



**UPDATED 6/9/2020 - WILL BE REVISED AS INFORMATION EVOLVES**

Chico State will phase-in the return of employees (faculty, staff, and student employees) to campus in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and compliance with state and local restrictions. These guidelines and expectations align with recommendations from the federal government (Opening Guidelines), Center for Disease Control (CDC), California and Butte County Departments of Public Health, Cal/OSHA, and the CSU, Chancellor's Office and will be updated as our knowledge and understanding of COVID-19 evolves. The President has authority to approve in-person or other campus activities as long as health and safety measures are taken that comply with this policy or as other safety considerations evolve.

**Prior to authorizing return to campus, Chico State will:**

- ✓ Perform a detailed risk assessment and implement a site-specific protection plan in each department or unit that initiates a return to campus request.
- ✓ Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
- ✓ Implement individual control measures and screenings
- ✓ Implement disinfecting protocols
- ✓ Implement physical distancing guidelines

**Employees approved to return to campus will:**

- ✓ Conduct symptom monitoring every day before coming to campus
- ✓ Maintain physical distancing
- ✓ Wear face coverings when physical distancing of six feet or more cannot be achieved between others. It is highly recommended that, when feasible, employees wear face coverings while on campus.
- ✓ Wash hands and use hand sanitizer frequently

Chico State has designated the Emergency Operations Center (EOC) with responsibility to implement these guidelines and evaluate all requests for employees to return to on-campus work. Requests shall be submitted to [eoc@csuchico.edu](mailto:eoc@csuchico.edu).

## Phased Return to Campus Plan

The return to campus process will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, and staff, as well as the communities we serve. Deans/Directors shall seek approval from their Vice President to begin the return to campus process. Once approved, departments will submit a Return to Campus Request on the standard templates (Appendix C), including site-specific prevention protocols, to the EOC for evaluation. Requests will be evaluated through a process of risk and resource assessment to establish approval, prioritization, and sequence. ***No unit or department will increase on-campus staffing levels without appropriate authorization.***

Vulnerable populations as defined by CDC guidelines, may not return to campus, with limited exceptions. Employees unable to return to campus when directed, must contact the Benefits unit in the Human Resources Services Center at leaves-workcomp@csuchico.edu or (530)898-4360.

### Phased Staffing

#### Phase 1: Return Employees Currently Unable to Work Remotely

In Phase 1, employees that are able to effectively work remotely should be afforded the opportunity to continue. Employees who are **not able** to effectively work remotely will begin returning to campus. During this phase, the University will have the opportunity to refine safety measures and operational protocols before campus density is increased. Vice President approval and Departmental Risk Assessments are required.

#### Phase 2: Create opportunities for limited on-campus work to support instruction, student support, and research

Expand staffing to support the summer term and prepare for the fall term. Faculty may be permitted to utilize their office and/or classroom/lab space for preparation of activities. Limited in-person student support services may be allowed. Research activity that includes the use of University facilities on a limited basis may be permitted. Vice President approval and Departmental Risk Assessments are required.

#### Phase 3: Create opportunities for additional on-campus work to support the institution's mission

Phase 3 staffing is not allowed at this time.

#### Phase 4: Return to normal operations

Phase 4 staffing is not allowed at this time.

## Health and Safety (Workplace) Guidelines

### Institutional Responsibilities

- ✓ Develop a detailed Return to Campus Request plan for each department or unit that initiates a return to campus request. This Plan will include a departmental risk assessment which includes site specific details and requirements. EH&S will provide an electronic template as an aid in completing this review and documentation.
- ✓ Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
  - Training shall be provided by Environmental Health & Safety (EHS). Employee training is required before returning to campus, and will include all applicable OSHA/CDPH/BCPH guidelines as well as topics highlighted in this document. Topics include:
    - Signage standards
    - Symptom recognition and reporting
    - Social and physical distancing standards
    - PPE and face covering expectations
    - Hand washing techniques
    - Other applicable topics
- ✓ Implement individual control measures and screenings.
  - Provide face coverings and guidance on appropriate use.
  - Provide and ensure employees use all required personal protective equipment.
  - WellCat Health Center will be responsible for COVID-19 case management which includes:
    - A COVID-19 Hotline for all employees
    - Liaison with Butte County Public Health officials
    - Support and/or implement the investigation of any COVID-19 illness and determine if work-related factors could have contributed to the exposure
    - Support and/or implement contact tracing as required
    - See Appendix B for additional details
- ✓ Implement disinfecting protocols.
  - Cleaning in high traffic areas. The University will sanitize high traffic areas (entrances/hallways/elevators/lobbies) 2x per eight-hour shift, at a minimum.
  - Provide hand sanitizer at entrances and high-traffic areas.
  - Provide products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.
  - Ensure that sanitary facilities (e.g., restrooms) stay operational and stocked at all times.
  - Custodial teams will clean classrooms, offices, and workspaces 1x per day, following CDC guidelines.
  - Hand air-dryers in bathrooms will be rendered inoperable.
  - All HVAC air filtration will be upgraded to a minimum MERV13 filter.
  - Increase outside air intake to reduce recycled air in buildings.

- ✓ Implement physical distancing guidelines.
  - Physical barriers will be installed if person-to-person contact regularly occurs or if six feet of distance between people cannot be maintained.
  - Seating areas will be arranged to be six feet apart. Chairs will be turned around or “Do Not Use” signs will be placed on seats.
  - Floor markings will be used to indicate appropriate physical distance between persons as necessary.
  - Signs posted to indicate your process: i.e. “please wait here...”

## Employee Responsibilities

Every employee must contribute to a safe and healthy work environment. In consideration of fellow employees, and to be respectful of others’ needs to protect themselves and their families, employees are responsible for the following:

- ✓ Conduct symptom monitoring every day before coming to campus. Employees **must be free of any symptoms potentially related to COVID-19.**

Employees experiencing any of these symptoms, should contact their supervisor and the COVID-19 call center (TBD) immediately and do not report to campus.

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|---|--|
| • Cough                                       | • Headache   |
| • Shortness of breath or difficulty breathing | • Sore throat  |
| • Fever                                       | • Fatigue  |
| • Chills                                      | • New gastrointestinal symptoms such as nausea, vomiting or diarrhea |
| • Repeated shaking with chills                | • New loss of taste or smell   |
| • Runny nose or new sinus congestion          | • Pink eye   |
| • Muscle Pain                                 |  |

Employees experiencing any of the warning signs below should contact a medical provider or report to the nearest emergency department immediately. Enloe’s phone number is (530) 332-7330.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

- ✓ Maintain physical distancing.
  - Provide for at least six feet of physical distance from one another at all times in the workplace.
  - Wear face coverings when physical distancing of six feet or more cannot be achieved between others. When feasible, it is recommended that employees wear a face covering while working on-campus. (The University will provide face coverings for employees.)
  - Avoid unnecessary meetings: use videoconferencing, telephone calls, and email to communicate. In person meetings should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.

- Consider eating outside or at their desk and avoid facing others while eating.
- In the workplace, employees must follow all notifications, posting, and markings related to physical distancing on campus. These markings will appear both indoors and out.
- ✓ Wash hands or use hand sanitizer frequently.
  - The University will provide hand sanitizer as available. A better alternative is to thoroughly wash one's hands.
- ✓ Clean and sanitize individual spaces
  - 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.).
  - Clean touchable surfaces between shifts or between users, whichever is more frequent.
  - Frequently clean and sanitize personal work areas. Personal cell phones should be regularly cleaned, particularly before and after eating.
  - Use products provided by the institution that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.

### **Additional Information / Resources**

Interim Guidelines for Administrators of US Institutions of Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

Cleaning and Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

American College Health Association (ACHA) Guidelines, Considerations for Reopening Institutions of Higher Education in the COVID-19 Era

[https://www.acha.org/ACHA/Resources/Topics/2019\\_Novel\\_Coronavirus\\_2019-nCoV.aspx](https://www.acha.org/ACHA/Resources/Topics/2019_Novel_Coronavirus_2019-nCoV.aspx)

The State of California is issuing guidance for businesses to follow, if they're permitted to open per County Public Health rules. Industry specific guidance from the state can be found at <https://covid19.ca.gov/industry-guidance/> and for the county at <http://www.buttecounty.net/publichealth/buttereopens> that pertain to a variety of relevant on-campus activities.

CDC Considerations for Institutes of Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses and Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Cleaning and Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC Symptoms of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CDC Case Management Recommendations for Community Exposure

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

CDC Guidance on Quarantine and Isolation

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

CDC Guidance on Cloth Face Coverings

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC Cloth Face Coverings Do's and Don'ts Poster

[https://www.cdc.gov/coronavirus/2019-ncov/images/social-media-toolkit/COVID-19\\_FaceCovering-1080x1080\\_4.jpg](https://www.cdc.gov/coronavirus/2019-ncov/images/social-media-toolkit/COVID-19_FaceCovering-1080x1080_4.jpg)

CDC What You Should Know Poster

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

CDC Interim Guidance on Mass Gatherings and Large Events

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

CDC Guidance on Bus Transit

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html>

CDC Guidance on Reopening Buildings after Prolonged Shutdown or Reduced Operation

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

CDC Guidance on Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC Guidance on Shared or Congregate Housing

<https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/index.html>

CDC Guidance related to People who are at Higher Risk for Severe Illness

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

## Revision Control

REVISION DATE	DESCRIPTION
<b>JUNE 09, 2020</b>	<ul style="list-style-type: none"><li>• Revised plan name from "Return to Work" to "Return to Campus"</li><li>• Revised language to consistently use "Return to Campus Request" to describe the process for phasing activities back to campus</li><li>• Page 10 – Revised Appendix B, <i>COVID-19 Case Management Procedure</i>, updated testing sites locations with link to BCPH website.</li><li>• Page 11 – Revised Appendix C, <i>Return to Campus Request</i>, added Part A and formatted into a fillable PDF document.</li></ul>
<b>MAY 27, 2020</b>	<ul style="list-style-type: none"><li>• Page 2 – Clarified process for Phased Return to Work Plan to include VP approval</li><li>• Page 6 – Added additional links to CDC guidance</li><li>• Page 8 – Added Appendix A, <i>Highlighted Guidance from CDC on Maintaining Healthy Institutions for Higher Education Environments</i></li><li>• Page 10 – Added Appendix B, <i>COVID-19 Case Management Procedure</i></li><li>• Page 11 – Added Appendix C, Departmental Risk Assessment for COVID-19 Template</li></ul>
<b>MAY 20, 2020</b>	Initial Document Distributed

## Appendix A – Highlighted Guidance from CDC on Maintaining Healthy Institutions for Higher Education Environments

### Cleaning and Disinfection

- [Clean and disinfect](#) frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- If transport vehicles (e.g., buses) are used by the IHE, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect IHE buses, vans, or other vehicles, see guidance for [bus transit operators](#).
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products securely. Use products that meet [EPA disinfection criteria](#).
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.

### Shared Objects

- Discourage sharing of items that are difficult to [clean or disinfect](#).
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and [clean and disinfect](#) between use.
- Avoid sharing electronic devices, books, pens, and other learning aids.

### Modified Layouts

- Space seating/desks at least 6 feet apart when feasible. For lecture halls, consider taping off seats and rows to ensure six-foot distance between seats.
- Host smaller classes in larger rooms.
- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
- Create [distance](#) between students in IHE vehicles (e.g., skipping rows) when possible.

### Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty, or staff using the facility.

## Physical Barriers and Guides

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

## Communal Spaces

- Close shared spaces such as dining halls, game rooms, exercise rooms, and lounges if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and [clean and disinfect](#) between use.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds especially when they cannot be at least 6 feet apart.
- For more information on communal spaces in student or faculty housing (e.g., laundry rooms, shared bathrooms and recreation areas) follow [CDC's guidance for Shared or Congregate Housing](#).

## Food Service

- Provide grab-and-go options for meals. If a cafeteria or group dining room is typically used, if possible, serve individually plated meals (versus buffet or any self-serve stations).
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the [safety of individuals with food allergies.pdf icon](#)

## **Appendix B – COVID-19 Case Management Procedure**

CSU, Chico has established a COVID-19 Case Management Procedure to guide our communication and required actions related to suspected or confirmed positive cases of COVID-19 on the campus. [See appendix B Case Management Procedure.](#)

## **Appendix C – Return to Campus Request**

CSU, Chico has established a process to assist departments with returning certain activities to campus, including a template for evaluating the physical workspace and proposed in-person activities in order to design site-specific prevention protocols. See [Return to Campus Request Appendix C](#).