

January 29, 2021

To: Staff

From: Vice President for Administration and Finance

Subject: Spring 2021 Staff/ Managers COVID-19 Health and Safety Requirements

**CSUSB On-Campus COVID-19 Health and Safety Requirements
For Staff and Management**

**Spring Semester 2021
Effective Through May 31, 2021**

In compliance with the [California Department of Public Health Guidance for Institutions of Higher Education](#), staff and management employees are hereby notified of the following COVID-19 safety requirements that must be strictly adhered to in order to be on the San Bernardino or Palm Desert campus, or any CSUSB off-campus center. These health and safety requirements are established for the protection of our campus community to help slow the spread of COVID-19.

There are no exemptions from CSUSB's health and safety requirements for personal beliefs or preferences. Those community members found not strictly following the requirements will be asked to comply immediately. Those who continue to not comply will be removed from university property and will not be granted permission to return until they are prepared to comply. In addition, the matter will be forwarded to Human Resources (staff/management), Faculty Affairs (faculty), and/or the Dean of Students Office (students) for potential disciplinary action.

1. COVID-19 Safety Overview Training

All employees who will be working on campus, including those who are currently classified as physically essential and hybrid essential employees, must complete the COVID-19 Safety Overview training. This training needs only to be completed one time. The 'COVID-19 Training' program can be found at the following [link](#).

2. COVID-19 Daily Health Screen

Each day on campus, employees are required to complete the **COVID-19 Daily Health Screen** assessment before entering either the San Bernardino or Palm Desert campus, or any CSUSB off-campus center. It is strongly recommended that the **COVID-19 Daily Health Screen** be completed at home before leaving to come to campus.

Details on where to locate the COVID-19 Daily Health Screen and how to obtain daily clearance to enter the campus can be found at the following [link](#).

3. Accessing the Campus

Employees are only permitted to be on campus who have been directed to perform work on campus by their immediate supervisor. All other employees who may need to pick something up from campus must receive prior approval from their appropriate dean or supervisor (one-hour limit). The dean or supervisor must communicate this approval to University Police at universitypolice@csusb.edu. Access to work on campus will not be granted for personal convenience reasons.

Employees directed to be on campus must only enter those campus facilities that they have been pre-approved to access. All other campus facilities must not be entered without prior approval.

4. Face Coverings

All campus community members are required to continuously wear a face covering over their nose and mouth when they enter any indoor campus facility. This includes all lobbies, hallways, bathrooms, break rooms, and any open office space with multiple workstations, even if there are no other individuals present. Face coverings are also required outside when physical distance of six feet or more cannot be maintained. Also, face coverings are required in vehicles on campus when there is more than one person in the vehicle.

Face Coverings Exceptions: Employees may be exempt from wearing a face covering under certain circumstances, such as those with a medical (including mental health) condition, or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. Employees seeking an exemption for wearing a face covering should contact the Human Resources Office at 909/537-5138.

While employees are encouraged to bring a personal face covering to work, they will be provided upon request at the Parking Information Kiosk at University Parkway.

5. Entering and Exiting Campus Buildings

All campus building exterior doors will always remain locked, except for academic buildings that are pre-approved for on-campus instruction. Exterior doors for on-campus instruction will be unlocked 30 minutes prior to the first course of the day and will be locked 30 minutes after the last course of the day concludes. All doors remain operable to exit the building at all times.

To encourage social distancing and minimize person-to-person contact, campus buildings that are designated for instruction will have designated “Enter” and “Exit” doors. The campus community is encouraged to follow the directional flow of the building, even if it requires longer walks to get to their destination.

Where possible, campus stairwells may also be designated for specifically “up” or “down” traffic. The campus community is encouraged to follow the directional flow of stairwells to minimize person-to-person contact.

6. Elevator Use

Employees are encouraged to use building stairwells instead of elevators. Elevator use should be prioritized for individuals with mobility impairments. Elevator occupancy will be limited to no more than 2 riders at a time, with markings on the floor to support social distancing. Additional riders must wait until the elevator is available within these limits.

7. Public Restroom Use

All campus public restrooms will have a maximum occupancy posted on the door to achieve social distancing. Demand for the restroom that exceeds maximum occupancy will require waiting for occupants to leave before entering. Social distancing wait lines will be established on the floor outside the restroom.

8. Personal Hand Hygiene

Frequent and thorough hand washing with soap and water, for at least 20 seconds, remains a critical health and safety strategy to protect yourself and others from the spread of COVID-19. All hand air-dryers in restrooms have been rendered inoperable and replaced with disposable hand towel dispensers. Hand sanitizer stations will be available at building entrances and high-traffic areas, but should only be used when hand washing is not possible.

9. COVID-19 Reporting Requirement

CSUSB has established protocols for reporting positive tests of COVID-19. If you have tested positive, or become aware of a member of the campus community who has tested positive, please follow the appropriate notification processes:

- **For COVID-19 Positive Students** - Please notify the campus Infectious Disease Response Team overseen by the Student Health Center by emailing IDRT@csusb.edu to report a positive test result. Students can also call Beth Jaworski, Executive Director of Health, Counseling, and Wellness, at 909-537-5185 [for](#) further information. Call the Student Health Center at 909-537-5241 for instructions on self-care or to make a telehealth or in-person appointment. Acutely ill students should seek medical care from a healthcare provider in their area.
- **For COVID-19 Positive Employees** - Please notify Risk Management by emailing riskmanagement@csusb.edu. Employees should seek medical care through their regular health care providers.

Facilities Management custodial teams will focus on disinfecting high-touch and high traffic areas (entrances, hallways, elevator buttons, and lobbies) in occupied buildings on a daily basis. Products used for surface disinfection will meet the EPA criteria for use against COVID-19 and be applied as directed for maximum efficacy.

COVID-19 Prevention Plan

In compliance with the latest California Division of Occupational Safety and Health (Cal/OSHA) requirements, CSUSB has adopted a draft CSUSB COVID-19 Prevention Plan, which can be found at this [link](#).

Employees with questions about the CSUSB On-Campus COVID-19 Health and Safety Requirements should direct them to their supervisor for clarification.

Due to the fluid nature of the COVID-19 pandemic, CSUSB health and safety requirements are subject to change. It is important for the campus community to stay connected to the latest campus information through the csusb.edu/covid-19 website.

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