California State University MONTEREY BAY

SAFETY GUIDELINES AND EXPECTATIONS
for Those Performing On-Campus
Critical Business Functions

UPDATED 12/01/2020 - WILL BE REVISED AS INFORMATION EVOLVES

CSU Monterey Bay 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.

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 normal operations

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

Health and Safety (Workplace) Guidelines

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

- ✓ Implement 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
        - See Appendix D for reporting and exposure response protocols

- ✓ Implement 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

- ✓ Implement disinfecting protocols.
  - 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.
  - 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.

- ✓ Implement 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…"

Management Responsibilities

- ✓ Follow the steps to return employees to work on campus for approved critical business functions (see Appendices A and B)
  - Division VP gives approval for justified critical business function that can only be performed on-campus in-person (see form in Appendix B)
  - Manager notifies the University Personnel (UP) Labor Manager 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.**
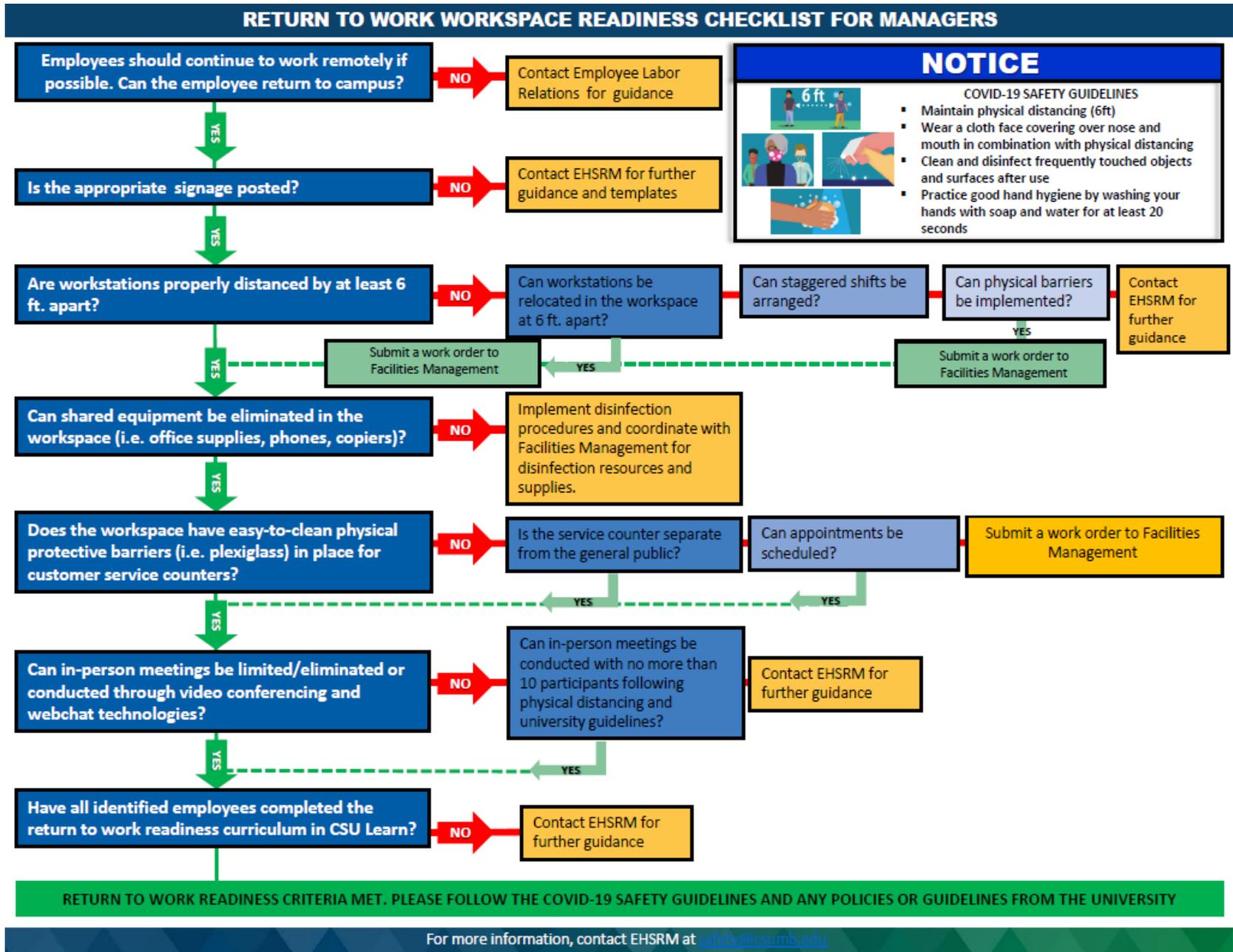
Employees experiencing any of these symptoms, should contact their supervisor and the University Personnel or Corporation Human Resources immediately and **do not report to work** (See Appendix D)

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle Pain

- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms such as nausea, vomiting or diarrhea
- New loss of taste or smell
- Pink eye
- Sinus congestion, runny nose

✓ Employees experiencing any of the warning signs/symptoms below should contact a medical provider or report to the nearest emergency department immediately. 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.

- 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).

- 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.

✓ 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

RETURN TO WORK WORKSPACE READINESS CHECKLIST FOR MANAGERS

Employees should continue to work remotely if possible. Can the employee return to campus?
— NO → Contact Employee Labor Relations for guidance
— YES ↓

NOTICE

COVID-19 SAFETY GUIDELINES
- Maintain physical distancing (6ft)
- Wear a cloth face covering over nose and mouth in combination with physical distancing
- Clean and disinfect frequently touched objects and surfaces after use
- Practice good hand hygiene by washing your hands with soap and water for at least 20 seconds

Is the appropriate signage posted?
— NO → Contact EHSRM for further guidance and templates
— YES ↓

Are workstations properly distanced by at least 6 ft. apart?
— NO → Can workstations be relocated in the workspace at 6 ft. apart?
— — YES → Submit a work order to Facilities Management
— — NO → Can staggered shifts be arranged? → Can physical barriers be implemented?
— — — YES → Submit a work order to Facilities Management
— — — Contact EHSRM for further guidance
— YES ↓

Can shared equipment be eliminated in the workspace (i.e. office supplies, phones, copiers)?
— NO → Implement disinfection procedures and coordinate with Facilities Management for disinfection resources and supplies.
— YES ↓

Does the workspace have easy-to-clean physical protective barriers (i.e. plexiglass) in place for customer service counters?
— NO → Is the service counter separate from the general public? → Can appointments be scheduled? → Submit a work order to Facilities Management
— — YES / YES (back to flow)
— YES ↓

Can in-person meetings be limited/eliminated or conducted through video conferencing and webchat technologies?
— NO → Can in-person meetings be conducted with no more than 10 participants following physical distancing and university guidelines? → Contact EHSRM for further guidance
— — YES (back to flow)
— YES ↓

Have all identified employees completed the return to work readiness curriculum in CSU Learn?
— NO → Contact EHSRM for further guidance
↓

RETURN TO WORK READINESS CRITERIA MET. PLEASE FOLLOW THE COVID-19 SAFETY GUIDELINES AND ANY POLICIES OR GUIDELINES FROM THE UNIVERSITY

For more information, contact EHSRM at safety@csumb.edu

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

Departments should read the *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), athomas1@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) 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
Example – John Doe	07	Mon-Wed – 8am to noon	Access to documents and files in office for deadline
Example – Officer A	08	M/W/F – 7am to 7pm	Provide on-site campus safety and patrol
Example – Manager X	n/a	Mon-Th – 7am to noon	Need access to files and system in office; employee
Example – Student Asst B	n/a	M/W – as needed	Need to feed animals
Example – Employee E	05	T/Th – 7am to 4pm	Perform on-campus cleaning and sanitization

PART 1

Employees Requested to Return to Campus

Employee name	Bargaining unit	List anticipated on campus days/hours per week	Reason why work and services cannot be performed remotely

Department Manager:_____   **Proposed Start Date:** _____

VP Approval:_____   **Approval Date:** _____

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
Frequently touched surfaces Does your workspace have frequently touched surfaces? Examples: doorknobs, light switches, tabletops, PIN pads, conference room chairs, copy machines, etc.	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify surfaces that are frequently touched:**	• Establish an enhanced cleaning schedule for frequently touched surfaces for those surfaces not sanitized by FMD/UG2. • Request that employees clean personal workspaces often.

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
Shared equipment/tools Does your department have equipment and/or tools that are shared? Examples: computers, keys, printers, copy machines, hand tools, etc. *Note: shared vehicles and carts are addressed in the next section.*	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify shared equipment and tools:**	• Avoid sharing phones, work supplies, office equipment, etc. whenever possible. • If equipment/tools must be shared, disinfect between users or shifts, whichever is more frequent.

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
Shared university-owned vehicles Does your department have shared campus-owned vehicles? This could be work trucks, cars, vans, buses, and carts.	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify shared university-owned vehicles:**	• 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. • Follow the *CSUMB COVID-19 Vehicle Usage Procedures.*

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
Mail/package handling Does your department handle mail and/or packages from either outside vendors or from campus mail services?	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify which employees handle mail/packages and from what sources:**	• Minimize transaction times with transportation personnel. Make contactless, if possible. • Use electronic signatures whenever possible. • Provide gloves to employees when necessary. • Contact Shipping and Receiving if packages are damaged or leaking.

Department's Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Waiting/reception/seating areas Does your department have waiting, reception or seating areas? Examples: department front desks, help desks, etc. Include applicable building and room numbers. *Note: areas where lines form are addressed in the next section.*	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify locations of waiting/ reception/seating areas:**	• Develop a system for customers to wait outside whenever possible. • FMD post "please wait here" signage. • 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 • sanitize chair arms and other touch points. • Work with FMD to provide physical barriers, such as plexiglass, in appropriate locations.

Department's Protection Plan: check those that apply

☐ An outside queue area has been created.
☐ Seats have been removed or blocked off.
☐ Chairs and other touch points are cleaned/disinfected:

☐ After each use ☐ At least once per shift

Location(s) of supplies:
☐ Consultation with PDC completed.
☐ Required barriers have been installed.
Location(s) of barriers:
☐ Additional practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Areas where lines form Does your workspace have areas where lines may form? Include applicable building and room numbers.	Check one: ☐ Yes ☐ No/Not applicable	**Identify areas where lines form:**	• Dedicate staff to direct customers. • Develop a system that allows customers to wait outside. • FMD place physical distancing markers at 6-foot intervals.

Department's Protection Plan: check those that apply

☐ FMD has installed 6-foot distancing decals.
☐ Staff will direct customers.
☐ Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Breakrooms/kitchenettes Does your department have breakrooms and/or kitchenettes? Include applicable building and room numbers.	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify locations of breakrooms and kitchenettes:**	• Encourage personnel to take breaks outside or at their personal desks. • Occupancy will be limited to 1 person per kitchenette. FMD place signage. • Regularly disinfect frequently touched surfaces such as refrigerator handle, coffee machine, and sink faucet if FDM/UGE2 does not service this area. • FMD remove or block tables and chairs in breakrooms to prevent congregation. FMD place signage.

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
Conference/meeting rooms Does your department have conference or meeting rooms? Note: Some conference/meeting rooms are shared among multiple departments. Work with those departments for a shared effort. Include applicable building and room numbers.	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify locations of conference and meeting rooms:**	• Encourage virtual meetings whenever possible. • In-person meetings should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation. • Post maximum occupancy signs on door. • Rearrange chairs or mark chairs as "do not use" to allow for physical distancing between users. • Disinfect tabletops and arms of chairs between meetings.

Department's Protection Plan:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
High traffic areas Does your workspace have high traffic areas? Examples: corridors, entrances/exits, etc. *Note: This does not include building entrances/exits or hallways in which your department does not have sole control of.* Include applicable building and room numbers.	Check one: ☐ Yes ☐ No/Not applicable	**Identify high traffic areas your department has control of:**	• Create directional flow of traffic. • If you have two entrances, route incoming traffic through one door and outgoing traffic through another. • FMD place sigange.

Department's Protection Plan: check those that apply

☐ FMD has provided directional signs and entry/exit only signs as needed.
☐ Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Food service/food courts Does your department cook and/or serve food to the campus community? Include applicable building and room numbers. ***Fall 2020 and Spring 2021: this section does not apply. Food courts will not be open.***	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify locations of food service areas:**	• Dedicate staff to limit the number of customers. • If you have two entrances, route incoming and outgoing traffic through separate doors. • Place floor markers where lines form. • Provide physical barriers for cashiers and where food is ordered. • For dine-in, establish a maximum occupancy that allows for physical distancing between customers. • Disallow salad bars and self-serve stations. • Promote grab-and-go meals.
Department's Protection Plan:			

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Workstations/computers within 6 feet of each other Does your workspace contain desks or computers that are within 6 feet of each other? Examples: computer labs, small shared offices, etc. Include applicable building and room numbers.	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify locations of workstations and computers that are within 6 feet of each other:**	• Work with FMD to evaluate the possibility of rearranging workstations to allow for 6 feet of physical distance between users. • Mark off computers as "do not use" to allow for physical distancing. Use FMD signage. • FMD provide physical barriers between workstations or computers if 6 feet of physical distancing cannot be maintained.

Department's Protection Plan: check those that apply

☐ Consultation with FMD has been completed.
☐ The following modifications to the workspace have been completed:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Areas or activities where physical distancing is not possible Does your department have areas or activities where 6 feet of physical distancing between people is not possible? Examples: some lab and shop classrooms, certain construction activities, cash registers, etc. Include applicable building & room #s.	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify areas/activities where physical distancing is not possible:**	• FMD provide physical barriers between people. • Require the use of face coverings for all parties involved. • Provide and require additional PPE as applicable.

Department's Protection Plan: check those that apply

☐ Employees have been trained on face covering requirements.
☐ Additional PPE is required:
  Type of PPE identified in box above.
☐ Physical barriers and any signage installed by FMD.
☐ Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Visiting vendors Does your department have vendors visit your workspace?	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify vendors that visit your area:**	• Implement contactless deliveries/visitations if possible. • 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.

Department's Protection Plan: check those that apply

☐ No-contact deliveries are in use.
☐ Vendors have received pertinent information regarding campus COVID-19 practices.
☐ Additional Practices:

Workplace Risk	Present in your Dept?	Identification	Prevention Protocols
Other areas not previously listed 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?	**Check one:** ☐ Yes ☐ No/Not applicable	**Identify areas or activities that have not been listed elsewhere in this risk assessment:**	• FMD/UG2 provide enhanced cleaning and/or disinfection between users. • FMD provide applicable signage, physical barriers, and floor markings to ensure physical distancing.

Department's Protection Plan:

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: ___

Title _____ Proposed Start Date: _____

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 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.

All Employees and Students should follow this procedure:

CSUMB's COVID Suspected & Positive Reporting

1 Student, Faculty, or State or Corporation Staff self-reports that they have <u>tested</u> positive for COVID

Student

Provide student the link to complete the confidential COVID-19 Reporting form, and inform them to expect a call from the Campus Health Center (CHC).

No futher action from reporter.

Form submissions delivered to CHC.

Faculty or Staff

Inform faculty or staff that UP or Corporation HR is being notified, and to expect a call from the Campus Health Center (CHC).

Reporter emails University Personnel or Corporation HR with facutly/staff's personal contact information.

CHC's health investigations remain confidential and report outcomes to the Incident Management Team (IMT) Command. Cabinet reviews IMT recommendation for notification to campus, omitting personal information.

2 Student, Faculty or State or Corporation Staff self-reports to have been exposed to suspected COVID positive individual and/or are exhibiting COVID symptoms

Inform them to call Campus Health Center (CHC) at 831-582-3965.

CHC will guide them on what to do next regarding their potential exposure to suspected COVID positive individual or their symptoms.

The EOC IMT COVID-19 Exposure Response Team Procedures include:

(State or Corporation) Staff or Faculty Has Tested Positive for COVID-19 or has close-contact with COVID-19 positive person

↓

Staff/Faculty immediately notifies the University using the Online form submission

↓

MPP/Corp Manager Instructions

1. Informs staff or faculty that University Personnel (UP) or Corporation HR (CorpHR) is being notified and will be contacting them for follow up

2. Forwards information to University Personnel or Corporation Human Resources

3. When applicable for employees working in-person in a campus building/space, instructs staff or faculty to complete the *Employee Report of Accident/Incident/Illness* form and will submit the *Supervisor Report of Incident/Accident/Illness* form to UP

↓

UP/Corp HR Review and Notification Process

1. UP/CorpHR conducts or confirms details from COVID-19 report; receives and reviews Employee Report and Supervisor Report

2. Contacts COVID-19 Response Coordination Team (HWS, EHSRM, PIO)

3. Works with worksite manager(s) to identify potential exposures and prepares employee notices, including required notice to union representatives

4. Assists employee with leave and return guidance

5. Completes any Worker's Comp Administrator notifications and data submissions

↓

COVID-19 Response Coordination Team

1. PIO drafts and provides required community notifications (email, web)

2. HWS Director provides CHC medical support, notify Public Health if needed

3. EHSRM Director investigates and documents potential exposure on campus, directs disinfection

4. FMD Director assures disinfection and posted signage, if necessary

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

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
	SIGNS TO PROMOTE HEALTHY BEHAVIORS				
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.?				
	SANITIZATION SUPPLIES				
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?				
	PHYSICAL DISTANCING				
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?				
	PERSONAL PROTECTIVE EQUIPMENT (PPE)				
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:

Ver. 11/30/2020 EHSRM