



COVID-19 Prevention Program

I. Policy

It is the policy of California State University, San Marcos to maintain, insofar as can reasonably be expected, a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. CSUSM also requires compliance where the word "shall" is used and offers guidance when the word "should" is used.

The purpose of this program is to outline the CSUSM procedures to identify potential COVID-19 exposure hazards and mitigate these hazards to prevent the spread of COVID-19 on campus.

II. Authority

8 CCR §3205-3205.4
CA Labor Code §6409.6

III. Scope

This program applies to all CSUSM employees, students, and visitors who come on campus with the exception of those employees covered under the Aerosol Transmissible Disease Infection Control Plan. (At this time only specific Student Health & Counseling Services employees are covered under the infection control plan.)

IV. Definitions

COVID-19: coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

COVID-19 case:

- A. Means a person who:
 - 1. Has a positive "COVID-19 test" as defined in this section;
or
 - 2. Is subject to a COVID-19-related order to isolate issued by a local or state health official;
or
 - 3. Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- B. A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local

health department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the local health department.

COVID-19 exposure: means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

COVID-19 hazard: exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

COVID-19 symptoms: fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

COVID-19 test: a viral test for SARS-CoV-2 that is:

- A. Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- B. Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

Face covering: a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

High-risk exposure period: the following time period:

- A. For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- B. For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Workplace/Worksite/A Specific Place of Employment:

A. Exposed Workplace (8 CCR 3205):

Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

B. Worksite (CA Labor Code 6409.6):

The building, store, facility, agricultural field, or other location where a worker worked during the infectious period.

Does **not apply** to buildings, **floors**, or other locations of the employer that a qualified individual did not enter.

C. A Specific Place of Employment (CA Labor Code 3212.88):

The building, store, facility, or agricultural field where an employee performs work at the employer's direction.

Does **not include** the employee's home or residence

V. Responsibilities

A. Safety, Health & Sustainability

1. Maintain the COVID-19 Prevention Program. Make the program available to affected departments.
2. Provide assistance to individual departments concerning implementation of the program.
3. Provide consultation regarding federal, state, and local guidance.
4. Provide personal protective equipment, community protective equipment, hand sanitizer, and disinfectant products to campus departments through the [Covered Cougar Distribution Center](#).
5. Conduct periodic inspections of in use areas.
6. Collaborate with the C4 Team to during investigations of outbreaks.

B. C4 Team

1. Investigate reports of COVID-19 cases and potential exposures.
2. Collaborate with the Office of Human Resources (OHR) regarding communication of COVID related benefits to employees.
3. Coordinate campus communication with the local health department.
4. Coordinate required notifications to affected employees and authorized representatives
5. Notify SHS of exposed worksites and Cal/OSHA reportable incidents in a timely manner.

C. Office of Human Resources

1. Provide required notifications employee authorized representatives as applicable.
2. Provide required benefit information to employees and their authorized representatives as applicable.

3. For employees excluded from work under 8 CCR 3205 and otherwise able and available to work, OHR will continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.
- D. Department Supervisors and Managers
1. Ensure procedures prescribed herein are followed by employees.
 2. Complete the Return to Campus work plan assessment and submit program documents.
 3. Ensure the Return to Campus training (*Return to Campus COVID 19 Awareness*) is completed before an employee returns to work at campus and its affiliated buildings.
 4. Report COVID-19 cases and potential exposures to the C4 Team.
- E. Employees
1. Report COVID-19 symptoms, positive tests, close contacts, or quarantine needs to their supervisor without fear of reprisal.
 2. Do not report to campus if sick without fear of reprisal.
 3. Communicate COVID-19 hazards to supervisors or SHS without fear of reprisal.

VI. Program

A. Communication

1. Procedure to ask employees to report COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards without fear of reprisal
 - a. The [CSUSM As One](#) website encourages the campus community to report symptoms, exposures, and hazards.
 - b. Additional campus departments provide links to the reporting forms.
2. Procedures/Policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

a. Employees

The [Office of Human Resources](#) coordinates with deans, managers, and divisions to provide appropriate accommodations for employees at high risk for serious COVID illness.

b. Students

The vast majority of classes utilize a virtual platform. The [Cougar Care Network](#), [Student Health & Counseling Services](#) (SHCS), and [Disability Support Services](#) provide support to students with special needs who need assistance accessing virtual services.

3. Procedures regarding COVID-19 testing
 - a. Access

A free PCR [testing](#) site run by the County of San Diego is located on the CSUSM main campus. Students and employees are able to be tested at this site.
 - b. Current Testing
 - i. Employees: currently, employees are not required to be tested
 - ii. Students: currently residential students are required to be tested upon arrival on campus, one week after arriving on campus, and then every two weeks thereafter for surveillance purposes. [Housing & Residential Education](#) informs the students why they are being tested and the appropriate protocol following a positive test.
 4. Procedures to communicate COVID-19 hazards (exposures) and policies to employees and others on campus.
 - a. [CSUSM As One](#) provides links to the [current status of COVID-19 cases and quarantine numbers](#), the [campus mitigation and prevention policies](#), and the [suspected positive case/exposure protocol](#).
- B. Identification and Evaluation of COVID-19 Hazards
1. Employee and Authorized Employee Representative participation in the identification and evaluation of COVID-19 hazards.
 - a. Employees may report areas and circumstances of COVID hazards (i.e. potential exposure) using the [Report a Safety Concern online form](#), [emailing Safety, Health & Sustainability \(SHS\)](#), or calling SHS at 760.750.4502. Anonymous reporting is available when using the online form or calling.
 - b. Collective bargaining units participate in the identification through direct reporting of unit members concerns and through participation in the Environmental Health, Occupational & Public Safety Committee (EHOPS).
 2. COVID-19 Screening
 - a. All employees, students, and vendors reporting to campus must complete an [online screening form](#) before entering any buildings.
 - b. Students also have the option of scanning in/out of laboratories and classrooms using QR codes to facilitate contact tracing in the event of a positive case.
 3. Procedures to respond to a COVID-19 case in the workplace to prevent or reduce transmission.
 - a. Employees: The C4 team coordinates with the employee's manager, the OHR, University Communications, Facility Services, SHS, and the County of San Diego to identify and quarantine close contacts; provide information on testing and isolation;

[safely and effectively clean and disinfect the affected workplace](#); and communicate required information to the appropriate campus community members in compliance with CA Labor Code §6409.6.

- b. Students: The C4 team coordinates with Student Affairs, Academic Affairs, University Communications, Facility Services (FS), SHS, and the County of San Diego to identify and quarantine close contacts; provide information on testing and isolation; [safely and effectively clean and disinfect affected spaces](#); and communicate required information the appropriate campus community members.
 - c. Residential Students: In addition to the above, Housing & Residential Education has developed specific procedures to respond to a COVID-19 case amongst residents.
4. Identify workplace-specific interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
- a. The [COVID-19 Planning & Response Team](#) has coordinated a campus wide evaluation of workplaces to develop general COVID prevention procedures including [cleaning and disinfection procedures](#), [vehicle use procedures](#), [Research Guidance](#), and the [Return to Campus Handbook](#).
 - b. Specific departments are required to complete a worksite risk assessment as part of the Return to Campus to work plan before employees can work on campus. The assessment is reviewed by SHS prior to occupancy.
 - c. For members of the public, SHS, Parking and Commuter Services, and the EHOPS committee evaluated routes to the [county testing site](#). The public was rerouted to an exterior walking route and alternate NCTD bus stops were created. Signage in both English and Spanish for walking and driving routes has been posted.
5. Evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

Energy Management & Utility Services evaluated the HVAC systems throughout campus. The ventilation systems, where feasible, utilize MERV13 or higher filters. Most laboratory systems already provide 100% fresh air intake. For other indoor spaces, the intake levels of fresh air were maximized to the extent compatible with the system.

6. Review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.
- a. CSUSM follows the State's [COVID-19 Industry Guidance: Institutions of Higher Education](#).
 - b. The CSU Chancellor's Office provides updates and guidance for the entire CSU system.

- c. Staff from SHCS, Integrated Risk Management, SHS, and Emergency Management meet weekly to evaluate the current COVID status of the campus and review changes to the state and county guidance.
 - d. Staff from various departments attend the twice monthly [County of San Diego Colleges and Universities telebriefing](#), the Emergency Managers telebriefing, and the CSU EHS Directors systemwide weekly COVID update. The campus also maintains contacts with the county's epidemiology department.
7. Evaluate existing COVID-19 prevention controls at the workplace and the need for different or additional controls.
- CSUSM evaluates and updates controls based on needs communicated by staff and students; changes to federal, state, and county guidance; and prevention gaps identified during case investigations.
8. Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers' COVID-19 policies and procedures.
- a. SHS conducts periodic walkthroughs of laboratories and other high usage areas to identify areas of concern related to COVID-19.
 - b. SHS is adding COVID-19 observations to the annual health and safety inspections of workspaces.
- C. Investigating and responding to COVID-19 cases in the workplace.
- 1. Procedure to investigate COVID-19 cases in the workplace.
- The CSUSM C4 Team investigates COVID-19 cases and coordinates with the County of San Diego Health & Human Services Agency.
- 2. CSUSM takes the following actions when there has been a COVID-19 case on campus:
 - a. The C4 team identifies the case's last time on campus, test dates and/or diagnosis, and symptomology timeline.
 - b. The C4 team coordinates with the case's department manager or college and the County to determine campus members who may have had an exposure.
 - c. As applicable, the C4 team works with University Communications, Housing & Residential Education, and other staff to provide required notifications (general and/or targeted) to campus members and others who may have been exposed and their authorized representatives as appropriate.
 - d. The campus allows employees who had potential exposure in the workplace to obtain free testing at the [county testing site](#) on campus during working hours. The Office of Human Resources provides information on applicable leaves and other available benefits.

- e. The C4 team works with SHS as needed to investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
3. Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms is kept confidential except when requested by the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
 4. All employee medical records required by these regulations are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as noted in 8 CCR §3205(c)(3)(D).
- D. Correction of COVID-19 hazards.

CSUSM corrects unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard. SHS works with Facility Services, Planning, Design & Construction and the managers of the departments for which hazards have been identified to correct such hazards.

E. Training and Instructions

All employees and students must complete the appropriate *Return to Campus COVID 19 Awareness* training. The training includes:

1. CSUSM's COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
3. The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
4. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
5. The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
6. The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
7. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.

8. COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

F. [Physical Distancing](#)

1. All employees are separated from other persons by at least six feet, except where a risk assessment demonstrates that six feet of separation is not possible, and except for momentary exposure while persons are in movement.

Methods of physical distancing at CSUSM include:

- a. telework or other remote work arrangements;
 - b. reducing the number of persons in an area at one time, including visitors;
 - c. visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
 - d. staggered arrival, departure, work, and break times; and
 - e. adjusted work processes or procedures
2. When 6 feet cannot be maintained, employees stay as far apart as possible and additional PPE or engineering controls are provided.

G. [Face Coverings](#)

1. Face coverings for employees and students are provided through the [Covered Cougar Distribution Center](#) and in vending machines throughout campus. Face coverings are worn over the nose and mouth when required by orders from the CDPH or local health department. Specific guidance is provided on the [SHS](#) and [CSUSM As One](#) websites.
2. Employees who cannot wear face coverings due to a medical condition, mental health condition, or disability work virtually from home or utilize benefits.
3. Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons when outside.
4. CSUSM does not prevent any employee from wearing a face covering when not required by this section, unless it creates a safety hazard, such as interfering with the safe operation of equipment.
5. CSUSM has developed COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards originating from any person not wearing a face covering, including a member of the public. Examples of such mitigation efforts include installing engineering controls at the 2nd floor library entrance, rerouting the public walking access route to the county test site, and locking non-classroom/non-laboratory building exterior doors.

H. Other Engineering Controls, Administrative Controls, and PPE

1. At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, CSUSM installs cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
 - a. Such locations are identified by risk assessments conducted by the department in question in consultation with SHS and Planning, Design & Construction (PDC).
 - b. Partitions may be fixed or mobile depending on the nature of the activities conducted at the work location.

2. Ventilation

As noted earlier, for buildings with mechanical or natural ventilation, or both, CSUSM has maximized the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

3. CSUSM has implemented cleaning and disinfecting procedures including:

- a. Facility Services has identified and regularly cleans and disinfects frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. Steering wheels and other vehicle related frequently touched surfaces are covered in the [vehicle procedures](#).
- b. Employees and authorized employee representatives can view the [cleaning and disinfection protocols](#), including the planned frequency and scope of regular cleaning and disinfection online.
- c. The sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools is prohibited.
 - i. When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.
 - ii. Sharing of vehicles is minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) are disinfected between users. [Vehicle Procedures](#)
 - iii. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period is conducted by Facility Services, Principal Investigators, Instructional Support Technicians, or other staff as designated.

4. Handwashing

- a. CSUSM promotes hand hygiene activities through training, [signage, guidance, websites](#), and accessibility

- b. CSUSM evaluated its handwashing facilities and allows time for employee handwashing.
 - c. To maintain distancing, alternate sinks were blocked off or partitions were installed.
 - d. Approved hand sanitizer stations had been installed throughout campus
 - e. CSUSM encourages employees to wash their hands for at least 20 seconds each time.
5. Personal protective equipment.
- a. CSUSM evaluates the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed. Such evaluations are conducted by SHS in coordination with individual departments as part of the Return to Campus work plan process.
 - b. CSUSM evaluates the need for respiratory protection in accordance with 8 CCR §5144 when the physical distancing requirements are not feasible or are not maintained as part of the Return to Campus work plan process.
 - c. SHCS provides and ensures use of eye protection and respiratory protection in accordance with 8 CCR §5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. At this time, such employees are covered under the SHCS Aerosol Transmissible Disease Infection Control Plan.
- I. Reporting, Recordkeeping, and Access
- 1. The C4 team reports information about COVID-19 cases at the workplace to the local health department whenever required by law, and provides any related information requested by the local health department.
 - 2. The C4 team coordinates with the OHR and SHS to immediately report any COVID-19-related serious illnesses or death of an employee occurring in a place of employment or in connection with any employment to Cal/OSHA.
 - 3. CSUSM maintains records of the steps taken to implement the written COVID-19 Prevention Program, such as training and inspection reports, in accordance with 8 CCR section 3203(b).
 - 4. This written COVID-19 Prevention Program will be made available to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
 - 5. The C4 Team maintains a record of and tracks all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information is kept confidential. The information is available to employees, the

Department of Public Health, authorized employee representatives, or as otherwise allowed/required by law, with personal identifying information removed.

J. Exclusion of COVID-19 Cases

1. The C4 Team coordinates the exclusion of COVID-19 cases from the physical workplace with consultation from the Office of Human Resources, and in accordance with the most recent public health orders and CDC guidance.
2. Managers will ensure that COVID-19 cases are excluded from the workplace until the return to work requirements have been met.
3. CSUSM will exclude employees with COVID-19 exposure from the workplace in accordance with the current County of San Diego *Quarantine of Persons Exposed to COVID-19* health order.
4. For employees excluded from work under this regulation and otherwise able and available to work, OHR will continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.
5. At the time of exclusion, [OHR](#) will provide the employee the information on benefits.

K. Return to Work Criteria

1. The C4 Team will coordinate with the OHR and the local health department, as needed, to determine an employee's allowable return to work date.
2. COVID-19 cases with COVID-19 symptoms shall not return to work until:
 - a. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - b. COVID-19 symptoms have improved; and
 - c. At least 10 days have passed since COVID-19 symptoms first appeared.
3. COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
4. A negative COVID-19 test shall not be required for an employee to return to work.
5. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.

6. Multiple COVID-19 Infections and COVID-19 Outbreaks (8 CCR §3205.1)

1. If there are three or more COVID-19 cases in a workplace setting within a 14-day period, the requirements below will be completed and continue until there are no new COVID-19 cases detected in a workplace for a 14-day period.

2. COVID-19 Testing

- a. All employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s) will be offered testing. Such testing is available at no cost to employees during employees' working hours at the [county testing site](#) on campus.
- b. COVID-19 testing shall consist of the following:
 - i. Immediately upon being covered by this section, all employees in the exposed workplace shall be offered testing and then encouraged to test again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - ii. After the first two COVID-19 tests noted above, employees who remain at the workplace shall be offered testing continuously at least once per week, or more frequently if recommended by the local health department, until this section no longer applies.
 - iii. Employees shall be offered additional testing when deemed necessary by the Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with title 8, section 332.3.

3. Exclusion of COVID-19 Cases

CSUSM will exclude employees who are COVID-19 cases or potentially exposed from work on campus as described above.

4. Investigation of Workplace COVID-19 Illness

CSUSM will investigate and identify workplace factors that contributed to the outbreak as described above.

5. COVID-19 Investigation, review and hazard correction.

During an outbreak, CSUSM will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed with the intent to prevent further spread of COVID-19. The investigation and review will be documented and include:

- a. Investigation of new or unabated COVID-19 hazards including CSUSM's leave policies and practices and whether employees are discouraged from remaining home when sick; the COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- b. The review will be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.

- c. CSUSM will implement changes to reduce the transmission of COVID-19 based on the investigation and review including moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.
 6. Notifications to the local health department.
 - a. The C4 Team will contact the local health department immediately but no longer than 48 hours after the CSUSM knows, or with diligent inquiry would have known, of three or more COVID-19 cases in the same setting for guidance on preventing the further spread of COVID-19 within the workplace.
 - b. The C4 Team will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. CSUSM will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
 - c. Effective January 1, 2021, the C4 Team will provide all information to the local health department required by Labor Code section 6409.6. Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.
7. Major COVID-19 Outbreaks (8 CCR §3205.2)
 1. If there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period, the following requirements will be completed and continue until there are no new COVID-19 cases detected in a workplace for a 14-day period.
 2. COVID-19 testing.

All employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace will be offered testing twice a week, or more frequently if recommended by the local health department. Testing at no cost to employees during employees' working hours is available at the [county testing site](#) on campus.
 3. Exclusion of COVID-19 cases.

CSUSM will exclude employees who are COVID-19 cases or potentially exposed from work on campus as described above and in any relevant local health department orders.
 4. Investigation of workplace COVID-19 illnesses.

CSUSM will investigate and identify workplace factors that contributed to the outbreak as described above.
 5. COVID-19 hazard correction.

In addition to the requirements above, CSUSM will take the following actions:

- a. CSUSM will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and will implement their use to the degree feasible.
 - b. CSUSM will determine the need for changes to the existing respiratory protection program under 8 CCR §5144 to address COVID-19 hazards.
 - c. CSUSM will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
 - d. Any other control measures deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, in accordance with 8 CCR §332.3.
6. Notifications to the local health department.
- a. The C4 Team will contact the local health department immediately but no longer than 48 hours after the CSUSM knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
 - b. The C4 Team will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. CSUSM will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
 - c. Effective January 1, 2021, the C4 Team will provide all information to the local health department required by Labor Code section 6409.6. Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.
8. COVID-19 Prevention in Employer-Provided Housing (8 CCR §3205.3)
1. CSUSM does not provide employer-provided housing.
 2. Resident Directors and Resident Advisors lease housing from CSUSM Corporation.
 3. The University President is provided a housing stipend only.
9. COVID-19 Prevention in Employer-Provided Transportation to and from Work (8 CCR §3205.4)
1. The only employer-provided vehicles used for possible transportation to and from work are select University Police Department vehicles used by individual officers.
 2. The officers utilize the [COVID-19 vehicle procedures](#).

Responsible Manager: Regina Frasca

Responsible Department: Safety, Health, & Sustainability

Originally Issued: 12/21/2020 JSR
Revised: 01/26/2021 JSR