

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

SACRAMENTO STATE IIPP COVID-19 SAFETY PLAN

WILL BE REVISED AS INFORMATION EVOLVES

1. Executive Introduction and Disclaimers

This is an executive summary of the Sacramento State Injury and Illness Prevention Plan (IIPP) COVID-19 Safety Plan for re-opening the University to phased in activities. The purpose is to summarize the framework for reducing the risk of infection and spread of COVID-19 while on-campus activity is expanded. Following the guidelines of the Safety Plan does not guarantee that COVID-19 infection cannot occur if there are activities involving multiple people on campus, but it does actively reduce risk to students, faculty, staff, and the public.

This Plan assumes that there is no effective vaccine fully implemented in the population, and that managing a return to campus mandates an array of actions designed to reduce the risk of infection through protocols detailed by Federal and State Health agencies combined with additional programs and procedures that are more specific to Sacramento State campus than provided by government agencies. Even as a vaccine is launched and implemented for the campus community, this plan will remain in effect, until the DPH declares the vaccination program has been effective enough to roll back protections.

A return to some campus activities potentially includes classroom and laboratory activities with students and faculty, administrative activities, facilities management, and other campus operations. While government agencies or outside organizations may determine if athletics and other activities that would normally have an audience, or events that would normally involve large groups gathering in a location, as well as any other employee activity that involves meetings and gatherings, the safety plan provides guidance if these were to occur. The Plan also includes all Auxiliary activities and functions including food service, housing, and various student services such as gyms, locker rooms, shared computers, and lounge spaces all of which are subject to direct regulation by State public safety requirements.

The Sacramento State Safety Plan is implemented in very close coordination between Risk Management and all campus organizations, departments, and management groups providing actionable methods of operation for activities approved by the campus Administration. The Safety Plan is based on assessing every proposed activity before approval, and then assuring that safety protocols are designed and implemented based on the assessment, reviewed for effectiveness, and continuously improved for each approved activity including Face to Face (F2F) classes. Therefore, the Sacramento State IIPP Safety Plan process is based on risk assessment to create and implement activity-specific protocols.

Implementing the Safety Plan does not guarantee that COVID-19 infections will not occur. The Plan includes elements to carefully track COVID-19 infections to the campus community, conduct contact tracing to the extent possible, and work with campus medical services and county public health to identify if negative trends for infection on campus are occurring. Sacramento State will modify activities on campus, based on public health considerations, as the situation warrants. The Plan does not guarantee that any approved activity will be maintained. The President can overrule any decision for expanded activity on campus in the interest of health risk to anyone in the campus community.

The nature of the COVID-19 Pandemic requires that the Sacramento State Safety Plan be organized around the presumption that any individual interacting with the campus community could be infectious without knowing it, and that any surface touched or used by multiple individuals could be potentially infectious. This means that the campus community needs to act in a coordinated manner, with regard not only for personal safety, but also the safety of others. The more employees and students take personal responsibility for their

actions regarding COVID-19 risk mitigation, the more effective the Safety Plan will be. Expanding on-campus activities will be safer if every individual assists the collective good and takes some responsibility for their own protection and the protection of others. This includes mandatory training in COVID-19 safety, and an effort to work with the activity safety protocols, such as wearing face coverings, maintaining distance, and disinfecting surfaces after use.

This Executive Summary is a general description of all the activities under the IIPP that recognizes that COVID-19 is a hazard. All activities returning to campus are assessed for that hazard and those that are approved include a Safety Protocol designed for that activity. This Plan and any of the activity-specific Safety Protocols will be revised as information and guidance from government agencies evolves. As information from Federal and State authorities develops and changes, and as directives, regulations, and legislation progresses and changes over time, this Plan, the version number, and date will be updated as appropriate in response to new information and requirements.

2. Risk Assessment Process for Determining Detailed Safety Protocols

All activities proposed for the campus will be assessed by the EHS Department. This assessment will be considered as part of the process to approve the activity for the campus. The assessment will review the Risk Mitigation “Triad” of Distance, Disinfecting, Face Covering, and any other additional mitigations that can be feasibly applied to reduce risk from that activity.

A tool to assist the assessment process is the COVID-19 Risk Index System created by Sacramento State Risk Management, which uses an assessment of the number of people who may contact an individual, how long that contact may be, and the distance at which the contact generally takes place. The assessment results in a general risk profile for COVID-19 exposure for any student, Faculty, or Staff, and then recommendations about a general set of exposure mitigation protocols and tools based on government agency protocols can be applied. Each activity proposed has varying work tasks and different levels of contact with individuals, and objects, and tools, so there may be some individual variation of the Safety Protocols.

3. Training and outreach

All employees who will be working on campus are required to take “COVID-19 Safety Training.” The program is located in the CSU Learning Management System and is added to every employee learning track. Only those who come to campus for work are required to take it before coming to campus for the first time. Those who telework 100% are not required to take it, although it is encouraged for general safety information. The training meets the requirement of the Sacramento State Injury and Illness Prevention Plan (IIPP) as specified by Cal-OSHA Emergency Temporary Standard.

The training includes COVID-19 signs and symptoms, why PPE is needed and how to use it, the urgent need to always use physical distancing and perform good hand hygiene, and other work practices designed for employee safety. The training also covers responsibilities of all levels of the organization, and how to report safety concerns or any COVID-19 positive diagnoses. The Sacramento State Office of Environment Health and Safety (EHS) will administer the training and tracking. Additional training requirements specified by Cal-OSHA in their Emergency Standard regarding leave and sick day benefits are provided through direct communication from HR to employees.

Students will be offered COVID-19 Safety Briefings that include identifying symptoms and the steps the University is taking to reduce risk, including Physical distancing, Hand and surface Sanitizing, and use of Face Coverings.

4. Symptom Checking, Temperature Checking, COVID-19 Testing, Contact Tracing and Vaccination

All government agencies recommend that at a minimum, employees self-assess whether they have any symptoms of COVID-19 infection, and immediately refrain from coming to the campus.

The Sacramento State Safety Plan includes students and employees performing a self-assessment on any day they will be coming to campus. The self-assessment includes whether any COVID-19 symptoms are present, and an affirmation they will abide by campus COVID-19 safety requirements, and an acknowledgment of the risk of being in potential contact with other people. Those that have symptoms, or do not wish to follow safety requirements such as wearing a face-covering are instructed not to come to campus.

Employees are required to report significant COVID-19 symptoms to supervisors and call in sick. Students are required to self-assess daily for any COVID-19 symptoms, and if any are present, not come to campus.

Any student or employee who tests positive for COVID-19 is required to report the positive test to the University through a special online reporting tool, which initiates all required responses by the University. This report link is provided within the Self-Assessment App, the University Risk Management webpage, the Student Health and Counseling Services website, and the University COVID-19 information landing page.

Both students and employees have access to a phone and computer-based App to conduct the self-assessment and transmit the information privately and securely. Those that do not wish to use the phone App may use other means to conduct the self-assessment process after consultation with their supervisor.

Testing for COVID-19 is currently dependent on local DPH, and CSU systemwide guidance. The University will follow those protocols and administer tests to students as required and refer employees to get tested as DPH protocols require. The University tests certain groups, and samples of groups on campus upon returning from a break, and on a surveillance basis. These groups include employees who have been approved to work on campus, student employees working as Student Safety Ambassadors (SSAs), Campus Safety Officers (CSOs), employees in the Childcare Center, or other on-campus jobs, faculty, and students. See the University testing protocols for details as these protocols change rapidly based on types of tests, and services available on campus and in the community.

If an employee tests positive for COVID-19, they are to stay home from work until they test negative or another clearance method is authorized. University responses to a positive test are mandated through State law, Cal-OSHA, and Sacramento DPH. Responses to a report of a positive COVID-19 test include phone-based contact tracing, reporting exposures to individuals on campus identified through contact tracing, verbal and written notifications and information, and access to testing.

Student Health and Counseling Services (SHCS) coordinate contact tracing by phone and as needed in coordination with Sacramento Department of Public Health (DPH) University Risk Management and University Human Resources.

SHCS provides testing to all students, including athletes. Employees, based on Cal-OSHA Emergency Standard requirements, may also receive free COVID-19 tests from SHCS if they are classified as potentially exposed according to Cal-OSHA regulation. The University may also contract with a medical testing service provider who performs the testing on campus, or at another location near campus. Employees who opt out of SHCS testing or contractor provided testing may voluntarily acquire testing from any other community source with the advice of their medical provider.

At this time, except for limited exceptions for athletic requirements, and Student Housing access, the University will not administer routine temperature checking at the campus to access the campus. If required

by a government agency in the future, Sacramento State has the capability to conduct routine temperature checks on employees and will follow any protocol required at that time.

When the COVID-19 vaccine is available, the University will operate a “Closed MPOD” which is a Mass Point of Dispensing for the University students, faculty and staff, and their immediate families. The MPOD is organized with direct oversight and coordination with the Sacramento County Office of Emergency Services and County Public Health.

The University highly encourages all persons coming to campus to acquire the annual flu vaccination. The flu vaccination is available from Student Health and Flu Vaccine drive-through “point of dispensing” events held regularly on campus, and from local community sources.

5. COVID-19 Risk Mitigation Protocols on Campus

Risk Mitigation Triad is (1) Physical distancing, (2) Disinfecting Hands and Touched Objects, and (3) Mandatory Wearing of Face Coverings. Other risk mitigation protocols are added as needed based on task-specific assessment. There are sub-protocols for each of these risk mitigation protocols.

The main technique for creating physical distancing is to severely limit the number of staff, faculty, and students on campus every day. Those who do not work on campus or have a class on campus are asked to refrain from coming to campus. Only pre-approved activities and Face-to-face (F2F) classes are allowed after each activity is reviewed for physical distancing and other safety protocols, and are approved by EHS, SHCS, and the Administration including the President.

Physical distancing involves restricting access to campus, creating physical distance with chairs and desks and other work equipment, re-organizing meetings and face to face activities, and implementing markings, paths of travel, and other spacing indicators in all buildings.

Disinfecting includes identifying shared rooms, furniture, equipment, and objects that multiple individuals may use, and implementing disinfecting protocols, and providing the tools and resources to perform the disinfecting.

Face coverings are currently mandated at all times and places on campus, indoor and outside. All employees will be provided face coverings as needed, and instructions on how and when to use them, and how and when to clean and maintain them if they are not disposable.

Exceptions to wearing face coverings are when alone in a work office or location, physical and other reasons for the inability to wear a face-covering. Physical and other reasons for not wearing a face-covering are required to be managed on a case by case basis by Human resources or Student Affairs for alternatives and options.

6. Physical distancing

The Safety Plan generates a custom safety protocol for each approved task on campus, and the key element of each Safety Protocol is to reduce the number of opportunities for people on campus to come within 6 feet of each other. If people must be within 6 feet of each other, then the Protocol is designed to minimize the time that physical distancing is not in effect.

Anytime a person is approved to come to campus, and especially if multiple people are going to be in the same room or area on campus, there will be an approved safety protocol to maximize the physical distancing, assisted through, but not limited to floor markings, chair spacing, room entry procedures, room exit procedures, and any other feasible administrative means.

Public safety codes, building codes, applicable laws, and security requirements are considered in all protocols and are not to be compromised to achieve physical distancing.

Some physical distancing measures to be taken include, but are not limited to:

- 6 Feet Protocols for all work and academic activities that involve multiple people in a room
- Circulation spaces - the direction of foot-traffic in main circulation paths: corridors, stairs, and entries all provide 6 feet of space for people to pass
- If hallway passing space is not appropriate, one-way circulation routes will be created
- Mark 6 feet increments on floors or walls where groups might form
- Individual seating/desks spaced with 6 feet left-right, and front-back
- Desks or tables that normally seat two or more students have one student only unless 6 feet distance can be easily established
- Avoid opening group spaces that will attract groups by decommission or re-purpose gathering spaces
- Add plastic panels between locations where physical distancing is not possible and where multiple individuals may need to interact
- Prohibit shared use of small rooms by groups and convert to single-occupant use only
- Close some meeting and study rooms where physical distancing is not possible
- Calculate the new maximum capacity of each room and post temporary signage
- In locations where lines form, monitors are present to assist in queuing
- Areas that would normally fill with people, such as a food court, must have a single entrance and exit only circulation, with door monitors for entry control to ensure that the room does not get filled beyond socially distanced capacity
- Elevators are monitored to avoid crowding
- University will develop standard signage to assist with all these distancing actions

7. Hand Washing - Hand Sanitizing

The University's COVID-19 Safety Training emphasizes that individuals on campus must take responsibility for their own handwashing rate, which should be frequent. After handling any common objects such as door handles, shared keyboards, or elevator buttons, all employees are recommended to wash their hands. To facilitate frequent handwashing, all restrooms on campus are serviced regularly so that soap and water are freely available.

However, the Sacramento State Safety Plan recognizes that too many people in a single restroom reduces physical distancing, so hand sanitizing with an alcohol-based hand sanitizer is an alternative that is strongly encouraged in the Safety Training as well.

The Sacramento State Safety Plan provides that each employee receives, as part of a standard Safety Package, a bottle of hand sanitizer upon returning to campus. When empty, these University issued bottles will be returned to EHS who will then replace the empty with a full bottle. The campus supplied hand sanitizer is to be carried by individuals when they work on campus and are to be used as needed after touching objects such as door handles, elevator buttons and copying machines.

The University maintains a fleet of "touch-free" hand sanitizer stations that are placed in multiple locations in each building that are being used for approved activities. They are typically placed near entrances, elevator lobbies, and other common areas. Some Face to Face classes special safety protocols include having touch-free sanitizer stations inside specific classrooms, such as music and arts and food service and other common housing areas. Students are also provided small quantities of hand sanitizer on request.

All campus water fountains are closed and have signage indicated they are closed for safety reasons. Water fountains that have integrated bottle filling stations will have the filling station operational.

Restrooms will have sinks taken out of operation so that 6 feet distancing can be maintained. Sinks that are closed will have signage indicating closed for safety reasons.

8. Surface Sanitizing

The University uses multiple methods of surface sanitization. Areas and commonly touched objects are sanitized by hand cleaning at a time and frequency that is feasible, based on an assessment of the use of a building or room. Most F2F classrooms will be disinfected after each classroom use according to their safety protocol. In addition to wiping down surfaces, the University may also utilize bulk room disinfecting using a broadcast spray of EPA approved disinfectant. The broadcast spray method is one method used to disinfect large areas and rooms by custodial staff or contractors.

Custodial staff performing disinfecting is provided with special safety training, and special PPE for these tasks. In the event a location in use requires an “enhanced cleaning” to disinfect more thoroughly, based on a risk assessment of any reported COVID-19 positive individuals in those particular spaces, it will be shut down for a 24 hour period, and then cleaned using a university team or a contractor, then reopened.

One key element of room sanitizing is limiting the overall number of rooms and buildings regularly used on campus. Limiting the overall square footage of campus space being used enables the custodial and contract sanitizing services to concentrate their resources on a smaller and more feasible footprint and to sanitize fewer rooms more often.

The University cannot feasibly monitor every time an object on campus is touched and cannot have custodial services sanitize all surfaces everywhere all the time. For the critical safety function of sanitization to be carried out, individuals must take some responsibility for disinfecting. The University, to the extent practicable after assessment of the work tasks being performed and the workspace where those tasks are being performed, will provide employees with surface disinfecting materials as needed. These are added to the customized safety protocols written for each approved on-campus activity.

Frequently touched surfaces are reservoirs for viral pathogens and some examples are door handles, light switches, elevator buttons, handrails, shared keyboards, ATMs, pay-stations, and gym equipment. The protocols for managing these items are to remove/replace/substitute for them, sanitize them before and after touching, or sanitizing hands/fingers immediately after touching them.

There are some items and activities where after EHS assessment, gloves will be issued as part of the safety protocol for activities where touching multiple surfaces is an integral part of the activity.

Other safety protocols that may be implemented after assessment include, but are not limited to:

- Cover shared keyboards with a plastic top that enables the keyboard to be used and then disinfected without the liquid disinfectant getting into the electronics and damaging the keyboard system
- Provide students with wireless keyboards which are their keyboard to plug into shared computer space so that keyboards are not present when disinfecting takes place
- Provide laptop only shared-use areas where no electronics are present when the room is disinfected
- Affix signage to remind occupants to keep switches ‘on’ all-day
- Install movement detectors to activate light switches
- Reduce the use of doors and drawers
- Affix doors in an open position only where appropriate and legal
- Install hand sanitizer stations nearby all major door entryways, elevator lobbies and other locations

- Utilize “Student Safety Ambassadors” (SSAs) to open doors and operate elevators
- SSAs are also provided with disinfecting materials and may also provide surface disinfecting.
- Provide surface disinfectant where collaboration tools such as conference phones are used
- Room furniture is disinfected by bulk spray units on a frequent basis, not less than once a day
- Door handles are managed in multiple ways including but not limited to, individual use of hand sanitizer, custodial and service contractors
- Shared keyboards are limited, and if present are covered with a plastic covering to facilitate disinfecting
- In locations where normally there is a shared keyboard or mouse, when feasible these are removed, and each student who might use the shared computer would be issued a disinfected wireless keyboard/ mouse at the time of use

Common areas (Meeting rooms, conference rooms, etc.) are restricted, closed, and when open and used, sanitized after use if facilities management is informed of the location being used. If a classroom is used multiple times each day, the classroom is sanitized by bulk sanitization before the next class is seated.

Elevators represent a particularly challenging area to establish physical distancing. Methods for managing the use of elevators might include, but are not limited to the following:

- Physical distancing queue markers for waiting for passengers
- Instructional signage displaying elevator use protocols including passenger limits
- Floor stickers to establish distancing zones within elevator cars
- SSAs assist with operating elevators so only one person touches the buttons and ensuring that distancing is maintained within elevators

9. Face Coverings, Gloves and Other Personal Protective Equipment (PPE)

Face coverings are currently mandated by State Public Health Agencies in all public places on campus. The campus therefore requires that all individuals, students, faculty, staff, or the public wear a face covering whenever indoors with other people present, with very limited exceptions, and whenever outdoors when other people are visible at any distance. During normal campus hours, it is likely and expected that a face covering will be worn at all times on campus. The Sacramento State Safety Plan strongly encourages through training that all individuals take personal responsibility for wearing a face covering. This training also strongly indicates that wearing a face covering is an act that considers the safety of the campus family as well. Signage indicating that face coverings are mandatory are placed in walkways throughout campus.

Government guidance on face coverings recommends limiting touching of the face-covering once it is on. Therefore, taking it off and putting it on multiple times only when closer than 6 feet to another person is not recommended, because that technique leads to excessive touching of the face covering.

Employees who work in a relatively private location do not have to wear the covering while at their desk but whenever indoors, if other employees are present, wearing the face covering is strongly encouraged.

The Sacramento State Safety Plan requires that face coverings follow the guidance of the CDC and the DPH. Employees will be provided face coverings but may wear their own. The University will utilize both reusable and disposable face coverings.

However, face coverings with exhalation valves are not considered safe face coverings and are prohibited.

Persons on campus who are subject to the face-covering mandate may request an exemption for using a face covering. Students with requests for an exemption are referred to Services to Students with Disabilities (SSWD). Employees with requests for an exemption are referred to Human Resources for an interactive

process. Alternatives such as face shields with aprons or other types of face coverings may be used as a substitute for a standard face mask. Those who do not assert an exemption through an SSWD or HR process will be asked to put on a face-covering which will be provided or to leave campus.

After an assessment of student or employee activity, it may be determined that a specific type of face covering is required for that task, such as an N-95 face covering or other specific type. For example, a medical services employee is likely to require an N-95 face covering. In some instances, such as with the N-95, the specialty face covering may require additional training, and possibly fit testing and placement into the standard University respiratory protection program. The employee may also be required to be smooth-shaven as appropriate. The University will provide all types of face coverings recommended through the assessment process to any employee that receives that assessment.

Gloves

Gloves are provided only for COVID-19 risk mitigation after an EHS assessment determines they are needed for a particular task. In medical settings or custodial work, gloves are used to provide additional protection against constant hand exposure to possible virus-contaminated objects, disinfectants and other cleaning agents, and the handling of a large variety and volume of unknown materials.

Gloves may also be required for employee activities where multiple people are touching the same object or equipment and it is not feasible to disinfect after every use. For the general campus community of students, faculty, and staff, gloves are not needed and not recommended. Persons may voluntarily wear gloves, but it is not recommended.

Other PPE

Face shields, and gowns, and other protective equipment are sometimes utilized by medical personnel who are in contact with patients potentially infected with COVID-19. These PPE elements are implemented by medical staff with existing protocols. Any COVID-19 mitigating PPE beyond face coverings would be assigned and provided based on an assessment of the task by EHS. Face shields may be used by employees in some academic or administrative cases as a substitute, or in addition to a face covering, especially if the face and lips need to be visible for communication. These will be provided on a case by case basis after EHS assessment.

PPE mixtures

In some areas, such as, but not limited to, a chemistry laboratory, or a welding shop, standard PPE includes eye protection or face shields. Task assessments determine the appropriate mixture of PPE for these cases to avoid face coverings interfering with the other protection or causing other safety hazards.

Other Safety Hardware

In some circumstances, such as a small enclosed space where more than one person must be present, in addition to the standard PPE, a small HEPA filter fan may be installed. Examples of where this is recommended are, but not limited to, audiology testing booths and radio station control rooms. Plastic shields may be installed on desks and other areas. These are installed on a case by case basis after an assessment by EHS of the specific activity.

Plexi-shields

In some circumstances, based on EHS assessment, a plexi-shield will be installed to provide separation between individuals, even if they are wearing face coverings. These plexi-shields are installed on a case-by-case basis.

10. Building Heating Ventilation and Air Conditioning (HVAC)

Buildings that have been closed during the emergency period and will be re-opened will first have the HVAC turned on at full capacity and then be disinfected. Directly after the disinfecting is completed, the filter systems in each building are replaced with fresh filters, and the HVAC will be adjusted to ensure where feasible, fresh air will be added to the building airflow. When the buildings are in use, EHS will spot check CO₂, a marker for low quantity of fresh air, and will make recommendations for HVAC adjustment if CO₂ is considered elevated.

11. Student Safety Ambassadors (SSAs)

The Sacramento State Safety Plan requires voluntary compliance in multiple locations at multiple times over the course of the day. In order to assist with this voluntary compliance, the Safety Plan includes Student Safety Ambassadors, a paid student employment position, to assist others to improve voluntary compliance.

SSAs provide assistance services such as, but not limited to, opening doors of buildings during high use periods so one person touches a door handle not dozens, operating elevators so that one person touches the buttons, not dozens, provides elevator assistance so that only the proscribed number of persons enters an elevator at one time and those with disabilities that require the elevator are not disadvantaged, assist with physical distancing in hallways before and after classes, assist faculty with getting students seated in classrooms while maintaining distancing, and many other similar tasks. SSAs also will report on general compliance with safety rules to Risk Management, as well as any specific concerns raised by students, faculty, or employees about COVID-19 safety protocols and compliance.

The SSAs also have face coverings available to give to those who need one, or a small bottle of hand sanitizer for those that need one. They also answer questions about safety on campus and direct people to services, information, and advice.

SSAs receive special task-specific PPE, task-specific safety training, training in disinfectant use, fire and building emergency training, and training in interpersonal communication and safe interaction techniques.

12. Athletics

The Sacramento State Safety Plan includes all athletic activities and follows the same process that involves assessment-based mitigation. In addition to all the requirements and recommendations in the Sacramento State Safety Plan, Athletics will follow all additional guidelines and requirements set forth by the NCAA, the appropriate leagues and associations, and other governing bodies. Some of these requirements and guidelines are different from the Sacramento State Safety Plan, and in these cases the more stringent and protective protocol will be implemented. Athletics has its own COVID-19 Safety Plan, which is available from the Athletics Department.

13. Housing

University Housing has developed a Housing specific plan, which is available from Housing. This plan includes all University requirements for Face Covering, Distancing, and Disinfection and any other location-specific safety protocols, including those for food services and quarantine rooms. Face coverings by students and staff are required in all common areas in the residence halls, and students and staff are required to wear face coverings in outside gathering areas where physical distancing cannot be maintained.

Disinfection will be increased in lobbies, study rooms, laundry rooms, front desks, common restrooms, recreation rooms, and computer labs along with increased disinfection of high-touch and high use areas such as door handles, elevators, mailboxes, bathrooms, and kitchens. Hand sanitizer stations/wipes will be

available in high traffic areas such as lobbies, front desks, fitness centers, computer labs, kitchens, and recreation rooms.

Housing has also developed a detailed Protocol for managing food service. These plans for the Servery at The Dining Commons and the Courtyard Market are based on distancing, eliminating high touchpoints, and increased disinfection and face coverings.

Details for the Housing and Foodservice safety protocols are in the University Housing Services Fall 2020 Operations Plan.

14. Waste management -Sustainability

Waste management and sustainability are modified during this period of phased re-opening of campus activities. The main modifications include, but are not limited to, training and implementation of procedures for proper disposal of gloves and face coverings, sanitizing wipes in standard trash. If necessary, outreach may be required to prevent the flushing of disinfecting wipes into sewer systems.

The plan also may increase certain plastic and one-time use of trash types such as food packaging and utensil plastic because of the need for single-use items and wrapping food.

15. Employee Travel

All University travel is currently prohibited unless approved by the President. Phased re-opening activities do not include ordinary travel for employees and faculty.

16. Field Trips

Field trips are required to be reviewed and approved for COVID-19 safety at this time and only approved trips are allowed. Only off-campus activities for classes approved by the President after safety protocol approval by EHS and SHCS are allowed. Additional field trips not previously approved are prohibited unless the full review and approval process is completed.

Any local travel and activities must comply with current University travel policy, local and State public safety directives.

17. Sacramento State Safety Plan Management

The Sacramento State IIPP COVID-19 Safety Plan is developed by Risk Management and approved by the administration and President. It is frequently reviewed, and any modifications made by Risk Management are also subject to the same review. This Plan and any of the activity-specific Safety Protocols will be revised as information and guidance from government agencies evolves. As information from Federal and State authorities develops and changes, and as directives, regulations, and legislation progresses and changes over time, this Plan, the version number, and date will be updated as appropriate in response to new information and requirements.

18. COVID-19 Incidence Response

In the event Covid19 cases connected to campus increase, in coordination with Sacramento DPH and the President and his delegates, changes to the Plan, and to previously approved activities on campus may be modified or canceled without notice.

19. COVID-19 Discrimination Prevention and Inclusion

The Sacramento State Office of Inclusion Excellence provides assistance and coordination with Risk Management and the Administration to ensure that the impact of the Safety Plan on the approved activities does not create discrimination or negatively impacts inclusion practices.

20. Mitigating COVID-19 Anxiety

The Sacramento State Safety Plan includes elements to ensure that transparency, ongoing communication, and campus community awareness are part of the process to phased re-opening.

21. Contractor COVID-19 Safety Plan

The Sacramento State Safety Plan requires that all contractors coming to campus for any purpose self-certify on a daily basis that their employees are free of symptoms and they know and will follow our safety protocols for physical distancing, use of face coverings, and disinfecting hands and surfaces. Procedures for such a system are designed and implemented by Procurement Services in coordination with Risk Management.

22. Coordination with Sacramento Department of Public Health (DPH)

The Sacramento State Safety Plan references the Campus Communicable Disease Plan, and in turn requires alignment and close coordination with the DPH. The Director of Student Health at the WELL is the liaison with DPH and closely coordinates both the changing guidelines from the DPH and the testing and contact tracing services needed to implement these plans. Safety Protocols developed for specific activities that involve students are checked against DPH guidelines and requirements to ensure they are in alignment before they are approved for return to campus. Risk Management checks proposed activities for employees against DPH guidelines and requirements to ensure they are in alignment before they are approved for return to campus.