

Appendix F

Pandemic Preparedness Program

CALIFORNIA STATE UNIVERSITY LONG BEACH

PANDEMIC PREPAREDNESS PROGRAM



**OFFICE OF
ENVIRONMENTAL HEALTH AND SAFETY
MARCH 2023**

DISCLAIMER

This material presented in this publication has been written in accordance with the Title 8, Subchapter 7, General Industry Safety Orders, Sections 3205, 3205.1, 3295.2, 3205.3 and 3205.4. However, this plan cannot anticipate all possible events and situations or campus response to pandemic conditions will develop in operations where standard methods will not suffice and nothing in this document shall be interpreted as an obstacle to the experience, initiative, and ingenuity of campus personnel in overcoming the complexities that exist under actual pandemic conditions. Users of this plan assume all liability arising from such use.



CALIFORNIA STATE UNIVERSITY, LONG BEACH
PANDEMIC PREPAREDNESS PROGRAM (PPP)

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CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)

PANDEMIC PREPAREDNESS PROGRAM (PPP)

I. Purpose

A pandemic is the transmission of communicable disease occurring over a wide geographic area and affecting an exceptionally high proportion of the population. This Pandemic Preparedness Plan (PPP) addresses campus pandemic preparedness activities and is designed to minimize the health and safety impacts to campus operations, employees, students and community. The PPP is designed to be read, understood, and exercised in response to threats and occurrences of a pandemic or any disease outbreak that becomes a worldwide epidemic. The designated Point of Contact for the campus is Emergency Preparedness Manager Allyson Joy.

II. Authority and Responsibility

a. EHS Director

The Environmental Health and Safety Director has overall authority and responsibility for implementing the provisions of this PPP in the campus workplace.

b. Managers/Supervisors

All managers and supervisors are responsible for implementing and maintaining the PPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

c. Employees

All employees are responsible for using safe work practices, following all safety directives, policies and procedures, and assisting in maintaining a safe and healthy work environment.

III. Identification and Evaluation of Pandemic Hazards

A. General

The University may implement the following in the workplace during a pandemic:

- Conduct workplace-specific evaluations using the Attachment A: Identification of Pandemic Hazards form.
- Evaluate employees' potential exposures to all persons at, or who may enter, the workplace.
- Review applicable orders and general and industry-specific guidance from State of California, Cal/OSHA, and local health authorities related to pandemic hazards and communicable disease prevention.
- Evaluate existing pandemic controls in the workplace and assess the need for different or additional controls if necessary

- Conduct periodic inspections using the Attachment B: Pandemic Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to the pandemic and to ensure compliance with our pandemic policies and procedures.

a. Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of pandemic hazards through the following means of communication:

- Employees may report any unsafe practice or conditions by notifying the Office of Environmental Health and Safety (EHS) either by phone or emailing EHS staff directly.
- Employees may report unsafe practice or conditions by notifying the Beach Building Services (BBS) helpline at 562-985-HELP (4357) or emailing: BeachBuildingServices@csulb.edu.
- Employees and their representatives may participate in the identification and evaluation of pandemic hazards through a written request to the EHS director or campus Health and Safety Committee.

b. Employee Screening

The University may employ screening methods to identify and limit campus access to potentially-impacted staff. The following methods may be applied:

- Employees may be required to report any symptoms by completing a Screening Questionnaire before reporting to campus each day. The questionnaire may be available as an online link, phone app or hard copy.
- The online reporting system processes the answer to each question regarding symptoms/testing and makes the determination to allow or deny access to the campus.
- For employees completing hard copy forms, managers and/or supervisors are to verify that the appropriate responses are provided on the form before permitting the employee to report to work.
- Completion of on-line training may be required of employees before they access campus facilities.
- Benefits available to employees who require quarantine/isolation are located on the campus website Reuniting the Beach: <https://www.csulb.edu/onebeach/reuniting-the-beach>

IV. Correction of Pandemic Hazards

Unsafe or unhealthy work conditions, practices or procedures are to be documented on the *Attachment B: Pandemic Inspections* form, and corrected in a timely manner based on the severity of the hazard as follows:

- The severity of workplace hazards are to be assessed and correction time frames assigned accordingly. As per IIPP directives, Managers and College Deans are responsible for timely correction of identified pandemic-related hazards.
- Follow-up measures are taken by EHS to ensure timely correction including phone and/or email communications to the Dean/Manager/Supervisor along with re-inspections.
- Students can be referred to the Dean of Students for student conduct policy violations and employees can be referred to their supervisors/managers for not following campus pandemic plan protocols.

V. Control of Pandemic Hazards

Physical Distancing

Isolation practices may require physical distancing in the workplace by:

- Eliminating the need for employees to be in the workplace – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Encouraging the use of non-classroom space for instruction, including outdoor space, weather permitting.
- Providing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggering arrival, departure, work, and break times when feasible.
- Reducing, eliminating or re-arranging furniture in office environments and classrooms to ensure minimum physical distancing requirements.
- Closing non-essential shared spaces, such as game rooms and lounges.
- Adjusting work processes or procedures to allow greater distance between employees.

Face Coverings

Use of face coverings may be required to prevent airborne transmission. The University may provide new face coverings and training to ensure they are properly worn by all employees where required by orders from the California Department of Public Health (CDPH) or local health department. Each college Administrative Services Manager (ASM) is to identify one single point of contact for PPE requests and distribution. This PPE liaison coordinates requests for the particular

college and works with EHS to acquire cleaning/disinfection and hygiene supplies such as: disposable gloves, face coverings, face shields, safety glasses/goggles, disposable and cloth face coverings, hand sanitizer, disinfecting wipes, disinfecting solution, and paper towels. Anyone found not complying with the campus face covering policy is immediately provided one at no charge via EHS or via their appropriate supervisor/manager.

There may be exemptions from the use of face coverings in the workplace, including the following:

- When an employee is alone in a room or in a vehicle.
- While eating and drinking at the workplace, provided employees are separated by minimum distancing requirements apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives such as a face shield with a drape will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering.

Engineering Controls

The University may implement the following engineering controls as preventative practice in indoor areas:

- Installation of Plexiglas partition barriers to segregate personal space
- Maximization, to the extent feasible, the quantity and quality of outside air for buildings with mechanical or natural ventilation systems by:
 - Providing preventative maintenance service annually for all campus air handling systems to ensure optimal operation.
 - Increasing Maximum Efficiency Reporting Value (MERV) filtration efficiency to the highest level of compatible with the existing ventilation systems.
 - Circumstances where the amount of outside air is minimized due to other hazards, such as heat and wildfire smoke are handled by written request by the EHS director with specific timeframes.

Cleaning and Disinfecting

The University may implement the following cleaning and disinfection measures for frequently-touched surfaces:

- University to utilize EPA-approved disinfectants.
- Adequate supplies are provided and adequate time allocated for proper cleaning to be performed.

- Custodial cleaning scheduled when occupants are not present and fully air out space before staff/students return.
- Enhanced and specialized cleaning and disinfecting training is provided to campus custodial units.
- The University encourages students, faculty, and staff to keep their personal items (e.g., cellphones, other electronics) and personal work and living spaces clean and tidy. Students, faculty, and staff are to be provided disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before and after use.

Should CSULB report a positive case in the workplace, the following procedures may be implemented:

1. Customer Service is informed of an exposure or potential exposure of infected individual(s) on campus. Person reporting the exposure should provide:
 - Building/room number and/ or outdoor area affected
 - Time/date exposure reported
 - Extent of exposure, if known (e.g. individual recently confirmed positive through testing and occupied x, y, z spaces over the last 24-72 hours).
2. Customer Service notifies Beach Building Services (BBS) and EHS Director. EHS to confirm report with employee's supervisor/manager or other source.
3. Upon incident confirmation, EHS and/or BBS Director notifies building facility coordinator to evacuate, isolate and lock down affected and potentially affected areas as soon as possible. EHS to tape off/post signage on doors to prevent entry.
4. BBS Director contacts BBS Engineering to adjust HVAC air circulation of affected building spaces to 100% outside air for as long as possible up to 24 hours. If HVAC systems cannot be locally adjusted, the entire building will be placed on 100% outside air.
5. BBS Custodial subsequently performs standard cleaning and disinfecting as described in BBS Facility Repopulation Protocol. Doors and windows may be kept opened to provide additional ventilation if not in conflict with State Fire Code and building security is not compromised.
6. Benches, tables, chairs, eating areas, vending machines, water-filling stations and other outdoor items in contact by exposed or potentially exposed close contacts are to be similarly cleaned and disinfected.
7. Affected areas are re-opened upon custodial completion of cleaning and disinfecting work tasks and any additional HVAC disinfection as directed by campus health official.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items are to be disinfected between uses by use of a disinfecting wipe provided by the campus.
- Sharing of vehicles are to be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) disinfected between users by use of a disinfecting wipe provided by the campus.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, the campus may:

- Encourage and allow time for frequent employee handwashing.
- Provide employees with effective hand sanitizers, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Provide hand sanitizing stations at main entrances to open campus buildings.
- Encourage employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE)

The University may evaluate the campus need for PPE and provide such at no charge to requestors as needed. Employees who have the potential to come in contact with documents or other people may be provided with disposable gloves, while employees who come in close contact with other staff or students may be provided with face shields in addition to disposable gloves and face coverings.

The University provides and ensures use of eye protection and respiratory protection in accordance with 8 CCR 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

VI. Investigating and Responding to Pandemic Cases

Pandemic case investigation and follow-up is to be accomplished by using the *Appendix A: Investigation of Pandemic-Related Cases* form. Employees who had a potential workplace exposure may be:

- Offered testing at no cost during their working hours.
- Excluded from the worksite based on local health guidance from campus medical officials.
- Provided information on benefits described in Section VIII, Training and Instruction.

VII. System for Communicating

The University's goal is to ensure effective two-way communication with our employees, in a form they can readily understand that includes the following information:

- Who and how employees should report pandemic-related symptoms and possible campus hazards.
- Employees may be required to report pandemic-related symptoms by completing a screening questionnaire before reporting to campus each day. The questionnaire is available as an online link via campus secure single sign-on portal, phone app via campus secure single sign-on portal or by completing and submitting the paper form *Attachment C: Daily Screening Questionnaire* to managers/supervisor for review.
- The online reporting system will assess the answers to questions regarding symptoms/testing and make the determination to allow or deny access to the campus.
- For employees completing hard copy forms, managers and/or supervisors are to verify each form daily to ensure appropriate responses are provided on the form before permitting the employee to report to worksite.
- On-line training pandemic training may be required of any individual entering the campus.
- That employees can report symptoms and hazards without fear of reprisal.
- Procedures or policies for accommodating employees with medical or other conditions that place them at increased risk of severe illness are managed by CSULB [Office of Equity and Diversity](#).
- Where not required, how employees can access viral testing.
- In the event testing is required because of a workplace exposure or outbreak, the University will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about pandemic-related hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and University pandemic policies and procedures.
- Communication is completed by the use of email along with posting notifications onto the University website: <https://www.csulb.edu>

VIII. Training and Instruction

CSULB provides effective training and instruction that includes:

- Policies and procedures to protect employees from pandemic-related hazards.
- Information regarding pandemic-related benefits to which the employee may be

entitled under applicable federal, state, or local laws.

Pandemic-specific information related to disease etiology, routes of transmission, preventative practices, availability of University health services and other safety-related guidance.

IX. Exclusion of Positive Cases and Employees Who Had a Close Contact

The University may limit pandemic-related transmission by:

- Ensuring that positive cases are excluded from the workplace until return-to-work requirements are met.
- Employees displaying severe symptoms may be isolated in place until arrangements are made for transportation to a hospital.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the University has demonstrated that a pandemic-related exposure is work-related. This will be accomplished by utilizing workers' compensation benefits as permitted by law and/or other state and federal benefits when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

X. Reporting, Recordkeeping, and Access

It is University's policy to:

- Report information about pandemic-related cases and outbreaks at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any pandemic-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written PPP in accordance with CCR Title 8 section 3203(b).
- Make this PPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix A: Investigation of Pandemic-Related Cases form to keep a record of and track all positive cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

X. Return to Work Criteria

- To be determined based on specific pandemic conditions by the University and relevant local health authorities.

This PPP has been developed for application to campus employees as a part of the CSULB Illness and Injury Prevention Program to address the health and safety needs of our workforce.

XII. Appendix A: Identification of Positive Cases

All personal identifying information of positive cases or symptoms will be kept confidential. All testing or related medical services will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information in cases provided to local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by; and (2) records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

CSU Campus Exposure Investigation and Response Guideline

POSITIVE CASE INTERVIEW FORM

Interviewer name (first/last): _____

Others present: _____

- What day were you last on campus?
- What time did you arrive and leave? Approximately
- What areas on campus did you go to during your visit?
- Which individuals did you have close contact with? (Less than 6ft and >10 minutes) starting 48 hours before your first symptoms (and continuing to the present)
- When did you begin to experience symptoms?
- When did you seek medical attention?
- When were you tested?
- Have you been contacted by the county health department?
- What instructions were you given by the county health department?

XIII. Appendix B: Workplace Protocol for Multiple Outbreaks

Multiple Infections and Outbreaks

This section of the PPP is to stay in effect until there are no new positive cases detected in the workplace for a 14-day period.

Testing

- Testing is to be made available to all employees in the exposed group. Employees in the exposed workplace may be tested initially and at subsequent intervals. Negative test results of employees with exposure may not impact the duration, isolation or exclusion of any quarantine period required by, or orders issued by, the local health department.
- The University will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of Positive Cases

The University will ensure positive cases and employees who had exposure are excluded from the workplace in accordance with the PPP Exclusion of Positive Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Investigation of Workplace Pandemic-Related Illness

- The University will immediately investigate and determine possible workplace-related factors that contribute to an outbreak in accordance with the PPP Investigating and Responding to Cases. CSULB will continue to apply all applicable provisions of Section XI and may also perform the following:
- Employees in the exposed group may wear be required to wear face coverings when indoors, or when outdoors when less than six feet from another person.
- The University will give notice to the employees in the exposed group of their right to wear a respirator for voluntary use if they are not fully vaccinated
- The University will evaluate whether to implement physical distancing requirements and/or the use of cleanable solid partitions of sufficient size to reduce viral transmission.

Investigation, Review and Hazard Correction

In addition to the PPP Identification and Evaluation and Correction of Pandemic-Related Hazards, the University will perform a review of potentially relevant pandemic policies, procedures, and controls and implement changes as needed to prevent further transmission.

The investigation and review are to be documented and include:

- Investigation of new or unabated pandemic-related hazards.
- CSULB leave policies and practices and whether employees are discouraged from remaining home when sick.
- University pandemic testing policies.
- Assessment of building ventilation, HVAC systems and other engineering controls.

- Implementation of physical distancing practices.
- Updating the review.
- A review update every thirty days that the outbreak continues.
- Update in response to new information or to new or previously unrecognized pandemic-related hazards or when otherwise necessary.
- The following changes to reduce the viral transmission may be implemented based on investigation and review:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is performed indoors.
 - Instituting respiratory protection practices as feasible.
 - In structures or buildings with mechanical ventilation, CSULB will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, CSULB will use filters with the highest compatible filtering efficiency.
 - Evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other cleaning system will reduce the risk of transmission and, if so, implement their use to the degree feasible.

Notifications to Local Health Departments

- Immediately, but no longer than 48 hours after learning of three or more positive cases in the workplace, the University will contact the local health department for guidance on preventing the further spread within the workplace.
- The University will provide to the local health department the total number of positive cases and the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, North American Industry Classification System code of the workplace of each positive case, and any other information requested by the local health department. The University will continue to give notice to the local health department of any subsequent positive cases in the workplace.

XIV. Appendix C: Workplace Protocol for Major Outbreaks

Major Outbreaks

This section of PPP applies if 20 or more employee positive cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.

Testing

Viral testing will be made available to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department.

Exclusion of Positive Cases

The University will ensure those who have tested positive are excluded from the workplace in accordance with our PPP Exclusion of Pandemic-Related Cases, Return to Work Criteria, and any relevant local health department orders.

Investigation of Workplace Illnesses

The University will comply with the requirements described in PPP investigating and Responding to Positive Cases.

Hazard Correction

In addition to the requirements of our PPP Correction of Hazards, the University may initiated the following actions:

- In buildings or structures with mechanical ventilation, the University will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The University will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address viral hazards.
- Physical distancing requirements may be employed. Methods of physical distancing may include:
 - * Telework or other remote work arrangements
 - * Reducing the number of persons in an area at one time, including visitors
 - * Visual cues may be employed such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
 - * Staggered arrival, departure, work, and break times

* Adjusted work processes or procedures, such as reducing production speed, to allow greater distancing between employees.

When not able to maintain a minimum physical distancing requirements, individuals are to maintain separation as far apart as feasible.

- The University will evaluate whether to halt some or all campus operations until pandemic hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to Local Health Departments

The University will comply with the requirements of the University's Multiple Infections and Outbreaks-Notifications to the local health authorities.

XV. Appendix D: Work Transportation Protocols

Employer-Provided Transportation to and from Work

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- To vehicles in which all employees are fully vaccinated
- To public transportation

Assignment of Transportation

The University may prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit may be transported in the same vehicle.
- Employees working in the same crew or worksite may be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite may be transported in the same vehicle only when no other transportation alternative are feasible.

Physical Distancing and Face Coverings

The University will ensure that:

- Physical distancing and face covering requirements of the PPP Physical Distancing and Face Coverings be followed for employees waiting for transportation.
- Vehicle operator and any passengers may be required to be separated by minimum distancing requirement during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and passengers are to be provided with face covering in the vehicle as required by PPP Face Coverings protocols.

Screening

- The University will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with pandemic-related symptoms prior to boarding shared transportation.

Cleaning and disinfecting

The University will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip. High-contact surfaces are to be cleaned and disinfected if used by an infected person during high-risk exposure

periods.

- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are to be cleaned and disinfected between different drivers. High-contact surfaces are to be cleaned and disinfected if used by a positive case during the high-risk exposure periods.

The University will provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

Vehicle windows are to be kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand Hygiene

The University will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

ATTACHMENT A

Identification of Pandemic-Related Hazards

All persons, regardless of symptoms or negative test results, may be considered potentially infectious during pandemic conditions where communicable disease is transmittable. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. The University will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to pandemic-related hazards	Places and times	Potential for pandemic-related exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional pandemic controls, including barriers, partitions and ventilation

ATTACHMENT B

Pandemic-Related Inspections

Name of person conducting the inspection: _____

Work location evaluated: _____

Engineering

Exposure Controls	Status	Department Assigned to Correct	Date Corrected
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Administrative

Exposure Controls	Status	Department Assigned to Correct	Date Corrected
Physical distancing 6ft- desks, chairs, furniture, if required			
Surface cleaning and disinfection (ATP within acceptable range and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Hand sanitizing solutions in place at appropriate locations			
Disinfecting tote/ supplies available			

PPE (not shared, available and being worn)

Face covering use within area/dept			
Gloves			
Face shields/goggles			
PPE supplies availability			

ATTACHMENT C

Daily Screening Questionnaire

1. Are you experiencing any of the following symptoms?

Yes No

Fever (greater than 100.4)

Headache

Chills

New loss of taste or smell

Coughing

Sore throat

Shortness of breath or difficulty breathing

Congestion or runny nose

Fatigue

Nausea or vomiting

Muscle or body aches

Diarrhea

2. Have you had close contact (within six feet for more than 15 minutes) with someone with confirmed or suspected positive case?

Yes No

3. Are you currently awaiting viral test results? Yes No

4. Do you have any close contacts or household members, including children, roommates, or other family members who are currently sick or subject to quarantine or self-isolation?

Yes No

5. Please indicate what building(s) you will be working in.

BBS

DCS

Print Name (First/Last): _____

Signature _____ Date _____

****IF you answered YES to any of the above, please provide your best contact phone number****

Contact Phone number: _____

ATTACHMENT D

Campus Notification Matrix

Campus notification process for potential or confirmed cases:

CASE DESCRIPTION	NOTIFICATION PROCESS
Asymptomatic (no symptoms); individual quarantined due to possible exposure to infected people or post-travel.	No mass campus notification.
Mild flu, cold symptoms, but not consistent with pandemic virus per individual's report of assessment by healthcare provider.	No mass campus notification.
Individual has symptoms consistent with the pandemic virus, but no test confirmation or is awaiting test results; individual is advised to isolate by healthcare provider per CDC, state or local public health guidance.	No mass campus notification. Direct communication and guidance to campus members who may have had close contact with ill individual on a case-by-case basis.
Individual reports positive test results and has not been on campus and had no close contact with the campus or its members for the past 14 days, including the 48 hours before the first day of symptoms.	No mass campus notification. Direct communication and guidance by campus with the case-positive individual.
Notice of workplace/on-campus activity of a positive case who is an employee. Notice may come from the employee or a local public health official.	Campus must send written notification within one business day to: <ol style="list-style-type: none"> 1. CSU employees on affected worksite 2. Union representatives 3. Employer of subcontractors (See Section 8 for law and details.)
Exposure investigation of confirmed positive test for a campus member who had been on campus and/or had close contact with other campus members within 14 days prior to the onset of symptoms.	Campus must send written notification to campus members who may have had close contact with the case positive individual. (See Section 8 for law and details.)
Three cases within 14 days at the same worksite, defined as an "outbreak."	Within 48 hours, the campus may report the outbreak to the local public health department. The campus must provide direct communication and guidance to campus members who may have had close contact with the infected individuals on a case-by-case basis. (See Section 7 for law and details.)

ATTACHMENT E

Clery Notification – General Exposure Example



<Date>

Dear _____,

Thank you for taking our phone call on 01/03/21. Based on our conversation, you have been exposed to <pandemic condition/virus> at CSULB on _____ Because of this, CSULB's Medical Director and the Clery Director are informing you about <pandemic condition/virus> and how to best protect yourself, your families, and to prevent the spread of the disease.

You should stay home from work or school and quarantine at home for 14 days. Please notify your faculty member or direct supervisor by following your call in procedures. It is important to monitor yourself for symptoms during this time. If you feel feverish, develop a cough or any other respiratory symptoms you should call your healthcare provider. If you are a student, you may contact Student Health Services for advice at (562) 985-4771. Please refer to the following link for specific instructions on your home quarantine: [LACDPH Home Quarantine Instructions](#)

For more CSULB updates regarding this pandemic, you can visit the Reuniting the Beach website [Reuniting The Beach](#).

ATTACHMENT F

TEMPLATE NOTIFICATION TO EMPLOYEES AT AFFECTED WORKSITE (TO BE SENT WITHIN ONE BUSINESS DAY)

[DATE]

NOTIFICATION OF POTENTIAL WORKPLACE VIRAL EXPOSURE

To California State University Long Beach Employees:

California State University Long Beach (CSULB) has received notice that an individual infected with [PANDEMIC CONDITION/VIRUS] pandemic condition/virus] was present at [SPECIFIC CSU BUILDING/WORKSITE] during the following period: [TIME DURING WHICH INFECTED INDIVIDUAL WAS POTENTIALLY INFECTIOUS AT CSU BUILDING/WORKSITE].

If you were present at the same worksite during this period, you may or may not have been exposed to the virus. If you do NOT believe you were exposed, no action is required. An exposure investigation is underway and if you were in close contact with the infected individual you will receive an additional notification. A close contact is defined as having close contact (within 6 six feet) for 15 minutes or more during a 24-hour cumulative period with a person who tested positive.

As a CSULB employee, you may be entitled to various benefits under applicable federal and state laws and university-specific policies and agreements, including, but not necessarily limited to, the following:

For policy-covered and represented employees: pandemic-related leave; emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; workers' compensation: [CSULB Human Resource Management](#)

For academic personnel: pandemic-related leave; emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; workers' compensation [CSULB Human Resources Management](#)

For non-policy-covered and unrepresented employees: Pandemic-related leave emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; workers' compensation [CSULB Human Resources Management](#)

If you have any questions about these benefits, please contact CSULB Human Resources at 562-985-4031.

If you believe you contracted a pandemic- related illness as a result of your university employment, you 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, please contact CSULB Workers' Compensation Manager at 562-985- 2366.

If you believe that you may have been in close contact with a positive case(s) listed above, please feel free to reach out to the CSULB exposure management/investigation team. Their contact information is as follows: Student Health Services 562-985-4771.

CSULB's pandemic-specific protocols and plans to ensure the disinfection and safety of university worksites are available at: [Reuniting The Beach](#)

George H. Alfaro
Director, Environmental Health and Safety
CSULB
1250 Bellflower Blvd
Long Beach, CA 90840 (562) 985-2378
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ATTACHMENT G

TEMPLATE NOTIFICATION TO EMPLOYERS OF AUXILLIARY OR SUBCONTRACTED EMPLOYEES (TO BE SENT WITHIN ONE BUSINESS DAY)

[DATE]

NOTIFICATION OF POTENTIAL WORKSITE EXPOSURE [EMPLOYER OF SUBCONTRACTED
EMPLOYEES]:

California State University, Long Beach has received notice that a positively–tested individual was present at [SPECIFIC CAMPUS FACILITY/WORKSITE] during the following period: [TIME DURING WHICH INFECTED INDIVIDUAL WAS POTENTIALLY INFECTIOUS AT CAMPUS FACILITY/WORKSITE].

If your employees were present at the same worksite during this period, they may have been exposed to the virus.

California State University, Long Beach’s pandemic-specific protocols and plans to ensure the disinfection and safety of university work sites is available at: [Reuniting The Beach](#)

If you have any questions regarding this notification, please contact:

George H. Alfaro
Director, Environmental Health and Safety, CSULB

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