

# COVID-19 Prevention Plan

## Updated 2021

### Overview and Scope

Since the beginning of the pandemic, Humboldt State University 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 other HSU-related activities in the local community follow the policies of the placement location. Field trips are 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 HSU:

#### Engineering Controls

- HSU 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
- 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.
- Universal masking regardless of vaccination status while indoors on-campus to create a safer environment for all and ensure compliance with regularly required masking requirements.
- Designated eating areas where all individuals regardless of vaccination status must remain socially distanced.
- Event planning guidelines to ensure all 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.
- Surveillance testing for all individuals with an approved medical or religious vaccination exemption.
- COVID-19 case management, including reporting guidelines for positive cases, and Illness Investigations and exposure notifications.
- 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 Committees.
- Safety review of special plans and projects.
- Contractor and vendor safety requirements.
- HSU 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. Holds are also placed if employees or students fail to get their required weekly testing completed.
- Process for reporting non-compliance with face mask policies, including in F2F classes.
- Disciplinary measures for failing to comply with the face cover mandate.
- 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

Humboldt State has identified COVID Coordinators, who will be responsible for providing a conduit between HSU 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 at HSU. 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, Humboldt State 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/>

### **Injury & Illness Prevention Program COVID-19 Addendum**

A COVID-19 addendum will be drafted by Risk Management & Safety Services (RMSS) to be included into each department's specific Injury & Illness Prevention Program (IIPP) when required by CalOSHA Title 8, Section 3205. This IIPP Addendum may also require updates as determined by CDC, state agencies, and local Public Health guidance as the COVID-19 global pandemic evolves and more information becomes available.

The addendum will provide the responsibilities and mitigation strategies that all Humboldt State departments must follow during the COVID-19 pandemic if it becomes an ongoing consideration. It will also include specific training requirements, any required hazard identification processes, where to report concerns, and inspection requirements.