

Overview

About this plan

This plan is exclusively for those departments or principal investigators who have been pre-approved for consideration of a return to in-person essential work and/or research activities. It follows [Cal/OSHA Emergency Temporary Standard 8 CCR §3205](#), CDC and CDPH guidelines and the CSUSB COVID-19 Prevention Plan in an effort to prevent the spread of novel Coronavirus (SARS-CoV-2). No on-campus work, instruction, or research is to occur until this plan has been fully approved by university leadership. Please share the completed plan so associated employees are aware of the site-specific safety procedures and infection control procedures.

Responsible Party

Department: *Student Affairs*

Buildings and Room Numbers:

Parking Structure East

Responsible Party or Principal Investigator, Name and Title:

Joe Example

Phone Number: *(909) 555-5432*

Email: *joe.example@csusb.edu*

Department Manager/Chair Name: *Dr. Susan Exhibit*

Phone Number: *(951) 555-1234*

Email: *susan.exhibit@csusb.edu*

Recommended Start Date: *Feb 20th, 2021*

Requirements

Before repopulation will be considered for approval, the submitting department must have:

1. Perform and implement a detailed risk assessment for site-specific control measures.
2. Implement individual control measures.
3. Cleaning and disinfection protocols must be implemented for work areas and shared equipment. Facilities Services disinfects classrooms between classes. High touch surfaces are disinfected multiple times a day. Custodial limits disinfection to building systems (hardware, light switches, furnishings, etc.). It is up to the department to disinfect computers and other equipment.
4. Establish maximum occupancy requirements for affected spaces.
5. Implement appropriate social distancing guidelines.
6. Offer PPE (when needed) and cloth face coverings to employees.
7. Consult the CSUSB COVID-19 Prevention Plan in the creation of your Worksite Specific Plan.
8. Before returning to the campus, all employees are required to take the "Returning to Work During COVID-19" Training through CSU Learn, and complete the [Daily Health Screening](#) through MyCoyote whenever scheduled to be on campus.

Risk Assessment

The risks of COVID-19 infection increases when employees interact with a large number of people. How would you classify the levels of contact between the employees and/or the general public?

- Lower risk - No close contact between the employees and/or the general public
 Medium risk - Close contact between the employees and/or the general public

RISK FACTOR IDENTIFICATION AND CONTROLS

COVID-19 might spread between people who are in close contact with one another. In general, the closer individuals interact with others and the longer the duration is of that interaction, the higher the risk of COVID-19 spread. Conduct a thorough worksite review and identify work activities and common areas where employees could have close contact with others. Please refer to the CSUSB COVID-19 Prevention Plan (see link above) to assist in the process. Please document these risk factors in the table below and propose proper control measures. Check all that apply.

Location/Activity	Risk Factors	Control Measures
<input type="checkbox"/> Break Room(s)	<ul style="list-style-type: none"> ▪ Space size – might not be able to accommodate all employees while maintaining 6 ft distance. ▪ Shared equipment and high touch surfaces – such as microwave, table, refrigerator, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Discontinue use of shared equipment where possible. <input type="checkbox"/> Use of disposable flatware, plates etc. single use items are highly recommended. <input type="checkbox"/> Maximum capacity. Ensure no more than maximum occupancy in the breakroom at any time (document in the social distancing plan section). <input type="checkbox"/> Extra chairs. Remove extra chairs from the room to correspond with maximum allowed capacity. <input type="checkbox"/> Staggered break time to reduce number of individuals in the break room at one time. <input type="checkbox"/> Other
<input type="checkbox"/> Conference Room(s) and/or Meeting Space(s)	<ul style="list-style-type: none"> ▪ Space size. Space might be too small for full group meetings at this time. 	<ul style="list-style-type: none"> <input type="checkbox"/> Web conference. Priority must be to conduct all meetings remotely using Zoom, Skype, Microsoft Teams, etc. In-person conference room meetings should only be considered as a last resort. <input type="checkbox"/> Maximum capacity. Ensure no more than maximum occupancy in the conference room at any time (document in the social distancing plan section). Restrict use as much as possible. <input type="checkbox"/> Extra chairs. Remove extra chairs from the room to correspond with maximum allowed capacity. <input type="checkbox"/> If conference room must be used for a meeting, limit participants to as few as possible and sanitize high contact surfaces before and after use. <input type="checkbox"/> Other

Location/Activity	Risk Factors	Control Measures
<input type="checkbox"/> Cubicles	<ul style="list-style-type: none"> ▪ Location. Cubicles are side-by-side (or close together). 	<ul style="list-style-type: none"> <input type="checkbox"/> Close/block every other cubicle if 6' social distance cannot be maintained or if a barrier between the cubicles cannot resolve the issue. Where needed, clearly mark which cubicle is to be taken out of service. <input type="checkbox"/> Relocation. Relocate employees to other offices or spaces apart from each other. <input type="checkbox"/> Staggered work schedule to minimize number of individuals in the room. <input type="checkbox"/> Other
<input type="checkbox"/> Entrances/Exits	<ul style="list-style-type: none"> ▪ Common corridor. Staff may run into each other at the entry/exit doors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Doors. Designate entrance and exit doors, where possible. <input type="checkbox"/> Schedule & Telecommuting. To lower the density in the workplace, restrict work hours onsite to a schedule that incorporates alternating days and work hours. <input type="checkbox"/> Visitors. Restrict use of space to approved occupants only (no visitors allowed) unless the department services the general public. <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Events (e.g., indoor- outdoor, distribution, drop-off, etc.)	<ul style="list-style-type: none"> ▪ Multiple people in an indoor space at one time. ▪ Exposure to large number of people within less than 6-feet for greater than 15-minutes cumulative. ▪ Handling of equipment (computers, etc.) ▪ Outdoor hazards (temperature, air quality, etc.) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> When possible conduct event outside. <input checked="" type="checkbox"/> Develop a one-way direction flow of traffic (Pedestrian and or vehicle). <input checked="" type="checkbox"/> Wear appropriate protective equipment and face coverings during event. <input checked="" type="checkbox"/> Have ample supply of face coverings, and cleaning supplies present at the event. <input checked="" type="checkbox"/> Sanitize hands and equipment as often as possible. <input checked="" type="checkbox"/> Mitigate high to low-risk tasks with task-specific protection appropriate for risk level. <input checked="" type="checkbox"/> Coordinate with Parking and Guest Services. <input type="checkbox"/> Other
<input type="checkbox"/> Instructional Areas (lecture halls, classrooms, computer labs, etc.)	<ul style="list-style-type: none"> ▪ Shared equipment/furniture ▪ Multiple people in an indoor space at one time. 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove excess chairs from the areas to meet maximum occupancy requirement. When chairs cannot be removed, mark chairs as “do not use”. <input type="checkbox"/> Other

Location/Activity	Risk Factors	Control Measures
<input type="checkbox"/> Lab Operations (academic or research)	<ul style="list-style-type: none"> ▪ Space size – cannot maintain 6 ft distance between each workstation and/or student. ▪ Shared equipment. ▪ Use of PPE in conjunction with source control procedures may introduce additional hazards. 	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum capacity. Ensure no more than maximum occupancy in the lab at any time (document in the social distancing plan section). <input type="checkbox"/> Staggered work schedule to ensure that maximum occupancy is not exceeded. <input type="checkbox"/> Close/block every other workstation if 6’ social distance cannot be maintained or if a barrier between the workstation cannot resolve the issue. Where needed, clearly mark which workstation is to be taken out of service. <input type="checkbox"/> Clean and disinfect shared lab equipment between users. <input type="checkbox"/> Have adequate stock of disinfectant supplies. <input type="checkbox"/> Have adequate PPE in addition to face coverings for the hazards present in the work area(s). <input type="checkbox"/> Assure required PPE and source control measures do not conflict or create new hazards. <input type="checkbox"/> Other
<input type="checkbox"/> Offices	<ul style="list-style-type: none"> ▪ Space size – offices may be too small for more than one person. 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule and Telecommuting. Offices that are too small for more than one person to be in safely must develop a work schedule that incorporates alternating days and work hours. <input type="checkbox"/> Other
<input type="checkbox"/> Reception and/or Waiting Areas	<ul style="list-style-type: none"> ▪ Space size – might not have enough space to maintain 6 ft distance. ▪ Waiting areas can become a gathering space for visitors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Physical barrier. Install a temporary physical barrier to separate employees from visitor entrance. <input type="checkbox"/> All visitor waiting areas should be closed. Develop a system that allows visitors to wait outside or redirect to another area where social distancing can be made. <input type="checkbox"/> Remove all visitor guest chairs from the reception or waiting area. When chairs cannot be removed, mark chairs as “do not use.” <input type="checkbox"/> Eliminate any shared items whenever possible. <input type="checkbox"/> Eliminate advertisement, pamphlets, magazines, or any items that could be contaminated, then shared. <input type="checkbox"/> Other
<input type="checkbox"/> Shared Office Equipment	<ul style="list-style-type: none"> ▪ Items shared between users. 	<ul style="list-style-type: none"> <input type="checkbox"/> Eliminate shared items where possible. <input type="checkbox"/> Clean and disinfect between each user. <input type="checkbox"/> Other
<input type="checkbox"/> Surfaces, areas, and equipment not cleaned or disinfected by Custodial	<ul style="list-style-type: none"> ▪ Potentially contaminated surfaces, although not considered primary routes of exposure may pose a risk. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and implement a cleaning and disinfection protocol for work areas. Ensure inclusion of surfaces and equipment which WILL NOT be addressed during custodial cleaning. <input type="checkbox"/> Be sure to include how you will maintain adequate cleaning, disinfection supplies, and PPE if needed.

Location/Activity	Risk Factors	Control Measures
<input type="checkbox"/> Vehicles	<ul style="list-style-type: none"> ▪ Multiple people using the same vehicle at different times. ▪ Drivers touching high contact surfaces (steering wheel, armrests, seatbelt buckles, door handles, and shifter). 	<input type="checkbox"/> Only allow one person per vehicle, unless prior approval from EH&S and/or Risk Management. <input type="checkbox"/> Assign vehicles, if possible, to only one employee <input type="checkbox"/> Shared Vehicles- One or more employees utilizing the vehicle at different times: <ul style="list-style-type: none"> • High-contact surfaces used by driver must be disinfected between drivers. • Sanitize hands before entering and exiting the vehicle. <input type="checkbox"/> Other
<input type="checkbox"/> Other	▪	<input type="checkbox"/>

SOCIAL DISTANCING PLAN

In addition to the control measures listed above, the following information shall be included in the plan to ensure proper social distancing can be maintained at the worksite. Please note that no redesigns of office modular furniture or purchases of new furniture are permitted in this plan.

- Please provide a general description of the intended activity to be conducted on campus:
Student Material Pick Up: Roughly 200 students will report to the designated campus location to pick up materials over the course of 4 hours. Students will be asked to come in 30 minutes timeframes based on first letter of last name (A-D 10:00-10:30am). Three employees will be positioned in different areas of the lobby to facilitate social distancing.
- Maximum occupancy for any approved location for in-person work and/or research is established by dividing the total assignable square footage of the location by 113 square feet. This will be calculated during plan review by Facilities Management and will be based on the room numbers listed in your worksite-specific plan submittal.

Not applicable at this time for drop-off and pick-up events as student participants will not be exiting their vehicles and only one staff member will be present to administer the activities

Location (Building/Room)	[A] Assignable Square Footage (sf)	[B] Max Occupancy (A/113)	[C] Number of people to be present	[D] Occupancy Check D=B-C	Alternative Work Schedule Needed If D<1 = Yes If D> 1 = No
e.g. ES 101	450 sf	3.98 or 3 persons	5	-2	Yes
e.g. ES 105	300 sf	2.65 or 2 persons	1	+1	No

- If the number of the employees/students onsite at one time exceeds the maximum occupancy levels, please provide alternative work schedules that will reduce the number of employees to at or below the maximum occupancy.

Not applicable at this time for drop-off and pick-up events as student participants will not be exiting their vehicles and only one staff member will be present to administer the activities.

- If the number of employees/students still exceeds the maximum occupancy after implementing alternative work schedules, please consult further with EH&S and Risk Management for additional controls.

Not applicable at this time.

- If customers and/or guests are expected in your work area, floor markings to manage lines and social distancing markers are required. Please list details of any floor markings required to maintain social distancing of customer/guest line queues.

Students will be directed to wait in their car eliminating the need for them to stand in a queue. Signs will be posted by the employee station based on the pre-arranged pick up schedule.

CLEANING, DISINFECTION, AND PPE

All cleaning and disinfecting plans must be approved by Facilities Management. It is critical that there be a clear understanding of the cleaning and disinfecting responsibilities of Facilities Management versus the responsible department. Departments may consult [“Cleaning and Disinfecting Your Facility”](#) on the CDC website for guidance.

The University will provide employees with personal protective equipment and cloth face coverings at no cost to the employees following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace. If the employees need to perform tasks with higher risk, the department should consult with EHS to identify proper personal protective equipment.

- What is the department’s disinfection plan for shared equipment and furniture between users? Please include how adequate amounts of disinfection supplies, and PPE if necessary, will be maintained. List shared surfaces/equipment and how disinfection will occur between users. For specialized equipment, consult manufacturer’s recommendation for cleaning protocols. For surface-specific disinfection guidance, contact Facilities Management.

Employees and students will be instructed to wear their own reusable cloth face coverings, but disposable face covers will need to be available. The employee will be at a station with their own equipment supplies, so cleaning between users will not be necessary. Disinfecting wipes and hand sanitizer will be provided as needed and used to wipe down items as a precautionary measure.

- If PPE is applicable in the work area, please list type and intended use in the table below.

	Personal Protective Equipment	Purpose
A	<i>Disposable face coverings</i>	<i>Backup supply incase anyone forgets to bring their own face cover</i>
B	<i>Disinfecting wipes</i>	<i>Wiping down touchable surfaces as needed and a trash bag to dispose wipes.</i>
C	<i>Hand sanitizer</i>	<i>Employee can sanitizer hands as needed</i>

- When PPE is required, please indicate how the PPE will be stored or segregated in your area? (respirators, face covering, goggles, etc.)

PPE will be stored indoors in a labeled container and will be transported to the campus site by the employee administering the event.

Person filling out this Worksite Specific Plan

Name: Cody Coyote Signature: _____
Title: Student Activities Coordinator Date: 2/24/2021

Department Chair/Manager

Name: TBD Signature: _____
Title: Director Date: 2/24/2021

EHS/Risk Management Approval:

Name: Lynniece Warren Signature: _____
Title: Executive Risk Director Date: 2/24/2021

Facilities Management Approval (For Non-Events Only):

Name: _____ Signature: _____
Title: _____ Date: _____

Special Events and Guest Services Approval (For Special Events Only):

Name: Ginny Stewart-Hattar Signature: _____
Title: Director, Special Events and Guest Services Date: 02/24/2021

Parking Services (For Special Events Only):

Name: Grace Munyiri Signature: _____
Title: Director, Parking and Transportation Services Date: 02/24/2021

College Dean/AVP Approval:

Name: TBD Signature: _____
Title: AVP Date: 02/24/2021

Associate Provost for Research Approval (For Research Only):

Name: _____ Signature: _____
Title: _____ Date: _____

Vice President/Provost Approval:

Name: _____ Signature: _____
Title: _____ Date: _____