

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WILL BE REVISED AS INFORMATION EVOLVES

CAMPUS RETURN TO WORK PROTOCOLS FOR COVID-19

VERSION 2.0 REVISED 07/21/21

Maintaining the health and safety of all employees is the top priority at Sacramento State. The following protocols are guided by CDC (Centers for Disease Control), Cal-OSHA, California Department of Public Health (CDPH) and Sacramento County Public Health and will be updated as required to remain in compliance with state and local orders/restrictions. The President has the authority to approve in-person or other campus activities as long as health and safety measures are taken that comply with this protocol or as other safety considerations evolve. These protocols are expected to help clarify employee and student actions related to potential transmission of a contagious disease

These protocols are also based on the Cal-OSHA ETS revision of June 2021, which creates a regulatory distinction between Vaccinated and Unvaccinated employees. While Cal-OSHA does not directly regulate student safety, these protocols may also be applied to students who participate in-person on campus.

DEFINITIONS:

FULLY VACCINATED PERSONS (FVP)

Employees, (both University and Auxiliary) Students, and the Public are defined as “Fully vaccinated persons or FVP” for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen). For employees and students who have been vaccinated outside of the United States, the vaccine must be listed for emergency use by the World Health Organization. [[Source: CDC](#)]

UNVACCINATED PERSONS/DECLINE TO STATE (UVP)

Employees, (both University and Auxiliary) Students, and the Public are defined as “Unvaccinated persons or UVP” if they do not meet the above referenced criteria or they decline to affirm through any procedure offered by the University that they have been fully vaccinated. Employees who have a valid exemption from vaccination are also defined as “Unvaccinated Persons.”

1. FULLY VACCINATED PERSONS – FVP

- a. FACE COVERINGS-FVP
 - i. When indoors in a University or Auxiliary facility or building when people are present whose vaccination status is unknown, FVP are required to wear face coverings at all times for all activities or events.
 - ii. When in a University, Auxiliary or personal vehicle being operated for University or Auxiliary business, including field trips, when people are present whose vaccination status is unknown, FVP who are employees of the University or an Auxiliary and students are required to wear face coverings while inside the vehicle.
 - iii. All FVP may remove face coverings indoors or in a vehicle with other people present, if all of the persons present are known to be FVP
 - iv. All FVP may remove face coverings indoors or in a vehicle when no other persons are present.
 - v. Face coverings are not required to be worn by FVP outdoors.
 - vi. FVP may remove face coverings while eating or drinking indoors.
 - vii. Any FVP may voluntarily wear a face covering or respirator at any time or place on campus.

- b. PHYSICAL DISTANCING-FVP
 - i. There are no distancing requirements or density limits for employees, students or the public, with the exception of UVP as indicated in 2.b.(i).
 - ii. Any FVP who are employees who have concerns about distancing or contact with other employees or the public can consult University Environmental Health & Safety (EHS) at (916) 278-2020.

- c. COVID-19 TESTING- FVP
 - i. FVP who are symptomatic for COVID-19 symptoms should consult their medical provider for advice on testing.
 - ii. Only FVP who are University employees and who receive a positive COVID-19 test result are required to report to the University within 24 hours of receiving the report by using either the [University Worker's Compensation Covid-19 reporting system](#), or by calling the Worker's Compensation Office confidential line directly: (916) 278-3979. Both the online form and the call are Confidential.
 - iii. Do not report exposures, symptoms, or pending tests through the reporting system.
 - iv. FVP who are University employees who are known to have received an exposure to a known COVID-19 positive individual while at work will receive a notification from University Human Resources, but testing is not required.
 - v. FVP who are University or Auxiliary employees who believe or know they have been exposed to a known COVID-19 positive individual not at work, or develop symptoms while not at work, should consult their medical provider regarding testing.

d. HEALTH SELF ASSESSMENT- FVP

- i. FVP who are University employees who have symptoms of an illness should not report to work, and inform their manager/appropriate administrator and contact their medical provider for advice.
- ii. Only FVP who are University employees who test positive for COVID-19, are required to report the positive test result¹ within 24 hours of receiving the test result and not return to work until cleared by their personal medical provider. ²

¹ Americans with Disabilities Act (ADA) permits an employer to obtain health information with respect to whether the employee poses a direct threat to the health or safety of themselves or others. The Equal Employment Opportunity Commission states that there are four factors to consider in determining whether there is a direct threat: (i) the duration of the risk, (ii) the nature and severity of the potential harm, (iii) the likelihood that the potential harm will occur, and (iv) the imminence of the potential harm.

² If testing is unavailable or not recommended, alternative methods to clear an employee to return to work may be applicable. Consult with Human Resources to determine the alternative return to work protocol.

2. UNVACCINATED PERSONS- UVP

- a. FACE COVERINGS/RESPIRATORS -UVP
 - i. When indoors in a University or Auxiliary facility or building, UVP are required to wear face coverings at all times for all activities or events.
 - ii. When in a University, Auxiliary, or personal vehicle being operated for University or Auxiliary business, or a field trip, UVP who are employees of the University or an Auxiliary and students are required to wear face coverings while inside the vehicle.
 - iii. UVP who are employees of the University or an Auxiliary or a student may remove face coverings indoors or in a vehicle when no other persons are present.
 - iv. Face coverings are not required to be worn by UVP outdoors.
 - v. UVP who are employees of the University or an Auxiliary who are eating or drinking indoors in a University or Auxiliary facility may remove their face covering if they are 6 feet or more distant from other persons, or alone in the room.
 - vi. Any UVP who is a University or Auxiliary employee may voluntarily wear an N-95 respirator at any time or place on campus.

- b. PHYSICAL DISTANCING-UVP
 - i. UVP who are employees of the University or an Auxiliary have no requirements for maintaining 6 foot distance except to maintain 6-foot distance from other persons when removing their face covering to eat indoors.
 - ii. Any employee of the University or Auxiliary who has any concerns about distancing or contact with other employees, students, or the public can consult with EHS by calling (916) 278-2020.

- c. COVID-19 TESTING- UVP
 - i. UVP who are symptomatic for COVID-19 symptoms should consult their medical provider for advice on testing.
 - ii. Only UVP who are University employees and who receive a positive COVID-19 test result are required to report to the University within 24 hours of receiving the report by using either the [University Worker's Compensation Covid-19 reporting system](#), or by calling the Worker's Compensation Office confidential line directly: (916) 278-3979. Both the online form and the call are Confidential.
 - iii. Do not report exposures, symptoms, or pending tests through the reporting system.
 - iv. UVP who are University employees who are known to have received an exposure to a known COVID-19 positive individual while at work will receive a notification from University Human Resources that includes information about testing resources, and that testing will be performed on work time.
 - v. UVP who are University or Auxiliary employees who believe or know they have been exposed to a known COVID-19 positive individual not at work, or develop symptoms while not at work, should consult their medical provider regarding testing.

d. HEALTH SELF ASSESSMENT

- i. Prior to coming to campus all UVP must perform a health self-assessment and screen for symptoms and not come to campus if these are present:
 1. Fever of 100.4F
 2. Chills or Sweating
 3. Cough, trouble breathing, shortness of breath, or wheezing
 4. Sore throat
 5. Muscle aches
 6. Loss of smell or taste, a change in taste
 7. Nausea, vomiting or diarrhea
 8. Headache
- ii. UVP who are University Employees who have any symptoms of any illness must not report to work, and inform their manager/appropriate administrator³ then contact their medical provider for advice.
- iii. UVP who are University Employees who develop these symptoms and then test positive for COVID-19, are required to disclose this information to their employer³ within 24 hours of receiving the test result and not return to work until cleared by their personal medical provider.⁴
- iv. UVP who are University Employees who are exposed to someone that tests positive for COVID-19 should contact their personal medical provider for guidance on testing and quarantine.
- v. UVP who are University Employees report only a positive COVID-19 test, not symptoms, by using either the confidential [University Worker's Compensation Covid-19 reporting system](#), or by calling the Worker's Compensation Office confidential line directly: (916) 278-3979. Both the report link and the call are confidential.

³ Americans with Disabilities Act (ADA) permits an employer to obtain health information with respect to whether the employee poses a direct threat to the health or safety of themselves or others. The Equal Employment Opportunity Commission states that there are four factors to consider in determining whether there is a direct threat: (i) the duration of the risk, (ii) the nature and severity of the potential harm, (iii) the likelihood that the potential harm will occur, and (iv) the imminence of the potential harm.

⁴ If testing is unavailable or not recommended, alternative methods to clear an employee to return to work may be applicable. Consult with Human Resources to determine the alternative return to work protocol.

3. ALL EMPLOYEES

a. FACE COVERINGS

- i. The University will provide face coverings or N-95 respirators on request to any University or Auxiliary employee.
- ii. University or Auxiliary employees may wear a face covering of their own choosing, with the following requirements:
 - a. Does not have an exhalation valve or any other opening
 - b. Professionally represents the University, (i.e., are Sac State issued, solid in color, or simple-patterned only)
 - c. Graphics, images, wording, or logos contrary to Sac State Policy are not acceptable.
- iii. Alternatives to respirators, or standard face coverings, such as shields with drapes and face coverings that are see-through are available as needed from EHS.
- iv. EHS provides N-95 respirators, and all other types of face coverings through an [online request form](#), or by calling (916) 278-2020.
- v. University Employees who cannot wear a face covering and require an accommodation (i.e., medical, religious, or disability, etc.) must inform the Benefits Services Office and their appropriate administrator, initiate the interactive process, and determine if they have a valid exemption.
- vi. University Employees who have a valid exemption from wearing a face covering of any kind are to maintain a distance of 6-foot or more whenever possible indoors and outdoors. If this is not possible, the employee and their supervisor are to consult with EHS by calling (916) 278-2020.

b. TRAINING

- i. All University Employees who return to campus are required to take COVID-19 Safety Training before they can return to campus.
- ii. University Employees who have taken this training anytime over the last year have completed this requirement.
- iii. University Employees who have not taken this training, or do not know whether they have completed it already, can find information about the training in CSU Learn.

c. WORKPLACE SANITIZATION

- i. All University Employees should clean their break/lunch spaces before and after each use with disinfecting wipes provided by the University.
- ii. All University Employees should clean their shared equipment, such as phones, copiers, keyboards, mice, etc. before and after each use with disinfecting wipes provided by the University.
- iii. All University Employees should use hand sanitizer as needed after touching shared equipment such as elevator buttons and door handles.

- d. GENERAL HYGIENE AND CAMPUS SAFETY
- i. All University Employees should wash hands frequently with soap and water.
 - ii. All University Employees can request a personal sized bottle of hand sanitizer to use as needed, and it will be provided and refilled as needed by the EHS department.
 - iii. All University Employees can request an assessment and prescription for any and all Personal Protective Equipment (PPE) that may be needed by calling EHS at (916) 278-2020.
 - iv. The University will routinely clean building spaces, and this [schedule summary](#) is available to review.
 - v. All rooms will receive additional disinfecting upon confirmed report of a positive COVID-19 individual or group in that location.
 - vi. All University Buildings have upgraded air filtration systems installed, and are adjusted to maximize outside airflow into the building.
 - vii. Maximum outside air flow into buildings may be curtailed if the Air Quality Index exceeds 100 or there are extreme weather temperatures.