



CALIFORNIA STATE UNIVERSITY  
DOMINGUEZ HILLS FOUNDATION

# COVID-19 PREVENTION PLAN

FALL 2021

## Contents

<i>INTRODUCTION</i> .....	1
<i>COVID-19 PANDEMIC</i> .....	1
<i>COVID-19 PREVENTION PROGRAM</i> .....	1
<i>DESIGNATION OF RESPONSIBILITY</i> .....	1
<i>IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS</i> .....	1
<i>CORRECTION OF COVID-19 HAZARDS</i> .....	2
<i>INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE</i> .....	5
<i>REPORTING, RECORDKEEPING, AND ACCESS</i> .....	7
<i>COMMUNICATION SYSTEMS</i> .....	8
<i>EMPLOYEE TRAINING AND INSTRUCTION</i> .....	8

# **COVID-19 Prevention Program for California State University Dominguez Hills Foundation**

## **INTRODUCTION**

This written plan is will be made available to Foundation employees, staff, students and authorized representatives as needed. CSUDH Foundation follows the written guidelines for COVID prevention set forth by the CSUDH Health and Safety department on campus.

## **COVID-19 PANDEMIC**

The novel coronavirus, SARS-CoV-2, causes a viral respiratory illness called COVID-19, which can make people sick with flu-like and other symptoms. The [virus spreads](#) easily when an infected person sneezes, coughs, or speaks, sending tiny droplets into the air. These droplets can land in the nose, mouth, or eyes of someone nearby and cause illness. This viral illness can also be caught from airborne virus, when small particles of infectious virus remain suspended in the air and people inhale them. People can also become infected if they touch an infectious virus on a surface and then touch their own nose, mouth, or eyes.

Some of the [symptoms](#) of COVID-19 are cough, fever, shortness of breath, and new loss of taste or smell. Some people with mild cases may have no symptoms at all yet still can spread the virus. Avoiding crowded indoor spaces, improving indoor ventilation, staying at least six feet away from people outside of your household, covering your nose and mouth with a face covering, and washing hands often with soap and water can help stop COVID-19 from spreading in the workplace.

## **COVID-19 PREVENTION PROGRAM**

California State University Dominguez Hills Foundation is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. We developed this program to reduce our workers' risk of catching and spreading this virus. We encourage employees to share information about potential COVID-19 hazards at our workplace and assist in evaluating these hazards. We will investigate all workplace illnesses and correct hazards that are identified. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. This plan was last reviewed on 08/16/2021

California State University Dominguez Hills Foundation will endeavor to keep this program plan up to date and based on the latest regulations and guidance. However, even if this plan is not updated, California State University Dominguez Hills Foundation will abide by the latest, in effect regulations and guidance notwithstanding the fact that this plan has not been updated.

## **DESIGNATION OF RESPONSIBILITY**

*Amanda Dodd, Director of Human Resources* and the Foundation Leadership team has the authority and responsibility for implementing this plan in our workplace. All Foundation managers and supervisors are responsible for implementing this plan in their assigned work areas and ensuring employees' questions are answered in a language they understand.

All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

As a partner entity on the CSUDH Campus, Foundation has adopted the protocols set forth by CSUDH Health a. Which can be reviewed [here](#).

## **IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS**

Evaluation of work place hazards is conducted by the campuses' Risk Management Department. Please review the campus-wide protocols [here](#) for more information.

We evaluate our workplace and operations to identify tasks that may have exposure to COVID-19. The evaluation includes all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to

COVID-19. Assessments include employee interactions with all persons who may be present in the workplace: contractors, vendors, customers, and members of the public. Evaluations include:

- Identification of places and times when people may gather or come in contact with each other, even if they aren't working. Examples: meetings, trainings, workplace entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting rooms.
- Employees' potential workplace exposure to all persons at the workplace. We will consider how employees and others enter, leave, and travel through the workplace, in addition to addressing stationary work. Examples: co-workers, employees of other businesses, the public, customers or clients, and independent contractors.
- Existing COVID-19 prevention measures and whether we need different or additional control measures.

**Employee Participation** - We encourage employees to participate in this evaluation. They can contact Amanda Dodd to share information on potential COVID-19 hazards at our workplace or to assist in evaluating these hazards.

We will evaluate how to maximize ventilation with outdoor air for our indoor spaces and the highest level of filtration efficiency that is feasible for our building mechanical ventilation system. We will also evaluate whether the use of portable or mounted HEPA filtration units, or other air cleaners, can additionally reduce the risk of airborne transmission. The [CDPH's Interim guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#) will be used during these evaluations.

**Employees may confidentially inform** Amanda Dodd **if they have a higher risk for severe illness from COVID-19, such as those with conditions like lung disease, obesity, or cancer. They will have priority for lower exposure job assignments or working from home whenever possible.**

The jobs at California State University Dominguez Hills Foundation have been assessed as follows:

**Table 1 – Risk Assessment**

<b>Job Title or Task</b>	<b>Description of Exposure Risk</b>
Entering office locations on campus	Numerous employees in close proximity to each other
Checking out a retail customer in dining and convenient stores	Close contact with numerous people
Entering workstation	Working in close proximity to colleagues for extended period of time

**CORRECTION OF COVID-19 HAZARDS**

We treat all persons, regardless of symptoms or negative test results, as potentially infectious. We select and implement [feasible control measures](#) to minimize or eliminate employee exposure to COVID-19. We review orders and guidance on COVID-19 hazards and prevention from the State of California and the local health department, including general information and information specific to our industry, location, and operations. We correct unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. In addition we follow the [California State University's systemwide Executive Order 1039 \(EO 1039\)](#) which provides guidance on applying Environmental Health and Safety policies and procedures appropriate to the CSU and under applicable regulations.

**Table 2 – Controls to Reduce Exposure**

We inspect periodically to check that controls are effective, to identify unhealthy work conditions or practices, and to ensure compliance with this plan. Any deficiencies are corrected right away, and we update this plan if needed.

### **Increased Sanitation & Hygiene to Minimize Exposures**

In accordance with Los Angeles County Department of public health's plans for "enhanced cleaning", the CSUDH campus custodial staff clean Foundation office spaces and building more frequently to reduce the spread of pathogens via frequently touched surfaces. Out of an abundance of caution, the following practices have been implemented:

- Cleaning of high traffic areas; including entrances, hallways, elevators, lobbies, equipment, lobbies, handrails, door knobs, etc.
- Provide hand sanitizers at entrance of high traffic areas
- Provide products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface
- HVAC air filtration contain a MERV13 filter
- Increase outside air intake to reduce recycled air in buildings, when possible
- 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 contact with such as phones, headsets, etc.

### **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.

### **Administrative Controls – Policies, Procedures, and Practices to Minimize Exposure**

Our administrative controls for COVID-19 are:

**Screening Employees and Visitors** to our facility through the following methods:

- Employees self-screen using the [iToro App](#) prior to leaving for work.
- Self-Screening of Visitors – The campus has a symptom screening signage posted at the entrances to our worksite and ask visitors to self-screen before entering the worksite.

We prohibit any employee or visitor sick with COVID-19 from entering the workplace. Anyone exhibiting any potential symptoms of COVID-19 should contact Amanda Dodd and/or their supervisor and leave the worksite.

### **Face Covering**

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 Requirement**

- 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.

**Wearing a Face Covering:** We provide face coverings to all employees and ensure they are worn by employees who are not fully vaccinated when indoors or in vehicles, and by all employees as required by orders from CDPH. We will not prevent any employee from wearing a face covering when required unless it would create a safety hazard, such as

interfering with the safe operation of equipment. The face coverings provided will be cloth or woven material of at least two layers, fit snugly, have no holes or openings, and completely cover the nose and mouth. With the June 2021 revision of the temporary standard, the definition of “face covering” also includes respirators worn voluntarily. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection.**

When employees are required to wear a face covering, the following exceptions will apply:

- 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 has been maximized to the extent feasible.
- When employees are required to wear respirators and in accordance with Section 5144.
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide, if their condition or disability allows.
- When a specific task cannot be performed with a face covering. This exception is limited to the time period in which such tasks are being performed.

Employees not wearing a face covering, face shield with drape, or respirator, for any reason, will stay at least six feet away from all other people in the workplace unless they are fully vaccinated or tested at least weekly for COVID-19 during paid time and at no cost to the employee. We will not use these physical distancing or testing provisions as an alternative to face coverings when they are otherwise required by Section 3205.

Signs are posted at the entrance to the workplace to communicate face coverings requirements for any non-employees entering the workplace. We provide face coverings to members of the public if necessary and instruct employees to remain at least six feet away from members of the public who will not wear a face covering.

- **[Practicing Good Hygiene](#)**. Wash hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations and hand hygiene signage are placed throughout the workplace/campus.
- **[Cleaning and Disinfecting Frequently](#)**. Surfaces, especially frequently touched surfaces, will be cleaned frequently. Indoor areas, materials, and equipment that will be used by another employee within 24-hours of use by a COVID-19 case will be disinfected with products that meet the [EPA’s criteria for use against coronavirus](#). Disinfectants are used according to manufacturer’s directions. Employees are trained on the hazards of the disinfectants, to use only in well-ventilated areas, any PPE that is required, and to never mix chemicals. Surfaces are cleaned and disinfected according to the following schedule:

## **Personal Protective Equipment (PPE) – Equipment Worn by Employees to Minimize Exposure**

### **COVID-19 Testing**

We will make COVID-19 testing available at no cost and during paid time to employees who have symptoms of COVID-19 and are not fully vaccinated. COVID-19 testing will be made available to employees who have close contact in the workplace as outlined in the INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE section below.

# INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

## Illness at the Workplace

We investigate all COVID-19 cases in the workplace. Our investigation includes seeking information from employees on COVID-19 cases and close contacts, obtaining information on COVID-19 test results and symptom onset, identifying and recording COVID-19 cases, and reporting when required by the regulations.

We maintain a daily log, or other method, to keep track of all employees and visitors at our workplace. This includes name, contact number, date, time in, time out, person(s) contacted, and area of the workplace accessed. We will use this information to identify individuals to contact following notification of a COVID-19 case at our workplace.

We will not reveal any personally identifiable information or employee medical information to any person or entity unless required by law (such as Cal/OSHA, local health department, and local law enforcement).

## Notification

Employees must alert Foundation Covid Response [fndcovidresponse@csudh.edu](mailto:fndcovidresponse@csudh.edu) if they are having symptoms of COVID-19, had close contact with a COVID-19 case, were diagnosed with COVID-19, or are awaiting test results. We do not discriminate or retaliate against employees for reporting positive test results or symptoms.

Following notification of a positive test/diagnosis, we will immediately take the following actions:

1. Determine the day and time the COVID-19 case was last present at the workplace, the date of the positive test/diagnosis, and the date the COVID-19 case first experienced symptoms.
2. Determine who may have had close contact with the COVID-19 case by reviewing the case's activities during the high-risk period. The high-risk period **for persons who develop symptoms** is from two days before they first develop symptoms until 10 days after symptoms first appeared and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. The high-risk period **for persons who test positive but never develop symptoms** is from two days before until 10 days after their first positive test for COVID-19 was collected.
3. Within one business day of knowing, or should have known, of a positive test/diagnosis, Foundation Human Resources will notify in writing, in a readily understandable form, all employees, independent contractors, and other employers who were at the worksite during the high-risk exposure period, that they may have been exposed. The notice will include our disinfection plan as required by [Labor Code Section 6409.6\(a\)\(4\)](#). Verbal notice will be provided to those employees who have limited literacy in the language of the written notice, or those the employer should reasonably know have not received the written notice. When providing notice under this section, we will not disclose the identity of the infected person(s).
4. Within one business day of knowing, or should have known, of a positive test/diagnosis, Foundation Human Resources will provide 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.
5. We will make [COVID-19 testing](#) available to our employees who had close contact with the COVID-19 case at no cost during working hours, and information on COVID-19 related benefits, with the following exceptions:
  - Employees who were fully vaccinated prior to close contact and do not have COVID-19 symptoms.
  - COVID-19 cases who have met the return to work criteria and remain symptom free for 90 days after the initial onset of symptoms or the first positive test for asymptomatic cases.NOTE – Fully vaccinated or recovered COVID-19 cases listed above will have testing made available to them if they develop symptoms following close contact in the workplace.
6. Investigate whether any workplace factors contributed to the infection and how to further reduce that potential exposure.

We will provide information about COVID-19 related benefits at the time of excluding an employee from the workplace due to becoming a COVID-19 case or having close contact. **Confidentiality will be maintained at all times.**

We keep a record of and track all COVID-19 cases to include: employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. This information is kept confidential.

### **Disinfection after Positive Test/Diagnosis**

If it has been less than 24 hours since the COVID-19 positive employee has been in the facility, we will close off any areas used by the sick individual and thoroughly clean and disinfect. If greater than 24 hours will pass before the area is accessed by others, the routine cleaning procedures in Table 3 will be followed. During cleaning and disinfection, we will increase outdoor air circulation by opening windows or changing HVAC settings.

### **Exclusion from the Workplace**

The following employees will be excluded from the workplace:

- Employees who test positive for COVID-19 until the Return to Work criteria in the next section are met.
- Employees that have had close contact with the COVID-19 case until the Return to Work criteria in the next section are met. This will not apply to the following:
  - Employees who were fully vaccinated prior to close contact and do not develop COVID-19 symptoms.
  - COVID-19 cases who have met the return to work criteria and remain symptom free for 90 days after the initial onset of symptoms or the first positive test for asymptomatic cases.

Employees excluded from work due to a positive test/diagnosis from workplace close contact, or identified as having close contact in the workplace, will have their earnings, wages, seniority, and all other rights and benefits maintained by California State Dominguez Hills Foundation. Wages during exclusion will be paid at the regular rate of pay on the regular pay day for the pay period. Employees will be informed if wages will not be maintained because the employee received disability payments or was covered by workers' compensation and received temporary disability. Information on available benefits will be provided at the time of exclusion.

### **Return to Work**

Criteria for returning to work after testing positive for COVID-19 are as follows:

- Employees who tested positive and had symptoms can return to work when:
  - At least 10 days have passed since symptoms began, **AND**
  - At least 24 hours have passed with no fever (100.4°F or above) without the use of fever-reducing medications, **AND**
  - Other COVID-19 symptoms have improved.
- Employees who test positive but never have symptoms can return to work:
  - After at least 10 days have passed since the date of positive specimen collection.
- Employees who had close contact can return to work:
  - After 10 days have passed since their last known close contact if they never develop symptoms.
  - If symptoms develop, all of the following must be met:
    - Negative PCR COVID-19 test taken after onset of symptoms, **AND**
    - At least 10 days have passed since last known close contact, **AND**
    - The employee has been symptom-free for at least 24 hours without the use of fever reducing medication.



- Employees who have completed the required time to isolate, quarantine, or exclude ordered by a local or state health official can return to work. If the exclusion time period was not specified, one of the symptom based criteria above will be used to determine when to return to work.
- Employees that have approval from Cal/OSHA on the basis that removal of the employee would create undue risk to a community's health and safety can return to work. In these instances, effective control measures such as isolation or respiratory protection will be implemented to prevent infection of other employees at the workplace.

## **REPORTING, RECORDKEEPING, AND ACCESS**

### **Reporting**

Reporting to the Local Health Department (LHD) – This requirement also complies with AB 685.

Within 48-hours of knowledge, CSUDH Emergency Health and Safety will notify the local health department ( LHD) of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the CSUDH campus and LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.

Reporting to our Claims Administrator – SB 1159 (This section applies to employers with five or more employees)

Amanda Dodd) will report to Sedgwick when an employee has tested positive for COVID-19. This report will be made within three days of knowledge of an employee's positive test result.

CAL/OSHA Recording/Reporting - We will record on our 300 log all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional.

We will report any serious COVID-19 illness that required inpatient hospitalization or resulted in death to our local Cal/OSHA office as soon as possible, but in no case more than eight hours after knowledge.

### **Recordkeeping**

California State University Dominguez Hills Foundation maintains records of the steps taken to implement this written program. These records include but are not limited to training, inspections, hazard identification, etc.

We keep a record of and track all COVID-19 cases. These records include the employee's:

- Name
- Contact information
- Occupation
- Location where the employee worked
- Date of the last day at the workplace
- Date of positive COVID-19 test

All medical information will be kept confidential. The log of COVID cases, with names and contact information removed, will be made available to employees, authorized employee representatives, or as otherwise required by law.

### **Access**

This program will be made available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA.

## COMMUNICATION SYSTEMS

We ask all employees to confidentially report, without fear of discrimination or retaliation, any symptoms, potential exposures, and possible hazards relating to COVID-19 at the workplace. Employees should make these reports to Foundation COVID Response [fndcovidresponse@csudh.edu](mailto:fndcovidresponse@csudh.edu).

We explain to all employees how we accommodate employees at higher risk of severe COVID-19 illness. They can make a confidential report of their own high risk condition to Foundation COVID Response

If an employee is suspected of having a workplace exposure to COVID-19 or is experiencing symptoms of COVID-19 and is not fully vaccinated, the campus provides free testing. Employees make an appointment at [MyCSUDH](#).

## EMPLOYEE TRAINING AND INSTRUCTION

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at California State University Dominguez Hills Foundation including:

- Information on how COVID-19 spreads, including airborne and asymptomatic transmission.
- The fact that viral particles can travel more than 6', especially indoors, so physical distancing, face coverings, increased ventilation, and respiratory protection can decrease the spread of COVID-19, but are most effective when used in combination.
- Symptoms of COVID-19.
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- The importance of [vaccination against COVID-19](#).
- Information on our COVID-19 policies, how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19 – protecting against both transmission and serious illness or death.
- Our symptom screening procedures for employees and all other visitors to the workplace.
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
  - Requiring employees to stay home when sick.
  - Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
  - Conditions that require the use of face coverings at the workplace, the recommendation for people who are not fully vaccinated to wear a face covering if outdoors if 6' of distance between people can't be maintained, and how to request face coverings at the workplace.
  - Proper use of a face coverings when required and the fact that a face covering is NOT respiratory protection. Face coverings are source control used to contain infectious particles and protect others; respirators protect the wearer from infectious airborne particles.
  - Covering coughs and sneezes.
- Acceptable PPE and proper use.
- Policies for providing respirators and the right of employees who are not fully vaccinated to request a respirator for voluntary use. When respirators are provided for voluntary use:
  - How to properly wear the respirator provided, and
  - How to perform a user seal check each time the respirator is donned, and

- Facial hair can interfere with the seal of the respirator and reduce the amount of protection provided.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19-related leave benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, California State University Dominguez Hills Foundation leave policies, leave guaranteed by contract, and section 3205.