

Humboldt State COVID-19 Prevention Plan

The purpose of this plan is to outline the strategies and guidelines for the campus community to reduce the risk of contracting COVID-19 while employees are engaged in essential on campus activity. This plan and the guidelines set forth should be followed at all times when campus activities are being reinstated and expanded. Some of the plan is related to campus policy and other parts are general guidelines where the desired outcome can be accomplished various ways and some are considerations to made to achieve a desired outcome. Following these guidelines does not guarantee that COVID-19 infection cannot occur if there are activities involving multiple people on campus, but it does actively reduce risk to students, faculty, staff, and the public.

Unless the hazard can be eliminated, the primary mechanism for Humboldt State University (HSU) to reduce the risk of acquiring COVID-19 infections while on campus, will be social distancing. That means that any position in which telecommuting is possible, (which eliminates the hazard) is ideal and will be the preferred mechanism for delivery of services related to that position. All positions required to report on campus must demonstrate why that function cannot be conducted remotely. Some positions may be able to report remotely part-time, thus reducing the time required to be on campus, which is also an effective administrative control and will reduce potential exposure.

All employees reporting to campus will have some risk of exposure to COVID-19 even after partial repopulation occurs. Those employees that do not share an office space and whose only risk for exposure occurs through utilizing other campus facilities such as restrooms, breakrooms and who use shared office equipment, are not required to submit a Job Hazard Analysis(JHA). Those employees are designated as low risk employees and will be required to follow all general campus mitigation strategies to manage those risks. The supervisor checklist, which is required to be submitted for **all employees** returning to campus, will document the risk assessment and determine if a JHA is required.

For employees with greater than general risk, as identified by their supervisor via the checklist (shared office space, customer service positions, face-to-face instruction (course safety plan required NOT JHA), employees who work directly with other employees etc... there must be protocols developed through the mechanism. To identify such protocols, the JHA will help identify points in various tasks conducted by employees, where a direct (person-to-person) exposure risk can occur as well as indirect exposure (person-to-object) via fomites, which are inanimate objects that may carry sufficient viral loading to cause infection through contact and helps identify the necessary supportive means to achieve further hazard reduction.

All classes that were granted the exemption from the Chancellor's Office to return for face-to-face (F2F) instruction must do so in a way that minimizes risk and maximizes safety to the extent possible for the instructors and the students. Each course which will meet face-to face or in a Hybrid capacity must have an approved course safety plan, which includes baseline COVID mitigation strategies in addition to any specific mitigation methods that must be implemented as identified through the hazard assessment.

Social Distancing Guidelines

Providing for safe physical distance (“social distancing”) from one another is essential in preventing the spread of COVID-19. Given the nature of the work at HSU, social distancing guidelines may be hard to adhere to at times, however there are tools, which can be used to provide physical reminders, and behavioral modifications to ensure safe distances between people.

- Stay at least six feet (two arms’ length) from other people.
- Do not gather in groups and stay out of crowded locations
- Follow all campus signage and markings

Conference Rooms and Break Rooms and stores

- The number of people allowed in a space shall be determined based social distancing guidelines
 - Only face-to-face instructional activities are exempted from the public health restriction on maximum number of attendees.
 - All other on campus gatherings of people will follow PH guidelines on maximum number of attendees, which may also include certain public spaces on campus like markets and other business service establishments.
- Virtual meetings are strongly encouraged and there may be only specific times when any in-person gatherings are allowed to occur, pay close attention to the county’s current threat level i.e. yellow, orange, red etc...
- Place signs on chairs to indicate where NOT to sit if there is a waiting area and in the meeting space. You may also turn chairs around to help indicate where not to sit.
- The organizer of meeting is responsible for the sanitization of the space i.e. wipes down shared surfaces such as door handles, light switch, table, chair armrests, and computer equipment, etc. prior to meeting and after the meeting
- Limit use/number of people in breakrooms/kitchenettes to allow for six feet of social distancing at all times.
 - The maximum occupancy for each space should posted on the outside of the door, if it is not present, assume it is one person and do not enter unless the room is empty.
- Employees should wipe down counters, refrigerator handles, and other common use items prior to each use (coffee machines, microwaves, etc.)
- Consider implementing a break room user schedule; create an extended or flexible lunch period to accommodate. The break rooms should only be used for heating food or storing food in the refrigerator, it is not be used for washing dishes or for eating.
- Plates, cups and other reusable eating implements must not be washed onsite. Employees should bring their own utensils to and from home and should not leave them or wash them in the break room. The break room may offer/house disposable utensils, but they may not be washed or re-used onsite.

Office areas

- As campus begins to re-populate employees who have workstations within six feet of each other must be re-arranged, physical barriers like cubicle walls are not sufficient barriers.

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

- Acrylic or other physical barriers for front desk staff may be provided if person to person contact needs to occur or if six feet of distance between a visitor and front desk staff cannot be maintained (EH&S must approve prior to order and installation).
- Do not approach too close to a colleagues work station, be mindful even if there are no physical reminders
- If there is a seating area, arrange seating inside the office to be six feet apart. Place “Do Not Use” (or similar) signs on seats not to be used or turn chairs around.
- For people who may need to wait in line, place social distancing floor markings outside of the office in the hallway to indicate appropriate social distance between persons. Continue floor markings outside buildings (or service area) if necessary.
- Place signs on or outside the door to indicate your process: i.e. “please wait here until next available seat is open”
- Encourage virtual meetings and counseling rather than in person.
- Common areas and items such as doorknobs, light switches, etc. should be sanitized by a designated user of the space at the beginning, middle, & end of each shift.
- For a small shared office, if six feet of social distancing is not feasible arrange for alternate work shifts so two or more people are not present at the same time

Classrooms

- Classrooms use for face-to-face classes have been re-evaluated to allow for social distancing. Each class used will have a new maximum occupancy and class sizes must be dramatically reduced (class mock-up examples can be found on campus ready). If a space you intend to occupy (class or research space, studio etc...) has not been evaluated, please contact facilities management.
- A certain amount of chairs/desks/lab bench workstations must be marked off in some way to remove them from use in order to maintain six foot of social distancing.
- All classes will have their own specific sanitation protocol identified in their course safety plan

Labs/shops/Other

- Also need to be re-evaluated to allow for social distancing and may need to be reduced
- A certain amount of chairs/desks/lab bench workstations must be marked off in some way to remove them from use in order to maintain six foot of social distancing.
 - All work done in these spaces outside of a face-to-face course will need to submit a JHA
- Consider the need for a physical barrier if lab demonstrations or other activities require students to come within six feet of the instructor or each other, as approval is needed and may take some time to install
 - Partner work will need to be modified.
- Lab stockroom service counters should be sanitized throughout the day while in use and floor markings placed at six feet spacing for persons in the wait line.
- Spaces for other types of activities like athletic practice, choir, music practice etc...may need to be evaluated on a case-by-case basis and may have specific regulatory guidelines around those activities.

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

- Door handles, counters, desks, etc. plus shared equipment must be sanitized by the designated entities prior to each activity.
 - Disinfection protocols appropriate for the type of activity may be integrated into the clean-up portion of each lab, fieldwork activity, or practice (end-user disinfection).

Hallways/Stairwells/Buildings

- Here are some planning considerations to reduce risk in common areas
 - Stagger classroom use to spread out occupied classrooms and allow for sanitizing. Suggested methods to consider staggering: by mapping, odd/even classrooms #s, floors, etc... Examples could be: using classrooms at opposite ends of the building, only using some of the odd number classrooms on designated days and some even numbered rooms on the other days, or using certain floor's classrooms on any given day.
 - Stagger class beginning and end times to reduce foot traffic in building and on campus walkways.
 - Provide for fewer classes per day to allow for user cleaning between classes.
 - Classrooms with two doors: Route incoming students through one door and outgoing through the other to avoid close contact.
 - Reduce close contact by controlling building ingress and egress by designating specific doors as the entrances and others as exits. (Exception during emergency evacuations).
- Stairwells will be marked to limit people passing face to face.

Elevators

- In most cases only one person at a time should be in an elevator car
 - Elevators where more than one rider can be present will be indicated
 - Riders should stand in opposite corners of the elevator to maximize distance.
- Floor dots or other markings may be placed inside elevators to remind riders to social distance.

Rest Rooms

- Signs will be on outer doors reminding of six feet of social distancing and proper use of bathroom space
 - Do not enter if maximum occupancy is exceeded
 - People may need to count feet
 - Some bathrooms(ones with two stalls) may only allow one person safely, so people may wait on the marking outside or may return to check back later
- Hand-washing postings should be in place.
- Sinks, stalls and urinals will be blocked off to provide for six feet of social distancing.

Vehicles, Carts, Shuttle Buses, etc...

- Carts and other two seat University-owned vehicles, only one person per vehicle allowed.
 - Unless short duration trip drop off of person and equipment in an open aired cart only
- SDRC van should only allow one person per row every other row, solo trips are to be prioritized whenever possible.

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

- Buses and other vehicles which are designed to haul multiple individuals will need to be individually evaluated by EHS and Risk Management.

University Housing

- All rooms are single occupancy
 - Single restroom should be accommodated if occupancy allows
 - No dining in unless allowed by County threat level
- All other housing issues are addressed in congregate living specific plan and not spelled out in this plan.

Physical Barriers

It is not always possible to maintain the 6 foot separation between employees and students at some workstations, counters, and lab/work benches, as well as some public service functions. When this situation is present, there are times when a physical barrier, which is a form of engineering control or some other physical reminder, is best means of ensuring individuals are protected.

- An example of a physical barrier is a clear “Plexiglas” or acrylic barrier, which is placed between a customer and employees or between lab benchtops.
 - Requires EH&S approval and assessment of need
- A behavioral reminder such as floor markers or personal spacing disks should be placed in areas where lines may form or people may be required to wait.
- Physical barriers are to be used for brief interactions between individuals such as during transactions or for brief demonstrations during a face-to-face course and are not intended to erected to facilitate close proximity for long periods of time.

PPE and Face Coverings

Face coverings

Face coverings are required to be worn at all times when at the University. When indoors, face coverings are required at all times, unless an employee is in his/her own private office with the door shut. Outdoors they must be worn at all times when adequate distancing cannot be maintained. Specific events (should they be allowed at certain times based on County threat level), may require face coverings outdoors regardless of the ability to distance. Contact EH&S if you have questions about other single occupancy type spaces and whether removal is allowed.

Cloth face coverings are not surgical masks or N-95 respirators, as those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders. Face coverings are designed to protect the public from the wearer; their use in large numbers can slow the spread of the virus from those who are infected, but are asymptomatic or pre-symptomatic. They can be homemade or commercially purchased, but must have two layers of cloth, filters places between the layers is preferred.

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

They are often referred to as PPE, but are not PPE by OSHA's definition. Medical exemptions to the requirement for use, can be requested through HR. The alternative use of an acceptable face shield (one that is tucked or draped) must be approved by EH&S (unless it is being worn as a medical exemption).

Eye Protection

Outside the medical community, eye protection is not typically needed to protect workers and/or the public from the virus. However, when social distancing between workers and students cannot be maintained while working or collaborating, eye protection can add another layer of protection to the wearer to prevent droplets from contacting the eye. Eye protection can be:

- Face shields
- Safety glasses

Masks

N95 and surgical masks should be reserved for medical and emergency responders use due to the high demand and short supply in existence of these masks. There are few exceptions to this rule as the University has and will continue to have a limited, inventory of these masks.

- Where social distancing is not possible and there will be prolonged and/or repeated contact with employees and/or the public.
 - In this case, N95's will be decontaminated and reused where possible.
- Where the hazard of the job is not COVID related, but the hazard warrants the use of an N95 to protect the employee from exposure.
- Departments should consider keeping a small cache of disposable surgical masks (or cloth coverings) in case a student forgets his/or her cloth covering. This should not occur often and should be managed appropriately if it does.

Gloves

Misuse of gloves can often lead to spread of contamination. Wearing gloves does not negate the requirement to wash hands. There are certain conditions where wearing gloves is appropriate.

- Handling items, which have had significant contact and cannot be sanitized prior to touching. Examples would be money, mail, packages, and similar items.
 - Follow EH&S glove guidelines for more information
- Close contact with potentially contaminated surfaces
- Where chemical exposure is present, (campus is not supplying departments with gloves for chemical use unless it is for disinfecting chemicals i.e. general lab work).

Training

All employees reporting to campus and students, including student assistants are required to take COVID-19 safety training. EH&S has partnered with HR to create an HSU specific COVID-19 safety Guidelines training, which summarizes some of what is discussed in this plan, including HSU's hazard identification and mitigation strategy, disinfection information and covers all of the basic COVID-19

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

mitigation strategies around face coverings, social distancing and hand hygiene. The training is updated as needed to include changes and/or updates to CDC and PH guidance.

Disinfection Plan

Humboldt State University has both location and activity based disinfection strategies to ensure that all classrooms, restrooms, high touch surfaces and spaces occupied by employees engaged in essential operations are disinfected frequently and thoroughly. Custodial services has baseline disinfection services that are employed throughout campus using the technique most effective for those locations, including electrostatic sprayers, which use EPA approved disinfectants.

Activity based disinfection is carried out by a hazard analysis of the activity occurring. If the analysis determines that more than one person will touch a surface (shared), this is identified as a hazard (indirect COVID hazard) which requires a mitigation measure (disinfection). Therefore, each activity occurring has its own disinfection strategy, related to the hazards analysis conducted for that activity. If an employee who is reporting to campus does not touch shared surfaces, they must only be responsible for hand hygiene and not touching their face.

Employees who touch any type of shared surface are provided sanitizing materials to ensure that they are disinfected before and after coming into contact with those surfaces, to reduce the risk of disease spread. All employees coming to campus are trained on the expectation that this will occur.

All face-to-face courses have their own specific disinfection plan, which relates to the activities occurring in the class.

All computer labs have disinfecting wipes and signage communicating to users that they are expected to wipe down the computers before and after use. Sanitizing wipes are provided throughout campus at discreet locations for use by students, staff and faculty as needed.

Additional Information and Key Contacts

Humboldt State has identified a COVID Coordinator, who will be responsible for providing a conduit between HSU and local public health officials, as well as updating the Chancellors Office (CO) on the information identified as being reportable to the CO. The COVID Coordinator will collaborate with the Student Health Center, EH&S and Facilities Management (FM) as necessary when cases of COVID are present at HSU. The coordination with specific departments within HSU will help track and document areas that require enhanced cleaning by FM, initiate the appropriate illness investigation by EH&S (which may require updates to this plan), and initiate appropriate regulatory reporting and employee notification, which is conducted by Human Resources.

In addition to this plan, Humboldt State University created a Campus Ready website, which is a single source of all of the main policies and procedures related to COVID-19. The website targets students, staff, and faculty and provides information related to each demographic, in addition to general information related to required wellness checks by anyone visiting campus and other COVID-19 control

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

measures, like what to do if someone contracts COVID-19 or fails a wellness check, and key contact information. For more information got to <https://campusready.humboldt.edu/>

IIPP COVID-19 Addendum

A COVID-19 addendum has been drafted by Risk Management and Safety Services (RM&SS) to be included into each department's specific Injury & Illness Prevention Program (IIPP) as required by CalOSHA Title 8, Section 3205 Emergency Temporary Standard. This IIPP Addendum may also require updates as determined by CDC, State Agency, and Local Public Health guidance as the COVID-19 global pandemic evolves and more information becomes available.

The purpose of the COVID-19 addendum is to lay out the responsibilities and mitigation strategies for every Humboldt State department to follow during the Covid-19 pandemic including, specific training requirements, the hazard identification, where to report concerns and inspections.