices:</li> </ul> </div>			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
<p><b>Other areas not previously listed</b></p> <p>Do you have any other areas or activities not identified in other sections of this risk assessment that will need prevention protocols for COVID-19?</p>	<p><b>Check one:</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No/Not applicable</p>	<p><b>Identify areas or activities that have not been listed elsewhere in this risk assessment:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>• FMD/UG2 provide enhanced cleaning and/or disinfection between users.</li> <li>• FMD provide applicable signage, physical barriers, and floor markings to ensure physical distancing.</li> </ul>
<p><b>Department's Protection Plan:</b></p>			
<div style="border: 1px solid black; height: 250px; width: 100%;"></div>			

**How will you communicate your department-specific Protection Plan (and future amendments) to your employees?**

**List any additional measures taken:**

**Department Director/Dean is responsible for ensuring the following is complete prior to returning employees to campus:**

- Prevention Protocols in the Departmental Risk Assessment are complete and remain in place.
- Employees have taken the required COVID-19 Awareness training.
- Employees have or are provided with an appropriate face covering. The University will provide face coverings, however, employees may wear their own if it is appropriate.
- A manager or supervisor has reviewed this Departmental Risk Assessment and the required protective measures with the affected employees.

**Department Director/Dean Request**

Name \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Title

THIS PLAN REQUIRES EHRMS REVIEW PRIOR TO APPROVAL AND IMPLEMENTATION.

EHSRM REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix C – COVID-19 Resource Request Procedure

The CSUMB EOC Incident Management Team Logistics Section has established a COVID-19 resource request procedure to assure timely provision of COVID-19 pandemic hygiene supply and service requests. This is accomplished using the EOC **Recovery Resource Request Form** 213RR. Below are the steps to request supplies.

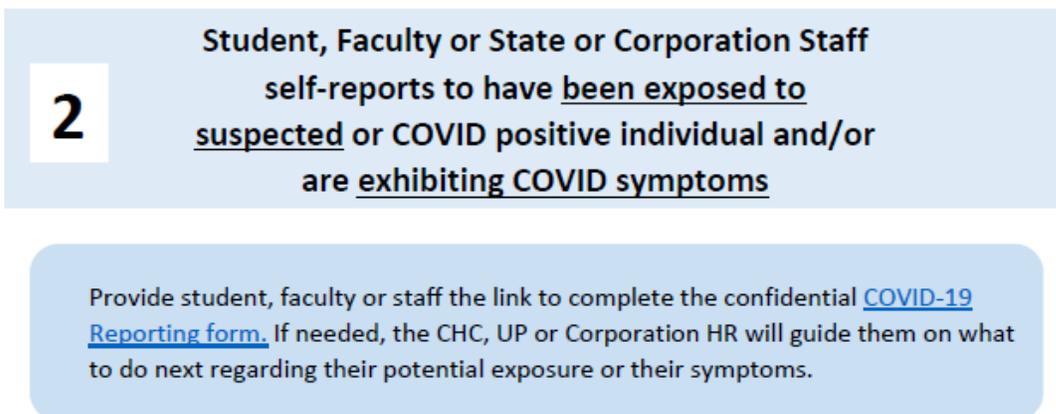
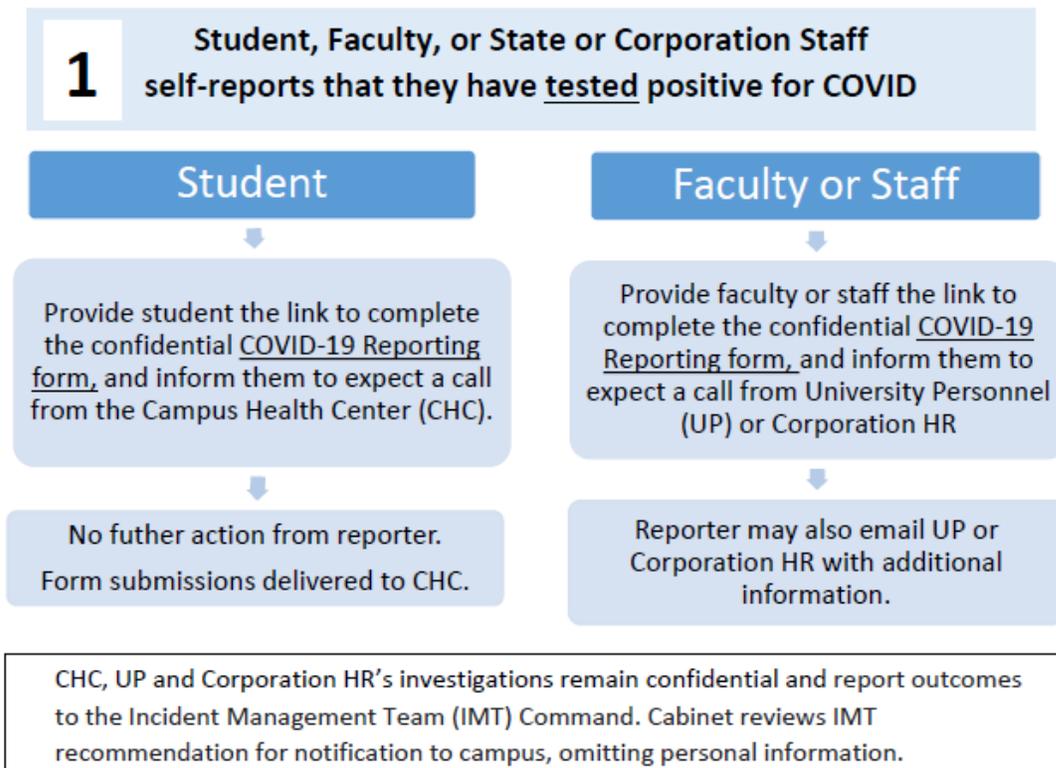
1. Identify resources/supplies needed for a 30-day period (must list supplies/resources requested within the Division or Departments Return to Work Plan based on the risk assessment)
2. Resources available to request (as of 6/26/20):
  - Individual Non-Medical Face Covering & Hand Sanitizer Starter Kits for all employees (on form must list the name of each employee who will receive individual starter kit/set)
  - Disinfecting wipes - canisters
  - Hand sanitizer – small desk size (refillable)
  - Hand sanitizer – wall mounted
  - Gloves Latex – S, M, L, & XL 100 per box, # of boxes needed
  - Gloves Nitrile(non-Latex) S, M, L & XL 100 per box, # of boxes needed
  - Non-Medical masks (one-time use)
  - Safety goggles
  - Cloth Face-covering
  - Face shields
  - Protective gowns
  - Refilling of small hand sanitizer bottles
  - Plexiglass Shields/Sneeze Guards
  - Extra cleaning/sanitizing by custodial
  - Moving or arranging offices to maintain social distancing
3. Complete the EOC Recovery Resource Request Form 213RR
4. Submit Resource Recovery Request Form to EOC/IMT Logistics Section for approval (Ken Folsom [EOC@csumb.edu](mailto:EOC@csumb.edu) by email)
5. Once approved arrange for pick-up of supplies with (Ken Folsom & Arianne Tucker by email)

## Appendix D – COVID-19 Case Management Procedure

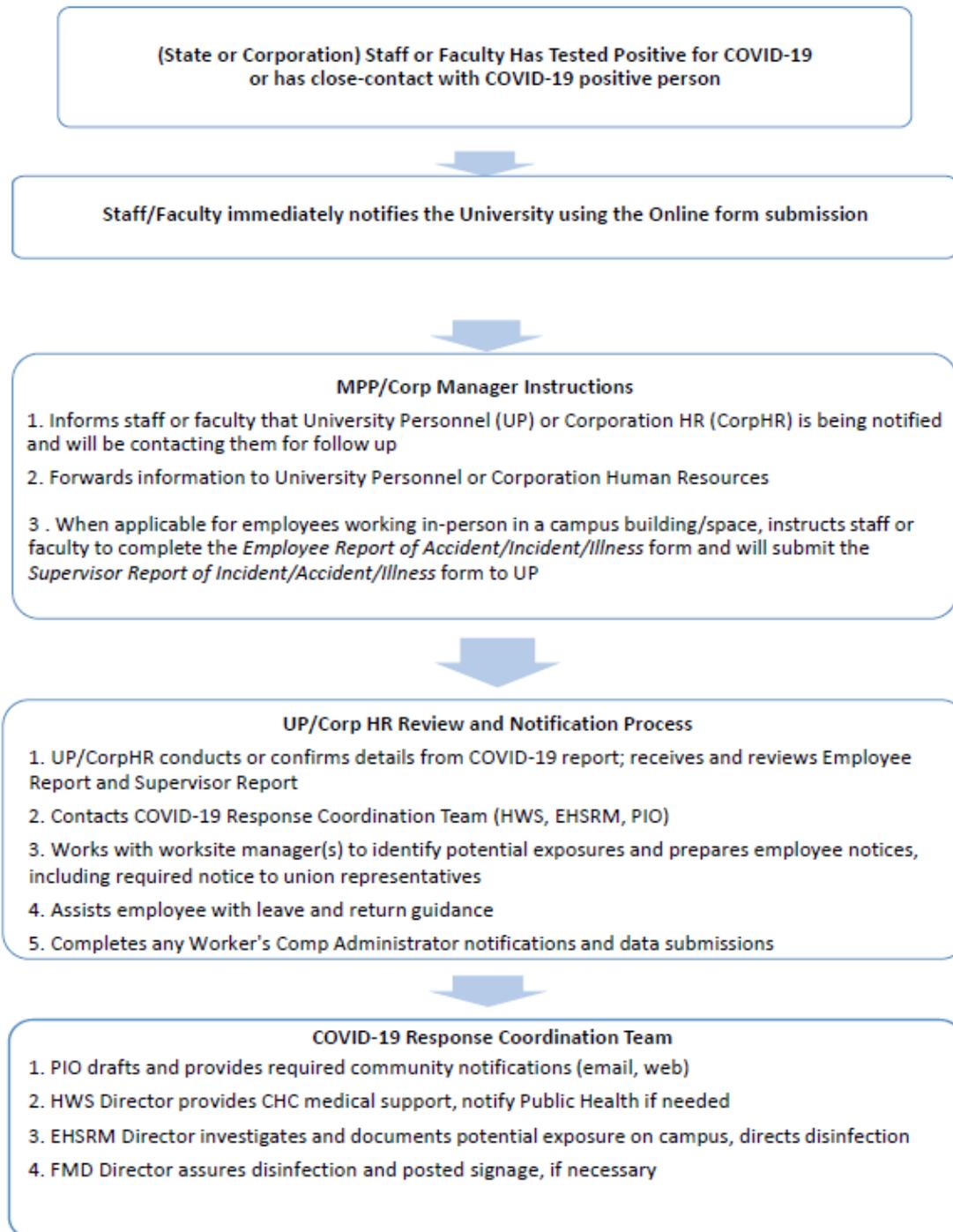
CSU Monterey Bay has established a COVID-19 Case Management Procedure to guide our communication and required actions related to suspected or confirmed positive cases of COVID-19 on the campus.

**Employees and Students should follow this procedure:**

### CSUMB's COVID-19 Positive & Suspected Exposure Reporting



# EOC IMT COVID-19 Exposure Response Team Procedures



## Notification of Public Risk Criteria - Scale

All advisements of a positive case include encouragement to follow best practices and remain vigilant in preventing the spread of the disease, information on the availability of testing, access to resources to learn more about preventing the spread, and the location of the webpage where CSUMB posts information about the response to the pandemic. Each community notice of a positive COVID-19 case on campus also includes advisement of the campus community's subjective risk level. These risk levels are an assessment of known factors in the specific instance of the positive case. The Incident Command Team reviews the characteristics and decides based on the criteria below.

**Low** = All preventative measures in place, **and** only accessed restricted space, **and** no known close contact with others.

**Low to Moderate** = All preventative measures in place, **and** only accessed restricted space, **and** no known close contact with others - but potential exposures exist in the building.

**Moderate** = All preventative measures in place, **and** access to more than one restricted space or accessed a general space on campus **or** potential exposures may have included close contacts.

**High** = Not all preventative measures in place, **and** multiple close contacts **or** other high-risk behavior identified.

## Appendix E – Highlighted Guidance from CDC on Maintaining Healthy Institutions for Higher Education Environments

### 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. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- If transport vehicles (e.g., buses) are used by the IHE, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect IHE buses, vans, or other vehicles, see guidance for [bus transit operators](#).
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products securely. Use products that meet [EPA disinfection criteria](#).
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.

### Shared Objects

- Discourage sharing of items that are difficult to [clean or disinfect](#).
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and [clean and disinfect](#) between use.
- Avoid sharing electronic devices, books, pens, and other learning aids.

### Modified Layouts

- Space seating/desks at least 6 feet apart when feasible. For lecture halls, consider taping off seats and rows to ensure six-foot distance between seats.
- Host smaller classes in larger rooms.
- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
- Create [distance](#) between students in IHE vehicles (e.g., skipping rows) when possible.

### Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.

### 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 that individuals remain at least 6 feet apart in lines and at other times.

### **Communal Spaces**

- Close shared spaces such as dining halls, game rooms, exercise rooms, and lounges if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and [clean and disinfect](#) between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds especially when they cannot be at least 6 feet apart.
- For more information on communal spaces in student or faculty housing (e.g., laundry rooms, shared bathrooms and recreation areas) follow [CDC's guidance for Shared or Congregate Housing](#).

### **Food Service** *[CSUMB is not providing food service at this time.]*

- Provide grab-and-go options for meals. If a cafeteria or group dining room is typically used, if possible, 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.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the [safety of individuals with food allergies.pdf icon](#)

## Appendix F – Department Checklist for COVID-19 Compliance

### CSUMB DEPARTMENT CHECKLIST FOR COVID-19 COMPLIANCE

Use this checklist as a guide to assure business operations are managed as safe and healthy as possible for faculty, staff, students and public.

Building-Room / Other (specify location):	Date of Inspection:				
Inspected By:					
	INSPECTION CRITERIA	YES	NO	NA	REMARKS
<b>SIGNS TO PROMOTE HEALTHY BEHAVIORS</b>					
1	Are signs, tape marks, or other visual cues available to indicate where to stand when physical barriers are not possible to ensure physical distancing?				
2	Are COVID-19 signs posted at the entrance to the building regarding face coverings, social distancing, use of PPE, safe work practices (avoid touching eyes, nose, and mouth), hand hygiene, and staying home if sick?				
3	Are occupancy signs posted next to elevators, conference rooms, kitchens, etc.?				
<b>SANITIZATION SUPPLIES</b>					
4	Is alcohol-based hand sanitizer with at least 60% ethanol available on site?				
5	Are disposable disinfecting wipes readily available to all employees working in the area?				
6	Were employees observed using disinfecting supplies?				
<b>PHYSICAL DISTANCING</b>					
7	Is physical distancing of at least 6-ft maintained by employees, or visitors receiving service?				
8	Are there any areas that need additional distancing, signage or barriers installed?				
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>					
9	Are employees wearing face covers when near				
10	Are water systems (i.e., sinks) operating properly for hand washing? Is hand soap available?				

**ADDITIONAL NOTES:**