

# CHSU COVID-19 Policy, Protocols, and Guidance for Employees

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## Introduction

The President's Executive Council at California Health Sciences University ("CHSU" or "University") is serving as the task force to monitor the COVID-19 pandemic and guidance from federal, state, local governments, in addition to our accrediting and licensing bodies. Members of the President's Executive Council include Florence Dunn, Dr. Wendy Duncan, Dr. John Graneto, Dr. Mark Okamoto, Jimmy Dunn, Richele Kleiser, Carlita Romero-Begley, PHR, SHMR-CP, Tanya Bohorquez, CPA, Ashley Emerzian, Esquire, and Kathleen Haeberle.

The purpose of this document is to provide a central location for the most recent policies and procedures for the CHSU COVID-19 Policy, Protocols, and Guidance for Employees. This document updates all prior communications from the University regarding COVID-19.

It is important to acknowledge that recommendations related to the COVID-19 pandemic are fluid and changing. In alignment with current guidance, including the Centers for Disease Control (CDC), and appropriate federal, state and local agency recommendations, CHSU has and will be taking actions notated within this document to keep our campus community safe and informed. This CHSU COVID-19 Policy, Protocols, and Guidance for Employees will be updated by the University President's Executive Council as new information and guidance becomes available.

**We initiated our first campus reopening on Monday, June 15, 2020, when most employees returned to work.** Certain impacted employees will continue temporary remote work as per our current COVID-19 response policy as outlined in this document.

While no one can guarantee that an employee or student will not contract COVID-19, the University has and will continue to take the necessary precautions to keep our campus community safe and informed through appropriate policies and procedures, frequent communication, and health educational materials.

Here are some of the precautions taken at CHSU:

- Daily self-screening is required for employees and students before coming to campus.
- Proper deep cleaning protocols are in place at each facility.
- Supplies of hand sanitizer, soap, and cleaning supplies, have been secured.
- Furniture in rooms has been reconfigured for proper social distancing.
- New maximum room and table seating limits have been set and posted.
- Educational materials and instructions are posted in every room.
- CHSU has issued a cloth face mask to every employee and student.
- Plexiglass has been installed in the lobbies and between cubicles.
- Some employees have moved to new workstations to accommodate social distancing.
- Graphic feet marks are on flooring where necessary to promote proper distancing.
- Employees are still encouraged to have online meetings, whenever possible.

We are monitoring local COVID-19 data. Employees can access the most current data regarding COVID-19 cases from the Fresno County Department of Public Health [here](#).

Any questions regarding this document should be directed to Carlita Romero-Begley, Vice President for Human Resources at [cromerobegley@chsu.edu](mailto:cromerobegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or by Microsoft Teams communications.

## Guiding Principles

The University President's Executive Council and has developed the CHSU COVID-19 Policy, Protocols, and Guidance document as informed by these guiding principles:

- We will fulfill our University's and Colleges' mission, vision, values and goals.
- The health, safety, and wellness of our campus community and community at large is paramount.
- Science, evidence, and guidance from federal, state, and local agencies will help us make informed decisions.
- We will be innovative and flexible in the face of evolving circumstances.
- We will provide inclusive and equitable solutions.
- We will provide timely and concise communications and educational materials to our campus community.
- We will heed our responsibility to ensure the University's stability and financial strength.

## COVID-19 Policy, Protocols and Guidance Training

The University will provide all employees and students with mandatory training for the CHSU COVID-19 Policy, Protocols, and Guidance included in this document. Attendance will be monitored and recorded during all training sessions.

### **This mandatory training will be provided during:**

- new employee orientation,
- student orientation,
- scheduled times for current employees and students, as determined and communicated.

## Support for Impacted Employees

We understand this is a difficult and unprecedented time for many and we are here to help our entire campus community be successful.

**Employees:** you may contact the Office of Human Resources:

- if you are or may be an impacted employee per CHSU policy,
- if you need accommodations,
- with any questions,
- if you want further information about the Family's First Coronavirus Response Act (FFCRA),
- or if you need any assistance returning to work.

**Supervisors:** If you receive a request for accommodation from an employee you supervise, please refer the request to the Office of Human Resources as soon as possible.

**Requests from Students:** If you receive requests for accommodations or other information related to the COVID-19 response from a student, you should refer them to their college-specific Office of Student Affairs.

## Impacted Employees

Employees impacted by COVID-19 (“Impacted Employees”) may either choose to use accrued but unused sick leave, accrued but unused vacation, request benefits under the FFCRA, work remotely or take unpaid time off in accordance with CHSU’s Employee Leaves and Vacation Policies. Any employee needing to use sick leave, vacation, FFCRA benefits, work remotely or take unpaid time off must receive approval from the Office of Human Resources.

### **Impacted Employees are those who are:**

- Sick;
- Tested positive for COVID-19, even if asymptomatic;
- Not sick but live in the same residence as someone who is sick and/or has tested positive for COVID-19;
- Not sick but is 65 years of age or older;
- Not sick but [at increased risk for severe illness](#);
- Quarantined (including a self-imposed quarantine) due to confirmed exposure or potential exposure to COVID-19 if the quarantine is at the direction of a health care provider, a local, state or Federal official or at the request of the CHSU Office of Human Resources;
- Required to care for someone who is sick or quarantined (as described above);
- Has childcare or elder care responsibilities, including those resulting from school or day care closures, that prevents the employee from working a regular work schedule on-campus (note: if related employees who both work at CHSU are experiencing childcare or elder care needs they will need to coordinate time off for those responsibilities with the Office of Human Resources); and/or
- Has caretaker responsibilities for either someone with a serious chronic medical condition or someone aged 65+.

## Procedures for Obtaining Approval from HR

Any employee meeting the above criteria who needs to use sick leave, vacation, take unpaid time off or work remotely from home must email Carlita Romero-Begley for approval and coordination with their immediate supervisor.

**Questions:** Any questions regarding this policy should be directed to Carlita Romero-Begley, Vice President for Human Resources at [cromberbegley@chsu.edu](mailto:cromberbegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or by Microsoft Teams communication.

## Employees Temporarily Working Remotely from Home

Impacted employees who are temporarily working remotely must abide by the following policies and procedures:

**University Policies & Procedures:** All CHSU policies and procedures remain in place regardless of whether the employee is working from home. Contracted employees are still subject to the terms of their written employment agreements.

**Hourly Employees:** If the employee is an hourly worker, they must continue to clock in and out for their shift (including for meal periods) and must continue to take appropriate rest breaks and meal periods as normal. Paylocity can be accessed remotely via the internet or via a cell phone app. Off the clock work is not permitted and overtime must be authorized in writing by a supervisor in advance.

**Communication:** All employees must communicate and collaborate regularly with their supervisors, co-workers and other departments on campus as typically required for their job duties. Employees should utilize the University's internet platforms, including email, Office 365 applications, video and phone conferencing, to achieve these goals. In some cases, it may be necessary to stagger or coordinate work schedules and/or on-campus work time in order to ensure productivity and that deadlines are met.

**Laptops:** All employees must conduct University business on a University laptop or other University device. Employees working remotely who do not have a University laptop should contact the Office of Human Resources to receive a loaner laptop or to make alternative arrangements.

**Internet & Cell Phone Service:** Costs for home internet, a mobile hot spot and/or cell phone service (collectively, "Technology Costs") when temporarily working remotely will be reimbursed as required by law. The Business Office will provide further instruction on expense reimbursements for Technology Costs. If an employee needs to work remotely and does not have home internet, a mobile hot spot and/or cell phone service, that employee should contact the Office of Human Resources to make alternative arrangements.

**Virtual Private Network ("VPN") Access:** Employees who need to access the University's technology platforms through a VPN must request access from [support@chsu.edu](mailto:support@chsu.edu).

**Office Supplies:** If an employee needs office supplies to work remotely from home, please contact the Office of Human Resources to coordinate a time to gather the necessary supplies they need. The University will not reimburse expenses for office supplies absent an emergency.

**Other Expenses Incurred:** If an employee believes they need to incur additional expenses in order to temporarily work remotely, they must request advanced approval from the Office of Human Resources. Expenses that are not approved in advance will not be reimbursed.

## Phased Process

Our approach calls for a multiphase resumption of activities consistent with federal, state and local guidelines and assessment of the COVID-19 pandemic and the complexities inherent in protecting the health and safety of our students, faculty and staff. Our phasing seeks to align with California's. The alignment is not automatic, and there may be periods when the University cannot, for public health and safety reasons, be in the same phase as the state, just as not all counties in the state may be in the same phase at the same time. **Check the [CHSU COVID-19 webpage](#) for up-to-date information regarding the Phase the University is operating under.**

Please check the following links to see current state and local phasing:

California Resilience Roadmap: <https://covid19.ca.gov/roadmap/>

Fresno County: <https://www.co.fresno.ca.us/departments/public-health/covid-19>

## Phase 1: Safety and Preparedness

Stay at home orders are in place, K-12 schools and non-essential businesses are closed and individuals are expected to practice self-isolation.

### **Institutional Operations**

K-12 schools, majority of institutions of higher education, and non-essential businesses remain closed and individuals are expected to practice self-isolation. Campus and building access are restricted. Telework is the preferred choice for as many employees as possible in accordance with state/local mandates. Instruction is remote and in-person academic programs are cancelled.

## Phase 2: State-by State Reopening

Institutions and communities can operate **low-density environments**. Many institutions are open, but there are significant prevention policies in place which may include limitations on meeting sizes, required PPE use, and continued elevated precautions for high risk Individuals.

### **Institutional Operations**

Instruction is primarily remote. In-person instruction is limited to clinical/practicum activities that are difficult to conduct remotely. Small groups (<10 including the instructor) may convene with special permission. Significant prevention policies in place which may include limitations on meeting sizes, required PPE use, screening, contact tracing, and selective quarantining/self-isolation.

- Limited access to facilities.
- Limited small group instruction (<10) for graduate students, high need students, specialized programs.
- No shared offices for faculty/staff.
- Strict distancing, face covering, frequent hand washing.

## Phase 3: Protections in Place

Institutions and communities can operate **moderate-density environments**. Institutions are open and many protective measures are still actively in place. The underlying threat of outbreak remains, but prevalence of the virus is lower and testing and contact tracing capacities are robust enough to allow some policies to be relaxed. There also may be available treatments for the disease, which lower the risk of severe outcomes.

### **Institutional Operations**

Instruction is a mix of in-person and remote instruction with online options for in-person classes (hybrid) where practical. Some students and faculty will not be able to return to campus and accommodations should be put in place to enable continued academic progress.

- Easing of facility restrictions, rigorous cleaning & PPE protocols.
- Low-density instruction 6 ft. diameter per student.
- Limited specialized facility access (labs, study rooms, testing rooms, etc.).
- Shared offices with distancing and other measures.
- Strict distancing, face covering, frequent hand washing.

## Phase Four: New Normal

Institutions and communities can operate **high-density environments**. Once vaccines and/or highly effective treatments are approved and widely available, and there is low circulation of the coronavirus, prevention practices can be lifted gradually and more fully.

### **Institutional Operations**

Once vaccines and/or highly effective and widely available treatments are approved for the coronavirus, prevention practices can be lifted. It is likely that even when immune protection is established, that social interactions remain changed for a duration of time and that re-engineered processes and new technologies persist, so long as they are functional.

- Classrooms near full capacity.
- Shared office spaces.

## Triggers to Raise or Lower the Phase Level

We believe it is beneficial for the University to define the triggers that may move us between Phases; this will allow us to react to changing COVID-19 conditions faster and with greater confidence.

### **Directional triggers to raise Phase level:**

- Significant increases in COVID-19 transmission on campus, occurring at a greater rate than the local community.
- Significant increases in COVID-19 transmission within the University's local community if it is impractical for the University to minimize COVID-19 exposure between the University and local community.
- Evidence that the University's community is disregarding physical distancing and PPE requirements.
- Insufficient availability of COVID-19 testing by local/state public health authorities, due to logistics, supply chain or other factors.
- Insufficient healthcare capacity within the local healthcare facilities.
- Local/State/Federal mandates.

### **Directional triggers to lower the Phase level:**

- Significant decreases in COVID-19 transmission on campus.
- Significant decreases in COVID-19 transmission within the University's local community, if it was higher than transmission on campus.
- Evidence that the University's community is consistently observant of physical distancing and PPE requirements.
- Sufficient healthcare capacity within the local/state healthcare facilities.
- Local/State/Federal mandates.

## Return to Campus

While no one can guarantee that an employee or student will not contract COVID-19, the University has and will continue to take the necessary precautions to keep our campus community safe and informed through appropriate policies and procedures, frequent communication, and



health educational materials. We prepared the campus for return over several months and there are many changes for our “new normal.”

As an institution for higher education that trains our future physicians and pharmacists, it's important that we teach our students how to develop their professional identities as health care professionals prepared to work in health care settings. Administration, faculty, and staff can best prepare students for this critical component by demonstrating and modeling professionalism and protocols in our own educational environment.

The current unprecedented times make it critically important to ensure our students have the proper foundations and support in academics, co-curricular, professionalism, and mental and physical health.

## General Expectations and Guidelines

All employees are expected to fully comply with the policies, protocols, and guidelines outlined in this document. Noncompliance with COVID-19 campus health and safety guidelines could result in loss of access to University facilities as well as corrective and/or disciplinary action.

## Symptom Monitoring Requirement

Daily COVID-19 screening guidelines are listed below. If an employee is experiencing any symptoms and/or tests positive for COVID-19 or lives with someone who tests positive for COVID-19, the employee is required to notify Carlita Romero-Begley, Vice President for Human Resources at [cromerobegley@chsu.edu](mailto:cromerobegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or by Microsoft Teams communication.

The Fresno County Department of Public Health offers a list of COVID-19 testing centers [here](#).

**Also find [Kaiser testing site information](#) and [Anthem Blue Cross testing information](#).**

Information regarding health plan coverage of COVID-19 testing is available [here](#).

## Mental and Emotional Well-being

The University recognizes that the situation with COVID-19 may be stressful for members of the CHSU community, especially those with family and friends who are affected. Here are some resources that can be of support in this time.

Employees with questions, in need of further assistance or an accommodation should contact Carlita Romero-Begley, Vice President for Human Resources at [cromerobegley@chsu.edu](mailto:cromerobegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or by Microsoft Teams communications to help determine the options best suited for their needs.

Employees can also utilize the CHSU Employee Assistance Program (“EAP”). Employees can access information about the EAP by phone at 1-800-854-1446 (multi-lingual) or on the internet at [www.unum.com/lifebalance](http://www.unum.com/lifebalance).

## Employee Travel

The public health guidance regarding travel restriction is subject to change based on available data. CHSU will impose travel quarantines in alignment with public health agency guidance applicable to our geographic location. Employees with questions about travel quarantines should contact Carlita Romero-Begley, Vice President for Human Resources at [cromerobegley@chsu.edu](mailto:cromerobegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or by Microsoft Teams communications

## Restrictions on Essential Travel

Approval, in writing, from the President's, Provost's, or Dean's Office is required for essential university-sponsored travel.

- **Essential faculty travel** is defined as travel that is required—and cannot be postponed—in order to preserve the safety of a patient/research subject or the results of research activity.
- **Essential student and trainee** (clinical and non-clinical) travel is defined as that which cannot be postponed and is necessary to meet a graduation requirement.

## Restrictions on Non-essential Travel

- CHSU is restricting all **non-essential** University-sponsored travel—both domestic and international.
- This policy includes Faculty, Staff and Students
- Travel to attend academic conferences is considered **non-essential**.
- We realize that many of you are evaluating attendance at academic conferences this coming academic year.
- If the restrictions based on health and safety have been modified, then travel to conferences may be permissible by exception, with recommendations from your Dean to seek President's approval. It will be important to balance fiscal considerations while supporting the professional development of our faculty, staff, and learners.

**Travel within the U.S.:** According to the CDC, COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick. Visit the [Considerations for Travelers—Coronavirus in the US](#) page on the CDC website for more details to help you determine travel plans within the U.S.

**International Travel:** According to the CDC, there is widespread, ongoing transmission of novel coronavirus worldwide and the CDC recommends that travelers avoid all nonessential travel to all global destinations. Visit the [Global COVID-19 Pandemic Notice](#) page on the CDC for more details. If you have traveled internationally in the past 14 days, stay home and monitor your health.

## Maintaining Our Inclusive Community

CHSU is committed to maintaining an educational and working environment that is free of all forms of discrimination, harassment, and sexual misconduct while on campus and through any temporary remote working conditions. For every member of our community to thrive—especially as we continue to navigate life and University operations during a global pandemic—we all must seek to foster mutual respect, support, and inclusion.

During this public health event, where there are many unknowns, taking care of each other is just as important as taking care of ourselves. Making assumptions about or engaging in negative treatment of others based on perceived symptoms, medical conditions or abilities, national origin, racial and ethnic characteristics, or any other protected status hurts our community. Every person's care, compassion, and empathy for each other makes a positive difference.

Acts of discrimination, harassment, and sexual misconduct run counter to University values and policies. To learn more, please reference our [CHSU Governing Statute Number 4 Non-Discrimination and Equal Opportunity Statement](#) and [CHSU Unlawful Discrimination, Harassment, Sexual Misconduct and Title IX Policy and Procedures](#).

## Health and Safety Guidance/Personal Safety Practices

The University is closely following CDC, federal, state, and local guidance and safety precautions to help prevent the spread of COVID-19. Links to the recent CDC and local health department best practices and guidelines can be found on the COVID-19 page of the [CHSU website](#) and the Resources section of this document, but ultimately it is the responsibility of everyone to access the appropriate information to keep informed.

### **CHSU recommends and/or requires that everyone in our campus community continue to:**

- conduct daily self-screening for COVID-19 before reporting to work or school as required
- abide by postings on campus for room occupancy/table seating revisions
- social distance of at least 6 feet – which is a crucial preventative measure
- utilize proper hygiene and hand washing
- wear a face mask as REQUIRED on campus:
  - in public areas,
  - in common areas (including but not limited to classrooms, hallways, restrooms, conference rooms, break rooms, study rooms (with more than one person), shared offices, cubicles, etc.),
  - and outdoors when 6-foot social distancing is not possible
- properly clean commonly touched surfaces
- limit in-person direct contact, such as touching and shaking hands
- stay at home, as much as possible, when not at work or school
- attend regularly scheduled training sessions to stay informed and compliant with COVID-19 health and safety precautions and protocols
- perpetuate our culture of health, safety, and wellness by encouraging everyone in our campus community to follow our CHSU COVID-19 health and safety precautions and protocols

## Daily COVID-19 Self-Screening/Pre-Screening

**Sick employees are not permitted on CHSU facilities and will be sent home.** It is essential that employees do not report to work if they are experiencing symptoms related to COVID-19. The University is following the Fresno County Department of Public Health Order for Business, Hospitals and County Residents by requiring all employees and students to self-screen for COVID-19 symptoms prior to coming to campus. For the purpose of this order:

- Febrile respiratory illness is defined as “a new or worsening episode of either cough or shortness of breath, presenting with fever (temperature 38 degrees C or 100.4 degrees F or higher) or chills in the previous 24 hours;”
- Close contact is defined as “someone who has spent 15 minutes or more time within 6 feet or less of the index person while unmasked;”
- Isolation is defined as “separation of sick people with a contagious disease from people who are not sick;”
- Quarantine is defined as “separation and restricts the movement of people who were exposed to a contagious disease to see if they become sick;”
- Social distancing is defined as “maintain a six-foot separation from all persons except for family members;” and
- **Symptoms of COVID-19:**
  - **Fever or chills**
  - **Cough**
  - **Shortness of breath or difficulty breathing**
  - **Fatigue**
  - **Muscle or body aches**
  - **Headache**
  - **New loss of taste or smell**
  - **Sore throat**
  - **Congestion or runny nose**
  - **Nausea or vomiting**
  - **Diarrhea**

## Instructions for Using the CHSU Self-Screen Tool

**DAILY, all employees and students coming to the CHSU campus must complete the steps below. Failing to take the self-screening survey, including checking your temperature, prior to entering campus not only puts yourself at risk but also our entire CHSU community.**

- Access the CHSU self-screen tool online at <https://chsu.edu/self-screen> or by clicking [here](#):
- Self-screen for COVID-19 symptoms prior to arriving on campus.
- If you are showing symptoms and/or the [CHSU self-screen tool](#) says you cannot enter campus, you must:
  - Stay home and do not come to campus.
  - Notify the Office Human Resources at [cromerobegley@chsu.edu](mailto:cromerobegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or [via Microsoft Teams communications](#).
  - Notify your supervisor.
  - Contact your medical provider.

- Determine if you need to get tested for COVID-19 based on guidance from a health care provider; guidelines from local, state or federal officials; or at the request of the CHSU Office of Human Resources.
- Find a COVID-19 testing site [here](#).
- **You must notify HR when the CHSU self-screen tool says you cannot enter campus, meaning you are showing symptoms and/or you have potentially been exposed to COVID-19.**
- If you screened clear, upon entering the campus, please wash your hands.

### Protocols for Confirmed COVID-19 Case(s) on Campus

Employees and students may not report to campus unless they are free of ALL symptoms potentially related to COVID-19 and/or have screened clear utilizing the CHSU self-screen tool. Please refer to the above-noted symptoms.

Employees who did not pass the CHSU self-screen tool are required to notify Carlita Romero-Begley, Vice President for Human Resources at [cromerobegley@chsu.edu](mailto:cromerobegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or by Microsoft Teams communication.

Students who did not pass the CHSU self-screen tool are required to notify their college-specific Office of Students Affairs at [mluallen@chsu.edu](mailto:mluallen@chsu.edu) (COP) or [sely@chsu.edu](mailto:sely@chsu.edu) (COM).

### Individuals Who Test Positive for COVID-19

Individuals who test positive will be provided guidance regarding self-isolation, monitoring of symptoms, and timeframes for returning to work. They also will be asked a series of questions as part of our contact tracing process to help determine if others may have been exposed in the workplace/learning environment.

Employees and students who may have had **CLOSE contact** (unmasked and less than 6 feet apart for more than 15 minutes) with a COVID-19-positive person will be notified without being told the identity of the employee. The individual will be advised to self-quarantine for a period determined by the time of the initial exposure.

Employees and students who had **close contact** (unmasked and less than 6 feet apart for more than 15 minutes) with a symptomatic or confirmed COVID-19 person but themselves do not have any symptoms, need to self-isolate for 14 days.

People who **did NOT have close contact** with a **symptomatic or confirmed COVID-19 person**, can return to work, follow all masking social distancing requirements and self-monitor for signs/symptoms of infection and should leave work immediately if they start to feel ill.

## Returning to Work After Positive COVID-19 Test

Individuals may **return to work** as described below.

The Centers for Disease Control and Prevention (CDC) has two separate guidelines depending on if an employee was tested or not:

1. If symptomatic and not tested for COVID-19, they can return to work:
  - a. If they have no fever for 24 hours (one full day) without the aid of medications, **and** show improvement in respiratory symptoms, **or**
  - b. At least 10 days out from first day of illness, whichever is longer
2. If tested for COVID-19 and were positive, they can return to work:
  - a. If they have no fever for 24 hours (one full day) without the aid of medications **and** show improvement in respiratory symptoms, **or**
  - b. It has been 10 days since onset of symptoms, whichever is longer

**For individuals who NEVER had any symptoms but were tested POSITIVE**, they can return to work after 10 days have passed since the date of their first positive COVID-19 diagnostic test.

If individual had an **exposure** but **never had any symptoms** and were told to self-isolate, they can return to work **after 14 days of self-isolation have passed**.

## Protocols for COVID-19 Exposure in Clinical Environments/Rotations

Employees must follow the practice site's direction and all CHSU processes as identified in this document. Please refer to Protocols for Confirmed COVID-19 Case(s) on Campus.

## Face Coverings

Everyone on the CHSU campus should wear a face mask as REQUIRED in all common areas, including: classrooms, hallways, restrooms, conference rooms, break rooms, study rooms (with more than one person), shared offices, cubicles, etc., publicly accessed places, and outdoors where physical distancing is unlikely or not possible. This is in alignment with the California Department of Public Health guidance issued on June 18, 2020, that can be accessed [here, as well as other information from CDPH found here](#).

CHSU has elected to issue a cloth face mask to employees and students. While cloth face masks may help prevent the spread of COVID-19, be advised these masks are not as effective as social distancing. CDC information regarding proper mask wearing and cleaning on campus has been posted throughout our campus as reminders.

**Any face covering which has an exhalation valve is prohibited, as an exhalation valve defeats the primary purpose of the mask: protecting others from the wearer.**

## Use and Care of Face Coverings

### When putting on a face covering/disposable mask, people should:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.
- Try to avoid adjusting the mask during the day and wash hands/use sanitizer after any adjustments.

### When taking off a face covering/disposable mask, people should:

- Avoid touching their eyes, nose, or mouth.
- Loop their finger into the strap and pull the strap away from the ear or untie the straps.
- Wash hands immediately after removing.

### Care, storage and laundering:

- People should keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Cloth face coverings should be hand washed or laundered with regular soap or clothing detergent before first use and after each shift.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they are soiled or damaged (i.e. stretched ear loops, torn or punctured material), or visibly contaminated.

## Smoking and Vaping Not Permitted on Campus

**Adhering to the CHSU Smoke & Tobacco-Free policy is critical during the pandemic to ensure that cloth face coverings can consistently be worn and to avoid the know negative effects on individuals with COVID-19.**

Members of the University community, including academic and staff employees, students, student organizations, and volunteers, are responsible for observing and adhering to the Smoke & Tobacco-Free Environment policy that can be found [here](#).

Smoke & Tobacco-Free means that smoking, smokeless tobacco products, the use of nicotine products, and the use of e-cigarettes is strictly prohibited on all University buildings and grounds, parking lots (even when inside vehicles parked in the parking lot), University-affiliated off-campus locations and clinics and any buildings owned, leased, or rented by the University. Therefore, the University has designated itself as a Tobacco Free Campus, with smoking and all other tobacco usage prohibited. This Tobacco- Free policy is in effect 24 hours a day year-round.

## Social Distancing

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important that they stay away from others when possible, even if they have no symptoms.

Social distancing is important for everyone—and required by the University—especially to help protect people who are at higher risk of getting very sick. Everyone on campus is expected to follow social distancing practices. They should:

- Stay at least 6 feet (about 2 arms length) from other people whenever possible
- Abide by posted room occupancy and table seating restrictions
- Not gather in groups
- Stay out of crowded places and avoid large gatherings
- Engage in noncontact methods of greetings that avoid handshakes
- Stagger breaks and meal times during the day
- Use designated areas and maintain at least 6 feet of separation for meals

## Handwashing

Everyone should wash their hands often with soap and warm water for at least 20 seconds, especially after they have been in a public place or after blowing their nose, coughing, sneezing, or touching their face. It is also suggested that everyone wash their hands as they enter and leave various on-campus spaces and before eating. People should also avoid touching their eyes, nose, and mouth.

If soap and water are not readily available, people can use a hand sanitizer that contains at least 60% alcohol. They should cover all surfaces of their hands and rub them together until they feel dry.

## Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

If a task or on campus area DID NOT require gloves prior to the pandemic, gloves are not required now.

If a task or on campus area (e.g. laboratory) required a specific type of gloves as PPE prior to the pandemic, those requirements remain in place. Lab gloves should not be worn in common areas.

Washing hands often is considered the best practice for common everyday tasks.



## Goggles/Face Shields

The University is monitoring evolving guidance related to the use of face shields and may provide them where advisable.

CHSU employees do not need to wear goggles or face shields as part of general activity on campus. Laboratories may require specific PPE, and those guidelines must be followed.

Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

## All Other Personal Protective Equipment (PPE)

All other types of personal protective equipment (PPE) required for a specific task or specific on campus area (e.g. laboratory) should not be altered or substituted due to the pandemic without consultation with University Operations. For labs, rules remain in effect to remove all PPE prior to leaving the lab.

## Coughing/Sneezing Hygiene

Those in a private setting who do not have a cloth face mask on should remember to always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow. Then throw used tissues in the trash.

After sneezing, individuals should immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, they should clean their hands with a hand sanitizer that contains at least 60% alcohol.

If a person has been sneezing/coughing into the cloth face mask and it becomes contaminated with mucus, they should change the mask and launder it.

## Cleaning

Campus facilities is conducting enhanced cleaning and disinfection of classrooms, conference rooms, workstations based on CDC guidance.

Several times daily, additional cleaning of high-touch points (doorknobs, push-bars, and public areas) is conducted.

Employees with offices must leave their door open in order to have cleaning staff clean their office areas.

People should avoid using other employees' phones, desks, offices, or other tools and equipment.

## Guidance for Use of Campus Facilities

### Entry/Exit

Building access will continue to be restricted until further notice. A CHSU card/badge is required for entry to all buildings, and employees may not hold or prop open exterior doors for any other person. Departments should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion. Visitors and guests are not allowed on campus during this time without prior approval from either the appropriate college dean or the Office of Human Resources.

Where practical, some doors will be designated and marked “entrance” or “exit” only. All employees on campus are asked to follow these directives.

### Cleaning Following Known or Suspected COVID-19 Exposure

In the event there is known or suspected COVID-19 exposure on campus, CHSU will following the CDC guidelines on deep cleaning and disinfecting the building or facility if someone is sick:

- **Close off areas** used by the person who is sick.
  - do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
  - **Do not vacuum a room or space that has people in it.** Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected, it can be opened for use.**
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## Research Laboratories (non-clinical and non-instructional)

Faculty and students utilizing the CHSU laboratories should follow the posted maximum occupancy and table seating restrictions. Proper laboratory safety equipment and personal protective equipment (PPE) should continue to be utilized in the labs.

Recommended best practices include alternate schedules to minimize density, having employees be present only for the amount of time specifically required to conduct experiments, and physically labeling space separations in lab areas.

Refer to the CHSU Laboratory Safety Policy and COVID-19 addendum for more details [here](#).

## Office Environments

All CHSU employees and students working or learning on campus must maintain social distancing practices (maintain at least 6 feet distance). Density is determined by useable floor/workspace with adequate distance or physical separation. Maximum room occupancy and table seating has been posted for each shared space, including copy/work rooms, breakrooms, and conference rooms. Occupants must wear a face covering unless in a single office with closed door or when eating in designated locations.

Safe social distancing and individual responsibility are required for shared spaces such as kitchens and break/conference rooms. Refrigerators, microwaves, coffee machines, etc. may be used, but they are an individual responsibility, and hand cleaning before and after use is required.

While daily cleaning of high contact touch points will be completed by janitorial staff (with additional cleaning of high touch points such as stairwell and room door handles and elevator buttons), everyone is responsible for their own work and/or learning environments including equipment that they use.

## Virtual Meetings and Communications

Convening in groups increases the risk of viral transmission. Communications amongst colleagues and with supervisors in virtual meetings should be the norm and conducted using the extensive range of available technology and collaboration tools (i.e., email, telephone, Microsoft Teams, WebEx, Zoom, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders and should maintain a minimum of 6 feet of separation for social distancing requirements. Employees should follow the posted guidance on maximum capacity and table seating restrictions per room.

University Operations has removed and/or rearranged chairs and tables or added visual cue marks in meeting rooms to support social distancing practices between attendees. Employees and students should not remove or rearrange the tables and chairs.

## Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals.

Individuals should follow posted guidance on maximum capacity and wash their hands thoroughly (for at least 20 seconds with soap and water) afterward to reduce the potential transmission of the virus.

## Elevators / Stairwells / Hallways

Everyone on campus should limit density to the posted maximum capacity in elevators, with each person occupying a corner.

Individuals should press elevator buttons with another object, their knuckle, their elbow, etc., if possible.

Social distancing, wearing face coverings, and directional signs should be closely followed in elevators, stairwells and hallways.

Everyone should wash hands or use hand sanitizer with at least 60% alcohol upon departing the elevator, stairwells, or hallways.

## Meals

Before and after eating, everyone should wash their hands thoroughly to reduce the potential transmission of the virus. If dining on campus, individuals should wear a mask or face covering until they are ready to eat and then replace it afterward.

Employees are encouraged to eat outside or in their individual offices, if possible. When eating in designated break rooms or lounges, employees must always maintain 6 feet distance between themselves and others and adhere to room and table seating maximum occupancy signs. Individuals should not sit facing one another. They should only remove their mask or face covering in order to eat, then put it back on.

Tables and chairs have been removed or rearranged, maximum room capacity and table seating signs are posted, and visual cue marks have been added in employee break rooms and student lounges to support social distancing practices. Individuals should wash their hands and wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. before and after using them in common areas.

## Addressing Non-Compliance

Failure to comply with the CHSU COVID-19 Policy, Protocols, and Guidance outlined in this document places our community at risk for spreading the virus, which could endanger community health and result in further disruption of educational activities and research. University Operations has the authority to shut down facilities and activities that are noncompliant with these health and safety precautions.

Every member of our community is empowered to request compliance with the CHSU COVID-19 Policy, Protocols, and Guidance set forth here and in other University communications.

Those who encounter employee or student noncompliance with the CHSU COVID-19 Policy, Protocols, and Guidance, may notify the University through Carlita Romero-Begley, Vice President for Human Resources at [cromerobegley@chsu.edu](mailto:cromerobegley@chsu.edu), [HR@chsu.edu](mailto:HR@chsu.edu), or by Microsoft Teams communications or the appropriate college Office of Student Affairs, respectively.

Repeated or serious noncompliance with the CHSU COVID-19 Policy, Protocols, and Guidance will result in suspended facility access for a period of time and corrective and/or disciplinary action dependent on the severity and frequency of the infraction. Human Resources and/or Student Affairs must be consulted regarding any proposed corrective and/or disciplinary action for employees or students, respectively.

## Resources

### National/Global:

- [Centers for Disease Control \(CDC\)](#)
- [CDC Travel Information](#)
- [CDC After Travel Precautions](#)
- [CDC Stop the Spread of Germs](#)
- [Coronavirus Guidelines for America](#)
- [World Health Organization \(WHO\)](#)

### Regional/Local:

- [California Coronavirus \(COVID-19\)](#)
- [California Department of Public Health](#)
- [California Department of Public Health June 18, 2020 Guidance for the Use of Face Coverings](#)
- [California Department of Public Health Masks and Face Coverings](#)
- [Fresno County Department of Public Health](#)
- [Listing of COVID-19 Testing Sites](#)
- [City of Fresno Responds to COVID-19](#)
- [City of Clovis Responds to COVID-19](#)