



CSUF General COVID-19 Safety for Employees

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

The following document serves as a general safe work practice (SWP) plan for CSUF staff. Detailed department/operation/work task specific safe work practices are provided as separate documents.

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.

The following *General SWPs for CSUF Employees* are to 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).

1. Health Screening

- a. CSUF employees must conduct a self-health screening prior to arrival at work.
- b. CSUF employees must notify their supervisor (via phone) and stay home if they experience symptoms of COVID-19. These include having a fever (≥ 100.4 °F), cough, sore throat, chills, headaches, new loss of taste or smell, or shortness of breath. 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).
- c. CSUF employees must notify their supervisor (via phone) and stay home if they have been in close contact with a known or suspected case of COVID-19. The supervisor will inform the Human Resources Director who in turn will provide direction to both the supervisor and the employee.
- d. If an employee is at higher risk of serious complications from COVID-19, they should inform their supervisor. The supervisor will inform the Human Resources Director 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/specific-groups/people-at-higher-risk.html>.

2. Personal Hygiene Practices

- a. *Hand Hygiene*: COVID-19 can survive on surfaces (up to 17 days) and be spread by touching a contaminated surface and then touching your eyes, nose, and mouth. Clean your hands often and avoid touching your eyes, nose, and mouth with unwashed hands. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. References on proper hand washing and hand sanitizing provided by the World Health Organization (WHO) are located at

https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1 and
https://www.who.int/gpsc/5may/Hand_Hygiene_When_and_How_Leaflet.pdf?ua=1.

- b. *Proper Sneezing and Coughing*: Cover 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.
- c. *Personal items*: Be cognizant of the handling of frequently used personal items (e.g., phone, keys, wallet/purse, credit/debit cards, tablets, laptops). As they are frequently touched, they may be viewed as an extension of your hands. Avoid placing these items on public surfaces which may be contaminated. Clean/disinfect these items frequently.

3. Physical Distancing

- a. *Remote work when possible*: CSUF employees should work from home unless performing work on the CSUF campus or at satellite locations is required to maintain operations.
- b. *Maintain physical distancing*: COVID-19 is readily spread from person-to-person by exhaled droplets in the air, thus maintaining physical distance can help prevent transmission. Maintain at least six (6) feet of distance between yourself and co-workers, students, vendors, and other members of the public. More distance and more physical barriers between people are better. This may require the re-configuration of work areas to ensure all desks or individual workstations are separated by at least six feet.
- c. *Discontinue non-essential in-person meetings*: All non-essential in-person meetings must be discontinued. If an in-person meeting is essential, it must be conducted following physical distancing precautions (>6 ft.) with masks, be short in duration, and limited in attendees to allow for physical distancing provisions.
- d. *Implement "No Congregation" policy*: Individuals must implement social distancing by maintaining a minimum distance of six (6) feet from other individuals. This may include the staggering of lunch and break times to reduce the number of employees congregating in break rooms, and other common staff areas.
- e. *Discontinue non-essential travel*: All non-essential travel must be discontinued. If travel is essential, it must be conducted following physical distancing precautions (>6 ft.) with masks.

4. Enhanced Cleaning

Frequently touched surfaces should be cleaned daily. This means touched multiple times or by multiple people. Examples include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- a. All cleaning/disinfection must be performed in accordance with product manufacturer instructions, including the use of proper personal protective equipment.
- b. Additional guidance and responsibilities of employees and custodial staff (e.g., personal workspace) will be provided in department/operation/work-task specific SWPs.

5. Personal Protective Equipment (PPE)

- a. *Masks* – Surgical, paper or cloth masks must be worn by CSUF staff on campus or satellite facilities where other CSUF employees are present. CSUF employees must wear masks in offices spaces when they are outside of an isolated personal work area (e.g., office/cubicle) with other persons present in the office. All employees must be familiar with the CDC guidance on selection, use and care of such masks (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>).

- b. Any additional PPE requests will be determined on an as need basis or per the specific Department/Operations/Work-task SWP document.

6. Case Response Protocol

- a. 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.

7. Communication

- a. During the COVID-19 pandemic event, CSUF's Infectious Disease Working Group (IDWG) will provide employees with frequent communications regarding scientific information, safety precautions, operational impacts and related company policies.

8. Non-Work Activities

- a. CSUF employees are encouraged to apply COVID-19 precautions similar to these safe work practices to their non-work personal activities. In the current pandemic environment, safety at home and in the workplace are inherently linked.

