

**INJURY AND ILLNESS
PREVENTION PROGRAM**

**FOR ASSOCIATED STUDENTS OF
SAN DIEGO STATE UNIVERSITY**

*A Program for Compliance with the
General Industry Safety Orders of the
California Code of Regulations*

Revised December 2020

SAFETY & HEALTH POLICY

It is the policy of ASSOCIATED STUDENTS to provide a safe and healthful workplace for our employees and to observe all State and Federal Laws and Regulations.

We have and will continue to maintain a safety and health program designed to train our employees to follow safe work practices, and to **recognize and correct** unsafe working conditions.

The Safety Committee is charged with advising the A.S. Executive Director on issues related to workplace safety, training, and emergency procedures. The Safety Committee, comprised of representatives from each divisional area, will meet quarterly to establish training and development goals and communicate with employees on matters concerning safety and health.

Safety is a part of each employee's job. Active participation and adherence to the Safety Program is a condition of each employee's employment. No employee is required to work at a job that he or she knows is not safe. Therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions, as well as the detection of unsafe work practices.

Our Safety Policy has equal importance with all other ASSOCIATED STUDENTS policies of providing the best quality and finest service in our industry.

It is our goal to completely eliminate accidents and injuries. Because of the many different hazards inherent in our operations, we must maintain a constant safety awareness to achieve this goal.

Christina Brown
Executive Director
Associated Students of SDSU

EMPLOYEE ACKNOWLEDGMENT FORM

CODE OF SAFE PRACTICES

I _____ (print), hereby acknowledge that I have received, read, and understand the "Code of Safe Practices" for **ASSOCIATED STUDENTS OF SDSU**.

I agree to conform to all Company practices, rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

- a. It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
- b. I am encouraged to inform my immediate supervisor of any hazards at the worksite without fear of reprisal, and that should my assistance create any such action or related intimidation, that I am encouraged to contact his/her supervisor or Safety Coordinator.

(Signature of Employee)

Date

(Signature of Supervisor)

Date

COPIES TO: PERSONNEL FILE & EMPLOYEE

ASSOCIATED STUDENTS OF SDSU CODE OF SAFE PRACTICES

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your supervisor is obligated to hold you responsible for your safety** by enforcing these rules and by providing you a safe place to work. Additionally, each A.S. department has a specific Code of Safe Practices detailing safety protocols for that facility.

- a. I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that occur on the job.
- b. I will cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence.
- c. I will promptly report to my supervisor all unsafe acts, practices or conditions that I observe.
- d. I will become familiar with and observe safe work procedures during the course of my work activities.
- e. I will keep my work areas clean and orderly at all times.
- f. I will avoid engaging in any horseplay and avoid distracting others.
- g. I will obey all safety rules and follow published work instructions.
- h. I will wear personal protective equipment when working in hazardous areas, and/or as required by my supervisor.
- i. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- j. I will submit any suggestions for accident prevention which may assist in improved working conditions or work practices to my immediate superior.
- k. I will smoke in authorized locations only.
- l. I will not bring onto the job, have in my possession or in my car, any weapons or ammunition of any kind.
- m. I will not have in my possession, use, or introduce any kind of intoxicating liquor or illegal drugs on any Associated Students' property or work area or facility, or I will accept possible discharge for these illegal actions.
- n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

I HAVE READ AND UNDERSTAND THE ABOVE ITEMS AND REALIZE THAT FAILURE TO FOLLOW THESE RULES MAY BE GROUNDS FOR DISMISSAL.

**ASSOCIATED STUDENTS
OF SAN DIEGO STATE UNIVERSITY
INJURY AND ILLNESS PREVENTION PROGRAM**

EXECUTIVE SUMMARY

California Senate Bill (SB) 198 clearly reinforces employers' accountability for the occupational safety and health of their employees. SB 198 was passed and chaptered into the Insurance and Labor Code on October 2, 1989. Regulations amending the General Industrial Safety Orders (GISO) in the California Code of Regulations, Title 8, were adopted on December 13, 1990 and incorporated in GISO section 3203, *Injury and Illness Prevention Program*.

Beginning July 1, 1991, revised Section 3203 requires employers to establish, implement and maintain an effective, written Injury and Illness Prevention Program. The required elements within the regulation provide specific criteria by which Cal-OSHA will evaluate the program. This regulation does not exempt State agencies from its provisions. It should also be noted that the Program applies only to occupational (worker) safety and health, and does not encompass many other Campus activities related to injury prevention (security, traffic safety, etc.).

The new regulation contains the elements in a format that requires the designation of a responsible person (or persons) and a system for (1) communicating with employees on matters concerning safety and health; (2) identifying and evaluating workplace hazards; (3) implementing procedures for injury/illness investigation; (4) mitigating hazards; (5) training employees; and (6) maintaining records.

A comprehensive Injury and Illness Prevention Program has been prepared by Associated Students for implementation at SDSU. Associated Students has modified this program to make it specific to our auxiliary operation. The intent of the program is to:

- Facilitate identification and evaluation of workplace hazards
- Enable the correction of unsafe conditions
- Provide a means of communications between A.S. and the campus community on matters concerning employee safety and health
- Educate and train employees on health & safety matters
- Implement a strategy by which compliance with the regulation can be achieved and documented

**ASSOCIATED STUDENTS
of San Diego State University**

INJURY AND ILLNESS PREVENTION PROGRAM

TABLE OF CONTENTS

A. INTRODUCTION AND OVERVIEW	7
B. POLICY	8
C. SCOPE	8
D. PURPOSE.....	8
E. ORGANIZATION	9
F. RESPONSIBILITIES	9
G. PROGRAM ELEMENTS.....	13
1. Safety Communications.....	13
2. Health and Safety Inspections	14
3. Accident Reporting and Investigation	15
4. Elimination and Correction of Workplace Hazards.....	16
5. Employee Safety Training.....	17
6. Documentation of Safety Conditions and Activities.....	19
7. Employee Access to Exposure and Medical Records.....	22
8. Hazardous Materials & MSDS.....	22
EXHIBIT 1 - SAFETY COMMITTEE ROSTER	
EXHIBIT 2 - WORK AREA SAFETY CHECKLIST	
EXHIBIT 3 - A.S. 3-STEP PROCESS FOR REPORTING EMPLOYEE INJURIES	
EXHIBIT 4 - GROUP TRAINING ROSTER	
EXHIBIT 5 - COVID-19 RETURN TO WORK GUIDE	

**ASSOCIATED STUDENTS
of San Diego State University**

INJURY AND ILLNESS PREVENTION PROGRAM

A. INTRODUCTION AND OVERVIEW

ASSOCIATED STUDENTS OF SDSU strives to maintain a working environment which provides for the safety and well-being of employees, students, and the surrounding community. Associated Students is also committed to comply with health and safety standards which apply to its operations and activities. To meet these goals, a number of occupational health and safety control programs and procedures have been developed and implemented. Collectively, these programs represent A.S.'s efforts to minimize occupational injuries and illnesses, and to protect environmental quality.

Regulations require that a comprehensive "Injury and Illness Prevention Program" be prepared and implemented. The SDSU approach to preparing such a program has been to incorporate, to the degree practicable, existing hazard control programs and procedures. The regulation requires specific program elements, including the designation of a responsible person and identification of a system for:

1. Communicating with employees on matters concerning safety and health;
2. Identifying and evaluating workplace hazards;
3. Implementing procedures for injury/illness investigation;
4. Mitigating hazards in the workplace;
5. Maintaining records.

The agency responsible for enforcing this regulation is the California Division of Occupational Safety and Health, Department of Industrial Relations (Cal/OSHA).

A comprehensive Injury and Illness Prevention Program (hereafter referred to as IIPP) has been prepared by the Department of Environmental Health & Safety for implementation at SDSU. The Associated Students Injury and Illness Prevention Program was designed to specifically address the regulatory requirements outlined above.

B. POLICY

It is the policy of Associated Students to maintain, insofar as it is reasonably within its control to do so, a working environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. No employee or student will be required to perform any task which is determined by Associated Students to be unsafe or unreasonably hazardous.

C. SCOPE

In accordance with the University's policy of maintaining a safe working and learning environment, many ongoing programs are in place which do not distinguish between students and employees. However, it must be emphasized that the IIPP has been formally instituted in response to specific requirements prescribed by Cal/OSHA for *employee* injury and illness prevention.

It should also be noted that many other safety-related Campus programs also exist which are beyond the scope of the IIPP. These include such areas as public safety, security, traffic/pedestrian safety, and other areas administered by the Department of Public Safety.

D. PURPOSE

The Injury and Illness Prevention Program will provide an effective means for worker health protection and injury prevention. The IIPP will assist management in identifying and characterizing hazards that may exist in the workplace, correcting hazards that have been identified, and taking remedial actions to prevent them from recurring.

Proper implementation of the IIPP can result in many positive benefits, including but not necessarily limited to the following:

1. Management is able to prevent many hazards from occurring through regular self-inspections.
2. Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.
3. Workplace equipment is maintained in safe and good working condition.
4. Management has established procedures to investigate workplace accidents, near-miss incidents, and reported injuries and illnesses.

5. Hazards are corrected as soon as possible after they are identified.
6. Employees receive written general safety and health rules which apply to everyone.
7. Associated Students has developed safe and healthful work practices for each specific job performed by its employees.
8. Associated Students has established disciplinary procedures which help ensure that safety rules and work procedures are practiced and enforced.
9. Associated Students has established a written response plan for employees to follow in case of an emergency.

E. ORGANIZATION

This document describes the basic elements of the Injury and Illness Prevention Program, and assigns specific responsibilities for preventing injuries and illnesses. In some respects, the IIPP functions as a "stand-alone" document in which generally applicable safety-related requirements are specified. It is important to note, however, that the program is not limited to the items specified in this document. Rather, the IIPP acts as an "umbrella" program which incorporates many of the existing hazard control programs and procedures which are in use at SDSU, and which are documented in the SDSU Hazard Control Program Manual. Taken collectively, these programs and procedures act in conjunction with the requirements described in this document to produce an IIPP which is comprehensive in scope, sufficient in detail, and makes maximum use of existing programs and systems.

IMPORTANT: Specific requirements contained in related SDSU Hazard Control Programs are cited in this document as they pertain to the element under discussion. For example, certain types of training required by the SDSU Hazard Awareness and Communication Program also satisfy some of the employee safety training requirements of the IIPP. It must be emphasized, however, that requirements and responsibilities contained in the SDSU Hazard Control Program Manual are hereby incorporated, by reference, as basic elements of the IIPP.

F. RESPONSIBILITIES

Ultimately, the responsibility for Associated Students' employee health and safety rests with the Executive Director, although it must be emphasized that an effective program of injury and illness prevention requires the support of the entire organization. Each employee plays a primary role in injury and illness prevention. Individual employees are responsible to be aware of general safety procedures, to be knowledgeable of hazards, and to be vigilant in observing and reporting conditions which may be hazardous to

themselves, co-workers, students or visitors to SDSU. Staff with supervisory responsibility must ensure that safe and healthful conditions and practices are provided and followed within the areas under their control, and comply fully with all applicable aspects of the IIPP.

Specific responsibilities are as follows:

1. The Executive Director is responsible for establishing and maintaining effective policies regarding environmental health and safety issues specific to Associated Students facilities and operations. General policies which govern the activities and responsibilities of the IIPP are established under the final authority of the Executive Director.
2. In accordance with California Code of Regulations, General Industry Safety Orders, Section 3203(a)(1), the Associate Executive Director has been designated as the person with authority and responsibility for implementing the IIPP. In this capacity, the Associate Executive Director is responsible for:
 - a. Advising the Executive Director on matters related to health and safety, including making recommendations regarding approval of the written IIPP.
 - b. Acting as Associated Students' liaison with Cal-OSHA.
 - c. Appointing members of the Safety Committee.
 - d. Overseeing the preparation, implementation, and maintenance of the IIPP.
 - e. Responsible for investigating and reporting serious injury accidents.
3. The Safety Committee is charged with advising the Associate Executive Director on issues relating to environmental health and safety. The Committee monitors the effectiveness of A.S.'s environmental health and safety programs, reviews compliance activities that require response to federal, state and local agencies, and assesses risks and liabilities associated with these programs and activities. Specific responsibilities include:
 - a. Meet quarterly or more frequently if necessary.
 - b. Review, evaluate, and where necessary, make recommendations on material presented for discussion by the Director, Management Group, or other supervisors. Such material may include:
 - (1) Descriptions of occupational accidents and causes of incidents resulting in occupational injury, illness or exposure to hazardous substances;

- (2) Findings of investigations of potentially or allegedly hazardous conditions;
 - (3) Results of periodic, scheduled worksite inspections;
 - (4) Results or implications of regulatory compliance activities such as inspections, enforcement, new regulations, etc.; and
 - (5) Recommendations regarding employee safety, regulatory compliance, etc.
4. The Human Resources Assistant Director is responsible for:
- a. Advising the Associate Executive Director on matters related to implementation of the IIPP.
 - b. Developing and implementing hazard control programs to function as elements of the IIPP.
 - c. Preparing health and safety information for presentation to the Safety Committee.
 - d. In coordination with Area Safety Coordinator and Director, perform an annual review of each department's Code of Safe Practices.
 - e. Providing consultation to Directors, Managers and Supervisors regarding program compliance, in coordination with the Associate Executive Director.
 - f. Providing centralized monitoring of campus-wide activities on a consultative basis in the areas of chemical hygiene, hazardous materials, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, sanitation and pest management, and safety-related education and training.
 - g. With individual departments, maintaining centralized environmental and employee monitoring records and allowing employee access as directed by law.
 - h. Ensuring that applicable safety information is communicated to Associated Students managers or employees, as appropriate.
5. The Human Resources Coordinator is responsible for:
- a. Maintaining and posting an injury and illness log as required by Cal-OSHA.
 - b. Reporting illnesses or injuries in accordance with Section G.3 of this Program.
 - c. Maintaining employee medical and exposure records in accordance with Section G.6 of this Program.

7. Directors are responsible for ensuring that injury and illness prevention is effectively practiced at the departmental level, and that employees are made fully aware of the provisions of the IIPP which apply to their departments.
8. Management Group and Supervisors must implement safety programs which apply to activities under their direction. These include:
 - a. Developing unit or department area procedures to ensure effective compliance with the IIPP as it relates to operations under their control. Specific areas of responsibility include employee and student education and training, identification and correction of unsafe conditions, and record keeping.
 - b. Developing and maintaining written workplace procedures or experimental protocols which conform to University, Associated Students and departmental guidelines.
 - c. Ensuring that each employee adheres to adopted procedures.
 - d. Instructing employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations.
9. Area Safety Coordinators (listed in Exhibit 1) are responsible for:
 - a. Assisting the Director, Manager or Supervisor in the development and implementation of a department Injury and Illness Prevention Program.
 - b. Providing a channel of communication between the department and other internal departments.
 - c. Serving as liaison for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, reports, technical consultants and as the primary department resource person for coordinating these activities.
 - d. Other IIPP-related functions as specifically assigned by the Director, Manager or Supervisor.
10. Individual employees should be aware of the potential hazards that may exist or be created in the work environment, and use common sense, good judgment, and prudent practices at all times. Specific responsibilities of employees include:
 - a. Reading and complying with procedures and guidelines provided by their supervisors or Associated Students (such as proper use of personal protective

equipment, proper materials handling techniques, reading and complying with provisions of the IIPP, etc.).

- b. Knowing and adhering to codes of safe practice for the general work area and the specific job assignment.
- c. Informing their supervisors of workplace hazards (which can be done without fear of reprisal).
- d. Attending established education and training sessions as provided.

G. PROGRAM ELEMENTS

The major elements which comprise the Associated Students IIPP are presented in this section.

1. Safety Communications

The IIPP, in compliance with GISO Section 3203, ensures that employees have the right to be advised of occupational safety and health hazards and receive training on safe work practices, including the use of personal protective equipment. Employees also have the right to report safety hazards, request information on safety hazards or make safety suggestions without fear of reprisal.

Several methods of communication with employees on matters relating to health and safety have been established and are described in this section.

Hazard Awareness and Safety Training

Both the University and Associated Students provide various employee training programs for general hazard awareness safety, as well as safety aspects related to specific activities.

Departmental Safety Meetings

Departments shall schedule and conduct, on a regular basis, meetings at which safety and health issues are freely and openly discussed by employees of the department. The Manager or Supervisor will attempt to schedule the meetings at a time when most employees can attend and will keep minutes to document who was in attendance and what topics were discussed.

Employee Safety Training

Departments shall ensure that job-specific training is provided for employees either on a periodic basis or prior to assignment on a new job or when work assignments change. Department Managers are responsible for providing general workplace

safety training, and Departments are responsible for those types of training which are unique to Departmental activities.

Safety Day

Annually, A.S. will conduct a Safety Day in which all full-time staff will participate in training as well as hear updates regarding current safety issues, workers' compensation statistics and general safety notices.

Posters and Notices

A.S. shall provide posters and notices to be used in promoting a safe and healthful workplace and work practices. Posters and notices shall be displayed in high visibility areas within each applicable workplace.

Other Communication Methods

A variety of other safety information dissemination methods are used. These include, but are not limited to, the following:

- Pamphlets or fact sheets
- Notification letters (for example, Employee Asbestos Notification Letters)
- Posting of regulatory agency inspection findings, Notices of Violation, etc.
- A.S. Safety Web page where all safety and injury reporting forms can be accessed

2. Health and Safety Inspections

A health and safety inspection program is essential in order to reduce unsafe conditions which may expose faculty, staff, students and visitors to incidents that could result in personal injury, illness, or damage to property.

a. Scheduled Workplace Inspections

- (1) Each department is required to institute a system whereby regularly scheduled workplace safety surveys are conducted. These surveys should be conducted by Departmental Safety Coordinators or supervisors knowledgeable of the specific activities or materials present in the area to be surveyed. Guidance on how to conduct such surveys shall be provided by the Safety Coordinator.
- (2) The workplace survey should be conducted monthly.
- (3) Associated Students shall conduct periodic safety inspections of non-departmental public access areas (i.e. hallways, stairways, interior and exterior public assembly areas, restrooms, etc.). The frequency guideline will be to

inspect approximately one-third to one-half of these areas every year, to be inspected in coordination with each area's monthly inspection.

- (4) Surveys and inspections should be performed using a WORK AREA SAFETY CHECKLIST. A generic checklist is presented as Exhibit 2. A checklist which addresses specific departmental facilities should be developed in conjunction with individual departments.

b. **Unscheduled Workplace Inspections**

- (1) Departments and/or EH&S should conduct an inspection whenever new substances, processes, procedures or equipment which represent a new occupational safety and health hazard are introduced, or whenever notification of a new or previously unrecognized hazard is received.
- (2) EH&S shall conduct periodic unscheduled inspections of all workplaces to help ensure the maintenance of a safe and healthful workplace.
- (3) EH&S, in conjunction with departmental representatives and other University entities as appropriate, will conduct a health and safety inspection in the event of an occupational injury, occupational illness, or exposure to hazardous substances as defined by Cal/OSHA.
- (4) When any such unscheduled workplace inspection occurs, Area Safety Coordinators must contact the Human Resources Director immediately.

3. Accident Reporting and Investigation

All injuries incurred on the job must be reported. The specific procedures to follow for reporting injuries are described in the 3-Step Work Related Injuries Process (Exhibit 3).

It should be noted that separate requirements exist for "minor" and "serious" injuries. For purposes of this section, a serious injury is any industrial injury or occupational disease which (1) results in a death, dismemberment, disfigurement, or loss of work time beyond the day of the injury; (2) requires medical treatment other than first aid; (3) involves exposure to chemical substances in amounts considered hazardous, or substances which are listed as regulated carcinogens or (4) transportation by ambulance or emergency response team is required.

- a. Employees incurring any injuries on the job must report these to their immediate supervisor. Supervisors must follow the 3-Step Work Related Injuries Process and complete all required forms.

- b. Serious occupational injuries, illness, or exposures to hazardous substances shall be reported by the Supervisor to the Human Resources Assistant Director's office within 24 hours.

4. Elimination and Correction of Workplace Hazards

Hazards which are identified during scheduled or unscheduled inspections, or as a result of accident investigations, shall be corrected in a timely manner consistent with the severity of the hazard. The following procedure shall be applied to eliminate or correct hazardous conditions in the workplace.

- a. Inspection findings will be prepared in writing and submitted to Safety Committee members. Corrective action or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department.
- b. Once identified, hazards will be ranked according to both consequence (i.e., severity) and probability (i.e., likelihood) as defined in Table 1. Prioritization of corrective actions will be based on this ranking scheme, as described below.

(1) Imminent Hazard Situations

An imminent (Priority 1) hazard is any condition or practice in which there is reasonable certainty that death or serious physical harm will occur unless the hazard is immediately eliminated or corrected. (For example, an imminent hazard exists if an employee is working on high voltage equipment for which the power has not been shut off.) Upon discovery of an imminent hazard during a safety inspection, the individual(s) conducting the inspection shall use appropriate means to immediately correct the situation. This may involve:

- Contacting the supervisor in question
- Taking a piece of equipment out of service or shutting down a procedure until a review can be performed
- Posting the area with a conspicuous notice.

Immediate corrective actions should be performed with the full knowledge of area employees, supervisors, and managers. The appropriate Director, Manager or Supervisor shall be notified as soon as possible if any condition is identified which presents an imminent hazard to health or safety. The Director shall take actions to inform all employees of any such imminent hazard(s) that cannot be immediately corrected, and ensure that all necessary precautions are taken to prevent mishaps.

Personnel who continue to use an item that has been conspicuously identified, or who willfully remove a notice before the unsafe condition is corrected, are subject to appropriate disciplinary action.

**Table 1
Hazard Priority Classification**

Order of Priority	Consequence (Severity)	Probability of Injury Occurrence
1	Imminent danger exists. Capable of causing death, possibly multiple deaths, widespread occupational illness and loss of facilities.	Probable
2	Severe injury, serious illness, property and equipment damage	Reasonably Probable
3	Minor injury, illness or equipment damage may result	Remote
4	First aid care.	Extremely Remote

(2) Less Serious Hazards

Hazards which have a reasonable probability of producing injuries or illnesses, but are not deemed imminent dangers (Priority 2-4), should be corrected immediately upon detection, or as soon as possible thereafter. Upon discovery of a serious hazard, the individual(s) conducting the inspection should take appropriate action to either correct the situation immediately or notify the supervisor in question.

5. Employee Safety Training

Effective dissemination of safety information is essential for a successful Injury and Illness Prevention Plan. Indeed, experience has shown that training of employees is the single most effective means of reducing injuries and illnesses in the work place. This training should include general safe work practices as well as specific instruction on control of hazards unique to each employee's job assignment.

a. Types of Training

Many types of training may be used to communicate safety-related information to employees. Training may vary widely with respect to instructional method, setting, subject matter, etc. Types of training applicable to the IIPP include, but are not limited to:

- (1) Classroom instruction, which involves the presentation of general or specialized safety information to a group of employees in a classroom or conference setting.
- (2) Job-site safety meetings, which are informal gatherings of small groups of employees, usually for the purpose of discussing safety matters related to the work being performed in the immediate area (e.g., "tailgate meetings" on job sites).
- (3) On-the-job training, in which a single or small number of employees receive personalized instruction from their supervisor.
- (4) Written instruction or training materials.

The selection of a particular type or system of training is the responsibility of supervisors or other instructors who should make such decisions on the basis of requirements, needs, and available resources.

b. Specialized Hazard Control Training

Many of the hazard control programs documented in Section 8 contain specialized training requirements pertinent to the topic of hazardous materials. Examples of specialized training include instruction related to location of hazardous materials, physical health, protective equipment and emergency procedures.

c. General Safety Training

General safety training refers to instruction or guidance which is of general applicability and not related to specialized trades or procedures. Examples include office safety, fire safety, and general hazard awareness. Associated Students is responsible for conducting regularly scheduled sessions on general safety. Supervisors must ensure that employees are made aware of the requirement for and availability of general safety training.

d. Frequency of Training

As a general guideline, employees should be provided with safety-related instruction:

- (1) Upon reporting to work;
- (2) Prior to assignment to a new job for which training has not been previously provided;

- (3) Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- (4) Whenever the supervisor receives notification or obtains knowledge of a new or previously unrecognized hazard;

In addition, the frequency requirements for specialized training, as described in the Section 8, must also be met.

f. Documentation of Training

The person performing the training must ensure that appropriate records are completed and stored to document that such training has been provided. As a minimum, the record must include the name of the person providing the training, the date the training was administered, a description of the topic(s) covered, and a listing of participants. The use of the GROUP TRAINING ROSTER (Exhibit 4, or other applicable records (see, for example, HAZARD AWARENESS TRAINING RECORD, which is Attachment G to the SDSU Hazard Awareness and communication Program) will satisfy IIPP requirements for training documentation.

g. Retention of Training Records

Records shall be kept on file for at least three years within the Business Office.

6. Documentation of Safety Conditions and Activities

Safety-related standards and regulations usually specify requirements for the maintenance and retention of records. This section describes the documentation requirements for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

a. Accidents, Injuries, and Illnesses

To properly protect Associated Students, it is essential that all accidents, injuries and illnesses occurring either in A.S. facilities/events or at off-campus A.S.-sponsored events are investigated within 24 hours, and that proper records are prepared and maintained. Complete records of all incidents involving bodily injury, property damage, or injury to students and/or visitors shall be maintained and analyzed for accident prevention and risk management purposes.

Statistics and other information from these records should be made available to departments for use in accident prevention efforts. In some cases, departments

should also maintain and analyze records of accidents occurring in their own area of operations.

b. Occupational Injury and Illness Information

Specific information regarding the number and type of occupational injuries and illnesses must be prepared, maintained, and posted, as described below:

- (1) Human Resources shall record and report every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first-aid treatment.
- (2) Human Resources shall maintain a master log (Cal/OSHA Form No. 300) and summary of occupational injuries and illnesses.
- (3) Records of occupational injuries and illnesses shall be kept on file in Human Resources, and will be made available for review by Cal/OSHA at any time, for a period of five (5) years.
- (4) The Cal/OSHA summary for the previous year will be posted in a conspicuous place for review by employees. The summary shall be posted no later than February 1 and shall remain in place until at least April 30.
- (5) Employee injury and illness data will be recorded and analyzed each calendar quarter.

c. Employee Exposure Records

- (1) An Employee Exposure Record is a document containing information relevant to the exposure of an employee to toxic substances or harmful physical agents. These records include:
 - (a) Results of workplace monitoring or measuring of a toxic substance or harmful physical agent;
 - (b) Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems;
 - (c) Records of employee work in areas where regulated carcinogens are used.
 - (d) Material Safety Data Sheets which indicate that the material in question may pose a hazard to human health; or

- (e) In the absence of the above, a chemical inventory or any other records which reveals the identity of a toxic substance or harmful physical agent, and where and when the substance or agent was used.

d. Employee Medical Records

- (1) Employee Medical Records include such documents as:
 - (a) Medical and employment questionnaires or histories;
 - (b) The results of medical exams and lab tests;
 - (c) Medical opinions, diagnoses, progress notes, and recommendations;
 - (d) First-aid records;
 - (e) Descriptions of treatments and prescriptions; or
 - (f) Employee medical complaints.
- (2) The medical record for each employee shall be preserved and maintained by Human Resources for at least the duration of employment plus five years after separation, in coordination with the A.S. Records Retention Policy.

e. Employee Exposure and Medical Record Analyses

Each analysis performed to assess an occupational injury, illness, or exposure, and in which employee exposure or medical records are used, shall be preserved and maintained for five years after separation, in coordination with the A.S. Records Retention Policy.

f. Documentation of Activities

Essential records, including those legally required for workers' compensation, insurance audits, and government inspections will be maintained for as long as required. Associated Students will also keep records of steps taken to establish and maintain the Injury and Illness Prevention Program. They must include:

- (1) Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.

- (2) Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three (3) years.
- (3) Training records, which will be kept in the A.S. Business Office.

7. Employee Access to Exposure and Medical Records

Associated Students recognizes that employees and their designated representatives and authorized representatives of the Chief of the division of Occupational Safety and Health (Cal-OSHA) have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, Associated Students shall assure that access is provided in a reasonable time, place, and manner.

8. Hazardous Materials & MSDS

The Associated Students of SDSU has developed a Hazard Communication Program in accordance with established Cal/OSHA regulation, General Industry Safety Order No. 3204, Section 339, Title 8, of the California Administrative Code.

As a company, we intend to provide all necessary information and training about chemical and other types of hazardous substances related to the safe handling, storage, labeling and use. To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label all secondary containers. The supervisors in each department that handles hazardous materials will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

a. Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which employees of the Associated Students may be exposed are available through 3E Company by calling 1-800-451-8346 or 760-602-8703, 24 hours a day, 7 days a week, and 365 days a year.

Area Safety Coordinators will be responsible for training and distributing information on the use of 3E Company's services. Each Area Safety Coordinator will review incoming data sheets for completion and for new and significant health/safety information, and will see that any new information is reviewed with all affected employees in a timely manner.

MSDS must be readily available and accessible at all times to all employees in their work area for review during each work shift. MSDS Posters and phone stickers displaying the phone number to obtain MSDS through 3E Company must be clearly displayed in each area.



MSDS Card Front

b. Employee Information and Training

Supervisors who have employees that must handle hazardous substances during the course of their work must conduct and document an appropriate health and safety orientation prior to starting work for information and training on the following:

- (1) An overview of the requirements of the Hazard Communication Regulation and location of our written program.
- (2) What and where hazardous substances are located.
- (3) Physical and health effects of hazardous chemicals.
- (4) Protective equipment/proper work practices to lessen or prevent exposure to hazardous substances.
- (5) How to read container labels and review of MSDS.
- (6) Detection of release of hazardous substances.
- (7) Emergency procedures to follow if employees are exposed to these chemicals.

When new hazardous substances are introduced, the supervisor will review the above items as they are related to the new material in regularly scheduled work area safety meetings.

At the quarterly safety meetings, Area Safety Coordinators will discuss safety problems and accidents that have occurred, as well as supervisor liability regarding health and safety hazards.

Refresher training for employees handling hazardous substances shall occur annually. Safety training shall be documented (see requirements under Documentation of Hazard Communication).

The Associated Students will strictly enforce safety regulations. If safety guidelines are not followed, disciplinary action will be taken according to the Associated Students Personnel Policies and Procedures, Section VI. O.

c. List of Hazardous Substances

Area Safety Coordinators must keep a record of all hazardous substances in their areas. A listing of all hazardous substances per Area must be submitted to the Business Office Supervisor for centralized record-keeping. Each Area Safety Coordinator must update the list as new hazardous substances are introduced. At minimum, the listing of hazardous substances should be reviewed and updated by each Area Safety Coordinator on a semi-annual basis.

d. Hazardous Non-routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during an activity.

This information will include:

- (1) Specific hazards
- (2) Protective/safety measures which must be utilized
- (3) Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

e. Hazardous Substances in Pipes

To ensure safe working conditions, all pipes containing hazardous substances shall be appropriately identified and labeled.

Employees assigned to perform any work on any pipes not labeled shall obtain the following information from their immediate supervisor prior to the commencement of work:

- (1) Identification of substance and review of Material Safety Data Sheet (MSDS) with supervisor.
- (2) Supervisor's explanation of potential hazards
- (3) Supervisor's written Non-Routine Hazardous Task procedure that includes specific detailed instructions in accordance with MSDS and all other applicable safety precautions.

f. Informing Outside Contractors

To ensure outside contractors work safely in our facilities, a copy of plans and specifications shall be provided to such contractor that contains specific information regarding any potential hazardous substance in the proposed scope of work.

g. Documentation of Hazard Communication

The following standard of documentation applies to all items outlined:

- (1) Safety training records must be formatted to include the training topic, brief description of the training, name of the supervisor/trainer, participating employee's name and the date of the training.
- (2) All documentation must include the employee's signature and date and the supervisor/trainer's signature and date. Documentation must also include a statement that the employee acknowledges that they have received the training outlined and will adhere to all policies and procedures.
- (3) All original documents must be submitted to the A.S. Business Office for placement in the employee's file. Each area may maintain copies of documents for their records.
- (4) The above documentation standards apply to all communication with outside contractors.

EXHIBIT 1

Associated Students of SDSU Injury and Illness Prevention Program

A.S. SAFETY COMMITTEE ROSTER

SAFETY COMMITTEE

Safety Chairperson & AED	Patty Rea
Human Resources Assistant Director	Raven Tyson

Contract and Risk Management Coordinator	Jennifer Shorey
---	-----------------

AREA SAFETY COORNIDATORS

Aztec Student Union	Dave McGrew
Aztec Recreation Center/Rec Sports	Jake Siegfried
SDSU Children's Center	Sara Sanders
Mission Bay Aquatic Center	Kevin Straw
Viejas Arena & Open Air Theatre	Ryan DeLong

ALTERNATE AREA SAFETY COORDINATORS

Aztec Student Union	Jonathan Olvera
Aztec Recreation Center/Rec Sports	Reggie Cabanilla
SDSU Children's Center	Michelle Phillips
Mission Bay Aquatic Center	Kevin Waldick
Viejas Arena & Open Air Theatre	Adrian Muñoz & Julio Piña

EXHIBIT 2

Associated Students of SDSU Injury and Illness Prevention Program

WORK AREA SAFETY CHECKLIST

This form provides a listing of generic items or safety considerations which apply to most work areas. Additional safety items unique to the particular setting (e.g., courts, machine shop, chemical closets, etc.) should also be incorporated into checklists or inspection protocols as they apply to the setting in question. If an item of non-compliance is noted, use the continuation sheet to describe the condition and identify corrective actions to be taken.

Name of Inspector: _____ Title/Dept.: _____

Area Inspected: _____ Date of Inspection: _____

A. GENERAL WORK ENVIRONMENT

- ___ 1. All work sites are clean and orderly.
- ___ 2. Work surfaces are kept dry or appropriate means are taken to assure the surfaces are slip-resistant.
- ___ 3. All spilled materials or liquids are cleaned up immediately.
- ___ 4. Combustible scrap, debris, and wastes are stored safely and removed from the worksite promptly.
- ___ 5. Accumulations of combustible dust are routinely removed from elevated surfaces including the overhead structure of buildings, etc.
- ___ 6. Combustible dust is cleaned up with a vacuum system to prevent the dust going into suspension.
- ___ 7. Metallic or conductive dust is prevented from entering or accumulating on or around electrical enclosures or equipment.
- ___ 8. Covered metal waste cans are used for oily or paint-soaked waste.
- ___ 9. All oil and gas-fired devices are equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working.
- ___ 10. A minimum number of toilets and washing facilities are provided.

- 11. All toilets and washing facilities are clean and sanitary.
- _____ 12. All work areas are adequately illuminated.
- _____ 13. All pits and floor opening are covered or otherwise guarded.

B. EXITING

- _____ 1. All exits are marked with a clearly visible exit sign and illuminated by a reliable back-up light source.
- _____ 2. Directions to exits, if not immediately apparent, are marked with visible signs.
- _____ 3. Doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, are appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.
- _____ 4. Exit signs are provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide.
- _____ 5. Exit doors are side-hinged. Overhead doors are not to be designated as emergency exits.
- _____ 6. All exits are kept free of obstructions.
- _____ 7. At least two means of egress are provided from elevated platforms, or pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances.
- _____ 8. There are sufficient exits to permit prompt escape in case of emergency.
- _____ 9. Special precautions are taken to protect employees during construction and repair operations.
- _____ 10. The number of exits from each floor of a building and the number of exits from the building itself are appropriate for the building occupancy load.
- _____ 11. When ramps are used as part of required exiting from a building, the ramp slope is limited to 1 foot vertical to 12 feet horizontal.
- _____ 12. Where exiting will be through frameless glass doors or other glass exit doors, the glass panels are fully tempered and meet the safety requirements for human impact.

C. EXIT DOORS

- _____ 1. Doors that are required to serve as exits are designed and constructed so that the way of exit travel is obvious and direct.
- _____ 2. Windows that could be mistaken for exit doors are made inaccessible by means of barriers or railings.
- _____ 3. Exit doors open from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied.
- _____ 4. Revolving, sliding or overhead doors are prohibited from serving as a required exit door.
- _____ 5. Where panic hardware is installed on a required exit door, the door will open by applying a force of 15 pounds or less in the direction of the exit traffic.
- _____ 6. Doors on cold storage rooms are provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside.
- _____ 7. Where exit doors open directly onto any street, alley or the area where vehicles may be operated, adequate barriers and warnings are provided to prevent employees from stepping into the path of traffic.
- _____ 8. Viewing panels are provided in doors that swing in both directions.

D. PORTABLE LADDERS

- _____ 1. All ladders are maintained in good condition: The joints between steps and side rails are tight; all hardware and fittings are securely attached and movable parts operate freely without binding or undue play.
- _____ 2. Non-slip safety feet are provided on each ladder.
- _____ 3. Ladder rungs and steps are free of dirt and oil.
- _____ 4. Ladders must never be placed in front of doors opening toward the ladder except when the door is blocked open, locked or guarded.

E. FLOOR AND WALL OPENINGS

- _____ 1. Floor openings are guarded by a cover, a guardrail or equivalent on all sides (except at entrance to stairways or ladders).
- _____ 2. Toe boards are installed around the edges of permanent floor opening (where persons may pass below the opening).
- _____ 3. Skylight screens are of such construction and mounting that they will withstand a load of at least 200 pounds.
- _____ 4. The glass in windows, doors, glass walls, etc., which are subject to human impact, is of sufficient thickness and type for the condition of use.
- _____ 5. Grates or similar type covers over floor openings (e.g., floor drains) are of such design that foot traffic or rolling equipment will not be affected by the grate spacing.
- _____ 6. Unused portions of service pits and pits not actually in use are either covered or protected by guard rails or equivalent.
- _____ 7. Manhole covers, trench covers and similar covers, including their supports, are designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic.

F. STAIRS AND STAIRWAYS

- _____ 1. Standard stair rails or handrails are installed on all stairways having four or more risers.
- _____ 2. All stairways are at least 36 inches wide.
- _____ 3. Step risers on stairs are uniform from top to bottom, with no riser spacing greater than 7 inches.
- _____ 4. Steps on stairs and stairways designed or provided with a surface that renders them slip resistant.
- _____ 5. Stairway handrails are located between 30 and 34 inches above the leading edge of stair treads.
- _____ 6. Stairway handrails have at least 1 1/2 inches of clearance between the handrails and the wall or surface on which they are mounted.

- _____ 7. Where stairs or stairways exit directly into any area where vehicles may be operated, adequate barriers and warnings are provided to prevent employees from stepping into the path of traffic.

- _____ 8. Stairway landings have a dimension measured in the direction of travel, which is at least equal to the width of the stairway.

Use Continuation Sheet to describe items of non-compliance and identify corrective actions to be taken

Signature: _____

Date: _____



3-Step Work Related Injuries Process:

**All accidents must be reported to the Contract & Risk Management Coordinator
Form DWC-1 must be given to the employee for signature**

- Step 1:** Complete the following two forms:
- Employer's Report of Occupational Injury or Illness (Form 5020)
 - Workers' Compensation Claim Form & Notice of Potential Eligibility (DWC-1)
 - ✓ Employee must receive copy
- Step 2:** Send employee to the pre-designated facility:
Sharp Rees-Stealy
Send to **Alvarado Hospital** (after hours - 24/7)
- Step 3:** Contact the Human Resources Assistant Director **immediately** to report the injury and forward the following documents to the HR department:
- Completed Employer's Report of Occupational Injury or Illness- Form 5020 (**within 24 hours**)
 - Completed Employee's Claim for Worker's Compensation Benefits- DWC-1 (**within 24 hours**)
 - Work Status Report from employee's physician (**within 48 hours**). Please forward subsequent reports immediately.
 - Completed Supervisor's Accident Investigation Form signed by the Employee, Supervisor & Director (**within 48 hours**).

In the event of a Fatal or Serious Injury/Illness, or anytime an employee's condition necessitates that they are transported to a hospital by ambulance, please contact Patty Rea, Associate Executive Director at (619) 594-3243 or cell (619) 504-4587 IMMEDIATELY.

PLEASE CALL 911 FOR ALL EMERGENCIES

EXHIBIT 5

Associated Students of SDSU Injury and Illness Prevention Program A.S. SAFETY COMMITTEE ROSTER



A.S. GUIDE FOR RETURNING TO WORK

As of July 22, 2020

This A.S. Guide for Returning to Work was created based on the [SDSU Guide for Returning to Work - For Posting 8-17-20](#) and includes the latest guidance from San Diego County, state and federal health officials. These guides are to be utilized in conjunction with each specific A.S. department re-entry plan, which includes industry specific guidance from the respective fields. Employees are expected to thoroughly review both the A.S. Guide for Returning to Work and their respective department's re-entry plan and adhere to the expectations as outlined. Questions regarding this guide and/or departmental re-entry plans should be referred to Area Directors.

TABLE OF CONTENTS

A.S. GUIDE FOR RETURNING TO WORK	1
PHASED STAFFING	5
STAFFING OPTIONS	5
REMOTE WORK	5
ALTERNATING DAYS	6
STAGGERED REPORTING/DEPARTING	6
WORKPLACE EXPECTATIONS AND GUIDELINES	6
REQUIRED PROTOCOLS	6
RECOMMENDED PROTOCOLS	7
STAGGERED SHIFT START/BREAK/LUNCH/END TIMES	7
ENCOURAGE BREAKS/LUNCH AT WORK STATION AND/OR OUTSIDE	7
TEMPERATURE CHECK AND SYMPTOM CHECK REQUIREMENT	7
TEMPERATURE AND SYMPTOM SCREENING	7
LEAVES AVAILABLE WHEN SENT HOME DUE TO TEMPERATURE	9
MEDICAL CONCERNS	9

QUARANTINE AND ISOLATION PROTOCOLS	10
PERSONAL SAFETY PRACTICES	11
FACE MASKS/CLOTH FACE COVERINGS	11
PHYSICAL DISTANCING	12
HANDWASHING	12
GLOVES	13
GOGGLES/FACE SHIELDS	13
PERSONAL DISINFECTION	13
COUGHING/SNEEZING HYGIENE	13
GUIDANCE FOR PHYSICAL DISTANCING PROTOCOLS	14
OCCUPANCY CAPACITY	14
DISABLING OR REMOVAL OF FURNITURE, EQUIPMENT, OR FIXTURES	14
TRAFFIC-FLOW CHANGES	14
PHYSICAL BARRIERS	14
CAPACITY MONITORING AT ENTRANCES	14
UNNECESSARY GATHERINGS	14
COMMON WORKSPACE PROTOCOLS	15
OFFICES	15
FRONT/RECEPTION DESKS	15

CUBICLES	15
SHARED WORK SPACES/DESKS	15
SHARED EQUIPMENT	15
KITCHEN/BREAKROOM	15
RESTROOMS	16
ELEVATORS	16
MEETINGS	16
INSTRUCTION, ACADEMIC, AND WORK-RELATED VISITORS/VENDORS	16
MEALS	17
MENTAL AND EMOTIONAL WELLBEING FOR EMPLOYEES	17
TRAINING	17
SIGNAGE	19
SUPPLIES	19
HEATING VENTILATION AND AIR CONDITIONING (HVAC) ADJUSTMENTS	20
ADDRESSING NON-COMPLIANCE BY A.S. STAFF	20
HEALTH QUESTIONNAIRE	21
ADDITIONAL COVID-19 GUIDELINE RESOURCES	23

PHASED STAFFING

A.S. will return staff to A.S. facilities in phases over time, in a coordinated process, to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and operational needs, while continuing to engage in telework where possible, and while attempting to accommodate individual health, safety, and childcare and dependent care needs.

A.S. will assess expanded staffing based on mission-critical operations, including student support, along with the ability to control and manage specific work environments, and the necessity to access on-site resources. All A.S. facility re-entry plans have been reviewed and approved by campus authorities and will be distributed to staff upon returning to work.

The need to reduce the number of people in A.S. facilities and on campus to meet physical distancing requirements will continue for an indeterminate period of time. Staff who can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of staff and the customers we serve. No department should increase staffing levels beyond current approved needs to support critical on-site operations without approval from the A.S. Executive Director. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide and the [SDSU Guide for Returning to Work - For Posting 8-17-20](#).

As staffing on-site increases and operations expand, A.S. and university leadership will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate the risk. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

At any time, if public health conditions demand, there may be a requirement to rapidly return to an emergency pause. A.S. and SDSU officials will continue to work closely with state and county Health and Human Services officials.

STAFFING OPTIONS

Once staff members have been permitted to return to work on-site, there are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and work spaces.

REMOTE WORK

Those who are able to work remotely and can fulfill some or all of their work responsibilities *should continue to do so* to reduce the number of individuals in A.S. facilities and on campus and the potential spread of the COVID-19 virus. Teleworking arrangements, which should be approved by an immediate supervisor, can be utilized on a full or partial day/week schedule, as appropriate.

ALTERNATING DAYS

In order to limit the number of individuals and interactions in A.S. facilities and on campus, departments should consider scheduling partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

STAGGERED REPORTING/DEPARTING

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements.

WORKPLACE EXPECTATIONS AND GUIDELINES

Maintaining the health and safety of all employees, customers and members of the SDSU community is a top priority. The following procedures are guided by recommendations from the CDC and the San Diego County Health and Human Services Agency, and they are expected to help clarify employee actions related to potential transmission of contagious diseases. The purpose is to:

- Protect yourself and others;
- Minimize the spread of the COVID-19 virus from an infected person to others; and
- Reduce the exchange of respiratory aerosols/droplets through contact with others.

REQUIRED PROTOCOLS

The following required protocols remain in place for ALL staff who enter onto A.S. and university property. All staff are expected to fully comply with these protocols, state and county public health orders, as well as the policies, processes, and guidelines outlined in this document:

- [Temperature Checks](#)
- [Face Masks/Cloth Face Coverings](#)
- [Physical Distancing](#)
- [Handwashing](#)
- [Gloves](#)
- [Goggles/Face Shields](#)
- [Personal Disinfection](#)
- [Coughing/Sneezing Hygiene](#)

RECOMMENDED PROTOCOLS

The following should be instituted on a departmental basis if all of the previously mentioned required protocols cannot be easily and consistently accomplished. These protocols are strongly encouraged as general practice, as much as is reasonably possible, until further notice.

STAGGERED SHIFT START/BREAK/LUNCH/END TIMES

- Employees may be assigned staggered shift times in order to avoid unnecessary staff interaction and overlap during shifts, as well as to maintain physical distancing at exit/entry points, including but not limited to, crowded elevators and hallways.
- Coordination with employees related to shift, break, lunch, and end times may be scheduled in advance with employees and managers.
- Flexibility is required by employees in the scheduling of staggered shifts.

ENCOURAGE BREAKS/LUNCH AT WORK STATION AND/OR OUTSIDE

- Employees are encouraged to eat at their work locations to reduce the likelihood of unnecessary interactions. Non-exempt employees should not perform any work during their lunch break even if they remain in their work location.

- Employees should plan to bring their lunches to their work areas, thereby reducing storage of food in shared spaces.
- Employees should avoid using shared microwaves, cooking and eating utensils, etc. As a last resort, should an employee need to use a shared item, strict hygiene and sanitization protocols must be followed before and after use.
- If employees do not want to eat at their workspace, they may eat outside but must maintain physical distancing.

As the State and County ease restrictions, A.S. will communicate which restrictions and protocols remain in place. Staff are encouraged to review public-health related updates on the university's [COVID-19 site](#).

Any additional questions should be directed to A.S. Human Resources at ashr@sdsu.edu.

TEMPERATURE CHECK AND SYMPTOM CHECK REQUIREMENT

Upon arriving at work, in accordance with the County of San Diego Public Health Order, staff who have been approved to return to the workplace must conduct temperature checks or answer a health questionnaire if a thermometer is not available.

TEMPERATURE AND SYMPTOM SCREENING

Staff are encouraged to do a self-evaluation for COVID-19 symptoms before coming to work. In addition, upon arriving to work, all employees must have their temperature taken. Whenever possible, a contactless or no-touch thermometer will be used. If a thermometer is not available, employees must be interviewed to determine whether they are experiencing COVID-19 symptoms prior to beginning work.

Wearing a facial covering is required while in A.S. facilities and on campus, including during temperature checks and symptom screening. Failure to complete the screening process prior to beginning work will result in your building access being revoked.

Designated A.S. staff, who have received training to conduct such temperature checks and health screenings, should conduct the temperature and health screenings for staff members. Temperature and health screenings should not be self-administered, except in circumstances where staff are working alone.

Temperature check protocol:

- Your temperature will be taken using a no contact infrared thermometer.
- If your temperature is 100.0°F or above, you will be instructed to keep your facial covering on and sit and rest for 15 minutes in a location with low traffic and at a minimum of 6 feet from other individuals. Do not consume foods or beverages during this time. Depending on the type of thermometer used, things like drinking beverages or

sweat on the skin can disrupt the temperature reading. After 15 minutes of rest, your temperature will be rechecked, and if it is still elevated, you are required to go home, and you should notify your primary care physician.

Symptom check protocol:

- If a thermometer is not available for temperature screening, you will be asked using the [SDSU Health Questionnaire](#) if you have a new onset, unrelated to a chronic medical condition, of any of the following symptoms that are often associated with COVID-19 infection:
 - Fever of 100.0°F or higher
 - Chills
 - Cough not associated with known chronic conditions such as asthma or allergies
 - Shortness of breath or difficulty breathing
 - Muscle pain that is not the result of normal activities, exercise or injury
 - Sore throat
 - Recent loss of taste or smell
 - Congestion or runny nose not associated with allergies or other known chronic conditions
 - Nausea or vomiting
 - Diarrhea
- If you have any of the symptoms mentioned above, you should not report to work and should notify your supervisor immediately. .
- If you have any of the symptoms mentioned above, you are required to go home. If you are sent home:
 - If you have a fever, or any of the symptoms outlined above, do not return to work for at least 10 days, including 24 hours without a fever (without the use of fever-reducing medication), after symptoms resolve or after receiving a negative COVID-19 test and/or a note from your health care provider releasing you to work.
 - If you have a new onset of symptoms, do not return to work for at least 10 days, including 24 hours fever free and your symptoms are improving or after receiving a negative COVID-19 test and/or a note from your health care provider releasing you to work.
 - Seek guidance from your healthcare provider, as appropriate. If possible, you are encouraged to get tested at one of the [free COVID-19 testing sites](#).

- If you are diagnosed with COVID-19, contact A.S. Human Resources to discuss available leave and benefits.
- Additionally, report your diagnosis via the university's online [COVID-19 Reporting Form](#).
- A.S. has protocols in place to document when daily temperature checks and health screenings have been completed AND the employee was sent home. When a staff member is sent home due to a high fever or due to the onset of symptoms, their department will promptly report those absences to A.S. Human Resources so additional information can be provided to the employee.

LEAVES AVAILABLE WHEN SENT HOME DUE TO TEMPERATURE

If you are sent home due to a temperature and/or symptoms, you must utilize sick leave hours while recovering. If you do not have sick leave hours, contact A.S. Human Resources at ashr@sdsu.edu to discuss leave options available to you. You may return to work sooner than outlined above if you have documentation from your healthcare provider returning you to work or if you are able to present a current negative COVID-19 test result.

Individuals who seek testing after being sent home with a temperature and/or because they have COVID-19 symptoms will be placed on appropriate COVID leave, rather than sick leave, for up to three days while they undergo testing and wait for test results. If an appointment for a COVID-19 test is not immediately available, individuals should schedule the first available appointment. If, despite best efforts, testing and test results are not available within three days, please contact A.S. Human Resources at ashr@sdsu.edu to discuss the extension of appropriate COVID leave.

MEDICAL CONCERNS

According to the CDC, older adults may be at an increased risk of severe illness from COVID-19.

Additionally, people of any age with the following conditions are at an increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

Employees who have been instructed to return to work on-site and have concerns about doing so due to a high risk medical condition or pregnancy and/or those who wish to seek Americans with Disabilities Act (ADA) reasonable accommodations related to returning to the workplace should contact Patty Rea, Associate Executive Director, at prea@sdsu.edu.

QUARANTINE AND ISOLATION PROTOCOLS

Isolation:

Employees who have COVID-19-related symptoms or who have been positively diagnosed with COVID-19 should self-isolate in accordance with CDC guidelines and instructions from their healthcare provider and/or the San Diego County Health and Human Services Agency. Isolation is an important step in containing COVID-19 because it ensures that people who have the virus stay separated from those who are not infected or sick. Individuals who have been instructed to isolate should stay home from work and should report their potential or confirmed exposure via the [COVID-19 reporting form](#), and contact A.S. Human Resources at ashr@sdsu.edu to discuss accommodations during the isolation period.

Quarantine:

In the event that an employee is identified as having prolonged or close contact with someone who has been diagnosed with COVID-19, the San Diego County Health and Human Services Agency may ask that individual to quarantine. The process of quarantining is used to separate someone who may have been exposed to the virus from others, and prevents the spread of the disease, given that it is possible to be infected before showing symptoms. Individuals who have been instructed to quarantine should stay home from work for the full quarantine period, which is typically 14 days. They should report their exposure via the [COVID-19 reporting form](#), and contact A.S. Human Resources at ashr@sdsu.edu to discuss accommodations during the quarantine period.

Testing:

Access to COVID-19 testing is an important component of A.S. and the university's return to work process. Employees are currently able to access testing through a number of local testing sites, including those hosted by the San Diego County Health and Human Services Agency at no cost, as well as low cost options through medical providers and urgent care facilities. Should an individual's healthcare provider order a test on their behalf, this testing should be covered by health insurance.

Case Alert Protocol:

A.S. and SDSU follow the guidelines of county, state, and federal public health officials and other authorities when addressing COVID-19 cases involving students, faculty, and staff. Once A.S. becomes aware of a positive COVID-19 case, and if the individual has had contact with other A.S. employees, A.S. will notify staff. Additionally, the university will follow its own required communication protocols.

Circumstances of the case and potential exposure to A.S. and campus populations will dictate cleaning protocol implications. In cases where medical, public health, and/or Environmental Health and Safety leadership indicate risk to A.S. and campus community is moderate to high, and there has been a confirmed exposure of an infected person on premise, the A.S. contracted vendor will sanitize and disinfect the areas per COVID cleaning protocols.

Contact Tracing:

In the event of a positive case in an A.S. facility and/or on campus, A.S. and university staff will work to assess any immediate actions that may need to be taken. This may include notifications consistent with the [Case Alert Protocol](#), cleaning, and/or other immediate response activities. Contact tracing will be completed by the San Diego County Health and Human Services Agency and they will notify prolonged contacts of exposure and advise on requirements to quarantine.

PERSONAL SAFETY PRACTICES

FACE MASKS/CLOTH FACE COVERINGS

Face masks or face coverings must be worn by all staff working in A.S. facilities and on campus when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, breakrooms, etc.). Appropriate use of face masks or face coverings is critical in minimizing risks to others but it is not a substitute for physical distancing.

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

- Covers the nose and mouth openings;
- Fits snugly against the face with secured ties/ear loops;
- Allows breathing without restriction;
- Is able to be laundered/machine dried without damage or change to the shape (if not disposable); and
- Represents A.S. professionally, (i.e., A.S. issued, solid in color, or simple-patterned only).

Acceptable alternatives, including face shields, may be approved by A.S. Facilities & Sustainability Director, in coordination with university Environmental Health and Safety and the

Student Health Services and Risk Management staff. Approval of alternative face coverings is *required in advance*.

Employees are permitted to use face shields if needed for instructional purposes. This may be a necessary instructional tool for customers/students who are deaf and/or hard of hearing, but it is recommended that these are only used in instructional settings.

In the rare and unexpected case that an employee inadvertently forgets a face covering, an acceptable alternative may be obtained from area facility management staff prior to reporting to the employee work area and should be coordinated by email or phone.

Use and care of face coverings:

- Putting on a face covering/disposable mask:
 - Wash your hands before putting on a face covering;
 - Next pull the face covering over your nose and mouth; and
 - Then secure it under your chin.
- Taking off a face covering/disposable mask:
 - Be careful not to touch your eyes, nose, or mouth when removing your face covering; and
 - Handle it only by the ear loops or ties and fold outside corners together, then wash hands immediately.
- Care, storage, and laundering:
 - Store or transport your face covering by carefully folding it so the contaminated outside is folded inward and against itself. Do not place face coverings in your pockets for later use; and
 - Place it in a clean or new paper bag, then perform hand hygiene.
 - Face coverings should be routinely washed depending on the frequency of use; the CDC recommends washing cloth face coverings after each use.

PHYSICAL DISTANCING

Physical distancing, also referred to as “social distancing,” means keeping space between yourself and other people outside of your home. To practice physical distancing:

- Stay at least 6 feet (about 2 arm's length) from other people;
- Do not gather in groups; and
- Stay out of crowded places and avoid mass gatherings.

Limit close contact with others outside your household in indoor and outdoor spaces. Individuals can spread the virus even before showing signs of being sick, therefore it is important to stay away from others when possible, even if you — or they — are not showing

symptoms. Physical distancing is especially important for people who are at higher risk for severe illness from COVID-19.

HANDWASHING

CDC recommends employees protect themselves from respiratory illness with everyday preventive actions, including good hand hygiene. Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol (and no methanol alcohol) if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs:

- After blowing one's nose, coughing, or sneezing;
- Before, during, and after preparing food;
- After using the toilet;
- After touching garbage;
- Before and after the work shift;
- Before and after work breaks; and/or
- After touching objects that have been handled by customers

GLOVES

Employees should continue to follow their routine policies and procedures for PPE, if any, that they would ordinarily use for their job tasks. When cleaning and disinfecting, employees should always wear gloves and gowns appropriate for the chemicals being used. Additional PPE may be needed based on setting and product.

GOGGLES/FACE SHIELDS

Staff do not need to wear goggles or face shields as part of general work activity. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. Face shields will be available for staff if required based on work assignment and job duties. Employees who have not been provided a face shield but believe their work assignment requires one should contact their supervisor for approval.

PERSONAL DISINFECTION

Employees should utilize the provided sanitizing supplies to clean their areas before and after use.

COUGHING/SNEEZING HYGIENE

Cover coughs and sneezes:

- If you are in a private setting and do not have on your face covering, you should remember to always cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze;
- Throw used tissues in the trash; and
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol (and no methanol alcohol).

GUIDANCE FOR PHYSICAL DISTANCING PROTOCOLS

Physical distancing is important on campus and in A.S. facilities, and offices.

OCCUPANCY CAPACITY

Based on guidelines from public health officials, the capacities of many A.S. and campus facilities will be reduced to provide a minimum of 6 feet distance between occupants and/or reduce the number of occupants per square feet. For most areas, this will reduce the maximum capacity to approximately 25% of the normal maximum capacity based on fire code requirements. During Phase 2, research labs and approved spaces to support scholarly activities, the maximum capacity will be 250 square feet per person. Once the campus is approved for Phase 3 the density restriction will change to 150 square feet.

DISABLING OR REMOVAL OF FURNITURE, EQUIPMENT, OR FIXTURES

To further increase physical distancing, departments should consider virtual options, changes in operational protocols, and/or the use of signage to promote physical distancing. If other options are not available, departments should disable or remove chairs, desks, computer keyboards, etc. where required.

TRAFFIC-FLOW CHANGES

In entrances to buildings, large rooms, corridors, and stairways there will be one-way directional signage and wayfinding to reduce the likelihood of congestion for occupants.

PHYSICAL BARRIERS

While disabling furniture and equipment should be the initial option considered for 6 feet physical distancing, in some spaces, the reduction of capacity would render a space unoccupiable or inadequate for the operational need. Spaces like high use reception areas and public-facing desk operations, for which a reasonable workflow solution to effectuate physical distancing cannot be implemented, may require the use of acrylic partitions or other barriers to reduce the likelihood of airborne droplets.

CAPACITY MONITORING AT ENTRANCES

For facilities that are public facing and have little or no predictable schedule (i.e. reception areas, etc.), there may be a need to either employ door monitors to manage building occupancy or create a system of appointments and schedules for occupants to select.

UNNECESSARY GATHERINGS

Staff should avoid office gatherings, breakrooms, and unnecessary personal visitors in the workplace.

COMMON WORKSPACE PROTOCOLS

OFFICES

Employees who can successfully telework should continue to work remotely. However, A.S. understands that there may be needs to work from A.S. facilities. Upon the decision to approve the reopening of a specific department, employees with personal offices may make a request for approval from their director to work their regular schedule (i.e. Monday-Friday) on-site. Approval will be based on the ability to maintain lower densities and ensure proper physical distancing. Employees should utilize sanitizing supplies to clean their areas before and after use. Absent approval, employees should continue to telework.

FRONT/RECEPTION DESKS

Staffing will be limited to ensure physical distance of 6 feet between staff members working at front desks. Additionally, signage and changes to business processes will be deployed to minimize points of contact. If such methods are deemed ineffective, the use of acrylic partitions between staff and visitors can be utilized. High-touch items such as magazines, flyers, common pens, etc. should be removed. Hand sanitizer will be available at all building entrances and high traffic areas. Employees must utilize sanitizing supplies to clean their areas before and after use.

CUBICLES

Employees who work in open space cubicles should maintain physical distancing whenever possible. Additionally, work schedules and/or locations may be altered to ensure physical distancing. Directors will coordinate directly with staff to ensure work schedules allow for physical distancing and work productivity. Employees must utilize sanitizing supplies to clean their areas before and after use. Face coverings should be worn while traveling through buildings and to cubicle locations. If physical distancing can be maintained, the employee may choose to remove their face covering while in their cubicle.

SHARED WORK SPACES/DESKS

Employees who work at shared desk locations will have their work schedules altered and/or locations changed to ensure sanitation between use. Employees must utilize sanitizing supplies to clean their areas before and after use.

SHARED EQUIPMENT

Sanitizing supplies will be placed near all shared equipment (e.g., copy machines, fax machines, computers, time clocks, etc.). Employees must utilize sanitizing supplies to clean these items before and after use.

KITCHEN/BREAKROOM

Employees are encouraged to limit their use of kitchens and breakrooms, and utilize them only for essential needs. Employees must maintain 6 feet from others and face coverings must be worn when accessing these spaces. Signs will be posted regarding maximum occupancy for the common break areas, and furniture should be configured to accommodate appropriate physical distancing. Employees must adhere to these limitations. Additionally, departments will eliminate reusable kitchen items (e.g., flatware, dishes, and cups) and cleaning tools (e.g., sponges, brushes, and cloth towels) and replace them with single use options. Use of shared appliances (e.g., coffee makers and ice/water dispensers) should be minimized, and departments are encouraged to utilize appliances with single use or no touch options. Employees must utilize sanitizing supplies to clean areas before and after use.

RESTROOMS

In most A.S. facilities, restrooms are shared among staff and customers/guests. Employees should practice physical distancing and wash their hands for at least 20 seconds after using the restroom/toilet. Additionally, some restrooms are being assessed and modified to provide increased barriers between users. To maintain a safe physical distance, some fixtures are being taken out of service and signage is installed.

ELEVATORS

Employees are strongly encouraged to utilize the stairs if able to do so safely. Employees that desire to utilize the elevator are encouraged to practice physical distancing by limiting the number of individuals in an elevator at one time, when possible, and wearing a face covering while in the elevator. Employees must adhere to the maximum occupancy signage posted at elevators.

MEETINGS

Convening in groups increases the risk of viral transmission. In-person meetings are limited to the restrictions of local, state, and federal orders and should only be held when remote/virtual meetings are not an option. The occupancy of in-person meetings must not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables, or add visual cue marks in meeting rooms to support social distancing practices between attendees. Individuals who participate in in-person meetings should be instructed to wash their hands for 20 seconds immediately before and after the meeting. Cleaning supplies must be used to wipe down meeting areas before and after use.

During time on-site, employees are encouraged to communicate with colleagues and supervisors by email, instant message, telephone, or other available technology rather than face-to-face. Staff can also use a range of available collaboration tools (e.g. Zoom, Google Meet, etc.).

INSTRUCTION, ACADEMIC, AND WORK-RELATED VISITORS/VENDORS

Departments must put measures into place to minimize physical visitors. Measures should encourage vendors and potential visitors to utilize alternatives to physical visits to A.S. departments and offices, including but not limited to the use of virtual meetings, virtual front desks, virtual office hours, and/or required appointments.

MEALS

Before and after eating, employees must wash their hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, employees must wear their face covering until they are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for their situation.

If employees are required to eat in their work environment (e.g., breakroom, office, etc.), they must maintain a 6 feet distance between them and others. Individuals should not sit facing one another. Employees must only remove their face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables, or add visual cue marks in employee break rooms to support physical distancing practices between employees. Before leaving the common area, wipe down all surfaces touched (e.g., table, refrigerator handle, coffee machine, etc).

GUIDANCE FOR WORKING IN SPECIFIC A.S. FACILITIES

In addition to the Common Workplace Scenarios section, there are additional site-specific guidances per A.S. facility. Additional site specific guidances, if any, shall be included in the A.S. department re-entry plans.

MENTAL AND EMOTIONAL WELLBEING FOR EMPLOYEES

Enormous efforts to establish physical distancing have resulted in both isolation and a change in routine for many persons. The emotional, social, and financial disruptions in combination with 24/7 media and fear and uncertainty surrounding this pandemic continue to take a toll on employees' well-being, leading to concerns about increasing rates of depression, anxiety, substance use disorders, suicide, and domestic violence.

Employee Assistance Program (EAP) - The Hartford's Ability Assist Counseling Services

A.S. employees, and their family, including spouse and dependents, can access Ability Assist, at any time. Ability Assist can be a resource for professional counseling support and other services 24/7. For more information on Ability Assist Counseling Services, call 1-800-964-3577. Online services are available at www.guidanceresources.com Questions about The Hartford's Ability

Assist Counseling Services, please contact Rosie Ramos, Payroll and Benefits Manager, at rramos@sdsu.edu.

TRAINING

In order to safely repopulate A.S. facilities, it is important that employees understand their role in reducing the spread of COVID-19. We all must be protected, trained, and adequately prepared.

Employee protection and safety are critical to reopening, and measures must be taken to ensure staff and campus community have appropriate protective controls, plans, supplies, and guidance to safely return to work. We must provide opportunities for open dialogue to ensure employees know that their health and safety are paramount.

To ensure employees have access to information and formal education, training regarding COVID-19 will be offered. The training will offer the following minimum content:

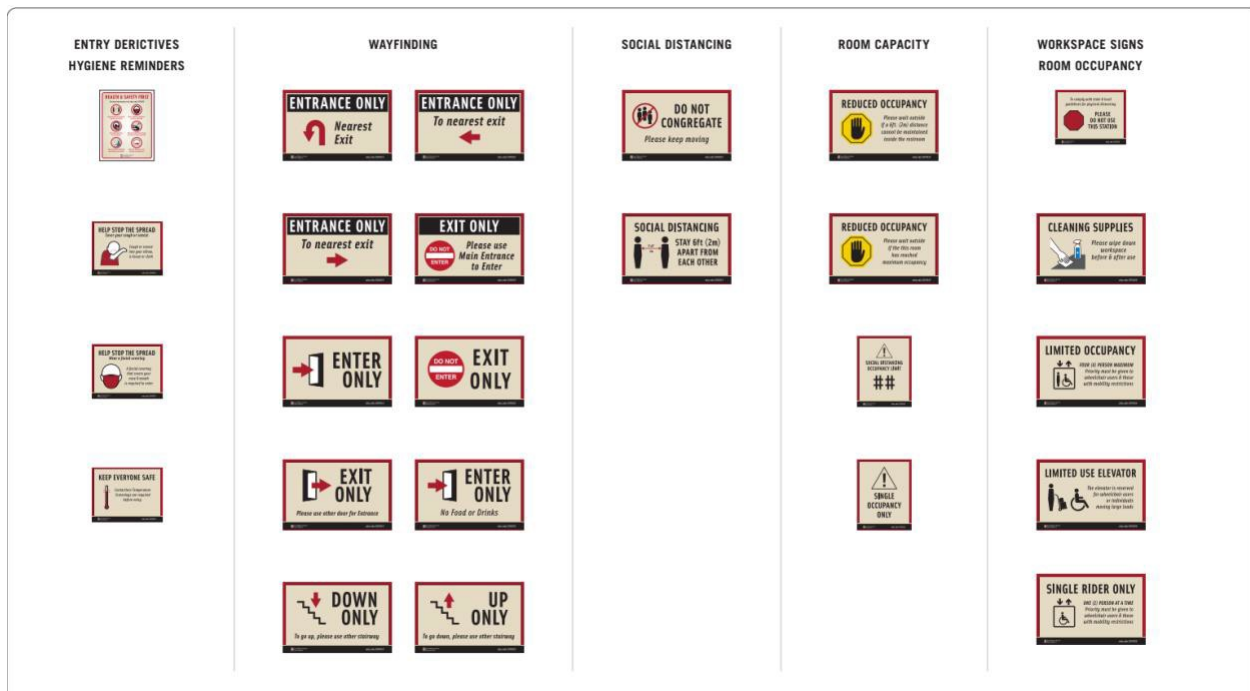
- COVID-19 symptoms and expectations for personal health, reporting for work, and the health screenings process:
 - Stay home (or leave the workplace) and notify the supervisor if symptoms develop.
 - Where to find local information on COVID-19 and local trends of COVID-19 cases.
 - When and where to access testing.
- Personal safety precautions, including:
 - How to properly put on and remove personal protective equipment (PPE).
 - Proper hand washing.
 - Expectations for those who will be on-site.
- Signage:
 - Signage at each public entrance of A.S. facilities to inform staff, faculty, students, and visitors that they must do the following:
 - Avoid entering the facility if they have COVID-19 symptoms;
 - Maintain a minimum 6 feet distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wear a face covering, as appropriate; and
 - Refrain from shaking hands or engaging in any unnecessary physical contact.
 - Individualized Safe Reopening Plan (SRP) posting or poster with link to online version.
 - Directional signage regarding check in/out, registration, etc. as applicable.
- Visitor interaction policies and procedures to include:

- Entry/exit plans and physical distancing placements.
- Visitor health screenings (programming with minors, where applicable).
- New policies and procedures for business operations as they relate to visitor interactions:
 - Front of office set up and plexiglass barriers.
 - Physical distancing markers on the ground and additional check in/registration tables set up as needed.
 - Disinfection of shared equipment between customers and staff (e.g. pens, iPads, door handles, rental equipment, etc.).
- Guidance for [Common Workplace Protocols](#) outlined in this document.

SIGNAGE

In coordination with the university's Facilities Services Sign Shop, A.S. Graphics has developed a COVID-19 Signage Package. Indicators, directives, and reminders include but are not be limited to:

- Hygiene reminders
- Entry directives
- Wayfinding
- Physical distancing (6 feet) indicators
- Room capacity indicators
- Disinfecting station reminders
- Elevator restriction directives
- I-8 sign
- Digital displays - TBD



SUPPLIES

Initial COVID-19-related supplies will be provided to departments and employees once available as outlined below:

- One-time:
 - Cloth face coverings (where requested)
 - Thermometers
 - Signage
 - Hand Sanitizer dispensers
- On-going:
 - PPE (for areas where required)
 - Disposable face coverings
 - Disposable Gloves
 - Disinfectant consumables

HEATING VENTILATION AND AIR CONDITIONING (HVAC) ADJUSTMENTS

SDSU and A.S. are completing the following action items in anticipation of campus repopulation:

- Run the building mechanical system for 24 hours to maintain circulation.
- Change the filters and perform building system preventative maintenance.
- Ensure all return air handler unit systems are running properly through building automation.
- Assess and upgrade filters to MERV-13 where possible.
- Continue to monitor and adjust building systems to optimize circulation of fresh air.

COMPLIANCE WITH PUBLIC HEALTH ORDERS AND UNIVERSITY POLICY

Compliance with public health orders and university policy is critical in minimizing the spread of COVID-19 and protecting A.S. and SDSU's campus community. As A.S. and the university repopulates, we are dedicated to ensuring campus community members are complying with evolving public health orders and physical distancing guidelines amid the COVID-19 pandemic.

ADDRESSING NON-COMPLIANCE BY A.S. STAFF

Individuals can report A.S. staff non-compliance by contacting A.S. Human Resources at ashr@sdsu.edu. Failure to follow these protocols may result in corrective action.



HEALTH QUESTIONNAIRE

Completion of this questionnaire is mandatory if a department-issued thermometer is not available. A manager will verbally ask the following questions. You are required to respond truthfully. Records of responses will not be kept.

When to Seek Medical Attention:

If you have any of these **emergency warning signs*** for COVID-19, **get medical attention immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Notify the 911 dispatcher that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

1. Are you ill, or are you caring for someone who is ill with COVID-19?
 Yes

No

2. In the last two weeks, did you care for or have close contact with someone diagnosed with COVID-19?

Yes

No

3. Have you had a recent onset of ANY of the key indicator COVID-19 symptoms below? If so, you are required to immediately return home.

Fever of 100.0°F or higher

Chills

Cough not associated with known chronic conditions such as asthma or allergies

Shortness of breath or difficulty breathing

Muscle pain that is not the result of normal activities, exercise or injury

Sore throat

Recent loss of taste or smell

Congestion or runny nose not associated with allergies or other known chronic conditions

Nausea or vomiting

Diarrhea

None of the above

This form does not list all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

If you have any of the above symptoms you must:

Contact your medical provider for assessment of symptoms and possible COVID-19 testing. You must also wear a face mask to avoid possible virus transmission to others.

Contact your Supervisor via phone and/or email as soon as practical to notify them of your absence and to receive further instructions.

ADDITIONAL COVID-19 GUIDELINE RESOURCES

- [White House](#)
- [CDC](#)
- [Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- [Guidance for Schools and Child Care Programs](#)
- [Guidance for Child Care Programs that Remain Open](#)
- [FEMA](#)

Department of Education

- [COVID-19 \("Coronavirus"\) Information and Resources for Schools and School Personnel](#)
- [Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities](#)
- [CARES Act Education Stabilization Fund](#)

Department of Health & Human Services

- [Intimate Partner Violence and Child Abuse Considerations During COVID-19](#)

Department of Homeland Security

- [DHS Responds to COVID-19](#)
- [CISA Information and Updates on COVID-19: Cybersecurity and Infrastructure Security \(CISA\)](#)
- [Center for Medicare and Medicaid Services](#)
- [U.S. National Institute of Allergy and Infectious Diseases \(NIAID\)](#)
- [Harvard](#)
- [Johns Hopkins](#)
- [California Department of Public Health](#)

- [County of San Diego](#)
- [County of San Diego Higher Education Website](#)

National Associations

- [AAC&U](#)
- [ACHA](#)
- [ACUHO-I](#)
- [ACUI](#)
- [ACPA - Association of College Personnel Administrators](#)
- [ALA - American Library Association](#)
- [APPA - Association of Physical Plant Administrators](#)
- [ASHRAE – American Society of Heating, Refrigerating and Air-Conditioning Engineers](#)
- [CASE](#)
- [CUPA-HR](#)
- [ESA - Event Safety Alliance](#)
- [NACUBO - National Association of College and University Business Officers](#)
- [NACUFS - National Association of College and University Food Services](#)
- [NASPA](#)
- [NAFSA](#)
- [NCAA](#)
- [NEA](#)
- [NIRSA](#)
- [SCUP](#)