

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



**California State University, Chico**

**The Department of Environmental Health  
and Safety**

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**COVID-19 Injury and Illness Prevention Program and Record of Revisions**

<b>Revision</b>	<b>By</b>	<b>Date</b>	<b>Description of Revision</b>
	HCL	02-09-21	Created COVID-19 IIPP

**Legend:**

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## **1.0**

## **Policy**

It is the policy of California State University, Chico to maintain, insofar as can reasonably be expected, a campus environment for faculty, staff, students and visitors that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. CSU Chico also requires compliance where the word "shall" is used and offers guidance when the word "should" is used.

### Authority

California Code of Regulation Title 8, Section 3205-3205.4 - COVID-19 Prevention

California Labor Code Section 6409.6 - Imposes COVID-19 Workplace Exposure Notice Requirements

### Scope

This Program applies to all CSU Chico employees, students, and visitors who come on campus with the exception of those employees covered under the Aerosol Transmissible Disease Infection Control Plan. (At this time, only specific WellCat Health Center and Facilities Management and Services employees are covered under the Infection Control Plan.)

## 2.0

## Definitions

### COVID-19

Coronavirus Disease is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

### COVID-19 Case

Means a person who:

- a. Has a positive “COVID-19 test” as defined in this Section; or
- b. Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
- c. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the local health department.

### COVID-19 Exposure

Means being within 6-feet of a COVID-19 case for a cumulative total of 15-minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this Section. This definition applies regardless of the use of face coverings.

### COVID-19 Hazard

Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

### COVID-19 Symptoms

Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

### COVID-19 Test

A viral test for SARS-CoV-2 that is:

- a. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- b. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

## Face Covering

A tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

## High-Risk Exposure Period

The following time period:

- a. For persons who develop COVID-19 symptoms: from 2-days before they first develop symptoms until 10-days after symptoms first appeared, and 24-hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- b. For persons who test positive who never develop COVID-19 symptoms: from 2-days before until 10-days after the specimen for their first positive test for COVID-19 was collected.

## Workplace/Worksite/A Specific Place of Employment

### Exposed Workplace:

Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes, but is not limited to, the “worksite” of the COVID-19 case.

### Worksite:

The building, store, facility, agricultural field, or other location where a worker worked during the infectious period.

Does **not apply** to buildings, **floors**, or other locations of the employer that a qualified individual did not enter.

### A Specific Place of Employment:

The building, store, facility, or agricultural field where an employee performs work at the employer’s direction.

Does **not include** the employee’s home or residence

## 3.0

## Purpose

The purpose of this Program is to outline the procedures to identify potential COVID-19 exposure hazards and mitigate these hazards to prevent the spread of COVID-19 on campus. The California Code of Regulations Title 8, Section 3507, requires that the CSU, Chico establish, implement and maintain an effective, written COVID-19 Prevention Program. This written Program is a centralized and comprehensive list of resources for our campus community. This written Program will include processes and information regarding COVID-19 Prevention as it relates to our campus. The primary goals of this written COVID-19 Prevention Program are to communicate the processes related to:

- Identifying and Using the System for Communicating
- Evaluation and Identification of COVID-19 Symptoms
- Investigating and Responding to COVID-19 Cases
- Evaluation and Correction of COVID-19 Hazards
- Training and Instruction to Employees
- Physical Distancing
- Face Coverings
- Cleaning and Disinfecting
- Reporting, Recordkeeping, and Access
- Exclusion of COVID-19 Cases from the Workplace
- Return to Work Criteria

## 4.0

## Communicating

### 4.1 Reporting

The University asks employees to report any symptoms, exposures, or positive test results to the COVID-19 Hotline (530) 898-2222. Employees can also report COVID-19 symptoms and test results by emailing the COVID-19 Hotline email. Employees should feel free to contact the COVID-19 Hotline without fear of reprisal.

University employees, with a medical condition or other condition that puts them at increased risk of severe COVID-19 illness, are encouraged to work with their supervisors and their appropriate Human Resource department, and can do so without fear of reprisal, to ensure that telecommuting or a form of leave is available to them. The Human Resources website at <https://www.csuchico.edu/hr/covid-19/index/shtml> has information available for employees to review.

### 4.2 Testing

Free COVID-19 testing is available in Butte County. Information on the testing process and locations is available to employees on the CSU, Chico COVID-19 News and Information web page at <https://www.csuchico.edu/coronavirus/index.shtml>

Testing is required as part of a potential exposure and is communicated as part of the exposure investigation process completed by WellCat Services. During this exposure investigation, the WellCat Services staff will explain the consequences of a positive test to the employee.

### 4.3 Training

The University has communicated COVID-19 hazards, policies and procedures to its' employees, other employers, persons and entities by providing on-line training, emailed announcements and through various web pages. On-line training is required to be completed by all employees and students coming to campus.

- The University's policies and procedures are available at: <https://www.csuchico.edu/coronavirus/index.shtml>
- For the entire campus community and in more detail for faculty and staff at: <https://www.csuchico.edu/coronavirus/index.shtml>

## **5.0 Evaluation and Identification of COVID-19 Symptoms**

Employees can report any unsafe practice or condition to the Department of Environmental Health and Safety (EHS) at (530) 898-5126, the [ehsadmin@csuchico.edu](mailto:ehsadmin@csuchico.edu) email, or reaching out to any Environmental Health and Safety staff member. In addition, employees and their representatives can participate in the evaluation and identification of COVID hazards through the Campus Health and Safety Committee's quarterly meetings.

### **5.1 Evaluation**

Employees are required to conduct symptom monitoring (self-screen) every day before coming to campus. Employees must be free of any symptoms potentially related to COVID-19.

Employees experiencing any COVID-19 symptoms, should contact their supervisor and the COVID-19 call center (530-898-2222) immediately and will not report to campus.

### **5.2 Identification**

Upon notification of an employee affected by COVID-19, the WellCat Health Center opens a case tracking file and begins the process to determine the required and appropriate steps needed to ensure risk to other employees is reduced.

The University has two primary websites to inform the campus community:

- The COVID-19 News & Information site at: <https://www.csuchico.edu/coronavirus/index.shtml>
- The COVID-19 Faculty, Staff & Manager Resources site at: <https://www.csuchico.edu/hr/covid-19/index.shtml>

The Return to Campus Guidelines and Expectations, Return to Campus Request Forms, COVID-19 Hotline, and other key information is contained on these sites.

## **6.0 Investigating and Responding to COVID-19 Cases**

University employees are requested to call the COVID-19 Hotline when experiencing COVID-like symptoms, have tested positive for COVID-19, or have been around someone who has tested positive for COVID-19.

### **6.1 Investigation**

The University's WellCat Health Center conducts investigations related to COVID-19 cases. They work with the employee, supervisor(s), and the Butte County Department of Public Health to receive information related to the case status.

When the case status is initially determined, the WellCat Health Center contacts the Department of Environmental Health and Safety to appropriately determine the affected areas.

The WellCat Health Center conducts a thorough contact investigation to determine all required information, to establish locations, and potential contacts.

### **6.2 Responding**

The Worker's Compensation and Benefits Office notifies the affected individuals in writing. The Department of Environmental Health and Safety notifies the labor representatives and affected contractors.

The Worker's Compensation and Benefits Office shares employee benefit information with employees at the time of their potential exposure and informs the employee(s) where to obtain free COVID-19 testing.

The Department of Environmental Health and Safety, in conjunction with the WellCat Health Center, investigates the nature of the COVID-19 case to determine if workplace conditions could have contributed to the risk of exposure.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer shall be provided in a manner that ensures the confidentiality of employees. This does not apply to the State of California or Butte County Public Health.

All medical and personal identifying information is kept by the WellCat Health Center in accordance with federal, state and local Health Insurance Portability and Accountability Act (HIPAA) laws. Information is shared with the Butte County Department of Public Health and Human Resources as needed.

## 7.0

## Exclusion of COVID-19 Cases

### 7.1 Limiting COVID-19 in the Workplace

The WellCat Health Center, in conjunction with Butte County Public Health, determines the quarantine period for employees. This period is conveyed to the employee, their supervisor, and the Human Resources Department. Employees and supervisors are instructed that the employee cannot return until their quarantine period is over.

The Campus Response to COVID-19 Cases, Exposures Involving Employees is available:

<https://www.csuchico.edu/coronavirus/employeeerresponse.shtml>

Several benefit and leave options have been provided to ensure employees excluded from work, due to a COVID-19 positive, exposed or suspected exposure, receive their earnings, maintain seniority and all other employee rights and benefits and return to their former job status. Employee Resources for Faculty, Staff and Managers is available on the CSU, Chico Coronavirus information webpage:

<https://www.csuchico.edu/coronavirus/index.shtml>. All of the aforementioned information is provided to the employee, by a Leave's and Worker's Compensation representative, at the time he/she is notified of the requirement to quarantine.

The Human Resource Center Benefits webpage provides extensive information regarding the virtual processes for Benefits which was developed in response to COVID-19.

Information for COVID-19 related benefits which employees may be entitled to under applicable federal, state or local laws is available via the Human Resource Service Center webpage:

<https://www.csuchico.edu/hr/covid-19/index.shtml>

### 7.2 Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms shall not return to work until:

- At least 24-hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- COVID-19 symptoms have improved; and
- At least 10-days have passed since COVID-19 symptoms first appeared.

The WellCat Health Center, in conjunction with Butte County Public Health, determine the quarantine period for employees. This period is conveyed to the employee, their supervisor, and Human Resources. Employees and supervisors are instructed the employee cannot return until their quarantine period is over. University employees are not required to demonstrate a negative COVID-19 test prior to returning to work.

Information regarding the Return-to-Work for Employees who have been exposed or who have tested positive is available: <https://www.csuchico.edu/coronavirus/employeeerresponse.shtml>

In the event the University needs an employee who would normally need to be quarantined to report to work, the University will contact Cal/OSHA to seek permission as allowed by the regulations.

## **8.0 Evaluation and Correction of COVID-19 Hazards**

The University has developed the Return to Campus Guidelines (<https://www.csuchico.edu/hr/covid-19/return-to-campus-plan.shtml#sec1>) and Expectations to ensure employees know what is required of them prior to returning to campus, as well as, outlining the hazards control measures in-place to ensure work sites are evaluated for COVID related hazards.

### **8.1 On-Going Workplace Evaluation**

The University's Emergency Operations Center stays up-to-date with all state and local guidance regarding COVID-19.

Worksites are periodically inspected by the Department of Environmental Health and Safety staff. Deficiencies are addressed with individuals or their supervisor as appropriate.

## **9.0 Training and Instruction to Employees**

The University assigns mandatory on-line training to all faculty, staff, and students prior to their receiving authorization to report for work on campus. The training(s) provide the following information:

- The University's actions
- The employee's responsibilities when returning to campus
- Resources relating to benefits and leave(s)
- Access to various websites where additional information can be gathered
- How the virus is spread and what individuals can do to protect themselves and others
- When and what controls, or combination of controls, employees should use and how to properly use them
- The differences between respiratory protective equipment and face coverings
- The importance of proper and frequent washing of hands and the proper use of hand sanitizers.

As the situation has developed, the University has provided numerous webinars and announcements which contain up-to-date information for faculty, staff, and students.

## 10.0

## Physical Distancing

Telework was assigned to all employees able to do so. Information is available at:

<https://www.csuchico.edu/coronavirus/stories/temporary-telecommuting-program-mar16.shtml>

Employees or departments must submit a Return to Campus Request. The request process includes a Department Risk Assessment which ensures all duties are reviewed by the Emergency Operations Center (EOC) and must meet all COVID-19 requirements related to each area described above. Return to Campus Guidelines and Expectations are available at: <https://www.csuchico.edu/hr/covid-19/return-to-campus-plan.shtml>

When it is not possible to maintain a distance of at least 6-feet, individuals shall be as far apart as possible or when needed physical barriers which effectively reduce aerosol transmission are put in place. Mandated on-line training courses discuss the need for maintaining social distancing.

### Training Courses Are:

- CSU, Chico COVID-19 In the Workplace IIPP General Training
- COVID-19 In the Workplace Chico State Training for Managers

Additional information and links to the CDPH guidance are available at:

<https://www.csuchico.edu/hr/covid-19/return-to-campus-plan.shtml>

Additional instruction is provided when specific duties, which do not allow 6-feet of distance, are identified via the Return to Campus Request process.

## **11.0**

## **Face Coverings**

The University's Return to Campus Guidelines and Expectations webpage and process ensures each employee and student is aware of all protocols relating to the proper use of face coverings and ensures all employees comply with face covering requirements. The University does not prohibit the use of face covers where they are **not** required if they pose no danger to the employee.

### **11.1 Face Covering Requirements and Exceptions for the University**

Environmental Health and Safety (EHS) utilizes the Department Risk Assessment to identify any employee(s) who are exempt from wearing face coverings. EHS ensures an effective non-restrictive alternative is selected for the identified employee(s). Mandatory training provides information and protocols relating to situations in which employees do not wear a face covering or an approved alternative.

### **11.2 Face Covering Requirements and Exceptions for Visitors**

The University's Return to Work Guidelines is shared with contractors through the contracting office and project managers as appropriate. Mandated on-line training provides links to CDPH Guidelines which discuss requirements related to the public and public contact by employees.

### **11.3 Signage**

Signs have been installed at necessary entry points which require face coverings, social distancing, and the use of hand sanitizer. Physical barriers are installed where contact with the general public is expected. Employee announcements have been sent, via the Announcement email system, regarding updates to Face Cover Requirements as they have occurred.

**12.0****Engineering and Administrative Controls,  
PPE, Cleaning and Disinfecting**

All University building ventilation systems have been evaluated and are continually monitored to maximize the fresh air supply. In addition, all campus buildings have been updated with MERV 13 filters.

Department Risk Assessments are reviewed by the Emergency Operations Center (EOC). Standard practice is to ensure each employee is issued their own COVID Kit (3 masks, 2 bottles of hand sanitizer, and disinfectant wipes) employees are instructed to clean all commonly touched surfaces upon their arrival to work.

The Return to Campus Guidelines require the submission of a Return to Campus Request (Assessment) which is evaluated by the Department of Environmental Health and Safety to ensure that employee's activities are reviewed and evaluated for COVID related personal protective equipment (PPE). EHS provides additional resources, including case specific PPE and training, to employees who are identified as needing PPE.

The Risk Assessment process also identifies any employee and/or duty requiring additional respiratory protection. When needed, fit tests are administered by the Department of Environmental Health and Safety staff and masks are provided to employees

Custodial staff has been trained in enhanced cleaning methods and conducts routine cleaning of common areas and any area known to have been occupied or visited by a COVID positive person.

Whenever possible areas known to have been occupied or visited by a COVID positive person are sealed and allowed to age out (7-days) prior to the area being occupied again.

The University's on-line training provides instruction to employees on how to properly wash their hands. Posters were placed in restrooms providing visual instructions on proper handwashing. Air hand dryers were disabled.

Additional information on campus preparation related to preparing our facilities and operations for COVID prevention can be found at: <https://www.csuchico.edu/coronavirus/facilities.shtml>

Worksites are periodically inspected by EHS staff. Deficiencies are recorded and addressed with individuals or their supervisor as appropriate.

**12.1 Cleaning and Sanitization of the Worksite After a Suspected or Known Positive COVID Case**

A member of Chico State's Pandemic Response Team will notify the Environmental Health and Safety Director, who will in turn notify the Facilities Management and Services Associate (FMS) Vice-President or their designee. FMS will close the area(s) the employee inhabited while infectious and initiate enhanced cleaning and sanitization processes that follow all local and state directives.

Upon direction from the Butte County Public Health Department, FMS will sanitize all campus spaces the employee had visited two-days prior to testing positive. Following Centers for Disease Control guidelines, FMS will allow the area(s) to age out 7-days or greater before cleaning, if the area is not immediately needed.

Thorough cleaning includes sanitizing doorknobs and handles, light switches, tabletops, countertops, phones, keyboards, and other frequently touched surfaces and objects.

## **13.0 Reporting, Recordkeeping, and Access**

### **13.1 Reporting**

The WellCat Executive Director, and the case investigation team, collect the data of all COVID positive cases and pass the information onto the local Health Department as required by law. Documentation of this process is available: <https://www.csuchico.edu/coronavirus/employeeerresponse.shtml>

The University's Department of Environmental Health and Safety (EHS) will report any serious illness or death as defined in the regulations to Cal/OSHA as part of our regular reporting procedures.

### **13.2 Records**

Records of scheduled and periodic inspections by EHS are created and will be maintained for a period of 1-year. Records include any identified unsafe condition and work practices, persons and detail the action taken to correct the unsafe condition or work practice.

On-line Training for each employee is provided and records are retained for a minimum of 1-year.

The written COVID-19 Prevention Program is available on the CSU, Chico EHS website: <https://www.csuchico.edu/ehs/>

### **13.3 Tracking Employee Cases**

The WellCat Health Center maintains records of reported cases on campus. Employee information is shared with Employee Leaves and Worker's Compensation department. Workplace dates and location information is shared with Environmental Health and Safety. All medical information is kept confidential and is available as appropriate to the employee and their representative through Employee Leaves and Worker's Compensation Office.