



## Safe Work Practices: General Guidance for Students

ID#  
CSF-G004  
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**Note:** *These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.*

### What is the hazard?

COVID-19 is the respiratory illness caused by the SARS-CoV-2 virus (a.k.a., novel coronavirus). The virus is thought to be spread mainly from person-to-person through respiratory droplets and contact. It may also be spread by touching a surface that has the virus on it and then touching your eyes, nose, or mouth. There is the potential to be exposed to the virus while at work, in the community, and at home. 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>). This website should be regularly reviewed in order to stay current on the dynamics of the disease, including its risks, symptoms, and current guidance on prevention and what to do if you are sick.

### What safe work practices should be followed?

The following general guidance should be followed by all CSUF students. Additional more specific practices tailored to specific areas and operations may also apply. All students should be familiar with these additional practices within the areas they are entering. Questions regarding COVID-19 safety should be directed to your instructor, your campus contact, or a campus departmental office.

Additional resources related to COVID-19 can be found at:

<http://ehs.fullerton.edu/programs/covid19safety/>.



### HEALTH SCREENING

1. **Symptoms.** Students should not come to campus if they experience symptoms of COVID-19. Symptoms include, but are not limited to, cough, fever, chills, muscle pain, shortness of breath, difficulty breathing, sore throat, and new loss of taste or smell. CDC guidance on symptoms is located at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
2. **Exposure.** Students should not come to campus if they have been in close contact with or otherwise exposed to a known or suspected case of COVID-19.
3. **At Risk Persons.** Some individuals are at higher risk of serious complications from COVID-19, including 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>. If a student feels they are at greater risk, they should consult with a medical professional prior to engaging in campus-based activities.



### PERSONAL HYGIENE

1. **Hand Hygiene.** Clean your hands often and avoid touching your eyes, nose, and mouth with unwashed hands. Wash hands with soap and water for at least 20 seconds. 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. CDC guidance on hand washing is located at:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>, and WHO guidance is located at: <https://www.who.int/gpsc/5may/resources/posters/en/>.

2. *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 campus if you have COVID-19 symptoms (see below).
3. *Personal Items.* Be cognizant of the handling of frequently used personal items (e.g., phone, keys, wallet/purse, credit/debit cards, tablets, laptops). As these items 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 and disinfect these items frequently.
4. *Masks.* Surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to be present within six (6) feet. CDC guidance on such masks are located at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.



## SOCIAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Limit Time on Campus.* Reduce the need to be on campus to the extent possible. Coordinate with instructors, classmates, and campus representatives remotely whenever possible. Do not study on campus unnecessarily or loiter after addressing essential needs.
3. *Distancing Markings/Notifications.* Follow any markings regarding location indicators, traffic flow, or maximum occupancy which may appear on walls, floors, signage, seats or other locations. These notifications are in place to help promote proper physical distancing. Common examples include designations for in use/out of use seating, “wait here” markings on floors, designated entry/exit doors, and “this way” arrows on floors.
4. *Discontinue Non-Essential In-Person Meetings/Gatherings.* If an in-person meeting/gathering is determined to be essential, it must be limited to essential attendees, short as possible in duration, and conducted maintaining at least six feet of distancing with masks.



## PROTECTIVE EQUIPMENT

1. *Additional Protective Equipment.* Requirements for any other protective equipment (e.g., gloves, face masks, respirators) will be coordinated through your instructor or campus representative and used in accordance with area/operation specific safety practices.



## EQUIPMENT CLEANING

1. *What to Clean.* Contact surfaces in personal work areas and shared equipment should be cleaned/disinfected before and after use (e.g., desks, computer keyboard/mouse).
2. *How to Clean.* Environmental cleaning involves first cleaning a surface to remove dirt and debris, and then using an approved disinfectant to inactivate the virus. Disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely (e.g., using gloves). A list of EPA-approved disinfectants for SARS-CoV-2 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

3. 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

1. *Case Incident Response.* If you are known or suspected to have COVID-19 and believe you may have exposed staff or students on campus, notify the Student Health Center at (657) 278-2800. A case incident response assessment will be performed to evaluate who was potentially exposed, and what surfaces were potentially contaminated. Notification to affected parties will be provided as appropriate and a cleaning/disinfection plan will be implemented.
2. *Non-School Activities.* Students are encouraged to apply COVID-19 precautions similar to these safe work practices to their personal activities off campus. Such diligence on and off campus will serve to protect classmates, staff, families and communities during this pandemic.