

COVID-19 Prevention Program (CPP) for Associated Students, California State University, Northridge, Inc. (AS)

Date: 2/16/2021

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Authority and Responsibility

The AS Executive Director has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations and periodic inspections, in coordination with California State University, Northridge (CSUN) Environmental Health and Safety and Facilities, as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures. **Appendix A: COVID-19 Office Evaluation Checklist** may be utilized for this purpose.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

Employee participation

Employees, while working on campus, are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Reporting to management without fear of negative consequences any
 - COVID-19 hazards they observe
 - Any individual they observe that is not following the current COVID-19 protocols established for that worksite or area
- Accepting an invitation to join a member of management or the AS COVID-19 Coordinator while evaluating workspaces for any necessary protocol changes required; or
- Providing suggested solutions to modifications of worksites, workflow or processes to encourage compliance with COVID-19 policies and procedures.

Employee screening

Each employee has been provided a thermometer for personal use at home. Employees should take their temperature before coming to campus before every shift; if the reading is at or over 100.4F degrees, employees are advised not to come to work and to consult with their medical provider. Employees are to call their manager or supervisor and advise that they will not be reporting to campus for their shift and to inquire about leave options.

Employees reporting to on-campus AS worksites must complete the self-screening survey available on the MyNorthridge Portal prior to coming to campus each occurrence that they report to campus. Employees may also access the survey via the CSUN App. If an employee's answers are all "no," the employee will be sent an email clearing them to come to campus for the day. This email is to be forwarded to their manager or supervisor and the Human Resources Manager. If any of the answers are "yes," the employee will not receive clearance, and will be advised to consult with their medical provider. Employees are to call their manager or supervisor and advise that they will not be reporting to campus for their shift and to inquire about leave options. **See Appendix D: CSUN Employee Screening Survey**

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix A: COVID-19 Office Evaluation Checklist** form, and corrected in a timely manner based on the severity of the hazards. The severity of the hazard will be assessed and correction time frames assigned by the AS COVID-19 Coordinator, in consultation with the CSUN COVID-19 Coordinator program, CSUN Environmental Health & Safety, and/or other campus entity(s). During this process, those individuals and/or campus entity(s) responsible for timely correction will be identified, and notified. To ensure timely correction, the AS COVID-19 Coordinator will determine and follow a plan to follow-up with the individuals and/or campus entity(s) responsible for correction, as well as assess the hazard correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for non-essential employees to physically report to campus, by offering accommodations that may include telework or other remote work arrangements.
- In worksites where essential employees are reporting for work, reducing the number of persons in an area at one time, including visitors.
- Installing visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggering arrival, departure, work, and break times. Adjusting work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Separating employee workstations and areas to support physical distancing.
- Limiting the number of persons that can be in any enclosed office space, storage room or break room.
- Removing seating in wait areas.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

Employees shall have and wear an acceptable face covering at all times while on campus, unless an exception outlined below applies. If an employee does not have a face covering, a box of disposable and/or reusable masks are available at the worksite main entrance point or service counter. Should one not be available, they may request one from their appropriate administrator who should contact CSUN Physical Plant Management (CSUN PPM) for procurement. Face coverings should be washed frequently and at least on a daily basis.

Should any visitor not wearing a mask enter an AS open and operational worksite occupied by an employee on their shift, a box of disposable and/or reusable masks are to be available at the main entrance point or service counter and the individual will be asked to wear one to receive service.

Acceptable face coverings include any mask, bandana, or scarf that:

- Covers the nose and mouth openings
- Fits snugly against the face with secured ties/ear loops
- Includes at least two layers of fabric
- Allows breathing without restriction
- Is able to be laundered/machine dried without damage or change to shape

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

- Face coverings can be removed in a well-ventilated private office or cubicle with 6-foot distancing, but LACDPH encourages wearing face coverings whenever outside one's home.
- When an employee is alone in a well-ventilated room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees 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.

Engineering controls

For situations where we cannot maintain at least six feet between individuals, such as at the main service counter in the AS Administration Suite, plexiglass barriers have been installed on countertops as well as floor stickers placed designating where an individual seeking service at the counter(s) may wait while being serviced.

HVAC systems have been evaluated and tested, or will be scheduled to be for any worksites not currently open for operation prior to any repopulation. For worksites covered by the sublease agreement with the University Student Union (USU), the USU is responsible for such evaluation, as well as proper maintenance and adjustment. For worksites elsewhere on campus, evaluation, maintenance, and adjustment is to be coordinated with CSUN PPM and Facilities. Wherever possible or indicated, filtration efficacy will be increased to the highest level compatible with the existing system.

Cleaning and disinfecting

Employees reporting for work in worksites that are open and operational are advised of the frequency and scope of cleaning and disinfection in their areas.

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Providing needed sanitization supplies for hands, surfaces, work areas, restrooms.
- Providing time for employees to implement sanitizing protocols during their shift.
- Shared equipment and surfaces (such as computers and printers) are to be sanitized before and after each use using provided sanitizing solution and paper towels or sanitizing wipes. Note: Employees must not spray cleaner directly on computer keyboards or printer interface panels. Sanitizer should be sprayed on a paper towel first, then wipe.
- Regular cleaning by custodial personnel of workspaces that are utilized by employees.
- Increased frequency of cleaning and disinfecting of high-touch surfaces by custodial personnel.

Should replenishment of supplies be required, employees are to notify their manager or supervisor, who will in turn request additional supplies from the AS administrator designated as the organization's COVID-19 Coordinator. Additional supplies may also be ordered from CSUN PPM.

Should we have a COVID-19 case in our workplace, the AS COVID-19 Coordinator will notify the Custodial Manager (either USU or CSUN PPM depending on worksite(s) affected) to request cleaning and disinfection for the worksite(s) used by a COVID-19 case during the high-risk exposure period, per current COVID-19 positive cleaning protocols.

Shared tools, equipment and personal protective equipment (PPE)

Items that employees 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 between uses by the employees using the equipment. Shared equipment (such as computers and printers) are to be sanitized before and after each use using provided sanitizing solution and paper towels or sanitizing wipes. Note: Employees must not spray cleaner directly on computer keyboards or printer interface panels. Sanitizer should be sprayed on a paper towel first, then wipe. Employees should be trained and/or instructed on appropriate cleaning protocol and frequency by their manager or supervisor.

Sharing of vehicles, such as electric carts, will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users. Sanitizing solution and paper towels or sanitizing wipes will be placed near electric cart parking.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encourage and allow time for employee handwashing.
- Encourage employees to wash hands frequently with soap and water for at least 20 seconds each time.
- Provide employees with an effective hand sanitizer (with minimum 60% alcohol content), and encourage its use when hand washing is not possible.
- Provide handwashing facilities either in open and operational worksites, or by coordinating access to nearby restroom(s) in the USU complex during working hours.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

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

Investigating and Responding to COVID-19 Cases

When an employee reports a positive COVID-19 diagnosis to a manager or supervisor within AS, the manager or supervisor will advise the AS Human Resources Manager of the diagnosis.

For employees who have performed any work in any AS location within the 14 days preceding the positive test result, the AS Human Resources Manager will:

- Report the positive test to Sedgwick, AS's workers compensation insurance administrator, within three business days of learning of the positive case.
- Report the highest number of employees who reported to work at the employee's specific worksite location in the 45 days preceding the last day the employee worked at the specific worksite location to Sedgwick.
- Conduct an internal investigation to mitigate potential exposure of other employees. This will be accomplished by using the **Appendix B: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be offered COVID-19 testing at no cost during their working hours. Those employees will be notified by the AS Human Resources Manager with instructions on how to obtain the testing.

AS will continue and maintain an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished through our

worker's compensation insurance provider and providing any required employer-paid sick leave benefits where not covered by worker's compensation. Information will also be provided regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.

AS employees who are diagnosed with COVID-19 and have been on campus in the last 16 days are welcomed to voluntarily share the information with the CSUN Pandemic Manager Dr. Yolanda (Linda) Chassiakos at linda.reid.chassiakos@csun.edu. This self-report is not required, but if authorized by the individual, can allow CSUN to assist the LACDPH with notifications which can promote the health and well-being of our campus community. Additionally, if resources allow, CSUN may be able to assist LACDPH with contact tracing, if the employee index case consents to release the names of their contact(s).

System for Communicating

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

- Instructions that employees should report COVID-19 symptoms and possible hazards to John Doeblor, AS Human Resources Manager via email (john.doeblor@csun.edu) or telephone (818-677-4206).
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing. Employees can obtain voluntary testing through their personal physician's office or at a county run testing facility. A list of testing facilities in Los Angeles County can be found at the website: <https://covid19.lacounty.gov/testing/>.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. AS partners with Concentra Occupational Health Centers for this type of testing and testing that is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
 - Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
 - 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.
 - The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility,

and that hand sanitizer does not work if the hands are soiled.

- 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.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- **Appendix C: COVID-19 Training Roster** will be used to document this training.

Essential employees required to report to work on campus must complete a mandatory training on workplace and campus protocols related to physical distancing, wearing face coverings, hygiene/hand washing & sanitizing and general workplace safety measures.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished through our worker's compensation insurance provider and providing any required employer-paid sick leave benefits where not covered by worker's compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix B: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test. A

negative COVID-19 test will not be required for an employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work 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.

References

<https://www.csun.edu/csunasone/>

<https://www.dir.ca.gov/dosh/coronavirus/>

Approved by:

AS Executive Director

Date

Appendix A: COVID-19 Office Evaluation Checklist



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Facilities Planning, Design, and Construction
18111 Nordhoff Street, Northridge, California 91330-8219
(818) 677-2561 Fax (818) 677-6552

COVID OFFICE EVALUATION CHECKLIST

Department:	
Building:	
Room/Suite:	
Contact Information:	
FPDC/PPM Dept. Evaluator:	
EH&S Dept. Evaluator:	
Date of Evaluation:	

Work Area Evaluation – Purpose: evaluate social distancing within the office environment with the FPDC/PPM/EH&S Evaluators and Department Office COVID Coordinator. All materials needed will be put on the PPM COVID Office order form:

Lobby/Reception

- Identify quantity of floor stickers needed to indicate a six (6) foot distancing for line queues. **Add to order form.**
- Evaluate the counter and identify size of barrier(s) plexiglass needed to separate employees from visitors and co-workers. **Add to order form.**
- Waiting Area-suggest to remove chairs that should not be used to maintain six (6) foot distancing.
- Identify any informational materials or equipment that may be shared use (e.g. kiosks, computers, pens, forms, etc.)
- Identify quantity of wipes and/or cleaner next to shared equipment. **Add to order form.**
- Identify signage for sanitation/wipe-down protocol (before and after each use). **Add to order form.**

Private Office(s) and Cubicles

- Identify barriers (plexiglass) needed for office/cubicles where appropriate. **Add to order form.**
- Department Office COVID Coordinators will determine new locations for these persons or/if no space available develop staggered work schedules.
- Identify barriers (plexiglass) needed if six (6) feet distancing will work. **Add to order form.**
- Identify any special areas.

Open Work Stations

- Identify personnel seating in workstations/cubicles less than six (6) foot apart from each other.
- Department Office COVID Coordinators will determine new locations for these persons or/if no space available develop staggered work schedules.
- Identify barriers (plexiglass) needed if six (6) feet distancing will work. **Add to order form.**
- Identify any special areas.

Workrooms

- Evaluate work room area for six (6) foot physical distancing.
- Determine number of employees who can occupy the space during their routine tasks.
Occupancy determined as: _____ **Add to order form.**
- Identify signage on door indicating number of occupants. **Add to order form.**
- Identify quantity of wipes and/or cleaner next to shared equipment. **Add to order form.**
- Identify signage for sanitation/wipe-down protocol (before and after each use). **Add to order form.**
- Identify any special areas.

Conference Rooms

- Evaluate conference room for six (6) foot physical distancing.
- Determine number of staff who can occupy the space having meetings/routine tasks.
- Identify signage needed on door indicating safe number of occupants and entrance/exit procedures
Occupancy determined as: _____ **Add to order form.**
- Identify signage for sanitation/wipe-down protocol (before and after each use). **Add to order form.**
- Identify chairs that should not be used.

Break Rooms/Kitchenettes

- The sharing of appliances typically found in breakrooms should temporarily be suspended such as refrigerators, microwaves, coffeemakers, washable cups and utensils.
- Department COVID Coordinator will be responsible for informing staff of alternatives and options for food storage and eating locations and posting closure notices, signage for sanitation/wipe down protocol (before/after each use), and unplugging appliances.

Please contact the Department of Environmental Health and Safety regarding additional safety protocols to allow minimal use of appliances.

- This assessment has been completed and approved by the Department COVID Coordinator.**

Additional Evaluation (AS):

- Hazard(s) identified:

- Date Hazard(s) corrected:

Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, 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: [enter date]

Name of person conducting the investigation: [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		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):	
Results of the evaluation of the COVID-19 case and all locations at the workplace 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):			

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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace 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:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: CSUN Employee Screening Survey Example (actual screening is modified as needed to comply with state, county and local health ordinances)



Our goal is to promote the health and safety of our CSUN community during the COVID-19 pandemic. Though screening cannot ensure a COVID-free environment, screening before coming to campus is recommended by the Centers for Disease Control and Prevention and the Los Angeles County Department of Public Health to reduce the risk of transmission of COVID-19. Please review and complete this online survey each day **before** you come to campus. Depending on your answer, you will be guided as to your next steps.

1. To your knowledge, have you been in close contact (within 6 feet for more than 15 minutes cumulative total in a 24 hour period) of anyone with COVID-19 in the last 16 days?
2. Are you feeling sick today with non-chronic symptoms?
3. Do you have a new-onset cough, sore throat, shortness of breath, respiratory distress, diarrhea, or an unusual rash?
4. Do you have a fever at or over 100.4 degrees Fahrenheit today?
5. Are you currently under isolation or quarantine orders? (Please note per LCDPH, persons arriving in the County of Los Angeles from anywhere outside of the Southern California Region (Region) on or from non-essential travel, including returning County of Los Angeles residents, must self-quarantine for 10 days after arrival.)

I acknowledge that to the best of my knowledge, the answer is NO to all of the above questions. <input type="checkbox"/>	I acknowledge that to the best of my knowledge, the answer is YES to at least one of the above questions. <input type="checkbox"/>
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What building are you assigned to work in?

If OTHER, Please Enter Building Name:

What room number are you assigned to work in?

What is your most current contact phone number?

Submit

If you have answered "yes" to any of the questions above, please do not come to work today. Please call your doctor and your appropriate administrator and explore your leave options.

Thank you for your understanding and cooperation.