



SACRAMENTO STATE

From Administration & Business Affairs

COVID-19 Safety Protocols for Approved On-Campus Activities

To ensure the continued safety of the Hornet family, Sac State developed a systematic method for creating COVID-19 Safety Protocols for activities that are approved to take place on-campus this summer and into the fall. Safety protocols are initiated via an OnBase form/workflow, which is accessible through the My SacState portal. Activities and related safety protocols will be reviewed and approved by Risk Management, Health Services, the administration (respective divisional VPs), and the President.

By ensuring we have standardized safety protocols, the campus is working collaboratively to maintain a healthy and safe environment for staff, faculty, and students returning to campus. As such, the completion of this form is required as it will outline the precautionary steps faculty, staff, and departments will take to ensure the safety of themselves and others.

For more information, please refer to the guide [HERE](#). The link to the OnBase form is [HERE](#).

Please note:

- This form initiates a safety protocol process only. Your proposed activity must be approved by your department and campus administration before returning to campus.
- The completion of this form does not automatically result in an approved safety protocol.
- If you need to visit campus for a brief time to pick up equipment or supplies, you DO NOT need to submit this form.
- Approval of safety protocols are **required for all courses** that were approved for face to face classroom instruction. As such, faculty, staff, and departments are encouraged to begin the process as early as possible.
- Faculty who are seeking to restart research on campus should follow the guidelines outlined by the Office of Research, Innovation & Economic Development [HERE](#). The completion of the OnBase form is one part of the process of restarting research on campus.

If you have any questions regarding safety protocols, please contact Risk Management Services at 916-278-2020. For questions regarding OnBase or other technical issues, please [submit a ticket](#) to IRT.

Administration & Business Affairs SacSends can be accessed here:

<https://www.csus.edu/administration-business-affairs/operations/campus-communications.html>
