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.

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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 the status of the pandemic and will be guided by prioritizing the health and safety of our students, faculty, staff, as well as the public we interact with.

Decisions will be informed by public health data. These guidelines and expectations align 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. In addition, these directives comply with Cal/OSHA's newly adopted COVID-19 prevention regulations (8 CCR 3205), with revisions made to comply with Cal/OSHA's June 17, 2021 revision to the emergency temporary standard (ETS).

No campus community can guarantee an environment free of COVID-19, and the measures described in this 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.

COVID-19 Campus Response

In early March 2020, the Emergency Operations Center (EOC) was activated and has been operating in a virtual environment to ensure a coordinated campus response to the COVID-19 pandemic. Its mission is to implement policies and procedures as a result of the emergency, secure resources, and to streamline communication. Since its inception, this team has met on a daily basis to maintain a safe and healthy campus environment. The EOC is also responsible for applying local, county, and state public health orders and for ensuring that critical business functions can continue. The Executive Policy group, which comprises the president and cabinet, provides guidance and establishes the directives of the EOC.

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.

Changes to Campus Environment

Space and service updates have been made to the campus environment to maintain hygiene, safety, and physical distancing in the following ways:

Return to Campus

There is no one-size-fits-all solution for when it is appropriate for vast return to campus. Decisions are aligned with federal, state, local, and CSU system guidance for when it is safe to do so.

Face Coverings

Face coverings are mandatory while on campus and will be essential to preventing person-to-person transmission of COVID-19.

Increased Sanitization and Hygiene

Heightened cleaning measures have been implemented to ensure the health and well-being of our campus community. This includes increased measures around high-touch points.

Education & Behavioral Signage

The university has launched a CSUDH COVID-19 Safety training, as well as strategically placed signage and wayfinding to educate and inform students, staff, and faculty on proper safety protocols. All employees and students who come to campus will need to ensure they have completed the safety training.

COVID-19 Case Management

The Los Angeles Department of Public Health requires for institutions of higher education to identify processes & personnel that will aid in effectively managing COVID-19 cases that may arise on campus.

Campus Services & Programs

Modifications to the delivery of campus services & programs are in effect to ensure the health and safety of our campus community.

Returning to Campus

CSUDH Administration is excited to welcome back students, faculty, and staff to campus. All departments and offices will be open for business with revised health and safety protocols designed to safeguard everyone on campus.

Coordinated Return to Campus

The return to in-person on campus activities will be implemented under applicable state and CSU authority. This effort will be coordinated campus-wide to mitigate potential risks and ensure the safety of students, faculty, and staff, as well as the communities we serve.

Each division and college have been asked to complete a needs analysis by assigning each employee (non-faculty) to one of the three return priorities, based on their regular work duties. Established on a foundation of functionality and the need to provide face-to-face contact to best support students, the phased repopulation schedule for non-faculty employees is as follows:

- Monday, July 19 – Phase 1 units and all MPPs
- Monday, August 2 – Phase 2 units
- Monday, August 16 – Phase 3 units

Vendors/ Visitors on Campus

Vendors and contractors delivering goods and performing work on campus shall adhere to the following guidelines:

1. All vendors and contractors are expected to comply with the guidelines established by existing County of Los Angeles Department of Public Health Safety Order, and the Center for Disease Control and Prevention, as updated, to prevent and control the spread of COVID-19.
2. Vendors may perform work only with explicit approval from the Office of Procurement and Contracts or authorized representative.
3. Vendors shall ensure that a fully executed agreement is received prior to arriving on site to perform work.
4. Vendors and contractors authorized to perform work at CSUDH, and that require access to campus facilities, shall work with the Project Manager or contact designated on the contract to coordinate work and obtain access to facilities. If the designated CSUDH staff is unable to provide access to the vendor or contractor, the campus staff should contact work control Monday through Friday, from 8:00 a.m.-5:00 p.m. at 310-243-3587, extension 3804, or email workcontrol@csudh.edu, and the work control staff will assist with access. In the event of work being performed after hours, vendor or contractor shall work with campus staff to contact Campus Police for access.
5. Vendors and contractors shall provide personal protective equipment (PPE), such as gloves, goggles, face coverings as appropriate for the work being performed.
6. Ensure all vendors and contractor employees wear proper PPE, required by current public health orders and CSUDH contracts, AT ALL TIMES while on university property making deliveries or performing work. This includes face coverings and gloves.
7. If any of the vendor or contractor employees feels ill or has symptoms such as those enumerated by the CDC, they are to notify their supervisor, contact their healthcare provider, and not visit or perform work at the university.

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Personal Hygiene

In addition to the guidelines above, individuals assigned to perform work on university property shall observe the following CDC recommendations on personal hygiene:

1. Wash hands often with soap and water for at least 20 seconds. If soap and water are not available use a hand sanitizer with at least 60% alcohol
2. Avoid touching eyes, nose, and mouth with unwashed hands
3. Cover cough or sneeze with a tissue, then throw it in the trash
4. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
5. Stay home if sick and avoid contact with others as much as possible

Construction Sites

Contractors and subcontractors performing work on university construction sites shall adhere to the CSU Safety Protocols found at Vendors Resources webpage.

Refer regularly to the Procurement and Contracts webpage for latest updates and information applicable to vendors and contractors.

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Face Coverings

Face coverings are required for all students, employees, and visitors while on campus indoors and in outdoor spaces. When eating, face coverings can be removed but 6 feet of social distancing must be observed.

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.
- In the event an employee or student inadvertently forgets a face covering, one may be obtained from Facilities Services management staff prior to reporting to the work area or classroom. These requests can be coordinated by phone at (310) 243-3804.
- The university expects the Toro community to behave responsibly with respect for the health and safety of others.
- Signage regarding face covering requirements is located throughout the campus and on the large jumbotron on the corner of Victoria and Avalon drive for all visitors to see as they approach campus.
- If a member of the public is seen on campus not wearing a face covering, faculty, staff and students are advised to move at least 6' away from them.
- Exceptions to face coverings are as follows:
    - When an employee is alone in an office or vehicle
    - While eating and drinking at the workplace, provided employees are at least six feet apart
    - 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

Face Covering Cleaning Practices

- When using a cloth 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 cloth face covering
    - The cloth face covering can be tied 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.
- Do not share with anyone else unless it has been washed and dried first.
- You should be the only person handling your face covering.

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N95's for voluntary use

Face coverings now include N95's on a voluntary basis for non-vaccinated employees. 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. N95's for voluntary use is available in the following locations:

- Physical Plant (Building 80) Front Desk
    - o Monday through Friday, from 8:00 a.m. - 5:00 p.m.
- Student Health Center Nurses Station
    - o Monday through Friday, from 8:00 a.m. - 3:00 p.m.
- University Police Department Dispatch
    - o Monday through Friday, from 3:00 p.m. - 9:00 p.m.

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.

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Increased Sanitation & Hygiene

Current Health Officer Orders by the Los Angeles County Department of public health require plans for "enhanced cleaning" as part of our campus reopening. Therefore, Facilities custodial staff will clean campus buildings more frequently to reduce the spread of pathogens via frequently touched surfaces.

As an abundance of caution, the following practices have been implemented:

- Cleaning in high traffic areas. The university will sanitize high traffic areas (entrances, hallways, elevators, lobbies, equipment, handrails, doorknobs, etc.)
- Provide hand sanitizer at entrances and high-traffic areas
- Provide products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface
- Ensure that sanitary facilities (e.g., restrooms) always stay operational and stocked
- Custodial teams will clean classrooms, offices, and workspaces, following CDC guidelines
- Hand air-dryers in bathrooms will be rendered inoperable
- HVAC air filtration contain a MERV13 filter
- Increase outside air intake to reduce recycled air in buildings, when possible

Toro Community Effort

Every member of the campus community has a joint responsibility for sanitation in their own work area and when using shared resources (e.g., break rooms, commonly touched surfaces, etc.) disinfecting wipes (or disinfecting spray and paper towels) will be provided in these areas so occupants can do their part to prevent surface transmission of pathogens.

- Wash hands frequently, particularly before and after eating
- Avoid sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, and steering wheels

Other Control Measures

Campus buildings with mechanical or natural ventilation 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.

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 (CSU-SCORM-RTWDC)
- ✓ Conduct a symptom self-check every day before coming to work; employees must be free of any symptoms potentially related to COVID-19
- ✓ If Faculty, staff or students have been deemed a close contact with a confirmed case, or have tested positive, they should remain home and not come to campus

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Training

Training on COVID-19 is provided by the department of Environmental Health & Safety (EHS). Employee training is required before returning to work 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- 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.
- What benefits are made available to the employee in the event they become sick with Covid-19, experience symptoms as a result of the vaccination or if a family member needs care as it relates to COVID-19
- Availability of an N95 for unvaccinated employees under voluntary use as requested.
- 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.

A mandatory COVID-19 training delivery for students is assigned through the Blackboard Learn module.

Employee Symptom Self-Check

All faculty, staff, students, and visitors will be required to conduct a self-assessment each day prior to returning to campus to check for COVID-19 related symptoms. Should symptoms be present, employees should seek medical attention, contact their supervisor, and do not report to work. The self-assessment tool, which is available through the iToros Mobile app (available on the Apple Store and Google Play Store), or by visiting the Toro Together Screening page for a desktop version. This tool asks if the individual is experiencing any of the following:

- Fever (100.4 F or greater)
- Cough or shortness of breath
- Loss of smell or taste, change in taste
- Fatigue or muscle/body aches
- Headaches, sore throat or runny nose
- Gastrointestinal symptoms
- Have had any recent close contact with a known positive COVID-19 test and are not fully vaccinated or have become symptomatic.
- Have had a COVID-19 test that is positive and are within an isolation period
- Have had a COVID-19 test due to concern about symptoms or exposure and are still awaiting results

Please visit the CDC website for additional information on symptoms.

Answering 'NO' to **ALL** of these bullet points will result in a green button allowing you access to campus for the day. Answering 'YES' to one or more of the bullet points above you will receive a red button stating your request to return to campus is denied. In addition, if any of the last 3 bullet points were checked 'YES', then the self-assessment screening tool advises the respondent to please stay home and call the CSUDH COVID-19 hotline to report. If you are experiencing symptoms, please contact your medical provider. You may also dial 211 to speak with LA County health officials to need help finding medical care.
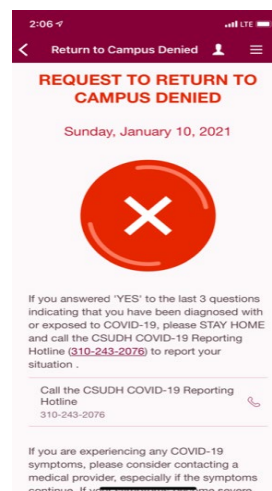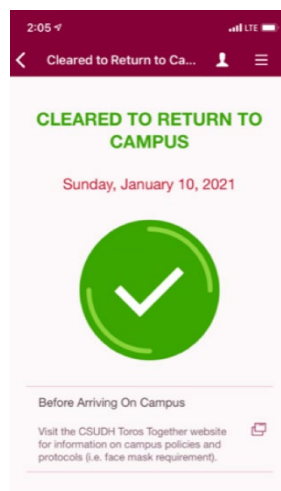
Signage

The university has newly installed 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.

COVID-19 Case Management

Safety Control Measures

The university has designated a COVID-19 Compliance Officer who is responsible for ensuring that the campus is abiding by local public health orders, 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.

For the Fall 2021 semester this compliance will be managed by the COVID-19 Response Team, which is led by Michael Williams, Manager, Environmental, Health & Safety with oversight from the Emergency Preparedness Manager, Nora Garcia.

COVID-19 Case Investigation

A campus COVID-19 Response 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), Student Health Services, University Police Department, and Human Resources. All actions done by the campus in this area is done in an abundance of caution.

Following the notification of a COVID-19 case, a member of the COVID-19 Response Team will speak with the positive confirmed case 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 identity of the positive case individual will not be divulged electronically or to anyone that does not have a need to know.

A contact list is established to identify campus constituents who were in **close contact**[1] 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**[2] and unvaccinated persons or symptomatic fully vaccinated persons exposed to a confirmed case must **self-quarantine**[3] and contact their healthcare provider if necessary. The investigation team will attempt to create this list if unavailable after speaking with the positive case. The county health department will also conduct contact tracing based on their investigation of each case.

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

DEFINITIONS:
[1]Close Contact: as defined by the CDC and LACDPH, means individuals were within 6 feet for more than 15 minutes with the affected staff/student without the use of a face covering or had direct contact to respiratory secretions of the ill person (e.g. cough or sneeze).

[2]Self-monitor: inform staff/student to take temperature twice daily. If they have a fever (100°F or higher taken orally) they must contact their healthcare provider.

[3]Self-quarantine means staff/student cannot leave their place of quarantine for 14 days, 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 Response has the following in place as it relates to investigating and responding to COVID-19 cases on campus:

- A procedure for verifying COVID-19 case status, receiving 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.
  - Determine 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.
  - Give 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 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).
  - 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, the National Institute for Occupational Safety and Health (NIOSH), 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 for both internal and external communications, 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 hotline for members of the campus to report COVID-19 positive results or possible exposure confidently. Students, faculty, and staff can call **(310) 243-2076** to report their case. The COVID-19 reporting hotline will be answered by a representative from Human Resources (HR) to collect

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the appropriate information from 9:00 a.m. to 5:00 p.m., Monday through Friday. Calls received after hours will be returned the following business day. All information will be kept confidential.

On-campus employees – may report their symptoms or that they have been identified as a person that has come into close contact with a positive confirmed case and are either unvaccinated or symptomatic to their supervisor or they may call the COVID Hotline. The employee will be directed to quarantine and seek medical attention.

On-campus students – may report their symptoms or that they have been identified as a person that has come into close contact with a positive confirmed case and are either unvaccinated or symptomatic to their professor/college administrator or they may call the COVID Hotline. The student will be directed to quarantine and seek medical attention.

Off-campus employees/students – following a positive COVID-19 test result, employees/students can either contact their supervisor/professor or call the COVID Hotline.

Refer to COVID-19 Notification and Action Procedure flowchart (appendix C) for additional information.

Campus Notification:
In the event there is a positive case confirmed on campus, individuals that may have come into close contact will be notified of their possible exposure and provided guidance on subsequent actions to take, as soon as possible. Campus representatives will attempt to reach the close contact up to 3 times at different dates/times within a 3-day period. An exposure notification letter will be sent to the contact via email as well. The Contact Tracer will remain the point person for the specific contact for the duration of their incubation period.

The Human Resources Department will notify the campus community, when appropriate. 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 Manager will serve as the liaison between the campus and the LA County Department of Public Health (LACDPH). An outbreak is 3 or more related cases identified on campus within a span of 14 days. This cluster will be reported immediately to the LACDPH at (888) 397-3993 or (213) 240-7821.

Notifications to the local health department will be made no longer than 48 hours after CSUDH is made aware of multiple COVID-19 outbreak. The Emergency Preparedness Manager 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

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COVID-19 testing shall consist of the following:

- 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 of 14 days.
- After the first two COVID-19 tests CSUDH will provide continuous COVID-19 testing of Faculty and Staff who remain at the workplace at least once per week.
- All COVID-19 confirmed cases during an outbreak will be investigated and hazards found will be mitigated and documented.

Major COVID-19 Outbreak:

- A major COVID-19 outbreak consists of 20 or more COVID-19 cases reported over a 30-day period.

Campus COVID-19 Testing Program

Weekly COVID-19 testing for surveillance purposes (i.e., repeat testing) will be made mandatory for students in University Housing, student athletes and those that attend on-campus classes. Staff and Faculty teaching on-campus courses or those that have direct contact with students for research purposes are also required to test.

Additionally, this program will test members of the campus community who are close contacts of positive cases and are either not fully vaccinated or 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.

Fully vaccinated employees who have completed the self-attestation form noting they have completed their vaccine series and 14 days have passed since their last vaccine are not required to participate in routine surveillance testing but are welcome to test if they would like.

For additional information on the campus COVID-19 Testing Program, please visit the Toro Together Surveillance Testing page.

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