



COVID-19 Prevention Program (CPP)

**Forty-Niner Shops
At California State University, Long Beach**

January 4, 2021

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COVID-19 Prevention Program (CPP) for the Forty-Niner Shops, Inc.

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 4, 2021

Authority and Responsibility

All 49er Shops employees play a critical role in keeping our workplace safe. Employees must follow safety policies and procedures developed to prevent the spread of COVID-19 in the workplace. These standards and procedures are developed in response to CDC and Cal/OSHA regulatory guidelines, as well as regulatory compliance through the local health department and campus safety requirements.

Employees must stay home if they are sick or if they have been exposed to someone who is sick or if they have been exposed to someone who has tested positive for COVID-19.

The day-to-day oversight of the safety standards and mitigation efforts included in the CPP are managed at the department level by the Department Managers. This includes addressing frontline concerns that can immediately be addressed at the location level, and escalating COVID-19 concerns and other hazards to their Division Director and/or to Human Resources.

Division Directors have authority and responsibility to oversee the safety and COVID-19 mitigation efforts for their respective divisions/departments. Ensuring compliance, tools and resources are provided to Department Managers. Division Directors escalate COVID-19 concerns and other divisional hazards to Robert Dewit, General Manager/CEO and Rosa Hernandez, Director of Human Resources.

Robert Dewit, General Manager/CEO and Rosa Hernandez, Director of Human Resources have overall authority and strategic responsibility for implementing the provisions of this CPP within the 49er Shops organization. Clint Campbell, Director of Contracts & Facilities and Eliana Diaz, Risk Management and Training Coordinator provide administrative oversight of the 49er Shops Risk Management Committee and companywide workplace safety activity.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to be active participants in the identification and evaluation of COVID-19 workplace hazards by notifying their immediate supervisors and managers regarding COVID-19 related concerns or exposure. Employees can also contact Human Resources via email at

FortyNinerShopsHR@csulb.edu or via phone at (562) 985-7953.

Employee screening

All employees must submit a COVID Screening Questionnaire before arriving to work on campus. Upon submitting the survey, employees will receive a confirmation that they are either “cleared” or “not cleared” to report to work. These confirmation emails should be forwarded to department managers, who will review and ensure department employees are submitting these on a regular basis.

Copies of survey submissions are automatically forwarded to the Human Resources email box and to the Student Health Center email box. Survey submissions marked “not cleared” to report to work will be flagged and forwarded to the department managers. The Student Health Center then contacts the individual employee to begin a symptom review and possible COVID-19 exposure investigation.

The Student Health Center clinical team will then provide an update to the Human Resources office with a final status for each employee. Either the employee remains “not cleared” to work or they change the status to “cleared”.

If the employee is not cleared to work, the Student Health Center will also provide guidance as to whether an employee needs to be quarantined, isolated or tested for COVID-19 before returning to work. They also determine if additional employees need to be quarantined, isolated or tested for COVID-19 as an abundance of caution after being exposed to other employees that are of a concern.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Each department manager will conduct a monthly COVID-19 inspection of their respective department and work area.
- The COVID-19 inspection will audit COVID-19 mitigation standards established for each department and will identify any unsafe working conditions or COVID-19 related areas of concern.
- All findings in the COVID-19 inspection will be addressed immediately where possible, escalating all findings and corrective action to the Division Director.
- COVID-19 inspections will be forwarded by the Division Director to the Risk Management Committee, where inspections and corrective action taken or pending will be reviewed.
- Individuals responsible for timely correction will include the Department Managers, Division Directors, including Divisions that can provide resources, support or third party vendors to address findings.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements where possible.
- Reducing the number of persons in an area at one time, including visitors and guests.
- Reducing the number of shared equipment and supplies by employees when possible.
- Visual cues 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 or workflows to allow greater distance between employees.
- For retail dining locations, transitioned to “to-go only” dining options and developed processes to account for COVID-19 mitigation and compliance standards.
- For bookstore retail operations, expanded service delivery to incorporate “online photo submissions” for ID Card Services, and expanded retail delivery to include “curbside pick” options to mitigate COVID-19 exposure and ensure compliance.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face covering to all employees. Face coverings must be properly worn by employees when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings must be worn correctly- covering both the nose and the mouth. Face coverings are provided by the Department Managers. Acceptable face covering include company issued face coverings that have the LB or Beach logo masks, standard black masks or blue surgical masks. Employees who need additional face coverings or replacements can request these from their department managers. Employees can also provide their own masks as long as they are black. Bandanas and Gator Masks are not allowed.

Employees are required to wear a face covering in the workplace, and while on campus property, per campus guidelines. This includes when an employee is on a break on their lunch, or traveling between satellite locations.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- 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 will be considered on a case-by-case basis. Request for special accommodations must be submitted to Human Resources.
- Employees working in common areas, where working consistently six feet apart is a challenge, will be required to also wear a face shield over their face mask. This directive will be addressed at each division and direct level, based on needed for an extra protection. In addition, face shields will be made available to any staff member, upon their request to their Department Manager.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- In general office spaces and open areas with work stations, we introduced plexiglass to the service counters and as barriers between work stations.
- Plexiglass was also introduced to public facing areas such as registers, service counters and where customers will interact with our employees.
- We moved work stations to account for the 6 feet separation requirement, and in some cases work stations were moved to other areas or empty offices to spread out the work stations.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Keeping doors and entryways open for fresh air whenever possible.
- Upgraded ventilation system with increased filtration efficiency to the highest level compatible with the existing ventilation system. This was completed for the Outpost and for the Bookstore building.

Cleaning and disinfecting

Our COVID-19 prevention measures include extensive cleaning and sanitation plans for each department and common areas. This was a result of a COVID-19 hazard identification review that was conducted by the Division Directors, Director of Contracts and Facilities and Director of Human Resources in March 2020.

The walkthroughs identified factors for potential COVID-19 risk, including:

- Individual workstations and shared office spaces
- High traffic areas and common areas
- High touch areas, service counters and registers
- Shared equipment/tools and supplies
- Company vehicles

The cleaning and sanitation plans address this risk, and provides frequency standards to when and how the cleaning and disinfecting should take place. Each location also has a cleaning/sanitation kit where each department has cleaning supplies, hand sanitizer, Clorox wipes and anything else they would need to support the cleaning plans. Employees were trained on this protocol, and Department Managers provide day-to-day oversight.

Cleaning and disinfection plans can be found on our Risk Management website under Department Cleaning Protocols at <https://www.csulb.edu/49er-shops-at-the-beach/risk-management>.

In addition to the internal cleaning measures, we also increased our janitorial services through our third party vendor INX. The heightened services add more cleaning, wiping down and disinfecting, but it also provides electrostatic spraying to locations on a daily basis. This extra measure is typically recommended when there is a positive case of COVID-19 in the workplace. This in combination with our cleaning and disinfecting plans, create a more aggressive standard that would typically be required by the CDC and Cal/OSHA.

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 not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by each individual employee. Shared equipment in your work area is identified in the cleaning and sanitation plans.

Cleaning/sanitation kits are located in each department. Managers provide oversight of these protocols, training and ensuring kits are stocked and available.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we have enforced an aggressive hand washing and sanitation requirement for all employees.

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain

methanol (i.e. methyl alcohol).

- Encouraging employees to wash their hands for at least 20 seconds each time.
- Each work area has developed strategies to remind their employees to wash hands and change gloves.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees must stay home if they are sick or if they have been exposed to someone who is sick or if they have been exposed to someone who has tested positive for COVID-19.

In an effort to prevent the spread of COVID-19 in the work place, all employees are required to complete the COVID Screening Questionnaire before reporting to work. Employees are also required to notify Human Resources if they have been exposed to COVID-19 or if they have tested positive for COVID-19 while they were telecommuting or out on vacation.

Once Human Resources is notified that there may be an exposure (either directly by the employee or via the questionnaire), and it is determined that there is a potential COVID-19 exposure, the impacted employee is contacted by the Student Health Center clinical team. Staff are immediately notified to stay home or are asked to leave the premise while guidance is finalized. As a part of this process, the Human Resources Department works with the Student Health Center to conduct contact tracing and investigate exposure to other employees. Employees who are identified as having potential COVID-19 exposure in our workplace will be notified to quarantine, immediately.

The Student Health Center clinical team determines when an employee is "cleared" to return to work, is "not cleared" to work, if they are "quarantined" or asked to "isolate". The Student Health Center also determines when an employee must test for COVID-19, and if so, when.

Employees who are exposed to COVID-19 in the workplace will be offered COVID-19 testing at no cost during their working hours.

The information on benefits described in Training and Instruction, and Exclusion of COVID-19 cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees are encouraged to notify their Department Manager or Human Resources to report COVID-19 symptoms. This is one of the reasons we instituted the COVID Symptom Questionnaire to ensure employees are reviewing symptoms and reporting them on a daily basis.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing on a voluntary basis. Free testing is available by local city and county department of health agencies. For a complete list of testing sites, please visit our Risk Management site at <https://www.csulb.edu/49er-shops-at-the->

[beach/risk-management](#) or visit your local health department website.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we 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 COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - 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 - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- We also developed manager level training for supervisors.
- We have also engaged the campus Environmental Health and Safety Department to conduct additional COVID-19 mitigation training for staff members who work in the Residential Dining Halls.

Appendix D: COVID-19 Training Roster will be used to document this training.

Appendix E: CPP Employee Acknowledgment Statement will be used to confirm every employee is in receipt of the CPP and these requirements.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished through employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, Department Managers or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

As mentioned earlier, all employee clearances to return to work, to isolate or quarantine or to not report to work are determined in collaboration with the Student Health Center. This is the same process as required by the CDC, Cal/OSHA, the local health department and clinical staff.

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test or a doctor's clearance to return to work, may be required if an employee tests positive for COVID-19.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
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PROGRAM APPROVED BY:
Rosa Hernandez, Director- Human Resources
Eliana Diaz, Risk Management and Training Coordinator

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. 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. We 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: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

| Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards | Places and times | Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers | Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation |
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Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Engineering | | | |
| Barriers/partitions | | | |
| Ventilation (amount of fresh air and filtration maximized) | | | |
| Additional room air filtration | | | |
| [add any additional controls your workplace is using] | | | |
| [add any additional controls your workplace is using] | | | |
| Administrative | | | |
| Physical distancing | | | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | | | |
| Hand washing facilities (adequate numbers and supplies) | | | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | | | |
| [add any additional controls your workplace is using] | | | |
| [add any additional controls your workplace is using] | | | |
| PPE (not shared, available and being worn) | | | |
| Face coverings (cleaned sufficiently often) | | | |

| | | | |
|--|--|--|--|
| Gloves | | | |
| Face shields/goggles | | | |
| Respiratory protection | | | |
| [add any additional controls your workplace is using] | | | |

Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

| Employee Name | Signature |
|---------------|-----------|
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Appendix E: CPP Employee Acknowledgement Statement



**COVID-19 Prevention Program (CPP)
REVISED Acknowledgement Statement
January 4, 2021**

COVID-19 Prevention Program (CPP) EMPLOYEE ACKNOWLEDGMENT STATEMENT

The purpose of this form is to ensure that all 49er Shops employees understand and acknowledge their responsibility, to comply with institutional and public health guidance to reduce the risk of COVID-19 transmission in the workplace.

I _____, acknowledge that I have been provided with a copy of the COVID-19 Prevention Program (CPP). The CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace and provides a comprehensive overview of company policies to mitigate this risk.

I further acknowledge that as an employee of the 49er Shops, I play an important role in supporting practices listed in the CPP. I acknowledge that I have an individual responsibility to ensure that I have read, understand and abide by the policies in the CPP.

This will include:

- Staying home and notifying my Department Manager if I am sick, or if I have been exposed to someone who has tested positive for COVID-19.
- Completing a COVID-19 Screening Questionnaire before reporting to my scheduled shift.
- Following department safety protocols included in the CPP.
- Practicing these same safety protocols when I am taking a lunch or a rest break, and I am on campus/company property.

Employee Signature

Employee Printed Name

Date