



Note: The current COVID-19 pandemic is evolving rapidly. This document is based on current conditions and is subject to frequent change.

The following general safe work practices (SWPs) should be followed by all CSUF employees. Employees must follow the general SWPs in addition to any department/operation/work task specific SWPs created (as applicable). CSUF's Titans Return website (<http://coronavirus.fullerton.edu/>) and EHS COVID-19 Safety website (<https://ehs.fullerton.edu/programs/covid19safety/>) should be reviewed for the latest information. Questions regarding COVID-19 safety should be directed to your supervisor or to Environmental Health & Safety.

What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The latest information regarding COVID-19 is available on the U.S. Centers for Disease Control (CDC) website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). CSUF employees should regularly review this website and be familiar with the dynamics of the disease, including its risks, symptoms, and current guidance on prevention and what to do if you are sick. CSUF employees have the potential for exposure to the virus when exposed to infected people or surfaces while working at CSUF campus, satellite facilities, and their personal time at home and in the community.

What safe work practices should be followed?

Vaccinated and Unvaccinated Employees

In some instances, safe work practices will differ for fully vaccinated individuals compared to unvaccinated individuals, as unvaccinated individuals are at a higher risk of becoming ill from SARS-CoV-2 and transmitting COVID-19 to others. In general, people are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. Those who have provided proof of vaccination record via the CSUF Health Portal and had vaccination status verified must follow protocols for **VACCINATED** employees and those who have not must follow the protocols for **UNVACCINATED** employees.

CSUF strongly encourages employees to be vaccinated, however at this time, CSUF does not require employees to be vaccinated. CSUF requests that employees voluntarily submit documentation of vaccination via the CSUF [Health](#) Portal. Instructions for uploading vaccination record can be found on the CSUF Titans Return website.



HEALTH SCREENING

VACCINATED and **UNVACCINATED** Employees:

1. *Self-Screening.* CSUF employees must conduct a self-health screening prior to arrival at work.
2. *Symptoms or Positive Test.* Employees must notify their supervisor (via phone/email) and stay home if they experience symptoms of COVID-19 or have received a positive COVID-19 test, and should submit the [COVID-19 Self-Reporting Form](#) on the Titans Return website. Symptoms include, but are not limited to, fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, or diarrhea. CDC guidance on symptoms is located at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> (see Attachment A for summary posting). The supervisor will inform the appropriate individuals as outlined in the CSUF Protocol for Verifying COVID-19. The appropriate parties will provide direction to both the supervisor and the employee, as well as initiate a case incident response (see below).

3. *Exposure.* Employees must notify their supervisor (via phone/email) and stay home if they have been in close contact with or otherwise exposed to a known or suspected case of COVID-19, if not fully vaccinated at the time of exposure, and should submit the [COVID-19 Self-Reporting Form](#) on the Titans Return website.
4. *Order to Isolate or Quarantine.* Employees must notify their supervisor (via phone/email) and stay home if they are subject to an order to isolate or quarantine by a health care provider or by a state or local public health official.
5. *At Risk Persons.* If an employee is at higher risk of serious complications from COVID-19, they should inform their supervisor. The supervisor will inform Human Resources who will in turn provide direction to both the supervisor and the employee. At risk people include older adults and people of any age who have serious underlying medical conditions. More information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.

Additional Requirements for UNVACCINATED Employees:

6. *Re-Entry and Surveillance Testing.* All active employees who are not fully vaccinated or have not voluntarily provided their vaccine record to the University and had their vaccination record verified are required to undergo re-entry testing prior to returning to campus for the fall 2021 semester and weekly surveillance testing during that semester.



PHYSICAL DISTANCING

VACCINATED and UNVACCINATED Employees:

1. Physical distancing and barriers are no longer mandated except for limited circumstances such as during an outbreak.



PROTECTIVE EQUIPMENT

VACCINATED and UNVACCINATED Employees:

1. *Masks—When to Use.* CSUF will provide face coverings (e.g., surgical masks) for employee use. All members of the University community, including employees, must comply with the California Department of Public Health’s “Guidance for the Use of Face Coverings” dated July 28, 2021, including the recommendation that all individuals regardless of vaccination status must wear a face covering indoors, at least until September 30, 2021. Individuals do not have to wear face coverings indoors when (a) alone in a private space such as an office with the door closed, a living unit or vehicle; (b) eating and drinking; (c) showering, washing their face, or brushing their teeth in a residence hall or other University facility with common bathroom facilities; (d) directed by a health care provider to remove their face covering for care or treatment; (e) an accommodation is required; and/or (f) job duties make a face covering infeasible or create a hazard. Face coverings are recommended for unvaccinated individuals outdoors where six feet of physical distancing cannot be maintained.
2. *Masks—How to Use.* Masks must be kept clean and undamaged. Masks primarily protect those around the wearer and may provide some protection to the wearer. CDC mask guidance is at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>. CDPH mask guidance is at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.
3. *Respirators—When to Use.* Properly fitted, NIOSH-approved respirators may be used in some instances instead of masks. The following should be reviewed:
 - a. Any exhalation valves should have a cloth covering or similar barrier to prevent unfiltered exhalation.

- b. Any employee required to use a respirator (e.g., N95) due to the nature of their work must have received approval per the respiratory protection program.
 - c. Employees may voluntarily use N95 respirators after reviewing the Cal/OSHA voluntary use guidance (<https://www.dir.ca.gov/title8/5144d.html>). CSUF will provide N95 filtering facepiece respirators to unvaccinated employees for voluntary use upon request.
4. *Respirators—N95 Reuse.* Due to current N95 supply limitations, reuse of N95 respirators is acceptable when done in accordance with NIOSH guidance (<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>).
 5. *Additional PPE.* Any additional PPE (gloves, eye protection, work uniforms) will be determined on an as need basis or per the specific Department/Operations/Work-task SWP document.
 6. *PPE Request Protocol.* Each department shall delegate one person to act as the PPE requestor, who will order, pick-up, and store PPE supplies in a location accessible to your employees. Requests can be made online using the [PPE Request Form](#).

Additional Requirements for UNVACCINATED Employees:

7. *Masks.* Face coverings (e.g., cloth masks or surgical masks) must be worn at all times when indoors unless (a) alone in a room or vehicle, (b) eating and drinking, (c) an accommodation is required and/or (d) job duties make a face covering infeasible or create a hazard. Any employee with a medical or mental health condition that precludes the use of masks should inform their supervisor and Human Resources, who in turn will coordinate a solution.



PERSONAL HYGIENE

VACCINATED and UNVACCINATED Employees:

1. *Hand Hygiene.* Clean your hands often and avoid touching your eyes, nose, and mouth with unwashed hands. Avoid handshakes or physical contact with others. Wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, use a proper hand sanitizer (e.g., 60% ethyl alcohol or 70% isopropyl alcohol, methyl alcohol prohibited). Cover all surfaces of your hands and rub them together until they feel dry. Guidance on hand washing technique from the World Health Organization (WHO) is provided in Attachment B. CDC guidance on hand washing is located at: <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
2. *Proper Sneezing & Coughing.* Cover your mouth and nose when coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands. If no tissue is available, then cough and sneeze into your elbow. Do not come to work if you have COVID-19 symptoms (see medical screening above).
3. *Shared Items/Equipment.* Sharing of tools, equipment, and workspaces should be minimized to the extent possible. If items are shared, they should be cleaned and disinfected between users or users should perform hand hygiene before/after using.



ENVIRONMENTAL CLEANING

VACCINATED and UNVACCINATED Employees:

1. *What to Clean.* Frequently touched surfaces (i.e., those touched multiple times or by multiple people). Examples include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared work equipment, shared vehicle touch points.
2. *When to Clean.* The fewer people that touch the surface between cleaning/disinfection the better. For CSUF facilities, daily cleaning of frequently touched surfaces is generally considered sufficient.

3. *How to Clean.* For frequently touched surfaces, daily cleaning with a general cleaner is generally sufficient, although disinfectants may also be used as well. All cleaning and disinfecting products utilized on site will be provided by EHS and must be CSUF approved EPA registered disinfectants. The product safety data sheets (SDS) must be referred to regarding product information, how to use properly, and important safety precautions (e.g., PPE)
4. *Coordination.* Generally, custodial staff are responsible for cleaning of typical high touch surfaces (floors, tables, etc.), while the department shall be responsible for cleaning of any special surfaces (computers, lab equipment, vehicles, etc). Additionally, the department may request cleaning of certain high touch surfaces by the custodial staff. Department supervisors are responsible for ensuring an environmental cleaning and disinfection plan is in place for the work area. This includes access to hand sanitizer, surface cleaning and disinfection products, and other associated supplies. Ensure you are familiar with this plan. Additional guidance on cleaning/disinfection from the CDC can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.



ADDITIONAL PRACTICES

VACCINATED and UNVACCINATED Employees:

1. *Signage and Safety Guidelines.* All members of the University community while on University property and/or when participating in University-related activities must adhere to COVID-19 health and safety signage. Prior to arriving on University property or participating in any University-related activity, members of the University community should review COVID-19 health and safety guidelines on the Titans Return and EHS COVID-19 Safety websites.
2. *Training.* Ensure that you have completed all required COVID-19 safety training. All active University employees are required to complete general COVID-19 health and safety training prior to returning to campus, and training on any department specific safe work practices.
3. *Hazard Reporting.* Potential COVID-19 hazards in the workplace should be immediately reported to your supervisor, human resources, or to Environmental Health & Safety.
4. *Case Incident Response.* If a known or suspected case of COVID-19 is identified, per CSUF's Protocol for Verifying COVID-19 document, the CSUF Case Response protocol will be utilized to initiate a case incident response. The response will include an evaluation of potential exposures and development of a response action plan that will incorporate cleaning/disinfection, communication with potentially exposed persons, and enhanced prevention measures as appropriate.
5. *Employee Communications.* During the COVID-19 pandemic event, campus leadership will provide employees with frequent communications regarding scientific information, safety precautions, operational impacts and related company policies. Additionally, departments/trades shall communicate with employees about specific safe work practice procedures for COVID-19 within their areas/operations.
6. *Visitor/Vendor Communications.* Employees who are primary contacts for visitors and vendors must ensure that visitors/vendors are aware of and follow the "CSUF COVID-19 Visitor Guidance" included in Attachment E.
7. *Additional Responsibilities for Department Supervisors:*
 - a. Postings. Ensure current CDC information on COVID-19 symptoms (Attachment A) and CSUF visitor safety practices (Attachment E) are posted at entrances.
 - b. Hand Sanitizer. Make hand sanitizer available to all staff, along with provisions for keeping supplies stocked. At a minimum, hand sanitizer should be made available at entrances.
 - c. Cleaning Plan. Develop a cleaning/disinfection plan for the office by completing the Cleaning/Disinfection Log (Attachment D). The plan should address cleaning frequently

- touched surfaces on at least a daily basis (e.g., copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, and shared workstations).
- d. Cleaning Supplies. Ensure adequate supplies cleaning/disinfection products and materials are stocked and available for employees to support the cleaning plan.
 - e. Cleaning Safety. Ensure that employees have proper training on how to use cleaning/disinfection products properly and safely (e.g., eye protection, gloves).
 - f. HVAC Systems. Confirm that ventilation has been optimized to increase the quantity of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.
 - g. Local COVID-19 Guidance. Review the local (e.g., county, state) public health COVID-19 guidance for businesses to ensure CSUF practices are compliant.
8. *Non-Work Activities*. Employees are encouraged to apply COVID-19 precautions similar to these safe work practices to their non-work personal activities. Such diligence in and out of the workplace will serve to protect co-workers, students, families, and communities during this pandemic.

Additional Requirements for UNVACCINATED Employees:

9. *Eating & Drinking*. When eating meals, try to be alone outdoors or indoors in a space not used by others (e.g., private office). If you cannot be alone, maintain as much distance as possible from others (minimum 6 ft.) and wear a face covering when you are not in the process of eating. Do not socialize with others when eating, even at a 6 ft.+ distance. Masks may be momentarily removed to eat or drink if 6 ft.+ of distance is maintained from others.

References: Current CDPH, Cal/OSHA, and CDC COVID-19 guidance.