

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WILL BE REVISED AS INFORMATION EVOLVES

RETURN TO WORK PROTOCOLS FOR COVID-19

Maintaining the health and safety of all employees is the top priority at Sacramento State. The following protocols are guided by CDC (Center for Disease Control), CalOSHA, 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 actions related to potential transmission of a contagious disease. The purpose is to:

- Protect yourself and others;
- Minimize the spread of the COVID-19 virus from an infected person to others; and
- Reduce the exchange of respiratory aerosols/droplets through contact with others.

These supplemental protocols remain in place until further notice. Questions should be directed to the manager for your work area.

Training: All employees who are approved to return to Campus in the phased re-opening are required to take COVID-19 Return to Campus Safety training before they can return to campus. Training is available on CSU Learn.

REQUIRED PROTOCOLS: The following are required for all employees.

Self-Screening for COVID Symptoms

- Prior to coming to work**, all employees must self-screen for the following symptoms:
 - Fever of 100.4 F or;
 - Alternating chills and sweating; or
 - Cough, trouble breathing, shortness of breath or wheezing; or
 - Sore throat; or
 - Muscle aches; or
 - Loss of smell or taste, or a change in taste; or
 - Nausea, vomiting or diarrhea; or
 - Headache
- Employees who have any symptoms listed above must inform their manager/appropriate administrator that they are exhibiting one/some of these symptoms, contact their medical provider for advice, and not report to work.
- Employees who develop these symptoms during the workday will be sent home.
- Employees who develop these symptoms and/or test positive for COVID-19 understand that they are required to disclose this information to their employer¹ and not return to work until testing negative.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 SHCS to determine the alternative return to work protocol

Physical Distancing

- Employees will maintain a minimum of 6 feet distance from others (including vendors, students, faculty, staff, and coworkers) whenever reasonably possible.
- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- Tasks that require working within six (6) feet of another individual for more than a few minutes will be evaluated by Environmental Health & Safety (EH&S) in advance to determine appropriate Personal Protective Equipment (PPE) and protocols. Call EH&S at (916) 278-2020 for assistance.

Respiratory Etiquette

The primary route of transmission is through droplets which are created during talking, coughing, and sneezing. People can get infected when these droplets enter the eyes, nose, or mouth. Employees are reminded to wear face coverings and to cover their coughs and sneezes using a tissue or upper sleeve.

Face Coverings

Face coverings are not equivalent to N95 or KN95 respirators in that they do not protect you from airborne contaminants that are respirable, they do however, reduce the amount of particulate everyone releases when sneezing, coughing, talking and simply breathing.

Acceptable face coverings include any mask, bandana, or scarf that:

- Covers the nose and mouth openings;
 - Fits snugly against the face with secured ties/ear loops;
 - Includes at least two layers of fabric;
 - Allows breathing without restriction;
 - Can be laundered/machine dried without damage or change to the shape; and
 - Professionally represents the University, (i.e., are Sac State issued, solid in color, or simple-patterned only). Graphics, images, wording, or logos contrary to Sac State Policy are not acceptable.
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- In accordance with the guidance provided by the California Department of Public Health (CDPH) Employees are required to wear an acceptable face covering³ when working in indoor locations on campus, whether or not six (6) foot physical distancing is possible “or” when working outdoors where six (6) foot physical distancing is not possible.
 - Employees who need to remove their face covering for eating, drinking, or personal hygiene will do so where physical distancing permits.
 - Employees may wear their personal face coverings brought from home, meeting the conditions above, or those provide by the university.
 - Employees who cannot wear a face covering and require an accommodation (i.e., medical or religious obligation) should inform the Benefits Services Office and their appropriate administrator³.

Hygiene

- Employees do not come to work when they are sick.
- All employees will wash hands frequently with soap and water for at least 20 seconds, or use hand sanitizer (w/minimum 60% alcohol content) when soap and water are not available. EH&S will provide hand sanitizer to employees when needed.

³ If you are unable to wear a face covering or require an accommodation (i.e. due to a medical condition), then please notify your manager/supervisor to initiate the interactive process.

- Employees will avoid touching eyes, nose, or face.
- Employees will cover coughs/sneezes with disposable tissues. If disposable tissues are not available, use the inside of your elbow to cover coughs/sneezes.
- Employees are aware that a face covering does not change the requirement to cover your cough or sneeze.

Sanitization

- Each office/shop/lab will identify the high touch locations in the workplace, determine an appropriate cleaning schedule, and assign the task to an individual.
- Employees will sanitize their break/lunch spaces with approved/provided sanitizer and paper towels before and after use.
- Sanitize shared equipment (e.g. computer keyboards, mice, appliances, etc.) with approved/provided sanitizer and paper towels each morning and after each use.
- Employees *must* use hand sanitizer before using computers/shared equipment.

Sanitize shared carts/equipment/computers with approved/provided sanitizer and paper towels before and after use.

- *Note: Employees must not spray cleaner directly on computer keyboards or electronic interface panels. Spray sanitizer on a paper towel first, then wipe.*

RECOMMENDED PROTOCOLS: The following protocols are appropriate for workplaces on campus with higher numbers of employees. Departments will determine which protocols are feasible in their areas. EH&S is available to assist with the determination.

Staggered Shift Start/Break/Lunch/End Times

- Employees will be assigned staggered shift times to avoid unnecessary staff interaction and overlap during shifts, and to maintain physical distancing at exit and entry points.
- Coordination with employees on shift/break/lunch/end times will be scheduled in advance with shop employees and supervisors.

Encourage Breaks/Lunch in Field

- Employees are encouraged to eat on campus at their work locations to reduce the likelihood of unnecessary staff interaction.
- Employees are encouraged to bring their lunches to their work areas and not store personal lunchboxes in the breakroom.
- Employees should avoid using shared microwaves, cooking and eating utensils, etc. Should an employee need to use a shared item, strict hygiene and sanitization protocols must be followed before and after use. Remove high-touch items such as magazines, common pens, etc.

Workplace Adjustments

- Tables and chairs will be arranged to maintain a minimum of six (6) feet physical distancing apart.
- Plexiglas partitions will be added in locations where face-to-face contact is required, e.g., department offices, student services areas.
- Use restrooms in typical work locations on campus whenever possible.
- Avoid riding together in vehicles. When *unavoidable*, face coverings are required by all employees as described above, along with maximum distancing.
- Purchase additional equipment for individual employee use whenever reasonably possible, as opposed to sharing and disinfecting equipment.