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, and it serves as the COVID-19 Prevention Plan (CPP) in compliance with the REVISED Cal/OSHA Emergency Temporary Standards (ETS) 8 CCR Section 3205(c), effective June 17, 2021.

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 identification/evaluation of COVID-19 hazards and implement a site-specific risk assessment and safety 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 cleaning and disinfecting protocols
- Ease physical distancing guidelines per updated CDC, CDPH, or Cal/OSHA guidelines

Employees approved to return to work on campus will:

- Conduct symptom self-monitoring every day before coming to work
- Wear face coverings while on campus according to the CDPH orders and as appropriate for their COVID-19 vaccination status
- Wash hands and use hand sanitizer frequently
- Follow hygiene guidance for in-person work settings

CSU Monterey Bay has designated the Emergency Operations Center Incident Management Team to monitor all COVID-19 pandemic event-related response, planning, protocol, recovery, and communications. The Environmental Health, Safety and Risk Management (EHSRM) office is responsible for implementation of safety and health guidelines.
Stages of Safe Return to Work on Campus

The return to work process will be controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, and staff. Deans/Directors shall seek approval from their Vice President to begin the return to work process. Once approved, managers/deans/dept. chairs of departments will submit a copy of the Workplace-Specific Risk Assessment on the standard template (Appendix A), for record retention. 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 approvals and required authorization.

Employees unable to return to campus when directed, must contact University Personnel (State) or Human Resources (Corporation).

Stage 1 (March 16, 2020 – June 15, 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/CorpHR 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 15, 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/HR 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 15, 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 academic terms. Faculty may be permitted to utilize their office and/or classroom/lab space for preparation of activities with special permission. 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: (June 15, 2021 – July 7, 2021) Create opportunities for additional on-campus work to support the institution’s mission

Effective June 15th the California Department of Public Health allows all industries across the state to return to usual operations with common-sense risk reduction measures such as masking and vaccinations. Institutions of higher education should conduct full-time, in person instruction, in compliance with Cal/OSHA emergency temporary standards (ETS) and public health guidelines. This document serves as the CSUMB guide to compliance with the Cal/OSHA ETS and public health guidelines.
The CSUMB Cabinet directed a phased return of employees to prepare for the fall semester. Managers must assess the critical business need and schedule for employees to return to campus to support student repopulation in the following phases:

- Phase 1: June 15-July 7
- Phase 2: July 7-August 1
- Phase 3: August 1

Stage 5: (July 7, 2021) Return to standard operation mode

On June 17, the Occupational Safety and Health Standards Board voted to readopt the revised COVID-19 Prevention emergency temporary standards (ETS) with important changes that reflect the state’s latest COVID-19 public health guidance. Following the vote, Governor Gavin Newsom signed an executive order to allow the revisions to immediately take effect on June 17. Effective July 7, 2021 the campus wide operations mode change from essential business only to standard operations for in-person work.

The guiding principle for the return to standard operations is to repopulate the campus safely while supporting the academic mission of the University. The goal in Stage 5 is to promote and arrange for students, employees and the public to have necessary access to indoor and outdoor facilities in compliance with the revised public health standards for the State as set forth in this CPP document.

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**Health and Safety (Workplace) Guidelines**

**Institutional Responsibilities**

- **Training and Instruction**
  - Training shall be provided online through the SumTotal Learning Management System and/or by appropriate administrator. 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
    - PPE and face covering expectations and rights for requesting a respirator for voluntary use
    - Hand washing techniques
    - COVID-19 vaccination effectiveness, requirements, access, tracking
    - How to participate in the identification and evaluation of COVID-19 hazards in the workplace
  - Info regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws including any benefits under legally mandated sick and vaccination leave or workers' compensation law
  - How to access COVID-19 testing during work hours when required or voluntary

- **Investigation/Responding to Cases**
The COVID-19 Exposure Response Team (UP, CorpHR, Health & Wellness Services/Campus Health Center, Public Information, and EHSRM) will be responsible for investigating and responding to COVID-19 cases including:

- 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

✓ Controls (engineering, administrative, & PPE)
  - Access
    o 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.
    o 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.
    o See COVID-19 Access Authorization Request process online at: https://csumb.edu/facilities/services
    o University Personnel may also advise FMD about card access approvals and orders based on approved repopulation plans and employee schedule lists
  - Engineering
    o All buildings have been evaluated to maximize the ventilation with outdoor air.
    o The highest level of filtration efficiency compatible with the existing ventilation system has been installed (Merv13).
    o In areas where and MERV-13 or higher filters were not compatible with the ventilation system, areas will be evaluated for the use of portable or mounted High Efficiency Particulate Air (HEPA) filtrations units, or other air cleaning systems, would reduce the risk of a COVID-19 transmission and shall be implemented to the degree feasible.

✓ COVID-19 Vaccination Status
  - “Fully vaccinated” means the employer has documented that the person received, at least 14-days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine [Cal/OSHA ETS 8 CCR Section 3205(b)(9)].
  - As of April 22, 2021 the CSU Chancellor announced that in the interest of maintaining the health and safety of students, employees, guests, and all members of campus communities, the California State University (CSU) has joined the University of California (UC) in announcing that the universities will require faculty, staff, and students who are accessing campus facilities at any university location to be immunized against SARAS-CoV-2, the virus that causes COVID-19. This requirement is conditioned upon full approval of one or more vaccines by the U.S. Food and Drug Administration (FDA), as well as adequate availability of the fully approved vaccines.
Consistent with the university’s policy for other required vaccinations, the COVID-19 vaccination requirement would allow for students or employees to seek an exemption based on medical or religious grounds. This requirement will become effective at the beginning of the fall 2021 term, or upon full FDA approval of the vaccine, whichever occurs later.

- All employees are encouraged to voluntarily submit proof of vaccination or exemption using the Otter Vaccination Registry. Please wait to upload your vaccination information until after receiving the final dose.

**Physical distancing guidelines**

- Effective 6/17/21 per Cal/OSHA ETS the physical distancing requirement is removed in its entirety unless:
  - Non-fully vaccinated employees are eating or drinking at the workplace (indoors);
  - A non-fully vaccinated employee either has a medical/disability exemption from wearing a face covering, or cannot feasibly perform a specific task with a face covering, unless this employee is tested at least weekly; and
  - There is an outbreak situation at the worksite (applicable only to employees in the “Exposed Group”). Note: there are various nuances to the distancing requirement during outbreaks.

- Cleanable solid partitions at fixed workstations are no longer required, except in the event of a major COVID-19 outbreak and employees in the exposed group cannot be separated from other persons by at least six feet at all times.

**Cleaning and Disinfecting protocols**

It is possible for people to be infected through contact with contaminated surfaces or objects (fomites), but the CDC determines that risk is generally considered to be low. Per the CDC, when no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.

CSUMB implements the following cleaning and disinfecting measures for frequently touched surfaces.

- Antibacterial cleaning supplies will be made available in department spaces and classrooms for individual use on shared surfaces, materials or equipment.
- FMD assures that the contracted custodial teams will:
  - Adhere to CDC guidance for maintaining a healthy environment.
  - 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 mist disinfection will be performed by the contracted custodial teams within 24 hours of a confirmed COVID-19 case for indoor areas, materials or equipment that was accessed/used by the COVID-19 case during the high-risk exposure period.
  - Contracted custodial teams will clean classrooms, offices, and workspaces following the latest CDC guidelines.
  - Provide hand sanitizer at entrances, in classrooms, 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 there be a positive COVID-19 case in our workplace, we will implement the following cleaning and disinfection procedures:
  ▪ EHSRM and FMD will identify the spaces that require additional disinfection protocol
    - If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
    - If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
    - If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
  ▪ 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
  ▪ 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 Face Coverings
• “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck collar, or a single layer of fabric [Cal/OSHA ETS 8 CCR Section 3205(b)(8)].
• Face coverings are not required outdoors (except during outbreaks), regardless of vaccination status. It is recommended that face coverings be worn outdoors by people who are not fully vaccinated if six feet of distance between people cannot be maintained.
• All employees who are not fully vaccinated are required to wear and will be provided face coverings for use indoors or in vehicles around other persons.
• The University provides clean, undamaged face coverings and must ensure they are properly worn by employees over the mouth and nose when required by orders from the California Department of Public Health (CDPH) or local health department.
• All employees have the right to request and voluntarily use an N95 respirator in the workplace without fear of retaliation and at no cost
  ▪ Employees may individually request an N95 respirator or face shield by submitting an online form through this link
Employees voluntarily using a respirator will be advised how to properly wear the N95 respirator, how to perform a seal check according to the manufacturer’s instructions, and the fact that facial hair interferes with a seal.

- Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
- The following are exceptions to the use of face coverings in our workplace:
  - When an employee is alone in a room or vehicle.
  - 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 feasible.
  - Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144.
  - 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.
  - Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

**Identification and Evaluation of COVID-19 Hazards**
- Managers must 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 [online 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 [online COVID-19 Compliance Checklist form](#) and submitting it to EHSRM with the 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 [online COVID-19 Compliance Checklist form](#), and corrected in a timely manner based on the severity of the hazards, as follows:
- Imminent hazards such as face cover requirements, or posted signage should be corrected by the observer through communication with the non-compliant persons at the moment observed.
- COVID-19 Safety Assistants with EHSRM 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
- All hazards and positive cases are reported to Environmental Health, Safety and Risk Management (EHSRM) with follow up by COVID-19 Safety Assistants or Exposure Tracing Analysts
- Employees may 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, including risk by association as a caretaker.
- 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](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 employees defined as exposed in close-contact (within six feet of a COVID-19 case for 15 cumulative total of minutes or more over any 24-hour period without wearing a respirator) 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 employees’ union representatives in cases of close-contact
  - UP or CorpHR contacts the appropriate administrator of close-contact 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/](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
- Excluding from the workplace employees who had a close contact with COVID-19 exposure from the workplace until the return to work requirements are met, with the following exceptions: for 14 days after the last known COVID-19 exposure to a COVID-19 case.
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
  - COVID-19 cases who returned to work pursuant to return to work requirements and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
✓ 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
• Within one business day of the time the employer knew or should have known of the COVID-19 case, will provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative of any employee at the worksite during the high-risk exposure period
• 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 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
  ▪ COVID-19 symptoms have improved; and
  ▪ 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.
• 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.

✓ Asymptomatic Screening Testing Protocol

• Free COVID-19 Rapid/Antigen tests are available on campus starting on August 23, 2021.
• Students and employees may test if they are symptomatic, asymptomatic, and exposed to someone who is positive or are individuals with a qualifying exemption.
• COVID-19 exposure response team members will notify any individual with close contact to a positive case and recommend diagnostic testing.
Management Responsibilities

✔ Follow the steps to return employees to work on campus for approved critical business functions (see Appendices A, B, C, and E)
  - Complete the *Workplace-Specific Risk Assessment for COVID-19 Prevention* form and submit it to the Division VP for approval (see Appendix A)
  - Submit a copy of the approved assessment document to EHSRM for record retention and compliance
  - Order hygiene supplies through the EOC/Logistics Resource Request form process (see Appendix B)
  - 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 C)
  - Provide site-specific guidance and instruction 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 where applicable
  - Provide individual use disinfecting supplies in each work area, and assure supply replenishment (see Appendix B).
  - Conduct checks at on-campus workspaces for compliance with COVID-19 protocols including corrective actions and documentation (see Appendix D).

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.** 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

✓ Wear face coverings if not fully vaccinated

• Employees who are not fully vaccinated shall wear face coverings indoors, or in a vehicle.
• 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).
• All employees may be asked to wear a face covering when required by orders from the CDPH.
• Following are exceptions to the face coverings requirement:
  ▪ Fully vaccinated employees are not required to wear a face covering indoors at the workplace so long as the employer has documented that the employee received, at least 14-days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.
  ▪ When an employee is alone in a room or vehicle.
  ▪ While eating or 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 feasible.
  ▪ Employees wearing respiratory protection respirators required by the employer and used in compliance in accordance with respirator regulations.
  ▪ 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.
  ▪ Specific tasks which cannot feasibly be performed with a face covering; this exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons.
  ▪ Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

✓ 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

• Antibacterial cleaning supplies will be made available in department spaces and classrooms for individual use on shared surfaces, materials or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).
• 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 – Sample Workplace Specific Risk Assessment Form

This attachment shows a sample version of the Workplace Specific Risk Assessment form. Appropriate administrators should download the most current version from the CSUMB COVID-19 webpage.

Workplace Specific Risk Assessment for Covid-19 Prevention - Fall 2021

The purpose of this assessment is to conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious. Completion of this form provides a detailed Risk Assessment and establishment of site-specific COVID-19 prevention protocols. [Cal/OSHA ETS. 6/17/21, 3205(c)(2)(D)]

Guiding Principle: To repopulate the campus safely while supporting the academic mission of the University.

Department Dean/Director/Manager Workplace Specific Responsibilities:

- Do not ask individual employees for their COVID-19 vaccination status. The University will confidentially document employee COVID-19 vaccination status through the Otter Vaccination Registry with Health & Wellness Services.
  - Employees who are not fully vaccinated, must wear a face covering or approved respirator (N95) when indoors and in vehicles.
  - Employees who are not fully vaccinated must be provided with approved respirators (N95) for voluntary use when working indoors or in a vehicle with others, upon request.
- Ensure employees have access to campus provided face coverings and know they can wear them at work, regardless of vaccination status, without fear of retaliation.
- Ensure employees have access to campus provided cleaning supplies for shared surfaces and equipment.
- Encourage employees to continue to follow good hygiene practices (washing hands, using hand sanitizer).
- Ensure this workplace-specific risk assessment has been communicated to employees who’s primary workplace is listed herein; all employees should be instructed about COVID-19 prevention through this form and with awareness of the COVID-19 Prevention Plan.
- Ensure prevention protocols described in this risk assessment are complete and remain in place
- Confirm employees have taken the required COVID-19 awareness training.

Instructions:

A. Complete this form and obtain VP/Dean approval prior to submitting a copy of this document to EHSRM. The President will review and has final approval of the assessment.
B. Complete the workplace-specific conditional questions applicable to your department’s physical workspace and activities performed. If the condition is present in your department, then identify features that may be unique to your department. Be specific when identifying activities, locations, and items (examples provided).
C. Review the comprehensive prevention protocols in the University Covid-19 Prevention Plan, which includes updated guidance and references by CDC, CDPH, and/or Cal/OSHA.
D. For each potential risk condition 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.

I. Locations Covered By This Workplace Specific Risk Assessment

DEPARTMENT:

LIST SPECIFIC WORKPLACES (buildings, floors, suites, rooms)

For Sample Purposes Only 1
Sample Ver 06/22/22
2. Shared Surfaces/High Traffic Areas
Identify high traffic areas and frequently touched surfaces/objects/equipment common in this specific workplace.

**NOTE:** Regular cleaning of high touch points will continue daily by FMD/UG2. Employees will have access to cleaning supplies through the department for use before touching shared surfaces (those surfaces not cleaned by FMD/UG2). Hand sanitizer dispensers have been installed. Antibacterial wipes will be available in classrooms and will be replenished by Community Safety Assistants. Managers will encourage employees to clean personal workspaces often.

LIST SHARED SURFACES THAT EMPLOYEES WILL BE RESPONSIBLE TO CLEAN: (examples: computer keyboards, reception counter, conference room surfaces, desktops, touch screens, printer/copier/fax, etc.)

3. Shared/University Owned Vehicles
Does your department have shared campus-owned vehicles? This could be work trucks, cars, vans, buses, and carts. Select answer from the drop down menu: **Yes**

**NOTE IF YES:** Employees should clean steering wheels, shifter, and doorknobs before each use. CA Department of Public Health recommends between users or shifts, whichever comes first. Employees not fully vaccinated must wear face coverings or approved respirator (N95) in vehicles.

4. Kitchenette/Breakrooms
Does your department have kitchenettes and/or breakrooms? Select answer from the drop down menu: **Yes**

**NOTE IF YES:** While eating and drinking indoors at the workplace employees not fully vaccinated may go without face coverings/approved respirators (N95) provided employees are six feet apart. Employees will be encouraged to follow this standard. Employees will have access to cleaning supplies for use before touching shared surfaces (those surfaces not cleaned by FMD/UG2).

LIST LOCATIONS WHERE EMPLOYEES MAY EAT/DRINK IN THE SPECIFIC WORKPLACE:

5. Customer Service/Food Service
   A. Does your department provide customer service at a counter? Select answer from the drop down: **No**

   **NOTE IF YES:** Employees will have access to cleaning supplies to clean shared surfaces (those surfaces not cleaned by FMD/UG2). Hand sanitizer should be readily available for customers and employees. Some locations may consider use of cleanable solid partitions.

   LIST LOCATIONS OF CUSTOMER SERVICE COUNTERS IN THE SPECIFIC WORKPLACE:

   B. Does your department cook and/or serve food to the campus community? Select answer from drop down

   **NOTE IF YES:** Cleanable solid partitions should be considered for cashier customer service counters. Follow all required food safety practices by public health and campus protocol.

   LIST LOCATIONS OF FOOD SERVICE COUNTERS IN THE SPECIFIC WORKPLACE:
6. Areas Where Employees May Congregate
Identify places and times people may congregate or come into contact with one another, regardless of whether employees are performing an assigned work task or not. For instance; during meetings or trainings including in and around entrances, bathrooms, hallways, walkways, elevators, break/eating areas, and waiting areas.

NOTE: Employees will have access to cleaning supplies through the department for use before touching shared surfaces (those surfaces not cleaned by FMD/UG2). Hand sanitizer dispensers should be readily accessible. Employees not fully vaccinated should wear face covers when around others in the workplace. For exposure cases close-contacts within 6 feet for 15 cumulative minutes or more will be identified.

LIST AREAS OF POSSIBLE CONGREGATION IN THE SPECIFIC WORKPLACE: (examples: conference room, lobby, waiting room, office hallways, break area, etc.)

7. Other Workplace Specific Risks, Areas or Activities
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? Select answer from the drop down: [ ] No

DESCRIBE ADDITIONAL SAFETY MEASURES TAKEN IN THE SPECIFIC WORKPLACE:

REVIEW AND APPROVE

Department Dean/Director/Manager

Vice President

President

DATE ACCEPTED

DATE LOGGED BY EHSRM

EHSRM NOTES

FOR SAMPLE PURPOSES ONLY 3

SAMPLE VER 06/30/2
Appendix B – 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
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
   - Hand sanitizer – small desk size (refillable)
   - 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 (reusable/washable)
   - Face shields
   - Protective gowns
3. Complete the EOC/Logistics Resource Request Form online
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**

1. **Student, Faculty, or State or Corporation Staff**
   - self-reports that they have tested 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 further action from reporter. Form submissions delivered to CHC.

   **Faculty or Staff**
   - Provide faculty or staff the link to complete the confidential COVID-19 Reporting form, and inform them to expect a call from University Personnel (UP) or Corporation HR.
   - Reporter may also email UP or Corporation HR with additional information.

   CHC, UP and Corporation HR’s 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 or COVID positive individual and/or are exhibiting COVID symptoms

   Provide student, faculty or staff the link to complete the confidential COVID-19 Reporting form. If needed, the CHC, UP or Corporation HR will guide them on what to do next regarding their potential exposure or their symptoms.

Updated 12-17-2020
COVID-19 Exposure Response Team Procedures

(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

Version December 2020
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.