



**CSUDH**

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

**CAMPUS  
COVID-19  
RESPONSE &  
SAFETY PLAN**

## Campus COVID-19 Response & Safety Plan - Record of Changes

As our knowledge and understanding of the COVID-19 virus continues to evolve, and as more information becomes available, our policies and plans will be updated as appropriate.

Revision Date:	Page:	Revision Description(s):
1/22/21	Full-document review.	Updated document to reflect changes for spring 2021 campus services, programs, and procedures.
6/30/2021	15/20	Updated campus screening and testing procedures.
7/19/2021	Full-document review.	Updated document to reflect changes for fall 2021 campus services, programs, and procedures.
5/23/2022	Full-Documnet Review	Updates to reflect county and state health and safety changes.
8/01/2022	Revision of testing program & Notifications	Changes to testing on campus, notifications and update for face coverings
2/13/2023	Full document review	Removal of temporary requirements, revised to comply with permanent regulations

## Contents

<b>Campus COVID-19 Response &amp; Safety Plan - Record of Changes</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>4</b>
<b>Adapting to COVID-19</b> .....	<b>4</b>
<b>Applicable Authority and Guidance</b> .....	<b>4</b>
<b>Face Coverings</b> .....	<b>5</b>
<b>Face Covering Requirements</b> .....	<b>5</b>
<b>Controlling Transmission</b> .....	<b>7</b>
<b>COVID-19 Education &amp; Signage</b> .....	<b>7</b>
<b>Training</b> .....	<b>7</b>
<b>Signage</b> .....	<b>9</b>
<b>COVID-19 Case Management</b> .....	<b>10</b>
<b>Safety Control Measures</b> .....	<b>10</b>
<b>COVID-19 Case oversight</b> .....	<b>10</b>
<b>Notification Procedure</b> .....	<b>11</b>
<b>Campus COVID-19 Testing Program</b> .....	<b>13</b>

## Introduction

This written plan will be made available to any faculty, staff or students, or authorized employee representative as needed.

### Adapting to COVID-19

COVID-19 is a viral respiratory illness caused by the SARS-CoV-2 virus, a novel coronavirus. According to the Center for Disease Control (CDC), COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may spread the virus. The virus spreads mainly from person-to-person between people in close contact with one another (within about 6 feet) by aspiration of respiratory droplets by an infected person.

The policies and protocols set forth by California State University (CSU), Dominguez Hills (CSUDH) in coordination with union representatives for responding to COVID-19 will depend on multiple factors such as location, risk of outbreak or major outbreak and will be guided by prioritizing the health and safety of our students, faculty, staff, as well as the public we interact with.

This prevention plan aligns with recommendations from the CDC, California and Los Angeles County Departments of Public Health, California Department of Industrial Relations/Office of Health and Safety (Cal/OSHA), and the CSU, Chancellor's Office. Multiple revisions have been made to this plan since the onset of the COVID-19 pandemic and this latest version is meant to comply with long term plans and regulations of the agencies.

No campus community can guarantee an environment free of COVID-19, and the measures described in this prevention plan recognize that reality. While much has gone into this effort to protect the Toro community, we trust that all its members — faculty, staff, students and visitors alike will ultimately take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them.

All faculty, staff and students are asked to report to the university, without fear of reprisal, either a positive result or a close contact to a positive case. For employees with medical conditions where increased risk of illness or severity of disease, contact Human Resources at 310-243-3771 for assistance. All COVID-19 reporting details can be found under the COVID-19 case management section of this document.

### Applicable Authority and Guidance

The [California State University's systemwide Executive Order 1039 \(EO 1039\)](#) provides the CSU's guidance on applying Environmental Health and Safety policies and procedures appropriate to the CSU and under applicable regulations. CSUDH's decisions involving persons with communicable diseases, such as COVID-19, shall be based on EO 1039, applicable federal and state laws and regulations related to the control of communicable diseases. Failure to comply with the directives in this plan may subject employees to discipline, and students will be referred to the university's Student Conduct Officer.



## Face Coverings

Face coverings are always encouraged for all students, employees, and visitors while on campus indoors and in outdoor spaces. Currently Face coverings are required when in an active classroom, laboratory or at the Student Health Center.

### Face Covering Practices

- When using a face covering, make sure
  - The mouth and nose are fully covered
  - The covering fits snugly against the sides of the face so there are no gaps
  - You do not have any difficulty breathing while wearing the face covering
  - The face covering should be tied, looped around the ears or otherwise secured to prevent slipping.
- Avoid touching your face as much as possible.
- Keep the covering clean.
- Wash hands with soap and water or use an alcohol-based (non-methanol based) hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering.
- You should be the only person handling your face covering.
- A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
- Face coverings must have no slits, visible holes, punctures, or outlet valves.

### Face Covering Requirements

- Appropriate use of face masks or coverings that mask both the mouth and nose is critical in minimizing risk to others, as COVID-19 can be spread to others even if no symptoms are present.
- The university expects the Toro community to behave responsibly with respect for the health and safety of others.
- When Employees are required to wear face coverings as directed by California Department of Public Health (CDPH) or LA County Health, exceptions to face coverings are as follows:
  - When an employee is alone in an office or vehicle
  - While eating and drinking at the workplace,
  - Employee's task or job requires the use of a respirator.
  - 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

Medical grade masks, including N95's can be picked up at the following locations. Medical-grade masks consist of surgical masks, KN95's and N95 respirators. Surgical Masks will be located throughout campus in dispenser boxes, typically by elevators. KN95's will be given out in increments of five to ten

masks at a time. If departments/colleges would like a supply at their location to distribute as needed, the department manager/administrator can request up to two boxes at the distribution locations below. Larger orders need to go through the campus warehouse.

Location	Hours	Medical-grade Mask	
		KN95*	N95
Student Health Center	9 a.m. – 4 p.m.	X	X
Univ. Police Department	7 days/week**	X	X
Toro Welcome Center	8 a.m. – 5 p.m.	X	X
Residence Hall Commons	8 a.m. – 5 p.m.	X	X
Physical Plant	8 a.m. – 5 p.m.	X	X
*Managers/Administrators should email <a href="mailto:dhernandez@csudh.edu">dhernandez@csudh.edu</a> to receive supplies greater than two boxes (excludes N95s)			
** University Police Department dispatch is also available for distribution after regular business hours and weekends			

**N95’s for voluntary use**

Face coverings now include N95’s on a voluntary basis. Voluntary basis means that the wearer does not have to complete a medical evaluation or supervised fit testing to use it. Because of this the N95, in this case, is considered a face covering and not a respirator but generally offers greater protection than other face coverings.

If you would like to use an N95 please visit one of these locations above. You will be given a one-page document that explains their use and how to correctly put them on and take them off and you will be asked to sign that you received this face covering.

## Controlling Transmission

Campus buildings with mechanical or natural ventilation where applicable will maximize outside air so as long as the air quality does not affect the occupants. If Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Regular cleaning and sanitizing will include daily services to all shared areas of campus that are occupied by Faculty, Staff & Students. Areas that are off key will need to contact facilities by calling 310-243-3084 or submitting a work order. Disinfecting agents used to surface clean do contain products that kill coronaviruses, including the virus that causes COVID-19

Remember to wash hands frequently for 20 seconds to prevent transmission.

## COVID-19 Education & Signage

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:

- ✓ Compete COVID-19 Safety Training via CSU Learn or as part of the campus Injury Illness Prevention Plan
- ✓ If Faculty, staff or students have been deemed a close contact with a confirmed case, or have tested positive, they should visit the Toros Together reporting page and follow the flowchart on how to report their condition along with whether or not they would be able to come to campus and for how many days they should isolate or quarantine.

## Training

Training on COVID-19 is provided by the department of Environmental Health & Safety (EHS). Employee training is required for all employees and will include all applicable Cal OSHA/CDPH guidelines as well as topics highlighted in this document. Topics include:

- The Campuses COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits for those who may be required to quarantine or isolate. Human Resources provides this information and can be found on the [COVID-19 employee information page](#).
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- 
- Benefits of receiving the vaccine and that you can still come down with COVID-19 if you are vaccinated but severity of symptoms is greatly reduced.



### Signage

The university has existing signage throughout the campus to help remind the Toro community of the safety protocols. Please be cognizant of posted signage and adhere to the guidelines.

**HELP SLOW THE SPREAD**

**COVID-19 REPORTING  
HOTLINE: (310) 243-2076**



Confidentially report if you have tested positive or have been in close contact (6ft for 15+ min) to someone with COVID-19

**CSUDH**

**DO NOT ENTER THIS BUILDING IF YOU HAVE THE FOLLOWING SYMPTOMS**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



**EVERYONE WHO COMES TO CAMPUS MUST COMPLETE A SYMPTOM SELF-SCREENING CHECK.**  
Scan to complete via the iToros app.

**FACE COVERINGS REQUIRED**



**WASH HANDS FREQUENTLY**



**CSUDH**

## COVID-19 Case Management

### Safety Control Measures

The university has designated a COVID-19 Compliance team who are responsible for ensuring that the campus is abiding by state public health and Cal/OSHA regulations, providing information on COVID-19 safety protocols, and ensuring that staff and students receive education about COVID-19. All reporting of Covid-19 symptoms, exposures or confirmed positive cases are done without a fear of reprisal by CSUDH.

Currently this compliance will be managed by the COVID-19 Response Team, which is led by the Director of Environmental, Health & Safety and Student Affairs with direct oversight from the Emergency Preparedness Analyst

### COVID-19 Case oversight

The campus COVID-19 compliance Team has been assembled to manage the contact investigation of individuals with a suspected or confirmed case of COVID-19. The team is comprised of Environmental, Health, & Safety (EHS), Emergency Management, and Student Affairs. All actions done by the campus in this area are done with an abundance of caution.

Following the notification of a COVID-19 case by the campus community via a web-based survey, a member of the COVID-19 compliance Team will review with the positive confirmed cases survey to identify: the last date the individual was on campus, the location(s) the individual visited while on campus and close contacts the individual may have come into contact with. The survey submitter should upload proof of the positive test result, either by taking a photo or submitting a laboratory result. The survey allows for .jpeg, .pdf & .gif documents. The identity of the positive case individual will not be divulged to anyone that does not have a need to know.

Online reporting surveys also ask to identify campus constituents who were in **close contact**<sup>1</sup> with the suspected or positive individual from 48 hours before symptoms began, until the individual left campus. Anyone identified as having been potentially exposed to a suspected case or person under investigation must **self-monitor**<sup>2</sup> and symptomatic, persons exposed to a confirmed case must **self-quarantine**<sup>3</sup> and contact their healthcare provider if necessary; this includes vaccinated or unvaccinated persons.

If applicable, Facilities Services will coordinate the disinfecting and deep cleaning of affected space(s).

**DEFINITIONS:**

<sup>1</sup>Close Contact: 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 5-minute exposures for a total of 15 minutes) during an infected person's (laboratory-confirmed or a [clinical diagnosis](#)) Infectious period.

<sup>2</sup>Self-monitor: inform staff/student to monitor symptoms and complete the online survey if status changes from close contact to a positive case

<sup>3</sup>Self-quarantine means staff/student cannot leave their place of quarantine for 5 days from time of exposure and then perform a rapid antigen test to ensure their condition has not changed, with the only exception being to receive medical care.

## Notification Procedure

The university has established notification procedures for both internal and external communications, as it relates to COVID-19 cases on campus.

The COVID-19 compliance team utilizes an online reporting survey and has the following in place as it relates to investigating and responding to COVID-19 cases on campus:

- A procedure for electronically receiving COVID-19 case status, including information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.
- Take the following actions when there has been a positive COVID-19 case on campus:
  - Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
  - Review who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
  - Electronically post notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
    - All employees who may have had COVID-19 exposure and their authorized representatives.
    - Independent contractors and other employers present at the workplace during the high-risk exposure period.
  - Offer COVID-19 testing at no cost to symptomatic and close contact employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits for employees.
  - If applicable, Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms will be kept confidential. Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, Cal/OSHA in the event of a serious illness, fatality or major outbreak, or as otherwise required by law immediately upon request.
- Ensure that all employee/student medical records are kept confidential and are not disclosed or reported without the employee's/student's express written consent to any person within or outside the campus.

The university has established notification procedures as it relates to COVID-19 cases on campus.

**Initial Notification:**

To protect the safety and well-being of our students, faculty, and staff, the university has established a COVID-19 reporting page for members of the campus to report COVID-19 positive results or possible exposure confidentially. Students, faculty, and staff will visit <https://www.csudh.edu/together/reporting> to report their case or close contact exposure, via a secure online reporting form. All information will be kept confidential.

**Campus Notification:**

In the event there is a positive case confirmed on campus

The Toros Together Reporting page will be updated via the university issued notifications portal after a confirmed on-campus case is made aware by the university., As a reminder, the identity of the positive individual or the individuals that may have been exposed will never be disclosed.

**External Notification for a multiple COVID-19 outbreak:**

In the event of an outbreak on campus, the Emergency Preparedness Analyst will serve as the liaison between the campus and the LA County Department of Public Health (LACDPH). Notifications of all confirmed COVID-19 cases and close contacts will be made to the local health department no longer than 48 hours after CSUDH is made aware and will be monitored for a possible outbreak. An outbreak is 3 or more related cases identified on campus within a span of 14 days. This cluster will also be reported immediately to the LACDPH at (888) 397-3993 or (213) 240-7821.

The Emergency Preparedness Analyst will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code (NAICS), which is 611310 for Colleges and Universities. CSUDH will maintain communication throughout the outbreak with LADPH of any subsequent COVID-19 cases at the workplace. CSUDH will provide COVID-19 testing to all employees at the exposed workplace who were present during the period of an outbreak identified by a local health department or the relevant 14-day period. This testing will be provided at no cost to the employee and can be conducted during working hours.

COVID-19 testing shall consist of the following: COVID-19 Outbreak

- Faculty and Staff in the exposed workplace shall be tested and then tested again one week later, whereas a negative result will not change the quarantine timeframe.

- After the first two COVID-19 tests CSUDH will provide continuous COVID-19 testing of Faculty and Staff who remain in the exposed group at least once per week. This will continue until 14 days have passed since the last known positive case is identified.
- All COVID-19 confirmed cases during an outbreak will be investigated and hazards found will be mitigated and documented.

#### Major COVID-19 Outbreak:

- All bullet points noted for an outbreak above will apply along with the bullet point below.
- In the event of a major COVID-19 Outbreak, involving 20 or more employees, Cal/OSHA will also be notified.

#### **Campus COVID-19 Testing Program**

This program will only test members of the campus community who are close contacts of positive cases and have become symptomatic. In the event of an outbreak, 3 or more employees in a campus worksite regular testing will occur for all exposed workers until the outbreak has concluded. These close contacts may be on-campus or already placed in quarantine off-campus. Ultimately, the program aims to keep CSUDH's infection rate low.