



# **California Health Sciences University**

## **CAMPUS FACILITIES POLICY**

### **PURPOSE**

Safety at all campus facilities is essential for students and faculty to create and maintain an effective learning environment. These policies are intended to promote and advance a safe learning environment.

### **SCOPE**

The policy applies to all faculty, staff, guests, visitors, and students. The policy is in effect for all CHSU buildings, 24 hours a day, 7 days a week.

### **POLICY STATEMENT**

Maintaining campus safety is of primary importance in all phases of the operation and administration of California Health Sciences University (CHSU). CHSU intends to provide safe conditions for students, faculty, and staff. Accordingly, administrative staff, faculty, and students are all required to follow the established safety regulations and procedures set forth in this Policy and the General Safety, Security and Emergency Preparedness section of the CHSU Safety, Security and Emergency Response Policy.

### **DEFINITIONS**

- A. Affiliate – Individuals who are not CHSU employees, students, or other members of the CHSU community who are using the CHSU facilities to attend a program, event, or meeting of another organization (e.g., conference attendees, vendors, retirees, alumni, summer camps, etc.)
- B. Guest/Visitor – An individual, who is not a student, faculty member, staff member or Affiliate of CHSU, who has been permitted access to CHSU facilities and is being hosted (i.e., supervised/overseen) by a student, faculty member, or staff member.
- C. Acceptable Forms of Identification – A valid photo Identification (ID) card with the



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individual's name on it. The following types of ID are generally deemed to be acceptable: Driver's License, ID Card issued by the California state or Federal Government, Passport, Military ID, and CHSU ID card.

### **RELATED INFORMATION AND PROCEDURES**

#### **Campus Facilities**

CHSU utilizes academic facilities at two locations in Clovis, California for its class sessions: 120 North Clovis Avenue and 2500 Alluvial Avenue. Although each of the academic programs conducts classes at each facility, most of the classes for the College of Pharmacy and the Master of Science in Biomedical Sciences programs are offered at the 120 North Clovis Avenue location, while most of the College of Osteopathic Medicine's classes are offered at the 2500 Alluvial Avenue location. Descriptions of these campus facilities are set out below:

##### **1. 120 North Clovis Avenue Campus**

CHSU occupies a 32,000 square foot building located at 120 North Clovis Avenue in Clovis, CA. This facility includes two 2,200 square foot classrooms which are large enough to accommodate 84 students using an active learning paradigm. A 1,330 square foot student lounge is available to students to use as a place to meet for lunch and preparation of food for special occasions sponsored by student clubs and groups. There are 4 study rooms in the building that the students



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can utilize. This building also houses offices for faculty and University staff, so as to be accessible to students during office hours or by appointment.

The building contains a 2,139 square foot research lab for use by faculty and students. The research laboratory contains a laminar flow hood, biological safety cabinet, tabletop centrifuge, ultra-low temperature freezer, refrigerators, water purification station, CO<sub>2</sub> incubator and other equipment for use in studies involving medicinal chemistry and cell/tissue cultures. The pharmacy practice lab contains three airflow hoods in which students can learn aseptic techniques required for preparing parenteral solutions. In addition, the pharmacy practice lab contains equipment for compounding, including mortar and pharmacy balances.

### **2. 2500 Alluvial Avenue Campus**

The second CHSU academic building is located at 2500 Alluvial Avenue in Clovis, California. The facility is a three-story state-of-the-art, 90,000 square foot building. The facility contains two large classrooms which are well-designed for comfort and include technologically enhanced features to facilitate the active-learning curriculum. All three floors have student lounges, individual study spaces, and small group rooms. A Teaching and Demonstration Kitchen allows students to learn the importance of proper diet in relation to good health. The facility also has a 20,000 square foot Simulation Center with two working skills labs, an In-Patient hospital is modeled to resemble the hospital environment and an Out-Patient Clinic is designed to resemble a clinic or doctor's office. The Simulation Center is an interactive building with four areas of learning. The Out-Patient clinic has twelve exam rooms. The In-Patient hospital has seven patient beds, a nurses' station, scrub area, OR ED/ICU and acute care rooms. The building is equipped with interactive classrooms with multiple trainers. Students utilize HoloAnatomy software suite with Microsoft HoloLens 2 devices. The Clinic has 12 identical examination rooms designed to look like a physician's office, and the Hospital has seven patient beds in five rooms that mimic a hospital environment with specific rooms: operating, emergency, ICU, and medical surgical, and the Skills Labs are for students to practice using task trainers.



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A library and learning resource center is also located at the 2500 Alluvial campus, building, equipped with computers, printers and copiers that are available to the students for use in and conducting searches of primary and secondary literature for class and research projects. The librarian's office is included in the library and learning resource center space which allows the librarian to be readily accessible to students requiring assistance.

### **ID CARDS**

All students admitted to CHSU will be issued a Student ID Access Card. The Student ID Access Card must be worn on the issued lanyard and visible at all times on campus and at all clinical sites. Use by anyone other than its original holder is prohibited. The Office of Student Affairs will arrange for the taking of photos and the issuance of cards during Orientation.

Student ID Access Cards include CHSU-issued student identification numbers that are different from social security numbers. Student ID Access Cards also function as library cards for utilizing CHSU Library resources. There is no charge for the initial Student ID Access Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced after paying a replacement fee to the Business Office. The Student ID Access Card is necessary for full access to all university facilities and services.

### **A. GUEST AND VISITORS**

While CHSU is a welcoming and inclusive community, CHSU is also committed to creating and preserving a safe and academically focused environment. This Campus Facilities Policy balances ease of access for employees, faculty, and students with practical and common-sense procedures designed to help protect students, faculty, employees, and Guests. This policy is intended to allow limited campus access for authorized individuals from outside the CHSU community (students, faculty, staff) while enhancing the personal safety of all members of the CHSU community. It is critical that all Guests and Visitors to CHSU conduct themselves with due respect for CHSU's faculty and students and not interfere with the educational process or learning environment.



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Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring five or fewer Guests and Visitors on the CHSU Campus for brief periods, such as tours, during regular business or study hours provided that the purpose of the visit or the conduct of the Visitor/Guest does not conflict with CHSU's mission, vision or values of CHSU. Guests and



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Visitors are required to sign in at the Reception Desk, at which time they will be given a temporary guest pass. While faculty, staff, or students will usually be permitted to have as many as five Visitors/Guests, CHSU has the right to limit the number of Guests permitted at one time or not permit access by any Guests or Visitors on any CHSU campus. For larger or groups of Guests or planned or official events, the overseeing student, faculty or staff member must provide a guest list to the Operations Department at least 24-hours prior to the Guests or Visitors' arrival.

### **1. Procedures for Guests/Visitor.**

- i. Guests and Visitors are required to wear their guest passes such that they are easily visible at all times during the visit and return the guest passes to the reception desk once the visit is over.
- ii. Accompanied Guests and Visitors may visit a class for up to 15 minutes and without disrupting the classroom session. For visits longer than 15 minutes, the supervising faculty in the classroom must be notified in advance of the visit and agree to the extended visit.
- iii. Guests and Visitors of students may only be granted access if:
  - The student is present at the reception desk to sign the Guest/Visitor in;
  - The student escorts and remains with the Guest/Visitor at all times.
  - The student agrees to be responsible for all actions of the Guest/Visitor
- iv. Guests and Visitors of faculty or staff may only be granted access if:
  - A faculty or staff member is present at the Reception Desk to sign them in; thereafter, the faculty or staff member must remain with the Guest/Visitor at all times; or
  - The Guest/Visitor is announced by CHSU to the faculty or staff member who they are visiting and signs in and is approved for access; thereafter, the Visitor must wait until a CHSU representative escorts them to the location of the faculty or staff member that approved their access and who is required to remain with



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the Guest/Visitor at all times. The representative or the host must remain with the Guest/Visitor at all times until the Guest/Visitor exits the CHSU facility.

- v. The student, faculty or staff member will be responsible for all actions of the Guest/Visitor, In the event that the Guest or Visitor causes damage to CHSU property, the student, faculty or staff member may be responsible for the cost of repairing or replacing damaged property.
- vi. The hosts (students, student groups, faculty or staff) are responsible for notifying their Guests or Visitors of CHSU rules and regulations and are accountable for the conduct of their Guests/Visitors.
- vii. It is the responsibility of the Guest/Visitor's host to ensure the Guest/Visitor does not disrupt the educational environment. If the Guest/Visitor causes a disruption, CHSU may require the Guest to leave or be removed from campus by security or law enforcement. Failure of the Guest/Visitor to follow instructions to leave campus when instructed to do so by CHSU personnel may result in disciplinary action for the host in accordance with the University policies and procedures.
- viii. In situations where tours involving large outside groups (i.e. prospective students) are being conducted on campus, the department overseeing these tours will be responsible for distributing, and accounting for, the guest passes that their department has been issued for this purpose. The department or other group overseeing the Guests/Visitors must submit a guest list to the Operations Department at least 24 hours prior to the visit. CHSU has the discretionary authority to not allow access to facilities to Visitors or Guests who are not included on the list.
- ix. Deliveries and messengers will be required to present an Acceptable Form of Identification to access a building for the purposes of making a delivery. As with other Guests and Visitors, delivery persons and messengers will be required to fill out the CHSU guest sign-in log, after which they will be allowed to complete their deliveries. Delivery persons making bulk deliveries will be asked to utilize the loading docks at 120 N Clovis Ave. Clovis, Ca 93612 or 2500 Alluvial Ave. Clovis, CA 93611 Operations department staff will be responsible for ensuring the identity of those persons entering



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CHSU facilities via this method.

### **2. Procedures for Affiliates:**

- i. The Operation Department should receive advance notice from CHSU administration when Affiliates will be using CHSU facilities, including a list of the Affiliate's attendees and a schedule of any anticipated deliveries. All Affiliates will be required check in at the reception desk and to fill out the CHSU guest sign-in and will receive guest passes.

### **B. LABORATORY SAFETY PROCEDURES**

1. CHSU is equipped with laboratories to further the academic and scientific achievements of students. CHSU is committed to providing a safe lab environment for learning and working. The risks associated with laboratory hazards are greatly reduced or eliminated if proper precautions are observed. The guidelines below provide a summary of general laboratory safety procedures. See separate applicable policies for more information. All work in laboratories is to be completed under the supervision of the Laboratory Manager, responsible faculty member, or principal investigator, who are ultimately responsible for the safety of laboratories. Students and those working in labs may be required to complete prerequisite lab safety training as directed by a responsible faculty member or the Laboratory Manager.

Students wishing to bring visitors to a lab must obtain express permission from the Laboratory Manager or appropriate faculty member before allowing the guest to enter the laboratory. Laboratory visitors must always be accompanied by a CHSU employee or the Laboratory Manager's designee.

2. General Safety Guidelines. It is the responsibility of each person that enters a laboratory to understand the safety requirements and health hazards associated with the materials and equipment in the laboratory. If unsure about the safety of laboratory conditions or practices,





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please seek guidance from the Laboratory Manager or responsible faculty member before proceeding. Promptly report any potentially hazardous conditions or operations to the Laboratory Manager or responsible faculty member.

- Always wear proper eye protection in chemical work, handling and storage areas.
- Know the hazards associated with the materials in the lab, including the safety precautions to use.
- Always wear appropriate protective clothing, including clothing that covers the arms and legs, shoes that are closed toed and a suitable lab coat or apron. Confine long hair and loose clothing. Do not wear high-heeled shoes, open-toed shoes, sandals, “flip-flops” or shoes made of woven material.
- Always wash hands, wrists and arms with soap and water before leaving the work area. This applies after wearing gloves and a lab coat.
- Never perform any hazardous work when alone in the laboratory. At least two people should be present.
- Only perform work, preparations or experiments that are authorized by the supervisor, the principal investigator or the Laboratory Manager.
- Never engage in horseplay, pranks or other acts of mischief in chemical or laboratory biological work areas.
- Never remove chemicals, biological agents, or radioactive materials from the facility without proper authorization.
- Be familiar with the location of emergency equipment – fire alarm, fire extinguisher, emergency eye wash and safety shower. Know the appropriate emergency response procedures.
- Use equipment and hazardous materials only for their intended purposes.
- Never mouth pipette chemicals when transferring solutions. Instead, always use a pipette bulb to transfer solutions.
- Always lubricate glass thermometers or thistle tubes before inserting them into a stopper. Always wrap toweling around them while inserting into the stopper in the event they should break.



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- Use a vented fume hood whenever there is a possibility of poisonous or irritating fumes being emitted.
- Never leave an experiment unattended while it is being heated or is rapidly reacting.
- Keep equipment back from the edge of the lab bench to prevent spillage.
- Support all beakers and flasks with clamps. Do not use cracked or chipped glassware.
- Report any accident, however minor immediately to the principal investigator or Laboratory Manager.
- Eating, drinking, smoking, gum chewing, applying cosmetics, and taking medicine in laboratories is strictly prohibited.

### 3. SPILLS AND ACCIDENT REPORTING

All accidents should be reported to the principal investigator and the laboratory Manager. It is the responsibility of each individual using hazardous materials to become familiar with the emergency response procedures dictated by the manufacturer of such materials. Information about this can be found on the Safety Data Sheet (SDS) for the chemical(s) involved in the spill.

Laboratory users should make themselves aware of safety showers and eye wash stations. When possible, all laboratory users should practice activating the eyewash stations.

### 4. MAJOR SPILL OR LIFE-THREATENING INJURIES

The primary concern in the event of an emergency is to protect life and health of others. In case of emergency call 911. Only give first aid treatment to the level at which one is trained. If safe to do so, remove/evacuate all personnel in the immediate area away from the laboratory. Ensure door to laboratory is closed prior to leaving the area. If the spill/incident could threaten the health of individuals in the building, activate the fire alarm. If unsure whether everyone has been evacuated, inform security. Be available to guide emergency responders to the scene if requested and safe to do so.

### C. REPORTING CRIMINAL ACTIVITY AND OTHER EMERGENCIES

To report a crime or criminal activity on or around the CHSU campus, contact the Clovis Police Department at 559- 324-2800. In an emergency situation call 9-1-1. For non- emergency responses call 559- 324-2800. To reach the Crime Line (for non- emergency tips) call 559-324-2459. After reporting emergent crimes, students need to immediately notify the Office of the Dean.



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## **RESPONSIBILITIES**

Operations and Security Department

## **RESPONSIBLE AUTHORITY**

Vice President of Operations

## **RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION**

Operations Department

120 N. Clovis Avenue, Clovis, CA 93612

559.325.3600

info@chsu.edu

## **HISTORY (R\*)**

Approval Date:

6/20/2023

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9/19/2022, 12/19/2022, 7/23/2019

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6/12/2023

1/27/2023

**R:** Vice President of Operations

**A:** Director of Security

**C:** Legal, Human Resources, Environmental Health and Safety Committee

**I:** CHSU Community