CALIFORNIA STATE UNIVERSITY, LONG BEACH

COVID-19 PREVENTION PROGRAM

OFFICE OF ENVIRONMENTAL HEALTH & SAFETY

JULY 2021
The 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 COVID-19. 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.
# Table of Contents

<table>
<thead>
<tr>
<th>SECTION/CONTENT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Purpose ........................................................................................................</td>
<td>1</td>
</tr>
<tr>
<td>II. Authority and Responsibility .....................................................................</td>
<td>1</td>
</tr>
<tr>
<td>III. Identification and Evaluation of COVID-19 Hazards ..................................</td>
<td>1</td>
</tr>
<tr>
<td>IV. Correction of COVID-19 Hazards ..................................................................</td>
<td>3</td>
</tr>
<tr>
<td>V. Control of COVID-19 Hazards ........................................................................</td>
<td>3</td>
</tr>
<tr>
<td>VI. Investigating and Responding to COVID-19 Cases ......................................</td>
<td>6</td>
</tr>
<tr>
<td>VII. System for Communicating .........................................................................</td>
<td>6</td>
</tr>
<tr>
<td>VIII. Training and Instruction ........................................................................</td>
<td>7</td>
</tr>
<tr>
<td>IX. Exclusion of COVID-19 Cases ......................................................................</td>
<td>7</td>
</tr>
<tr>
<td>X. Reporting, Recordkeeping, and Access ........................................................</td>
<td>8</td>
</tr>
<tr>
<td>XI. Return-to-Work Criteria ............................................................................</td>
<td>8</td>
</tr>
<tr>
<td>Appendix A: Identification of COVID-19 Hazards .............................................</td>
<td>10</td>
</tr>
<tr>
<td>Appendix B: Workplace Protocol for Multiple COVID Outbreaks ..........................</td>
<td>11</td>
</tr>
<tr>
<td>Appendix C: Workplace Protocol for Major COVID Outbreaks ................................</td>
<td>13</td>
</tr>
<tr>
<td>Appendix D: COVID-19 Prevention in Employer-Provided Transportation ..............</td>
<td>15</td>
</tr>
<tr>
<td>Attachment A: Identification of COVID-19 Hazards Form ..................................</td>
<td>17</td>
</tr>
<tr>
<td>Attachment B: COVID-19 Inspections Form .......................................................</td>
<td>18</td>
</tr>
<tr>
<td>Attachment C: Daily Staff Questionnaire Form ...............................................</td>
<td>19</td>
</tr>
<tr>
<td>Attachment D: Campus Notification Matrix ......................................................</td>
<td>22</td>
</tr>
<tr>
<td>Attachment E: Clergy Notification - General Exposure/Individual .....................</td>
<td>23</td>
</tr>
<tr>
<td>Attachment F: Template Notification to Employees at Affected Worksite .............</td>
<td>25</td>
</tr>
<tr>
<td>Attachment G: Temple Notification to Employers of Auxiliary or Subcontracted Employees</td>
<td>26</td>
</tr>
<tr>
<td>Attachment H: COVID Testing Site Locations ...................................................</td>
<td>27</td>
</tr>
</tbody>
</table>
CALIFORNIA STATE UNIVERSITY, LONG BEACH
COVID-19 PREVENTION PLAN (CPP)

I. Purpose

This COVID-19 Prevention Plan (CPP) addresses University preparedness and response activities to COVID-19 and is designed to minimize health and safety impacts on campus operations, employees, and community. The CPP is designed to be read, understood, and implemented in response to threats and risks posed by the current pandemic. The campus maintains a comprehensive plan for addressing campus repopulation with the most current information intended for staff, faculty, students, and campus community. This information can be found at the following link: https://www.csulb.edu/onebeach/reuniting-the-beach. The designated COVID-19 Point of Contact for the campus is Emergency Preparedness Manager Allyson Joy.

II. Authority and Responsibility

A. EHS Director

The Environmental Health and Safety (EHS) Director has overall authority and responsibility for implementing the provisions of this CPP in the workplace.

B. Managers/Supervisors

All managers and supervisors are responsible for implementing and maintaining the CPP 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 directives, policies and procedures, and assisting in maintaining a safe work environment.

III. Identification and Evaluation of COVID-19 Hazards

A. General

The University will implement the following in the workplace:

- Conduct a workplace-specific evaluation using the Attachment A: Identification of COVID-19 Hazards form.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and assess the need for different or additional controls, if necessary.
• Conduct periodic inspections using the **Attachment 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 COVID-19 policies and procedures.

B. **Employee participation**

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards:

• Employees can report unsafe COVID-19 practices by calling the established COVID-19 hotline at 562-985-1900 or emailing: CSULB-COVIDSafety@csulb.edu.

• Employees can report any unsafe practice or conditions by notifying EHS either by phone or emailing EHS staff directly.

• Employees can report any 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 can participate in the identification and evaluation of COVID-19 hazards through a written request to the EHS Director or by request to the campus Health and Safety Committee.

C. **Employee Screening**

The University screens employees by the following method:

• Employees are required to report any symptoms by completing a COVID-19 Screening Questionnaire before reporting to campus each day. The questionnaire is available as an online link, phone app or hard copy.

• The online reporting system will assess the answers to each question regarding COVID-19 symptoms/testing and make a determination to allow or deny access to the campus.

• For employees completing hard copy forms, managers and/or supervisors will verify that the appropriate responses are provided on the form before permitting the employee to report to work.

• Completion of on-line training is required of all employees coming to campus.

• 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 COVID-19 Hazards

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

- The severity of workplace hazards will be assessed and correction time frames assigned accordingly. As per IIPP directives, Managers and College Deans are responsible for timely correction of identified COVID-19 hazards.
- Follow-up measures are performed 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 COVID-19 protocols.

V. Control of COVID-19 Hazards

Face Coverings

The University provides new face coverings without cost upon request and ensures they are properly worn by all employees when indoors and where required by orders from the California Department of Public Health (CDPH) or local health department. The campus has established one email address (COVID-PPE@CSULB.EDU) as a single point of contact for PPE requests and distribution. This email address is monitored by EHS, who will respond to PPE supply requests within one day. Available supplies include: disposable gloves, face coverings, face shields, face shields with drapes, safety glasses/goggles, disposable and cloth face coverings, hand sanitizer, disinfecting wipes, disinfecting solution, alcohol wipes, 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.

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

- When an employee is alone in a room or in a vehicle.
- 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 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 implements the following engineering controls as preventative practice in indoor areas:
• Installation of Plexiglas partition barriers at reception/check-in locations when students/visitors may congregate awaiting services/assistance.

Maximize, 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 compatible with the existing ventilation systems.

• Considering 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 time frames.

Cleaning and Disinfecting

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

• University uses EPA-approved disinfectants.

• The campus ensures adequate supplies are provided and adequate time for proper cleaning to be done.

• Break rooms, restrooms, classrooms and other common areas are cleaned and disinfected once daily and once nightly.

• Regular custodial cleaning is scheduled when persons are not present to fully air out space before staff/students reoccupy.

• Enhanced and specialized cleaning and disinfecting training is provided to campus custodial units.

• University encourages students, faculty, and staff to keep their personal items (e.g., cellphones, other electronics) and personal work and living spaces clean. Students, faculty, and staff are provided disinfectant supplies to wipe down shared desks, lab equipment, and other shared objects and surfaces before and/or after use.

Should CSULB have a COVID-19 case in the workplace, the following procedures will be implemented:

1. BBS Customer Service is informed of an exposure or potential exposure of an infected COVID-19 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. BBS Customer Service notifies 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 should 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 officials.

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 will be disinfected between uses by use of a disinfecting wipe provided by the campus.

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 by use of disinfecting supplies provided by the campus.

Hand Sanitizing

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

- 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 campus buildings.
- Encourage employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE) Used to Control Employees’ Exposure to COVID-19

The University has evaluated the campus need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provides such PPE at no charge to all requestors as needed. Employees who have the potential to come in contact with documents or other individuals are provided disposable gloves, while employees who come in close contact with other staff or students are provided 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 Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.
VI. Investigation and Responding to COVID-19 Cases

This will be accomplished by using the Appendix A: Investigating COVID-19 Cases form. Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 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 Sections VIII and IX below.

VII. Systems 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 employees report COVID-19 symptoms and possible hazards to, and how:
  - Employees are required to report any symptoms by completing a COVID-19 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 Staff Questionnaire form to managers/supervisor for review.
  - The online reporting system will assess the answers to questions regarding COVID-19 symptoms/testing and make the determination to allow or deny access to the campus.
  - For employees completing hard copy forms, managers and/or supervisors will verify each form daily to ensure appropriate responses are provided on the form before permitting the employee to report to worksite.
  - This information is communicated by on-line training required of all employees before coming to campus.
- That employees can report symptoms and hazards without fear of reprisal.
- Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness are managed by CSULB Office of Equity and Diversity.
- Where testing is not required, how employees can access COVID-19 testing (see Appendix H).
- 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 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.
- Communication is facilitated by the use of email along with posting notifications onto the campus COVID-19 Response website: https://www.csulb.edu/onebeach/reuniting-the-
VIII. Training and Instruction

CSULB will provide effective training and instruction that includes:

- 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.
  - A person infected with the COVID-19 virus may have no symptoms.
- Particles containing the COVID-19 virus can travel more than six feet, especially indoors.
- 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 is not effective if the hands are soiled.
- The employer’s policies for providing respirators, and the right of employees to request a respirator for voluntary use without fear of retaliation and at no costs to the employees.
- Proper use of face coverings and that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on the employer’s COVID-19 policies; how to access COVID-19 testing and vaccination; and that vaccination is effective at preventing COVID-19 transmission resulting in serious illness or death.
- Conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet between individuals cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.
- Campus online questionnaire completion procedure.

IX. Exclusion of COVID-19 Cases

Where there is a COVID-19 case in our workplace, the University will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements in Section XI are met.
• Excluding employees with COVID-19 exposure from the workplace who had a close contact until the return to work requirements in Section XI are met, with the following exceptions:
  o Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  o COVID-19 cases who returned to work pursuant to Section XI and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
• Employees displaying severe symptoms will 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 the COVID-19 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 worker’s compensation.
• Providing employees at the time of exclusion with information on available benefits.

X. Reporting, Recordkeeping, and Access

It is the University’s policy to:

• Report information about campus COVID-19 cases and outbreaks to local health authorities 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 on campus 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 this CPP available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
• Use the Appendix A: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information omitted.

XI. Return-to-Work Criteria

• COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  o 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 testing positive but never developing 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.

• Once a COVID-19 case has met requirements above, a negative COVID-19 test will not be required for an employee to return to work.

• Persons who had a close contact may return to work as follows:
  • Person who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known contact.
  • Persons who had a close contact and developed any COVID-19 symptoms cannot return to work until Bullet #1 of this section criteria have been met, unless all the following are true:
    • The person testing negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after onset of symptoms.
    • At least 10 days have passed since the last known contact.
    • The person has been symptom free for at least 24 hours without using fever-reducing medications.

• 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.

• At least 10 days have passed since COVID-19 symptoms first appeared.

This COVID-19 Prevention Program 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. The CPP is provided as one component to our campus COVID-19 response program that is managed via our OneBeach website specially designed to communicate the most current information to the campus community.
Appendix A: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by the University will be handled in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the 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 law immediately upon request; and (2) records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

CSU COVID19 Campus Exposure Investigation and Response Guideline

COVID-19 POSITIVE CASE INTERVIEW FORM

Interviewer name (first/last):
Others present:

1. What day were you last on campus?

2. What approximate time did you arrive and leave?

3. What areas on campus did you go to during your visit?

4. Which individuals did you have close contact with? (Less than 6 ft and >10 minutes) starting 48 hours before your first symptoms (and continuing to the present)

5. When did you begin to experience COVID-19 symptoms?

6. When did you seek medical attention?

7. When were you tested?

8. Have you been contacted by the county health department?

9. What instructions were you given by the county health department?
Appendix B: Workplace Protocol for Multiple COVID Outbreaks

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

COVID-19 Testing

- The University will provide COVID-19 testing to all employees in our exposed workplace, except for the following:
  - Employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period.
  - Fully vaccinated employees who do not have COVID-19 symptoms
  - For COVID-19 cases who did not develop COVID-19 symptoms after returning to work, no testing is required for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases where symptoms never develop, 90 days after the first positive test.

- COVID-19 testing consists of the following:
  - Testing will be made available to all employees in the exposed group and again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration, isolation or exclusion of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, CSULB will make COVID-19 testing of employees available once per week at no cost during paid time to all employees in the exposed group who remain in the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.

- The University will provide additional testing when deemed necessary by Cal/OSHA or local health authorities.

Exclusion of COVID-19 Cases

The University will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with Sections IX and XI, and local health authority orders if applicable.

Investigation of Workplace COVID-19 illness

The University will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section VI. CSULB will continue to apply all applicable provisions of Section XI and all perform the following:

- Employees in the exposed group will wear face coverings when indoors, or when outdoors and 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 of at least six feet between person or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.
COVID-19 Investigation, Review and Hazard Correction

CSULB will perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards.
- Leave policies and practices
- COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.

Review update will occur as follows:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards or when otherwise necessary.
- In response to changes to reduce transmission of COVID-19 based on the investigation and review. The University will consider:
  - Moving indoor tasks outdoors or having them performed remotely
  - Increasing outdoor air supply when work is performed indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as feasible.
  - Respiratory protection as feasible.
  - In structures or building with mechanical ventilation, CSULB will filter recirculated air with 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 would reduce the risk of transmission and, if so, implement their use to the degree feasible.

Notifications to the Local Health Department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, the University will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The University will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 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 COVID-19 cases at our workplace.
Appendix C: Workplace Protocol for Major COVID Outbreaks

This section of CPP applies if 20 or more employees COVID-19 cases in an exposed group visited the workplace during their high-risk exposure period within a 30-day period.

COVID-19 Testing

COVID-19 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 COVID-19 Cases

The University will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with Sections IX and XI, and any relevant local health department orders.

Investigation of Workplace COVID-19 Illnesses

The University will comply with the requirements described in Section VI.

COVID-19 Hazard Correction

In addition to the requirements described in Section VI, the University will take the following actions:

• In buildings or structures with mechanical ventilation, the University will filter recirculated air with 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, filters with the highest compatible filtering efficiency will be used. Also evaluated will be whether portable or mounted 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 COVID-19 hazards.

• Any employee in the exposed group who is not wearing a required respirator will be separated by other persons by at least six feet, except where CSULB can demonstrate that six-foot separation is not feasible, except in momentary exposure while persons are in movement.

Methods of physical distancing will include the following:

  o  Telework or other remote work arrangements.
  o  Reducing the number of person in an area at one time, including visitors.
  o  Visual cues such as signs and floor marking to indicate where employees and others should be located or their direction and path of travel.
  o  Staggered arrival, departure, work, and break times.
  o  Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.
• The University will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected

• Implement any other control measures deemed necessary by Cal/OSHA or local health authorities

Notifications to the Local Health Department

The University will comply with local health authority notification requirements as described in Appendices B and C.
Appendix D: COVID-19 Prevention in Employer-Provided Transportation

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 will prioritize shared transportation assignments in the following order:

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

Face Coverings

The University will ensure face covering requirements of described in Section V are followed for employees waiting for transportation.

Screening

The University will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and Disinfecting

We 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 must be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period when the surface will be used by another employee within 24 hours of the COVID-19 case.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers. High-contact surfaces must be cleaned and disinfected if used by a COVID-19 case during the high-risk exposure period when the surface will be used by another employee within 24 hours of the COVID-19 case.
- The University will provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

The University will ensure that vehicle windows are 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 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. 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:

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### COVID-19 Inspections

Name of person conducting the inspection: __________________________________________________________

Work location evaluated: ________________________________________________________________________

#### Engineering

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Dept Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barriers/partitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Administrative

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Dept Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface cleaning and disinfection (ATP within acceptable range and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand sanitizing solutions in place at appropriate locations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfecting tote/ supplies available</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PPE (not shared, available, and being worn)

<table>
<thead>
<tr>
<th>Exposure Control</th>
<th>Status</th>
<th>Dept Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face covering use within area/dept</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face shields/goggles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE supplies availability</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT C

Daily Staff Screening Questionnaire

Circle Answer

1. Are you experiencing any of the following symptoms? Yes or No
   • Fever (greater than 100.4)
   • Chills
   • Coughing
   • Shortness of breath or difficulty breathing
   • Fatigue
   • Muscle or body aches
   • Headache
   • New loss of taste or smell
   • Sore throat
   • Congestion or runny nose
   • Nausea or vomiting
   • Diarrhea

2. Have you had close contact (within six feet for more than 15 minutes) with Someone with confirmed or suspected to have Covid-19? Yes or No

3. Are you currently awaiting COVID-19 test results? Yes or 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 or No

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

Printed Name______________________Signed________________________  Date  _________________

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

   (______)  _-
## Attachment D

## Campus Notification Matrix

**Campus notification process for potential or confirmed COVID-19 cases:**

<table>
<thead>
<tr>
<th>CASE DESCRIPTION</th>
<th>NOTIFICATION PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asymptomatic (no symptoms); individual quarantined due to possible exposure to infected people or post-travel.</td>
<td>No mass campus notification.</td>
</tr>
<tr>
<td>Mild flu, cold symptoms, but not consistent with COVID-19 per individual’s report of assessment by healthcare provider.</td>
<td>No mass campus notification.</td>
</tr>
<tr>
<td>Individual has symptoms consistent with COVID-19, 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.</td>
<td>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.</td>
</tr>
<tr>
<td>Individual reports positive test results for COVID-19 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.</td>
<td>No mass campus notification. Direct communication and guidance by campus with the case-positive individual.</td>
</tr>
<tr>
<td>Notice of workplace/on-campus activity of a COVID-19-positive case who is an employee. Notice may come from the employee or a local public health official.</td>
<td>Campus must send written notification within one business day to: 1. CSU employees on affected worksite 2. Union representatives 3. Employer of subcontractors (See Section 8 for law and details.)</td>
</tr>
<tr>
<td>Exposure investigation of confirmed COVID-19 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.</td>
<td>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.)</td>
</tr>
<tr>
<td>Three cases within 14 days at the same worksite, defined as an “outbreak.”</td>
<td>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.)</td>
</tr>
</tbody>
</table>
Attachment E

Clergy Notification – General Exposure Individual

January 3, 2021

Dear ,

Thank you for taking our phone call on 01/03/21. Based on our conversation, you have been exposed to COVID-19 (also known as Coronavirus Disease 2019) at CSULB on __________ Because of this, CSULB’s Medical Director and the Clery Director are informing you about COVID-19 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: http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/

COVID-19 is a viral infection that can spread person-to-person through respiratory droplets when people cough, sneeze or talk or have close contact (within about 6 feet) with an infected person. Symptoms, include fever, cough, and shortness of breath and can cause more serious illness for older adults (65+), individuals with compromised immune systems, and chronic conditions. If you experience these symptoms, or any other symptoms please contact a healthcare provider and let them know that you may have been exposed to COVID-19. If you are a student, please contact Student Health Services. If you need emergency care, let 911 know you may have been exposed to COVID-19.

Following quarantine, it is important to practice social distancing, wear a cloth face covering whenever in public and unable to maintain social distancing, and follow CDC guidance. It is important to wash your hands often with soap and water for at least 20 seconds especially after being in a public place, blowing your nose, coughing, or sneezing.

COVID-19 testing is also available at various testing sites throughout the city. Students may contact Student Health Services to inquire about testing options. The University recommends waiting at least 7 days after your exposure before getting testing.

If you have any questions, please contact the COVID-19 Hotline at (562) 570-4636. For more CSULB updates regarding COVID, you can visit: https://www.csulb.edu/onebeach/reuniting-the-beach. You can also visit the City of Long Beach’s website at www.longbeach.gov/covid19 for additional information.

Sincerely,
Kimberly Ann Fodran, MD
Interim Co-Director and Chief of Medical Staff
Primary Care Sports Medicine
CSULB Student Health Services
1250 Bellflower Blvd
Long Beach, CA 90840
(562) 985 - 4771
Kimberly.Fodran@csulb.edu

Larisa Hamada
Clery Director
Assistant Vice President Equity & Diversity
562-985-8256 (Phone)
562-985-5982 (Fax)
California State University Long Beach
6300 State University Drive MS-0605, FND-220
Long Beach, CA 90815-0605
Equity & Diversity | Title IX Preferred Pronouns
(She/Her)
ATTACHMENT F

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

[DATE]

NOTIFICATION OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

To California State University Long Beach Employees:

California State University Long Beach (CSULB) has received notice that an individual infected with COVID-19 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 for COVID-19.

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: COVID-19 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: COVID-19-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: COVID-19 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 COVID-19 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 the COVID-19 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 COVID-19 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
George.Alfaro@csulb.edu
ATTACHMENT G

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

[DATE]

NOTIFICATION OF POTENTIAL WORKSITE EXPOSURE TO COVID-19 TO [EMPLOYER OF SUBCONTRACTED EMPLOYEES]:

California State University, Long Beach has received notice that an individual infected with COVID-19 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 COVID-19-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
1250 Bellflower Blvd
Long Beach, CA 90840
(562) 985-2378
George.Alfaro@csulb.edu
ATTACHMENT H

COVID-19 Testing Site Locations

COVID-19 Testing Sites and Location Resources

ALL COUNTIES

- U.S. Department of Health and Human Services:
- Community-Based Testing Sites for COVID-19:

CVS Minute Clinic

Offering no cost coronavirus testing (COVID-19) available to qualifying residents in select states, 18 and older. Find test sites and schedule a COVID-19 test online.

Click link and type in your zip code to find the nearest CVS Minute Clinic to you.

RITE AID Pharmacy

Rite Aid has partnered with Verily and will use its Baseline COVID-19 Program to provide screening, scheduling, and return of results to participants.

LA COUNTY LOCATIONS

County of Los Angeles: Free COVID-19 Testing

- If you are experiencing symptoms, call your provider if you have one, or call 211 to get connected with one near you.

Click link to find nearest testing location to you: County of Los Angeles COVID Testing

FREE COVID-19 Testing

- The City of Los Angeles, in partnership with the County of Los Angeles and CORE (Community Organized Relief Effort), is providing free COVID-19 testing to ALL Los Angeles County residents, whether or not you are experiencing COVID-19 symptoms.
- The test is free, whether or not you have insurance. If you have insurance, the provider may bill your insurance carrier for the cost of the test. By law, the insurance company may not charge you any co-pay, deductible, or any out-of-pocket expense for the test.
- Priority for same or next day testing is still given to people experiencing symptoms, and certain critical front-line workers who interact with the public. Testing is by appointment only.
- More than 90 facilities across the County now offer free COVID-19 testing. Register for a test at a location near you using the interactive map or directory on the website.

If you would like to schedule an appointment for testing, please visit coronavirus.lacity.org/testing.
ORANGE COUNTY LOCATIONS

Orange County Health Department:
General questions: COVID-19 HOTLINE (714) 834-2000
Medical questions: Health Referral Line (800) 564-8448

Orange County COVID-19 Testing Locations:
Xpress Urgent Care
Only accept credit cards and debit cards. NO CASH.
Four Locations:
- Tustin: 714-243-5450 Location unavailable to find
- Stanton: 12860 Beach Blvd., Suite E, Stanton, CA 90680, USA, (714) 698-4902
- Huntington Beach: 5888 Edinger Avenue, Huntington Beach, CA 92649, USA, (714)-867-7900
- Costa Mesa: 131 East 17th Street, Costa Mesa, CA 92627-3792, USA, (949)-548-8400

Walk-ins are available at this time.

Xpress Urgent Care Rapid Test Near Me

LOCAL COVID-19 TEST SITES:

Use this link to schedule any of the following testing locations below: Long Beach COVID-19 Testing

Testing availability for anyone exhibiting symptoms at one of the following five testing locations in Long Beach:
- Jordan Plus High School (walk-up testing), 171 W. Bort St.
- Long Beach City College Pacific Coast Campus* (drive-up testing), 1305 E. Pacific Coast Highway
- Cabrillo High School, 2001 Santa Fe Ave.
- Long Beach City College, Veterans Memorial Stadium, 5000 E. Lew Davis St.
- Harbor District, 2100 W. Anaheim St., 90802

COVID-19 MOBILE TESTING

Mobile testing is available for those who cannot leave their residences for various reasons (such as mobility issues or underlying health conditions). Mobile testing can be done at residences or facilities such as sober living homes, skilled nursing facilities, and other congregate facilities. To request mobile testing, complete the form available here:

Or call the Public Health Info Line at (562) 570-4636 (open Monday-Friday, 9:00 am to 5:00 pm). Testing is available Monday through Friday.
PRIVATE IN-HOME TESTING - READY

- Get your test done at home
- Accepts ALL insurances
- Certified EMT’s & Doctors to every patient

Pixel by LabCorp COVID-19 Test (At-Home Kit)

Find out if you currently have COVID-19 without leaving home. Now with no upfront cost. Pixel COVID-19 At Home Test Kit

OTHER RESOURCES

Coronavirus COVID-19 Hotline

Phone our toll-free line, 1-888-INFO-FDA, and choose option *

Hours: Monday-Friday, 8:00 a.m.-8:00 p.m. EDT, except Federal holidays

National Alliance on Mental Illness: COVID 19 Resource and Information Guide

SAMHSA - Tips for Social Distancing, Quarantine, and Isolation during an Infectious Disease Outbreak

CDC-Reducing Stigma

Coronavirus Resources for Students

- Essential Tips for Studying at Home
- Free or Discounted Resources for Students
- How to Protect Yourself from COVID at School
- How to Maintain Mental & Physical Health in College