

# COVID-19 Safety Program



Updated 6/18/20

## Table of Contents

- 1. Introduction .....3**
- 2. Application & Implementation Overview.....4**
- 3. Roles & Responsibilities .....5**
  - 3.1. COVID-19 Safety Coordinator ..... 5**
  - 3.2. Supervisors ..... 5**
  - 3.3. All Employees ..... 6**
  - 3.4. Other Parties ..... 6**
- 4. Prevention.....7**
  - 4.1. Hazard Assessment & Safe Practice Development ..... 7**
  - 4.2. Training & Communications ..... 7**
  - 4.3. Inspection..... 8**
  - 4.4. Health Considerations..... 8**
- 5. Response.....9**

- Appendix A           Contacts & Resources**
- Appendix B           Building Closure Checklist**
- Appendix C           Critical Supply List**
- Appendix D           Inventory of Safe Practices**
- Appendix E           Inspection Form**
- Appendix F           Case Response Form**
- Appendix G           Cleaning/Disinfection Form**

## **1. Introduction**

The purpose of this program is to define the measures being taken by CSUF to help reduce the risk of infection from the COVID-19 virus (a.k.a., SARS-CoV-2, coronavirus). The defined measures are based upon guidance from established public health authorities as of the date of this document, including the World Health Organization (WHO), the U.S. Environmental Protection Agency (EPA), U.S. Centers for Disease Control and Prevention (CDC), U.S. Occupational Safety and Health Administration (OSHA), California Department of Public Health, Orange County Public Health Services, as well as other published environmental health research and guidance materials. While the provisions of this document are intended to help reduce COVID-19 risk, they cannot guarantee that infection will not occur.

This program begins by providing an overview of how it is applied and implemented, along with a summary of assigned roles and responsibilities. This is followed by a more specific discussion of various program elements.

## 2. Application & Implementation Overview

This program applies to all work areas and operations and is implemented as follows:

1. COVID-19 Safety Teams. The COVID-19 Safety Coordinator is responsible for managing this program and facilitating the COVID-19 safety teams, which are described below:
  - a. *Core Team “Infectious Disease Work Group”*. This team monitors current public health guidance, along with information regarding program implementation, and determines how COVID-19 safety will be addressed by updating the provisions of this program as appropriate.
  - b. *Extended Team*. This team consists of representatives from primary organizational units and serves as a bridge between the core team and all employees and stakeholders. The team reviews information and program updates provided by the core team and provides feedback regarding challenges and opportunities related to the implementation of program provisions.

The COVID-19 Safety Coordinator and team members are listed in Appendix A, along with associated contact information and current meeting plans.

2. Prevention. Managers/Faculty of specific work/learning areas and operations are responsible for assessing COVID-19 risks, identifying safe practices, training employees/students in these practices, ensuring these practices are followed, and documenting their implementation through periodic inspections. The COVID-19 Safety Coordinator defines global practices and provides general resources for developing area/operation specific practices, delivering training, and conducting inspections. More specific provisions are addressed in the Prevention section of this program.
3. Response. The COVID-19 Health Coordinator is responsible for managing the response to each reported known or suspected COVID-19 case present around employees, students, or facilities. This includes assessment of impacted persons and surfaces, execution of response plans (e.g., notifications, environmental cleaning/disinfection), and documentation of response actions. More specific provisions are addressed in the Response section of this program.
4. Building Closure. The COVID-19 Safety Coordinator is responsible for coordinating with responsible parties (e.g., building maintenance) to ensure proper consideration is given to minimizing potential environmental health concerns prior to closing and re-opening buildings (including substantially reduced occupancy and partial closures).
  - Refer to CSUF’s COVID-19 Building Re-Occupancy Plan document for specifics.
  - A checklist of common environmental health issues associated with building closures is included in Appendix B.
5. Supply Management. The COVID-19 Safety Coordinator is responsible for coordinating with responsible parties (e.g., purchasing) to address the specification, acquisition, distribution and inventory of supplies critical to implementation of COVID-19 safe practices. Critical supplies and associated management protocols are provided in Appendix C.

### 3. Roles & Responsibilities

The key roles involved in the implementation of this program and their associated responsibilities are summarized below. More specific descriptions of requirements are provided in the other sections of this program.

#### 3.1. COVID-19 Safety Coordinator

The COVID-19 Safety Coordinator maintains this program and facilitates its implementation. Key responsibilities:

- a. Ensuring this program and associated practices are updated to reflect current public health guidance.
- b. Co-facilitating the core and extended safety teams.
- c. Developing global and common environment safe practices, as well as guidance for creating area/operation specific safe practices.
- d. Providing support to Managers/Faculty in developing area/operation specific practices
- e. Managing facility mapping activities.
- f. Reviewing, approving, and inventorying all safe practices and facility maps.
- g. Providing training on global and common environment safe practices, as well as training for supervisors on their responsibilities under this program, including the creation of specific area/operation safe practices.
- h. Reviewing and archiving inspection records.
- i. Managing disinfection/cleaning response action related to known or suspected cases of COVID-19 with employees or students.
- j. Coordinating with responsible parties (e.g., building maintenance) to ensure proper consideration is given to minimizing potential environmental health concerns related to building closures.
- k. Coordinating with responsible parties (e.g., purchasing) to address the specification, acquisition, distribution and inventory of supplies critical to implementation of safe practices.

#### 3.2. COVID-19 Health Coordinator

The COVID-19 Health Coordinator maintains this program and facilitates its implementation. Key responsibilities:

- a. Ensuring this program and associated practices are updated to reflect current public health guidance.
- b. Co-facilitating the core and extended safety teams with the safety coordinator.
- c. Responsible for coordinating and collaborating with the local public health agency.
- d. Ensuring that the Student Health Center follows all COVID-19 compliance requirements for health workers.
- e. Providing support to Managers/Faculty in developing area/operation specific health practices
- f. Overseeing the Tracking and Tracing Subcommittee for implementation of COVID-19 case response and health screening.
- g. Arranging and documenting communications with customers, visitors, and other stakeholders.
- h. Managing response actions related to known or suspected cases of COVID-19 employees and student cases.

### **3.3. Managers/Faculty**

Managers/Faculty are responsible for ensuring the provisions of this program are implemented in the areas/operations and among the employees and students under their responsibility. Key responsibilities:

- a. Developing safe practices for their specific work/learning areas and operations.
- b. Completing training related to this program.
- c. Providing area/operation specific training on safe practices and ensuring employees and students under their responsibility complete training related to this program.
- d. Inspecting work /learning areas/operations under their responsibility on a regular basis to ensure compliance with safety practices, and for correcting deficiencies identified.
- e. Reporting any known or suspected cases to the COVID-19 Health Coordinator and assisting with response activities as directed.

### **3.4. All Employees**

All employees are responsible for complying with the provisions of this program. Key responsibilities:

- a. Following safe practices as communicated to them by their supervisor or through training.
- b. Reporting hazardous conditions related to potential transmission of the COVID-19 virus.
- c. Staying home and reporting to their supervisor if they exhibit symptoms of COVID-19 or have been exposed to known or suspected cases.

### **3.5. Other Parties**

- a. Students – Prior to the school year commencing, CSUF is responsible for communicating expectations of students regarding COVID-19 safety (e.g., student safety guidelines document located in Appendix D) and documenting this communication occurred.
- b. Vendors - Persons arranging the work of outside vendors are responsible for communicating expectations of vendors regarding COVID-19 safety (e.g., vendor safety guidelines document located in Appendix D) and documenting this communication occurred.
- c. Visitors – Through various ways of communication (signage, floor markings), visitors will be informed of expectations regarding COVID-19 safety (e.g., visitor safety guidelines document located in Appendix D) while on CSUF campuses and satellite facilities.

## 4. Prevention

Efforts to help prevent the risk of infection from the COVID-19 virus are enacted through a process of assessing infection hazards, identifying safe practices, training/communicating these practices, and confirming the practices are being implemented properly. These and other prevention elements are discussed below.

### 4.1. Hazard Assessment & Safe Practice Development

- a. Global Practices. The COVID-19 Safety Coordinator coordinates the development safe practices that apply to all work areas and operations.
- b. Common Environments. The COVID-19 Safety Coordinator coordinates the development of general safe practices for common work areas and operations.
- c. Specific Work/Learning Areas/Operations. In consultation with EHS and Capital Planning & Facilities Management (CPFM), managers/faculty will be responsible for implementing safe practices within their specific work/learning areas and operations, including ensuring that modifications necessary to reduce the density for physical spaces occur.
- d. Facility Mapping. A color-coded system of mapping facility areas based on general COVID-19 safety practices is utilized to help facilitate implementation. Coded floorplans are posted along with relevant similarly coded safe practice documents in the subject areas. Facility mapping activities are managed by the COVID-19 Safety Coordinator. The following color codes are used to characterize areas and safe practice documents:

Green = staff personal spaces	Blue = staff global practices
Yellow = staff common areas	Light Purple = public global practices/common areas
Orange = staff specialized areas	Dark Purple = public specialized areas

- e. Approval. The COVID-19 Safety Coordinator will review and approve all coded floorplans and safe practice documents before they are posted, and copies must be inventoried and archived. An inventory of all developed safe practices is provided in Appendix D.

### 4.2. Training & Communications

- a. Global & Common Environment Training. The COVID-19 Safety Coordinator is responsible for providing resources to support training for all employees on global and common environment safe practices. Training is documented per Cal/OSHA’s Injury & Illness Prevention Program.
- b. Manager/Faculty Training. All managers/faculty will receive training developed by EHS that outlines their responsibilities. Those responsibilities include working with EHS and CPFM to implement area/operation specific practices and assist employees re-orient to their new work environments and practices. Training will be documented per Cal/OSHA’s Injury & Illness Prevention Program protocols.
- c. Area/Operation Specific Training. EHS is responsible for ensuring employees and students take COVID-19 preventative practices training. Managers/Faculty are responsible for ensuring that employees and students who report to them implement COVID-19 preventative practices. Training will be documented per Cal/OSHA’s Injury & Illness Prevention Program protocols.
- d. Vendor Communications. Managers and staff overseeing the work of outside vendors are responsible for providing those vendors a copy of the Safe Work Practices developed by EHS regarding their responsibilities for COVID-19 safety and documenting that they made communication.
- e. Other Stakeholder Communications. The University has created COVID-19 safety specific guidance for its customers, visitors, and other stakeholders and will communicate these

expectations through postings, email notifications, social media, or other means as deemed appropriate.

#### **4.3. Inspection**

- a. Managers/faculty will regularly evaluate their work/learning areas, operations and employees/students for compliance with the University's COVID-19 safety practices and correct or seek assistance in correcting any deficiencies noted. These compliance assessments will constitute an ongoing component of operations and be aided by a checklist provided by EHS. EHS will conduct random inspection audits of work areas and the COVID-19 Safety Coordinator will maintain and review the completed inspection audit forms.
- b. The COVID-19 Safety Coordinator will review and confirm that noted deficiencies have been corrected. Inspection records will be maintained as required by Cal/OSHA's Injury & Illness Prevention Program.

#### **4.4. Health**

Employees and students will be encouraged to complete a self-health evaluation prior to arriving on campus. If employees and students have COVID-19 symptoms they will be asked to remain home for 10 days per local Orange County Health Care Agency requirements.



## 5. Response

Efforts to help contain and minimize the risk of infection from the COVID-19 virus related to a known or suspected COVID-19 case are enacted through a process involving an initial assessment of who and what was impacted, development of a response plan addressing notifications and environmental cleaning/disinfection, and documentation of the completion of response actions.

See CSUF COVID-19 Case Incident Response Protocol for specifics. In general, the protocol includes the following elements.

- Initial Assessment
- Communication
- Work/Activity Modification
- Enhanced Hygiene
- Medical Monitoring
- Cleaning and Disinfection
- Confirmation

A Case Response Checklist is provided in Attachment F.

## Appendix A Contacts & Resources

### COVID-19 Safety Coordinator

Name	Department/Title	Phone	Email
Pearl Boelter	Director of Environmental Health and Safety	657-278-4345	<a href="mailto:pboelter@fullerton.edu">pboelter@fullerton.edu</a>

### COVID-19 Health Coordinator

Name	Department/Title	Phone	Email
Mary Becerra	Director of Student Health Services	657-278-2822	<a href="mailto:mbecerra@fullerton.edu">mbecerra@fullerton.edu</a>

### Core COVID-19 Safety Team “Infectious Disease Work Group”

Name	Department/Title	Phone	Email
Pearl Boelter	Director of Environmental Health and Safety	657-278-4345	<a href="mailto:pboelter@fullerton.edu">pboelter@fullerton.edu</a>
Mary Becerra	Director of Student Health Services	657-278-2822	<a href="mailto:mbecerra@fullerton.edu">mbecerra@fullerton.edu</a>
John Beisner	Executive Director of Risk Management	657-278-4937	<a href="mailto:jbeisner@fullerton.edu">jbeisner@fullerton.edu</a>
Erinn Banks	Chief Operating Officer, Provost’s Office	657-278-4447	<a href="mailto:ebanks@fullerton.edu">ebanks@fullerton.edu</a>
Sue Fisher	Emergency Coordinator	657-278-3572	<a href="mailto:sfisher@fullerton.edu">sfisher@fullerton.edu</a>
Keya Allen	Executive Director, ASI	657-278-7740	<a href="mailto:keyaallen@fullerton.edu">keyaallen@fullerton.edu</a>
Hallie Hunt	Dean of Students	657-278-3211	<a href="mailto:hhunt@fullerton.edu">hhunt@fullerton.edu</a>
Erica Bowers	Director, FDC	657-278-5628	<a href="mailto:ebowers@fullerton.edu">ebowers@fullerton.edu</a>
Willie Peng	IT Project Manager	657-278-2866	<a href="mailto:wpeng@fullerton.edu">wpeng@fullerton.edu</a>

CSUF COVID-19 Safety Program (6/8/20)

Name	Department/Title	Phone	Email
Dhusdee Chandswang	IT Project Manager	657-278-2995	<a href="mailto:dchandswang@fullerton.edu">dchandswang@fullerton.edu</a>
Dr. Richard Boucher	Student Health Physician	657-278-2800	<a href="mailto:rboucher@fullerton.edu">rboucher@fullerton.edu</a>
Leo Lopez	Associate Director EHS	657-278-4429	<a href="mailto:llopez@fullerton.edu">llopez@fullerton.edu</a>
Ellen Treanor	Chief Communications Officer	657-278-4475	<a href="mailto:etreanor@fullerton.edu">etreanor@fullerton.edu</a>
Chi-Chung Keung	Director, News Media Services	657-278-8487	<a href="mailto:ckeung@fullerton.edu">ckeung@fullerton.edu</a>
Phenicia McCullough	Associate Vice President HRDI	657-278-4637	<a href="mailto:pmccullough@fullerton.edu">pmccullough@fullerton.edu</a>
Robin Crew	IT Chief of Operations	657-278-2154	<a href="mailto:rcrew@fullerton.edu">rcrew@fullerton.edu</a>
Dennis Jackson	Associate Director, Residential Engagement	657-278-4379	<a href="mailto:dejackson@fullerton.edu">dejackson@fullerton.edu</a>
Jack Hobson	Global Titan Center	657-278-2935	<a href="mailto:jhobson@fullerton.edu">jhobson@fullerton.edu</a>
Tim Guesman	Associate Director, Housing Facilities Operations	657-278-3167	<a href="mailto:tguesman@fullerton.edu">tguesman@fullerton.edu</a>
Andy Garate	Associate Director, Housing Administration	657-278-3926	<a href="mailto:agarate@fullerton.edu">agarate@fullerton.edu</a>
Carol McDoniel	Director of Administration, ASI	657-278-7718	<a href="mailto:cmcdoniel@fullerton.edu">cmcdoniel@fullerton.edu</a>
Genevieve Resnik	Administrative Coordinator, EHS	657-278-3278	<a href="mailto:gresnik@fullerton.edu">gresnik@fullerton.edu</a>

**Notes**

- Team Meetings--Weekly on Wednesdays (Zoom).

**Internal Team Resources**

<b>Safety Practices Location</b>	EHS Website: <a href="https://ehs.fullerton.edu/">https://ehs.fullerton.edu/</a>
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<b>Environmental Health Consultant</b>	Forensic Analytical Consulting Services ( <a href="http://www.forensicanalytical.com">www.forensicanalytical.com</a> ) Michelle Rosales, MPH, CIH o. 310-668-5617 ♦ <a href="mailto:mrosales@forensicanalytical.com">mrosales@forensicanalytical.com</a> Madeleine Dangazyan o. 310-668-5642 ♦ <a href="mailto:mdangazyan@forensicanalytical.com">mdangazyan@forensicanalytical.com</a>
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**Local Public Health Department Contacts**

<b>Orange County Public Health Services</b>	<a href="https://www.ochealthinfo.com/phs/">https://www.ochealthinfo.com/phs/</a> Phone: 833-426-6411
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**Key Guidance & References**

<b>California</b>	Main: <a href="https://covid19.ca.gov/">https://covid19.ca.gov/</a> Industry Guidance: <a href="https://covid19.ca.gov/industry-guidance/">https://covid19.ca.gov/industry-guidance/</a> Cal/OSHA: <a href="https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html">https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html</a>
<b>AIHA</b>	American Industrial Hygiene Association: <a href="https://www.aiha.org/">https://www.aiha.org/</a>
<b>CDC (Centers for Disease Control)</b>	Main: <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a> Industry Guidance: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html">https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html</a> Schools and Childcare Program: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html</a>

## **Appendix B**

# **Building Closure Checklist**

### **Before Closure**

1. Remove garbage, food, and other perishable materials prior to closure.
2. Develop a plan for maintaining water systems during closure.
3. Develop a plan for managing HVAC systems during closure.

### **During Closure**

1. Routinely inspect for water intrusion events, which can result in water damage or mold growth if left unaddressed (e.g., roof leaks, plumbing leaks, surface flooding).
2. Continue pest control measures on a modified schedule. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings.
3. Consider ways to prevent water stagnation, including flushing fixtures routinely, to avoid issues with water quality including microbial growth of organisms, leaching of metals, and buildup of sediment. Address potable water system components as well as specialized water systems (e.g., fountains, cooling towers, misters, etc.).
4. Ensure drain traps remain filled.
5. Periodically run HVAC system to ventilate the building and reduce buildup of indoor air and surface contaminants such as dust, particulates, and volatile organic compounds. Continue routine maintenance on a modified schedule.

### **Before Re-Opening**

1. Ensure that water damage or standing water is not present. Address any mold/moisture issues before re-occupancy.
2. Ensure that garbage, food, and other perishable materials are removed as appropriate.
3. Inspect for pests and rodents. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings.
4. Ensure no objectionable odors are present. Investigate and address as needed (e.g., dry drain-traps, garbage, pests, water intrusion, unattended plants, spoiled food).
5. Evaluate spaces for COVID-19 safety concerns and implementing related modifications (e.g., postings, traffic routing, barriers, etc.). Consider the need for cleaning/disinfection, either based on actual risk or as a precaution to address occupant concerns about contamination.
6. Flush water fixtures prior to re-occupancy to remove stagnant water and address potential issues associated with specialized water systems (e.g., fountains, cooling towers, misters, etc.). Consider further assessment if conditions of concern present.
7. Ensure HVAC systems are in good condition. Inspect air handling units (filters, coils, pans, outdoor air intakes, etc.).
8. Ensure adequate ventilation to occupied areas. Lack of ventilation and circulation of fresh air during low occupancy can result in the buildup of indoor air and surface contaminants such as dust, particulates, and volatile organic compounds.

## Appendix C Critical Supply List

<b>Item</b>	<b>Specification</b>	<b>Management Notes</b>	<b>Updated</b>
Hand Sanitizer	At least 60% isopropyl alcohol.	Purchase in bulk and refill	5/25/20
Disinfectant	EPA Listed	Purchase in bulk and refill	5/25/20
Face Coverings	Disposable	2-3 local vendors	5/25/20
N95	Fit tested	Student Health Center and UPD staff	5/25/20
KN95	Fit tested	Student Health Center and UPD staff	5/25/20

## Appendix D Inventory of Safe Practices

Safe practices files are located on EHS website and Campus Re-entry website

Safe Practice Title	ID#	Revised
<b>Global Practices</b>		
Global Practices for all Employees	CSF-G001	05/18/20
Visitor Guidelines	CSF-G002	05/22/20
CSUF Instructional Guidelines for Visitor	CSF-G002a	05/22/20
Visitor Guidelines	Draft	
Students Guidelines	Draft	
<b>Common Environment Practices</b>		
Staff Personal Office Spaces/Workstations – GREEN	CSF-C001	05/18/20
Staff Common Areas (breakrooms, conference rooms) – Light Yellow	CSF-C002	05/18/20
Public/Student Common Areas (bathroom, hallway, elevator) – Light Purple	CSF-C003	05/18/20
Staff Specialized Common Area – Orange	In Progress	
Public Specialized Area -	In Progress	
<b>Specific Area/Operation Practices</b>		
Custodial	CSF-S001	05/01/20
Research Laboratories	CSF-S002	05/20/20
Trades (electricians)	In Progress	
Athletics	In Progress	







CSUF COVID-19 Safety Program (6/8/20)

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		<input type="checkbox"/>	<input type="checkbox"/>

## Appendix F Case Response Form

The form will be implemented when one of three events triggers a response:

- Enhanced preventative cleaning measures are needed.
- A CSUF employee or student has come into contact with a person known or suspected to have CoVid-19.
- A CSUF employee has been diagnosed with CoVid-19.

Potentially exposed parties will self-quarantine when the latter two events trigger a response, until such time as it is determined the person(s) contacted has tested negative for CoVid-19 and/or the CSUF employee or student does not show any symptoms.

Sections in the checklist refer to the Pandemic Viral Contamination Response Protocol

Exposure Date: \_\_\_\_\_ Exposure Location(s): \_\_\_\_\_

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- Identify, lock down or secure areas of exposure to prevent further exposure - **Section R-3** (*Department Responsibility*)
- Investigation - **Section R-3** (SHCC staff/Nursing Students for student cases), (EHS Staff for employee cases)
  - Identify "period of concern" work contacts (quarantine)
  - Identify "period of concern" work where physical/proximal contact has occurred
  - Identify work and visitation areas where physical/proximal contact has occurred.
- Clean-up Worker Protection, PPE and Protocol - **Section R-5** (*Specialty Response Vendor*)
- Disinfection - **Section R-4** (*Specialty Response Vendor*)
- Correct PPE
- Correct Chemicals
  - High Contact Surfaces
  - Hard Surfaces
  - Soft (porous) Surfaces (curtains, carpets, mouse pads)
  - Waste
- Disinfection Oversight - **Section R-4 I** (*Facilities/EHS or Department Representative*)

Date: \_\_\_\_\_ Person: \_\_\_\_\_ Signature: \_\_\_\_\_

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- Decontamination - **Section R-4 G** (*Specialty Response Vendor*)

CSUF COVID-19 Safety Program (6/8/20)

- Waste Disposal - **Section R-4 H** (*Specialty Response Vendor*)
- Safe Re-entry (hours) (*EHS/Risk*)

*Date:*

*Person:*

*Signature:*

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