

CHSU COVID-19 Prevention Program (CPP) – Students

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CHSU COVID-19 Prevention Program (CPP) – Students

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, and local governments, in addition to our accrediting and licensing bodies. Members of the President’s Executive Council include: Florence Dunn, President of CHSU; Dr. John Graneto, Vice President of Health Affairs, Dean of the College of Osteopathic Medicine; Dr. Mark Okamoto, Dean of the College of Pharmacy; Jimmy Dunn, Vice President of Operations; Richele Kleiser, Vice President of Marketing & Communications; Carlita Romero-Begley, PHR, SHMR-CP, Vice President of Human Resources & Title IX, Equity and Diversity Coordinator; Tanya Bohorquez, CPA, Interim Chief Financial Officer, Ashley Emerzian, Esq., General Counsel; and Kathleen Haeberle, Executive Administrative Assistant. Ms. Romero-Begley serves as the University’s lead administrator coordinating CHSU’s COVID-19 response.

This centralized document encompasses the University’s COVID-19 Prevention Program (CPP) and includes the most recent University policies and procedures that have been put in place to reduce the risk of spreading and contracting COVID-19 on campus. This document updates all prior communications from the University regarding COVID-19 as of the effective date listed below in the document footer.

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 CPP will be updated by the University President’s Executive Council as new information and guidance becomes available. To the extent new public health guidance, law or regulation related to COVID-19 becomes available which conflicts with information in this document, CHSU will follow applicable public health guidance, law or regulation.

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.

A. Authority and Responsibility

The President’s Executive Committee and Ms. Carlita Romero-Begley, Vice President for Human Resources as lead administrator coordinating CHSU’s COVID-19 response have overall authority and responsibility for implementing the provisions of this CPP on campus. In addition, all administrators are responsible for implementing and maintaining the CPP in their assigned areas and are responsible for ensuring students receive answers to questions about the program. All students 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.

Student workers are also subject to the COVID-19 Prevention Program for Employees.

B. Guiding Principles

The University President's Executive Council has developed the CHSU COVID-19 CPP as informed by these guiding principles:

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

C. Impacted Students

Students impacted by COVID-19 ("Impacted Students") may, if permitted in accordance with their specific program guidelines, choose to conduct their didactic coursework temporarily online from home or on campus with accommodations and must receive approval from the college-specific Office of Students Affairs. For example, when learning is virtual, some students may be eligible for accommodations to come to campus. Similarly, when learning is in-person, some students may be eligible for accommodations to attend didactic classes remotely. In some cases, accommodations to complete in-person requirements outside of the regularly scheduled meeting times may be appropriate. Accommodations requests should be submitted in advance to the student's Office of Student Affairs and the college administration will determine whether requests are approved on a case by case basis.

For clinical/experiential course requirements, any virtual options for meeting such requirements must be approved in advance by the dean of the college (or designee). Additionally, the rules of the specific program accreditor and those of each individual affiliated site apply in addition to the University's requirements, and those rules may limit in-person and/or virtual options for meeting clinical/experiential course requirements. For those on clinical/experiential rotations please contact your college-specific Office of Experiential Education or Office of Clinical Affairs.

In all cases, all graduation requirements must be met, and this includes in-person requirements for clinical/experiential and skills/laboratory courses. If students choose not to complete graduation requirements due to concerns related to COVID-19, they may experience significant delay in graduating their program. Each college has discretion regarding when to offer rescheduled courses or clinical/experiential rotations.

Impacted Students include those who are/have:

- a. Sick;
- b. Tested positive for COVID-19, even if asymptomatic;
- c. Not sick but live in the same residence as someone who is sick and/or has tested positive for COVID-19;
- d. Not sick but is 65 years of age or older;
- e. Not sick but at increased risk for severe illness;
- f. 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 healthcare provider, a local, state or Federal official or at the request of the CHSU Office of Human Resources;
- g. Required to care for someone who is sick or quarantined (as described above);
- h. Has childcare or elder care responsibilities, including those resulting from school or day care closures, that prevents the student from attending a regular course schedule on-campus; and/or
- i. Has caretaker responsibilities for either someone with a serious chronic medical condition or someone aged 65+.

1. Support for Impacted Students

We understand this is a difficult and unprecedented time for many and we are here to help our entire campus community be successful. Since the health, safety and wellness of our campus community is paramount at CHSU, students who are impacted by COVID-19 should contact their Office of Student Affairs who will provide resources and accommodations in compliance with state-wide and regional public health orders, California COVID-19 Industry Guidance for Higher Education and applicable law and policy.

2. Obtaining Approval from the Office of Student Affairs

Any student meeting the above criteria who needs to request to attend class remotely from home during times when learning is in-person or need access to campus facilities during times when learning is remote must email mluallen@chsu.edu (COP) or sely@chsu.edu (COM) for approval and coordination with their instructors.

Any questions regarding this policy should be directed to the college-specific Office of Student Affairs.

3. Curriculum Delivery

Given the fluid nature of COVID-19 and changes to California and regional impact, curriculum delivery may be modified from CHSU's normal in-person learning environment as needed to meet the requirements of California's state-wide and regional public health orders, the California COVID-19 Industry Guidance for Higher Education and applicable law and policy.

In all cases, graduation requirements, in accordance with each College's policies and the requirements of each program's accreditor, must still be met.

4. Students Temporarily Attending Classes Remotely from Home

Students who are temporarily attending classes remotely must abide by the following policies and procedures:

University Policies & Procedures: All CHSU policies and procedures remain in place regardless of whether the student is attending classes remotely from home.

Communication: All students must communicate and collaborate regularly with their faculty, fellow students, and faculty advisor on campus as typically required for their classes. Students 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 class schedules and/or on-campus work or study time in order to meet requirements of labs or other hands-on classes.

Internet & Cell Phone Service: If a student needs to attend class remotely and does not have home internet, a mobile hot spot and/or cell phone service, that student should contact their college-specific Office of Student Affairs to make alternative arrangements.

D. 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.

Students with questions, in need of further assistance or an accommodation should contact their college-specific Office of Student Affairs at mluallen@chsu.edu (COP) or sely@chsu.edu (COM) to help determine the options best suited for their needs.

E. Student 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. Students with questions about travel quarantines should contact their college-specific Office of Student Affairs at mluallen@chsu.edu (COP) or sely@chsu.edu (COM).

F. Restrictions on Essential Travel

Approval, in writing, from the Dean's Office or the student's experiential/clinical education department is required for essential university-sponsored travel. 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. Assignment to a clinical/experiential education training site by the appropriate college department is considered approval for travel.

G. 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. If the restrictions based on health and safety have been modified, then travel to conferences may be permissible by exception, with

approval from your Dean. It will be important to balance fiscal considerations while supporting the professional development of our faculty, staff, and student 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.

State-wide and Local Orders: Students are required to abide by travel restrictions imposed by government agencies, including those put into place by California state or local public health departments. Students may access current information regarding COVID-19 public health orders related to travel as follows: <https://covid19.ca.gov/> (California) and <https://www.co.fresno.ca.us/departments/public-health/covid-19> (Fresno County).

H. 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](#).

I. Identification and Evaluation of COVID-19 Hazards

We will continue to evaluate the educational environment and operations to identify tasks that may result in exposure to COVID-19. In assessing the campus, we will consider all interactions, areas, activities, processes, equipment, and materials that could present potential exposure to COVID-19. Specifically, we will conduct campus evaluations using

Appendix A: Identification of COVID-19 Hazards, or similar form, that consist of the following:

- a. Identification of places and times when people may gather or come into contact with one another (such as during meetings, trainings, entrances, bathrooms, hallways, etc.).
- b. Campus exposure. Consideration will be taken with regard to how students enter, leave, and travel through campus.
- c. Review of COVID-19 protocols. We will periodically review the existing COVID-19 protocols in place to ensure these practices continue to meet the needs of CHSU.
- d. Periodic inspections. We will conduct periodic inspections using **Appendix B: COVID-19 Inspections**, or similar form, to identify any new potential hazards on campus and to ensure compliance with our COVID-19 Prevention Program.
- e. Review applicable orders and general and industry-specific guidance from the State of California and the Fresno County Public health department related to COVID-19 hazards and prevention.

Student Participation: Students are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting Ms. Carlita Romero-Begley or their Office of Student Affairs to share information regarding potential COVID-19 hazards and/or information on how to assist with such hazards. Information reported to a college's Office of Student Affairs is required be forwarded to Ms. Romero-Begley by the student affairs employee receiving the report.

Correction of COVID-19 Hazards: Unsafe or unhealthy campus conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections**, or similar form, and corrected in a timely manner based on the severity of the hazards, as follows:

All potential hazards will be reviewed by Ms. Carlita Romero-Begley (or designee) and will be remedied within a reasonable time period. Where appropriate, Ms. Romero-Begley (or designee) will provide follow-up information to appropriate individuals relating to a hazard correction.

J. Control of COVID-19 Hazards

1. Symptom Monitoring

Daily COVID-19 screenings guidelines are listed below and are applicable when students come to campus. If a student is experiencing any symptoms and/or tests positive for COVID-19 or lives with someone who tests positive for COVID-19, the student is required to immediately notify CHSU. Students can contact their college-specific Office of Student Affairs at mluallen@chsu.edu (COP) or sely@chsu.edu (COM). Students on clinical rotations must follow their site-specific guidance and requirements.

2. Screening

Sick students are not permitted on CHSU facilities and will be sent home. It is essential that employees and students do not come to campus if they are experiencing symptoms related to COVID-19. The University is following the applicable public health guidelines

by requiring all employees and students to self-screen for COVID-19 symptoms prior to coming to campus.

Symptoms of COVID-19 are as follows:

- a. 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;”
- b. Close contact is defined as “someone who has spent 15 minutes or more time within 6 feet or less of the index person;”
- c. Isolation is defined as “separation of sick people with a contagious disease from people who are not sick;”
- d. Quarantine is defined as “separation and restricts the movement of people who were exposed to a contagious disease to see if they become sick;”
- e. Social distancing is defined as “maintain a six-foot separation from all persons except for family members;” and
- f. Symptoms of COVID-19:
 - i. Fever or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea

It is possible that new or different symptoms of COVID-19 may be issued by public health agencies. Students and employees should monitor CDC and California Department of Public Health guidance to keep abreast of COVID-19 symptoms.

3. Instructions for Using the CHSU Self-Screening Tool

Daily, all students coming to the CHSU campus must complete the steps below. Failing to take the self-screening survey (regardless of vaccination status), including checking your temperature, prior to entering campus not only puts yourself at risk but also our entire CHSU community.

- a. Access the CHSU self-screen tool online at <https://chsu.edu/self-screen> or by clicking [here](#):
- b. Self-screen for COVID-19 symptoms prior to arriving on campus.
- c. If you are showing symptoms and/or the [CHSU self-screen tool](#) says you cannot enter campus, you must:
 - i. Stay home and do not come to campus.
 - ii. Notify your supervisor, if applicable.
 - iii. Contact your medical provider.

- iv. Determine if you need to get tested for COVID-19 based on guidance from a healthcare provider; guidelines from local, state or federal officials; or at the request of the CHSU Office of Human Resources or your Office of Student Affairs.
- v. Find a COVID-19 testing site.
- d. You must also notify your college-specific Office of Student Affairs 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.
- e. If you screened clear, upon entering the campus, please wash your hands.

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

4. Physical (Social) Distancing

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to COVID-19 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. Markers have been placed in lobbies and classrooms with two doors to identify appropriate distancing. Plexiglass partitions have been installed in the lobbies, classrooms, and between cubicles in areas where appropriate.

Physical 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, including:

- a. Maintaining at least 6 feet (about 2 arms length) from other people whenever possible;
- b. Abiding by posted room occupancy and table seating restrictions;
- c. Not gathering in groups;
- d. Staying out of crowded places and avoiding large gatherings;
- e. Engaging in noncontact methods of greetings that avoid handshakes;
- f. Staggering breaks and meal times during the day; and
- g. Using designated areas and maintaining at least 6 feet of separation for meals.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Importantly, a mask is not a substitute for social distance – both a mask and social distancing are required.

PHYSICAL DISTANCING DOES NOT PERMIT EXCEPTIONS TO FACE COVERINGS REQUIREMENTS.

5. Face Coverings

Everyone on the CHSU campus must 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.

CHSU has issued 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 has been posted throughout our campus as reminders.

The following are exceptions to the use of face coverings in our workplace:

- a. When a student is alone in a room;
- b. While eating and drinking on campus, provided students are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible;
- c. Students wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders;
- d. Students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis; and
- e. Specific tasks that cannot feasibly be performed with a face covering, where students will be kept at least six feet apart.

Any student not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked student is tested at least twice weekly for COVID-19. Importantly, a social distance is not a substitute for a mask – both a mask and social distancing are required.

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 OF A FACE COVERING DOES NOT EXEMPT ANYONE FROM THE PHYSICAL DISTANCING REQUIREMENTS.

6. Use and Care of Face Coverings

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

- i. Wash hands or use hand sanitizer prior to handling the face covering/disposable mask;
- ii. Ensure the face covering/disposable mask fits over the nose and under the chin;
- iii. Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable);
- iv. Tie straps behind the head and neck or loop around the ears;
- v. Avoid touching the front of the face covering/disposable mask; and
- vi. 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:

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

Care, Storage and Laundering of Face Coverings:

- i. People should keep face coverings/disposable mask stored in a paper bag when not in use;
- ii. Cloth face coverings may not be used more than one day at a time and must be washed after use;
- iii. Cloth face coverings should be hand washed or laundered with regular soap or clothing detergent before first use and after each shift;
- iv. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated; and
- v. 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.

7. 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 known 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.

8. 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.

9. Engineering Controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: (a) when weather and air quality permits, we increase outside air to the maximum extent possible; and (b) air filters are changed quarterly.

10. Cleaning and Disinfecting

Campus facilities is conducting enhanced cleaning and disinfection of classrooms, conference rooms, and workstations based on CDC guidance. Several times daily, additional cleaning of high-touch points (doorknobs, push-bars, and public areas) is conducted.

11. Shared Tools, Equipment and Personal Protective Equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields. Items that students come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected by the users both before and after use.

12. Hand Sanitizing

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.

In order to implement effective hand sanitizing procedures we have:

- a. Have posted signage throughout campus; and
- b. Placed hand sanitizer throughout all campus facilities;

Hand washing and sanitizing supplies are checked regularly by CHSU's janitorial service.

13. Personal Protective Equipment (PPE) Used to Control Students' Exposure to COVID-19

On-site at CHSU, we evaluate the need for PPE (such as gloves, goggles, and face shields) and provide such PPE as needed. When members of the CHSU community are on-site at affiliated healthcare institutions they are required to follow the protocols for use of PPE in place at such facility.

When it comes to respiratory protection, CHSU evaluates the need at our facilities in when the physical distancing requirements are not feasible or maintained.

CHSU or a clinical/experiential site will provide and ensure use of eye protection and respiratory protection when students are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

a. 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.

b. Goggles/Face Shields

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

14. 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. PPE must not be shared, e.g., gloves, goggles and face shields.

K. Investigating and Responding to COVID-19 Cases

Individuals who test positive will be provided guidance regarding self-isolation, monitoring of symptoms, and timeframes for returning to campus. 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 learning environment.

Employees and students who may have had **CLOSE contact** (less than six feet apart for more than 15 minutes) with a COVID-19-positive person on campus will be:

- a. Notified without being told the identity of the employee or student;
- b. Advised to self-quarantine for a period determined by the time of the initial exposure; and
- c. Referred for COVID-19 testing options.

Employees and students who had **close contact** (less than six 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 campus if otherwise permitted under this plan, 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.

1. Protocols for COVID-19 Exposure in Clinical Environments/Rotations

Students must follow the practice site's direction and all CHSU processes as identified in this document. The practice site's direction takes precedent; any students who have rotations at CHSU should follow the processes in this CPP.

2. Cleaning Following Known or Suspected COVID-19 Exposure

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

- a. **Close off areas** used by the person who is sick.
 - i. Do not necessarily need to close operations, if they can close off affected areas.
- b. **Open outside doors and windows** to increase air circulation in the area.
- c. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- d. 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 similar equipment.
- e. Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - i. **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.
 - ii. 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.
- f. Once area has been **appropriately disinfected, it can be opened for use.**
 - i. Individuals **without close contact** with the person who is sick can return to

campus immediately after disinfection.

- g. If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - i. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

L. System for Communicating

Our goal is to ensure that we have effective two-way communication with our students, in a form they can readily understand, and that it includes the following information:

- a. Who students should report COVID-19 symptoms and possible hazards to, and how.
- b. That students can report symptoms and hazards without fear of reprisal.
- c. Our procedures or policies for accommodating students with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- d. How students can access COVID-19 testing.
- e. In the event testing is required because of a campus exposure or outbreak, we will communicate the plan for testing site referrals and inform affected students of the reason for the testing and the possible consequences of a positive test.

Information regarding COVID-19 symptoms, exposures, diagnosis, hazards, and/or any other questions or concerns regarding University response to COVID-19 should be directed to Carlita Romero-Begley, Vice President of Human Resources at cromerobegley@chsu.edu, HR@chsu.edu.

M. Training and Instruction

We will provide effective training and instruction that includes:

- a. Our COVID-19 policies and procedures to protect students from COVID-19 hazards;
- b. Information regarding the fact that:
 - i. COVID-19 is an infectious disease that can be spread through the air.
 - ii. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - iii. An infectious person may have no symptoms.
- c. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings;
- d. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective;
- e. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when students do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled;

- f. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering; and
- g. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to campus if the student has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster or similar protocol will be used to document this training.

This mandatory training will be provided during:

- a. New employee orientation;
- b. Student orientation; and
- c. Scheduled times for current employees and students, as determined and communicated.

N. Exclusion of COVID-19 Cases

Where we have a COVID-19 case on campus, we will limit transmission by following applicable quarantine and exclusion guidelines from applicable federal, state or local agencies.

O. Reporting, Recordkeeping, and Access

It is our policy to:

- a. Report information about COVID-19 cases on campus to the local health department whenever required by law, and provide any related information requested by the local health department.
- b. Make our written COVID-19 Prevention Program available to students.
- c. Use the **Appendix C: Investigating COVID-19 Cases**, or similar form, to keep a record of and track all COVID-19 cases. The information will be made available to students or as otherwise required by law, with personal identifying information removed.

P. Return-to-Campus Criteria

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

- a. COVID-19 cases with COVID-19 symptoms will not return to campus until all the following have occurred:
 - i. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - ii. COVID-19 symptoms have improved; **AND**
 - iii. At least 10 days have passed since COVID-19 symptoms first appeared.
- b. COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to campus until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- c. A negative COVID-19 test will not be required for a student to return to campus.
- d. If an order to isolate or quarantine a student is issued by a local or state health official, the student will not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Q. Guidance for Use of Campus Facilities

1. Entry/Exit

Building access will continue to be restricted until further notice. A CHSU card/badge is required for entry to all buildings, and students 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 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 students on campus are asked to follow these directives.

2. 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 student 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](#).

3. 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.

4. 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. Students 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. Students should not remove or rearrange the tables and chairs.

5. 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.

6. 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.

7. 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.

Students are encouraged to eat outside if possible. When eating in designated break rooms or lounges, students 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.

R. Addressing Non-Compliance

Failure to comply with the CHSU COVID-19 Prevention Program (CPP) 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.

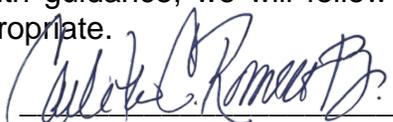
Every member of our community is empowered to request compliance with the CHSU COVID-19 Prevention Program (CPP) set forth here and in other University communications.

Those who encounter employee or student noncompliance with the CHSU COVID-19 Prevention Program (CPP), may notify the University through Carlita Romero-Begley, Vice President for Human Resources at cromerobegley@chsu.edu, 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 Prevention Program (CPP) 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.

S. Information Regarding Use of This Document

To the extent that anything in this CHSU COVID-19 Prevention Program (CPP) document conflicts with another CHSU policy, this document shall govern. Nothing in this document is intended to violate any applicable law, regulation or public health guidance. To the extent that anything in this document conflicts with changes in law, regulation, or public health guidance, we will follow the law, regulations, and/or public health guidance as appropriate.



Carlita Romero-Begley,
Vice President of Human Resources

March 9, 2021
Date

Student Acknowledgment of Receipt

I hereby acknowledge receipt of this COVID-19 Prevention Program (CPP). The CPP describes important information about my educational environment. I understand and agree that it is my responsibility to read and comply with the policies in the CPP. I understand that I should consult my Office of Student Affairs regarding any questions not answered in this document or to bring to their attention any COVID-19 related hazards, questions or concerns. I understand that CHSU can change all policies or practices in the CPP at any time.

I have read, understand, and agree to follow the policies and procedures contained in the CPP.

Student Signature: _____

Date: _____

Printed Student Name: _____

Student ID: _____

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether students are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential campus exposure will be to all persons on campus, including employees, employees of other entities, members of the public, students, or clients, and independent contractors. We will consider how students and other persons enter, leave, and travel through campus, in addition to addressing specific locations.

Full Name and Title of person conducting the evaluation:

Date:

Full Name(s) of student that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes students to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and students/employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Interaction, area, activity, work task, process, equipment and material that potentially exposes students to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and students/employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Full Name and Title of person conducting the inspection:

Location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All students' medical records will also be kept confidential and not disclosed or reported without the student's express written consent to any person within or outside campus, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Full Name and Title of person conducting the investigation:

COVID-19 Case Investigation Information

Name of infected person:		Occupation (if non-student, why they were on campus):	
Location where student was present (or employee was present on campus):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of individuals involved in the investigation:	
Date and time the COVID-19 case was last present on campus:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

COVID-19 Case Investigation Information

<p>Results of the evaluation of the COVID-19 case and all locations on campus that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All students who may have had COVID-19 exposure.</p>	<p>Date:</p>	
	<p>Names of students that were notified:</p>	
<p>Independent contractors and other employers present on campus during the high-risk exposure period.</p>	<p>Date:</p>	
	<p>Names of individuals that were notified:</p>	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
What were the campus conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

