



Addendum to the A.S. Guide for Returning to Work Policy as part of the Injury and Illness Prevention Plan

In July 2020, Associated Students created an A.S. Guide for Returning to Work based on the SDSU Guide for Returning to Work - For Posting 8-17-20 and guidance from San Diego County, state and federal health officials, including OSHA. The A.S. Guide for Returning to work was incorporated within the A.S. Injury and Illness Prevention Plan.

On January 9, 2024, the California Department of Public Health updated its State Public Health Officer Order. This change impacted Cal/OSHA's COVID-19 Prevention Non-Emergency Standards, in particular with respect to isolation of COVID-19 cases. Cal/OSHA's regulations took effect on February 3, 2023, and will remain in effect for two years after the effective date, except for the recordkeeping subsections that will remain in effect for three years. A.S., must continue to maintain a record of, and track, all COVID-19 cases until February 3, 2026.

Effective May 22, 2024, CDPH retired its COVID-19 Isolation and COVID-19 Testing Guidance. This change does not impact Cal/OSHA's COVID-19 Prevention Non-Emergency Standards. The State Public Health Officer Order remains in place and is unchanged from January 9, 2024.

If you are experiencing the symptoms below you should not report to work:

- 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 a fever, or any of the symptoms outlined above,

do not return to work for at least 24 hours without a fever (without the use of fever-reducing medication), after symptoms resolve.

The current SDSU [COVID-19 Isolation & Quarantine Policy](#) for employees who test positive is to remain home until they are fever-free for 24 hours without the use of fever-reducing medication and their symptoms are both mild and improving.



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.

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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 rrosos@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:

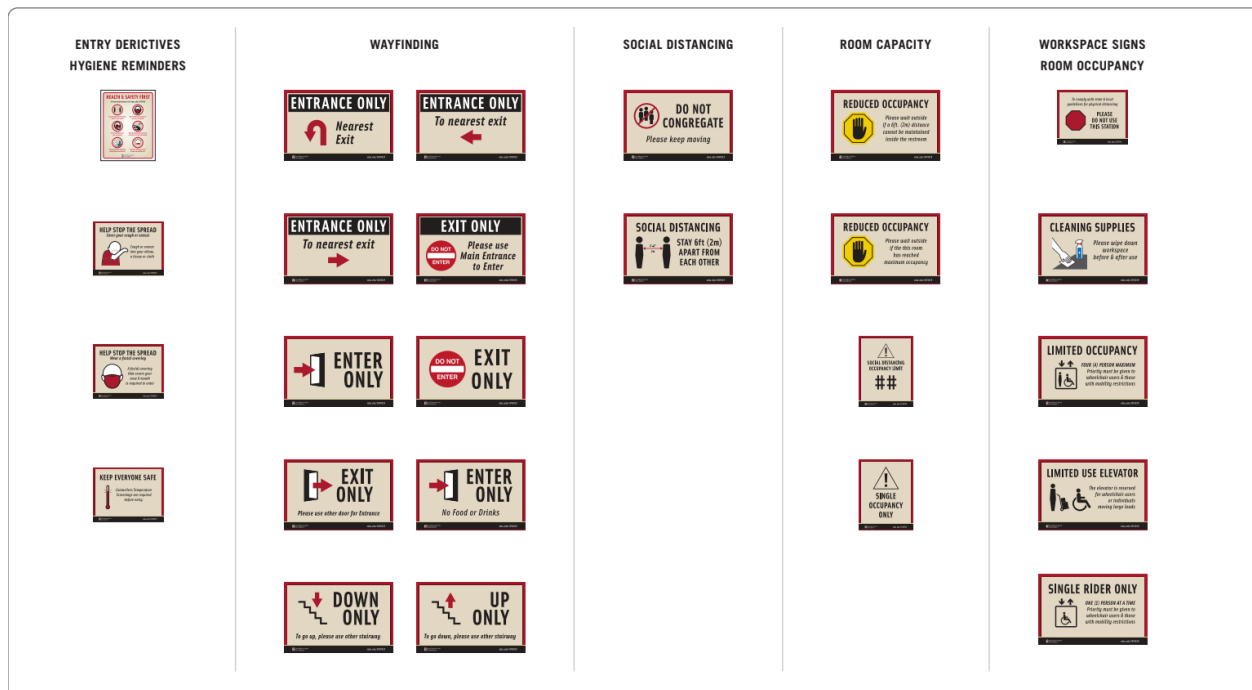
- COVID-19 symptoms and expectations for personal health, reporting for work, and the health screenings process:
 - Stay home (or leave the workplace) and notify the supervisor if symptoms develop.
 - Where to find local information on COVID-19 and local trends of COVID-19 cases.
 - When and where to 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.

<input type="checkbox"/> Fever of 100.0°F or higher	<input type="checkbox"/> Recent loss of taste or smell
<input type="checkbox"/> Chills	<input type="checkbox"/> Congestion or runny nose not associated with allergies or other known chronic conditions
<input type="checkbox"/> Cough not associated with known chronic conditions such as asthma or allergies	<input type="checkbox"/> Nausea or vomiting
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Muscle pain that is not the result of normal activities, exercise or injury	<input type="checkbox"/> None of the above
<input type="checkbox"/> Sore throat	

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](#)