## 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 CalOSHA COVID-19 Prevention - Non-Emergency Regulation effective through February 3, 2025.

## Introduction

These guidelines will be updated as needed to align with recommendations from the 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.

## COVID-19 Emergency Conditions

The University President has authority to cancel or limit in-person or other campus activities depending on the risk level posed by COVID-19 health hazards. Following an active period where campus access has been restricted, Monterey Bay will perform job safety analysis and assure safety plans are followed for return to in-person work.

## Institutional Responsibilities

- ✓ **Prevention Training**
    - CSUMB provides COVID-19 training online through the SumTotal Learning Management System within the Injury and Illness Prevention Plan course.
    - Managers/appropriate administrators are responsible for department specific and on-site COVID-19 protocol training.

- ✓ **Investigation and Response to COVID-19 Cases**

    The COVID-19 Exposure Response Team (HR, CorpHR, HWS, Public Information, and EHSRM) will be responsible for investigating and responding to COVID-19 cases including:

    - Assure compliance with the latest laws pertaining to COVID-19 prevention (AB 685, SB 1159, CalOSHA orders, CDPH, and others as they become implemented)
    - Coordinate with Human Resources (state HR) and Corporation Human Resources (CorpHR) for COVID-19 case confirmations with employee
    - Support and/or implement the investigation of any COVID-19 positive illness and determine if work-related factors could have contributed to the exposure
    - Determine outbreaks (three or more cases in an exposed employee group over a 14-day period); provide subsequent reporting to public health, and testing for potentially exposed employees

- ✓ **Ventilation**
    - Facilities Management Department (FMD) management reviews and assures compliance with CDPH, Cal/OSHA and CSU guidance regarding ventilation criteria for HVAC systems during COVID-19.
    - All buildings have been evaluated to maximize the ventilation per the CSU recommendations as put forth by ASHRAE (American Society of Heating, Refrigeration, Air-conditioning Engineers).

- The recommended level of filtration efficiency compatible with the existing ventilation system has been installed (MERV-13).
- In areas where and MERV-13 or higher filters were not compatible with the ventilation system, areas were evaluated for the use of portable or mounted High Efficiency Particulate Air (HEPA) filtrations units, or other air cleaning systems to reduce the risk of a COVID-19 transmission and were implemented to the degree feasible.

✓ **COVID-19 Vaccination Status**

- Per the most current version of the CSU Interim Vaccination Policy, "fully vaccinated" means individuals are considered fully vaccinated after meeting the requirements of either A or B below:

    A) mRNA Vaccine (e.g., Pfizer-BioNTech or Moderna) - Completion of an mRNA vaccine primary series, and are not yet eligible for any booster dose; or Completion of an mRNA vaccine primary series, and receipt of all booster dose(s) of an Approved Vaccine for which an individual is eligible per current CDC recommendations and subject to availability.

    Or

    B) Janssen Vaccine (Johnson & Johnson) - Completion of a Janssen vaccine primary does, and are not yet eligible for any booster dose; or Completion of a Janssen vaccine primary dose, and receipt of all booster dose(s) of an Approved Vaccine for which an individual is eligible per current CDC recommendations and subject to availability.

- All employees are encouraged to voluntarily submit proof of vaccination or exemption using the Otter Vaccination Registry.

✓ **Cleaning and Disinfecting protocols**

- Antibacterial cleaning supplies are available in department spaces for optional use on shared surfaces, materials or equipment.
- FMD assures that the custodial teams::
    - Adhere to CDC guidance for maintaining a healthy environment.

    - Clean in high traffic areas (entrances/ hallways/elevators/lobbies) .
    - 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.

✓ **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 that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric. This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, otherwise meet this definition and which may be used to facilitate communication with people

who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. [Cal/OSHA ETS 8 CCR Section 3205(b)(8)].

- Face coverings are not required outdoors
- Employees can wear face coverings at work regardless of their vaccination status, and retaliation by the employer is illegal
- Masks are available for free to staff, faculty, and students on campus
- 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, how to store, and the fact that facial hair interferes with a seal
- Employees must wear face coverings *when required* to in compliance with CSUMB posted rules in accordance with public health recommendations
  - *When face coverings are required*, then the following are exceptions to the use of face coverings in our workplace:

    - When an employee is alone in a room or vehicle. A "room" does not include a cubicle, and only refers to spaces that have walls to the ceiling and a door that must be closed when an individual removes their mask
    - While actively 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

    - Accommodation will be made for those who cannot wear face coverings due to a medical or mental health condition or disability, who are hearing-impaired or communicating with a hearing-impaired person, or when an employee performs specific tasks which cannot be performed with a face covering. Employees must work with Human Resources or Corporation HR for accommodations.

    - 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/appropriate administrators must:
    - evaluate employees' potential workplace exposures to all persons at, or who may enter the workplace (see Appendix B)
    - 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 Department COVID-19 Self Inspection 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 Department COVID-19 Self Inspection formand 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 Department COVID-19 Self Inspection form](#), and corrected in a timely manner based on the severity of the hazards.
  - EHSRM staff will review and follow up with the person who submitted the completed form, follow up with the manager responsible for the area inspected to confirm timely corrective actions where needed, and retain records of inspections and corrective actions.

- ✓ **System for Communicating**
  - 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.
  - Employees may report COVID-19 symptoms and possible hazards to their appropriate administrator without fear of reprisal
  - Employees should report COVID-19 exposure or a positive test result using the [online form at this link](#)
  - Contractors who work in-person on campus should report COVID-19 positive test results using [the form at this link](#)
  - Everyone may report non-urgent potential hazards and COVID-19 compliance concerns to EHSRM online using the [Safety Communication form,](#) or by sending an email to [safety@csumb.edu](mailto:safety@csumb.edu)
  - All hazards reported will receive timely follow up by Environmental Health, Safety and Risk Management (EHSRM)
  - Employees may contact Human Resources (HR) 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.](#)
  - Notification by email from the exposure tracing analyst, and from HR or CorpHR is provided to all employees who are exposed in close contact in the workplace
    - HR or CorpHR provides notification by email and/or telephone to employees defined as exposed in close contact with information about access to workers' compensation provisions that may apply, information regarding pay and benefits, information regarding mandatory or voluntary COVID-19 testing, and additional resources
    - [CDPH defines close contact](#) as someone sharing the same indoor airspace (e.g., home, clinic waiting room, airplane etc.) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual five-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a clinical diagnosis) infectious period.
    - HR provides notification by email to employees' union representatives in cases of close contact
    - HR or CorpHR contacts the appropriate administrator of close contact employees to coordinate required information associated with leaves, resources and return to work 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 workgroup within a 14-day period, as tracked by HR or CorpHR):
    - Affected stateside employees will be notified by HR 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, inform affected employees of the reason for the testing and the possible consequences of a positive test.
- When an exposure is work related the University will provide the testing during regular work hours, and will provide paid time to the employee for testing.
- All employees in the exposed workgroup shall be offered testing immediately, and then tested again one week later.
- Employees in the exposed workgroup who remain at the workplace shall receive COVID-19 testing once per week until one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.
- HR and CorpHR staff only have access to the results if the employee has elected to share this protected health information when enrolling for their test.

✓ **Exclusion of COVID-19 Cases**
Where there is a COVID-19 case in the workplace, the University will limit transmission by:
- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met
- HR or CorpHR will advise employees in isolation 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
  - 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 HR or CorpHR

✓ **Reporting, Recordkeeping, and Access**
It is our policy to:
- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department
- 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

- ✓ **Criteria for Post Positive Case Return-to-Work In-Person On-Campus**
  - Per the CDPH, the duration of exclusion from the workplace generally ranges from 5-10 calendar days, and depends on the individual testing negative anytime after day five. The employee who tests negative after day five will submit the COVID-19 SELF ATTESTATION FORM to their manager and [leaves@csumb.edu](mailto:leaves@csumb.edu) before their return to work
  - COVID-19 cases *with ongoing COVID-19 symptoms*, and no negative test, will not return to work in-person on-campus until all of 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 calendar 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 testing negative after day five or a minimum of 10 calendar days after 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, unless there is a need for return in less than 10 calendar days. The CDPH allows a worker to come back to work after day five if they test negative and do not have any symptoms. If the worker cannot test or declines to test, they can return to the workplace after day 10.

- ✓ **COVID-19 Testing Protocol**
  - Rapid antigen tests are available on campus at no cost to employees at the Campus Health Center:
    - Who had a close contact (as defined by the CDPH) with a person with COVID-19
    - During an outbreak (three or more positives cases in one exposed group):
      - Testing is available for two weeks to all employees in the exposed group, or until one or fewer new COVID-19 cases are detected in the exposed group for a 14-day period.
    - During a major outbreak:
      - Test employees in the exposed group or exclude those in the exposed group who do not take a COVID-19 test. Employees who do not test may not return to in person work until the return to work requirements for COVID-19 cases are met. CSUMB follows the CDPH Isolation information on when COVID-19 cases may return to work.
      - Testing is required twice a week for all employees in the exposed group until there are fewer than three COVID-19 cases in the exposed group for a 14-day period.
  - COVID-19 exposure response team members will notify any individual with close contact to a positive case and recommend diagnostic testing per CDPH

# Manager/Appropriate Administrator Responsibilities

- ✓ Complete a [Departmental COVID-19 Self Inspection using this link](#) (see the sample form in Appendix A)
- ✓ Ensure all staff/faculty understand how to report a positive case of COVID-19
- ✓ Following a positive case, confirm HR/CorpHR have completed return to work paperwork with the employee
- ✓ Provide site-specific guidance and instruction to staff/faculty, provide hygiene supplies, and advise the location of additional supplies when needed
- ✓ Provide disinfecting supplies in each work area, and assure supply replenishment (see Appendix B for instructions)
- ✓ Conduct periodic inspections at on-campus workspaces for compliance with COVID-19 protocols including corrective actions and documentation; use [the form at this link](#)

# Employee Responsibilities

✓ **Conduct self-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 Human Resources or Corporation Human Resources immediately and **do not report to work in-person**

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Fatigue
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle or body aches
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- Congestion or runny nose

✓ **Employees experiencing any of the warning signs/symptoms below should call 9-1-1 or call ahead to their local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.** 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
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

✓ **Wear face coverings**

- When required to in compliance with CSUMB posted rules
- For 10-days following a close contact exposure to a positive case, and/or after testing positive for COVID-19
- The University will provide face coverings for employees, and/or employees may also provide and wear their own face cover
- When face coverings are required, following are exceptions to the face coverings requirement:
  - When an employee is alone in a room or vehicle. A "room" does not include a cubicle, and only refers to spaces that have walls to the ceiling and a door that must be closed when an individual removes their mask (e.g. office or conference room with doors closed).
  - While actively 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 provides hand sanitizer and hand washing facilities.

✓ **Clean and sanitize individual spaces**

- Alcohol wipe/cleaning supplies will be made available in department spaces and classrooms for optional 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.

This attachment shows a **sample version** of the *Department COVID-19 Self Inspection form*. Appropriate administrators should download the most current version from the CSUMB COVID-19 webpage.

Departmental COVID-19 Self-Inspection Form                       https://docs.google.com/forms/u/1/d/1aaZOt-ZmDCwUvan3chlMX7Y_...

# Departmental COVID-19 Self-Inspection Form

* Required

1.  Building Name *

    _____

2.  Inspected by *

    _____

3.  Name of appropriate administrator/manager for the department inspected *

    _____

4.  Date of Inspection *

    _____

    *Example: January 7, 2019*

5.  Time of Inspection *

    _____

    *Example: 8:30 AM*

6.  Are COVID-19 hygiene supplies readily accessible to employees of the department (hand sanitizer, alcohol wipes, masks)?      *

    *Mark only one oval.*

    ( ) Yes
    ( ) No
    ( ) N/A

7. Where are the hygiene supplies stored for employee access? *

_____

8. Does the front entrance to the building have a sign describing the mask rules at   *
the time?

*Mark only one oval.*

  ◯ Yes

  ◯ No

  ◯ N/A

9. List sign content and location (Building and room number format ex. 13-101)

_____

10. Is there any custom or additional COVID-19 signage posted in the workspace?   *
If yes, please describe or attach a photo.

*Mark only one oval.*

  ◯ Yes

11. Is there any custom or additional COVID-19 signage posted in the workspace?
Please describe here and attach a photo in next section.

_____

12. Is there any custom or additional COVID-19 signage posted in the workspace? If
yes, please attach a photo here.

Files submitted:

13. Is any signage incorrect, outdated, or contain old messages that are no longer
accurate? If yes, please describe or attach a photo.

*Mark only one oval.*

  ◯ Yes

  ◯ No

14. Is any signage incorrect, outdated, or contain old messages that are no longer accurate? Please describe here and attach a photo in next section.

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15. Is any signage incorrect, outdated, or contain old messages that are no longer accurate? If yes, please attach a photo.

    Files submitted:

16. Does the department have limited in-person office hours with limited access to the public? If yes, describe the current in-person office hours in the next section. *

    *Mark only one oval.*

    ◯ Yes

    ◯ No

17. Does the department have limited in-person office hours with limited access to the public? If yes, describe the current in-person office hours in the next section. *

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18. Are there any other COVID-19 concerns or possible hazards that should be corrected? Please select yes and describe and attach a photo in next section. *

    *Mark only one oval.*

    ◯ Yes

    ◯ No

19. Are there any other COVID-19 concerns or possible hazards that should be corrected? Please describe here and attach a photo in next section. *

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20. Are there any other COVID-19 concerns or possible hazards that should be corrected? Please attach photo here.

    Files submitted:

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## Appendix B – COVID-19 Prevention Hygiene Supply Request Procedure

The University maintains a stockpile of hygiene supplies for the prevention of COVID-19. These items are available free of charge for employee to use while at work. Managers/appropriate administrators are responsible for the provision of hygiene supplies to employees in their area of responsibility. They may delegate staff to assist with the ordering of supplies for their area following this process to request from the University stockpile:

1. Determine which supplies and quantity are needed for a 30-day or more period
2. Hygiene supplies available to request:
   - ❐ Disinfecting alcohol wipes
   - ❐ Hand sanitizer
   - ❐ KN95 masks (reusable)
3. Complete the Supply Request Form online
4. Requestors will be contacted by email with confirmation details. Deliveries are made by Facilities staff.