COVID-19 Prevention Plan
Updated 2021

Overview and Scope

Since the beginning of the pandemic, Cal Poly Humboldt has implemented protective measures to ensure the safety of a job, process, or activity by first trying to prevent or eliminate hazards whenever possible.

Following the hierarchy of controls, to eliminate the COVID-19 hazard, the University first closed campus and shifted to virtual operations with only “essential workers” reporting to campus to keep facilities operational and care for animals. As the pandemic evolved and on-campus activity increased, employees who returned to campus were required to fill out a supervisor checklist, which helps determine if an activity has the potential for a COVID-19 hazard. In some cases, a Job Hazard Analysis was completed to document which control mechanism that would be used to reduce that hazard.

As we have learned more about the transmission of COVID-19, implemented the CSU vaccination mandate, and changed social distancing requirements, people reporting to campus are now required to complete a “hazard assessment and required certification of understanding” form. This process is to make sure employees, some students and routine visitors who come to campus are up-to-date on all campus-wide control measures. If employees feel their on-campus activity has a higher hazard, they may request an individual assessment by Environmental Health & Safety (EH&S).

All in-person courses have a course safety plan associated with their course activity; however, any volunteer, service learning or university-related activities in the local community follow the policies of the placement location. Field trips may be required to be reviewed and approved separately to ensure they meet minimum COVID-19 prevention strategies and align with campus policies. Research on and off campus may have additional requirements. EH&S will be engaged to determine the appropriate strategy.

To date, the University has implemented several measures to mitigate the spread of illness. For example, increasing ventilation rates (the amount of outside air exchanged for inside air) alone is not enough to protect people from COVID-19. However, it can be effective when used in conjunction with other mechanisms, like requiring vaccination, which reduces the likelihood that large numbers of infected individuals would be in one space at the same time, AND universal masking, which reduces the amount of concentrated aerosols in a space.

The following is a summary of the safety measures being employed by the university:

Engineering Controls

- Cal Poly Humboldt is requiring everyone who reports to campus to get vaccinated or receive an approved medical or religious exemption.
- Onsite testing and vaccination clinics.
- Ventilation in buildings that have centrally managed air (most buildings on campus) meet and or exceed air exchange rates for the room use and size. This has been verified by our Facilities Management building service engineers.
- Filtration in buildings that have centrally managed air have been equipped with at a minimum MERV 14 filters, which effectively remove COVID-19 aerosol particle sizes.
- Routine cleaning following CalOSHA and CDC guidelines
- Enhanced cleaning (disinfection) following COVID-19 positive cases on campus
- Ensuring isolation of COVID-19 positive residents in Housing
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Administrative Controls

- Hybrid work schedules and Hyflex classrooms to accommodate in-person work and telecommuting/remote learning to reduce the number of occupants in a workspace or classroom at the same time.
- Social distancing where required by regulations or employed to reduce the likelihood of exposure as determined through specific hazard assessments.
- Considering Universal masking regardless of vaccination status while indoors on-campus to create a safer environment during levels of high community transmission.
- Event planning guidelines to ensure relevant risk level COVID-19 prevention strategies are addressed, including minimizing the number of occupants, reviewing the ventilation capability of a proposed space, providing guidance around food consumption, and addressing any additional disinfection that may be required.
- Providing testing for work related direct contacts or symptomatic employees.
- COVID-19 case management, including reporting guidelines for positive cases, and Illness Investigations and exposure notifications.
- Isolation of positive employees and following stringent return to work guidelines that are the most protective (requiring a negative test for early release or a 10 day isolation).
- The continued use of pandemic management groups for effective strategizing and planning including the Emergency Operations Center, The Focused Instructional Transition Team, and Advanced Planning.
- Safety review of special plans and projects.
- Contractor and vendor safety requirements.
- University specific training with the latest information, on-campus procedures, and regulatory requirements.
- Process and investigation procedures, including disciplinary measures for failure to report testing positive for COVID-19.
- “Health and Safety Hold” process for failure to get vaccinated or receive an exemption.
- Creation of an “Outbreak Committee” to respond to outbreaks as defined by CCR Title 8 section 3205.1.

Personal Protective Equipment

- N95s are offered to all employees who wish to use them during their on campus work and who are required to wear them for certain positions.

Additional Information and Key Contacts

Cal Poly Humboldt has identified COVID Coordinators, who will be responsible for providing a conduit between CPH and local public health officials, as well as updating the Chancellor’s Office (CO) on the information identified as being reportable to the CO. The COVID Coordinator may collaborate with the Student Health Center, EH&S, Human Resources (HR) and Facilities Management (FM) as necessary when
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cases of COVID are present on campus or at locations where university activities are being conducted. The coordination with specific departments will help track and document areas that require enhanced cleaning by FM, initiate the appropriate illness investigation by EH&S to determine potential workplace exposures for which notifications are required and, if necessary, document the origin of illness for the purposes of exclusion pay. This information will also initiate appropriate regulatory reporting which is conducted by HR.

In addition to this plan, Cal Poly Humboldt 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 self-checks by anyone visiting campus and other COVID-19 control measures, like what to do if someone contracts COVID-19 or fails a wellness self-check, and key contact information. For more information, go to https://campusready.humboldt.edu/