



These considerations are provided in accordance with all current CDC, CDPH, CSU and other applicable regulations and are subject to change as those regulations are updated.

Managers returning employees to work during Phase 3 will be required to actively manage the COVID protective measures outlined here. It is imperative that all items are addressed prior to employees returning to the work area or as soon as they are noticed when employees return.

University Will

1. Provide face coverings and guidance on appropriate use.
2. Provide and ensure employees use all required personal protective equipment.
3. Provide adequate hand hygiene and disinfecting supplies.
4. Provide COVID training to employees.

Face Coverings

1. Face coverings shall be worn at all times in cubicles, unless the employee in a cubicle is the only person in the room.
 - a. Cubicles are not considered offices or rooms.
2. Face coverings shall be worn at all times while indoors, even if there is a barrier between employees/customers.
 - a. Cubicle walls/plexiglass separators are considered barriers.
3. The requirement to wear face coverings applies even if an employee believes they are working with individuals who have been vaccinated.

Cleaning/Disinfecting Protocol

1. Offices/Cubicles:
 - a. Identify frequently touched surfaces/equipment/tools.
 - b. Establish an enhanced cleaning schedule for frequently touched surfaces.
 - c. Request employees' clean personal workspaces often.
 - d. When employees must share workspaces or equipment, disinfect all shared equipment between users.
2. Meeting Rooms/Break Rooms
 - a. Disinfect table tops and arms of chairs between meetings.
 - b. Regularly disinfect frequently touched surfaces such as refrigerator handle, coffee machine, and sink faucets.
3. Vehicles
 - a. Establish an enhanced cleaning schedule (Ca. Dept of Public Health recommends between users or shifts, whichever comes first) to clean steering wheel, shifter, and doorknobs.
 - b. Allow only one person per row in vehicle.
4. Mail/packages
 - a. Minimize transaction times with transportation personnel. Make contactless if possible.
 - b. Use electronic signatures whenever possible.
 - c. Disinfect or let packages age-out if they appear tampered with.
 - d. Employees should wash hands immediately after handling incoming mail or packages. When hand washing is not possible, use of hand sanitizer should be encouraged.

5. High Traffic Areas
 - a. Create directional flow of traffic in hallways when possible.
 - b. If you have two entrances, route incoming traffic through one door and outgoing traffic through another.

Visitors/Vendor Requirements

1. For visitors (anyone who doesn't work in your office/area) are present for more than 15 minutes, create a log that includes their name and contact number.
2. Implement contactless deliveries/visitations if possible.
3. Remind vendors of the University's requirements on physical distancing, and use of face coverings while on campus.

Employee Requirements

1. Self-monitor for symptoms, maintain physical distancing, and use face covers.
2. **Monitor Symptoms:** Employees experiencing any of these symptoms, should contact their supervisor and the COVID-19 call center (530-898-2222) immediately and do not report to campus:
 - a. Cough, Shortness of breath or difficulty breathing, Fever, Chills, Repeated shaking with chills, Runny nose or new sinus congestion, Muscle Pain, Headache, Sore throat, Fatigue, New gastrointestinal symptoms such as nausea, vomiting or diarrhea, New loss of taste or smell, Pink eye.
3. Physical Distancing: Maintain required physical distance in the workplace.
4. Face Coverings: Wear face coverings as outlined above. Refer to the current CDPH guidance for additional information and limited exceptions.

Note: In the event the State or County requirements change, employees will be notified of changes and will be expected to comply with updated requirements. (The University will provide face coverings for employees).
5. Avoid unnecessary in-person meetings: use videoconferencing, telephone calls, and email to communicate. In person meetings must maintain physical distancing requirements.
6. Consider eating outside or at their desk and avoid facing others while eating.
7. Employees must follow all health and safety notifications, posting, and indoor/outdoor markings on campus.
8. Employees are not allowed to ask another employee about their vaccination status.
9. Clean and sanitize work spaces:
 - a. Clean and sanitize shared equipment and surfaces between each use (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).
 - b. Clean touchable surfaces between shifts or between users, whichever is more frequent.
 - c. Frequently clean and sanitize personal work areas. Personal cell phones should be regularly cleaned, particularly before and after eating.
 - d. Use products provided by the institution that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.