

Department Workspace Evaluation Form

Complete the form by checking applicable boxes. Review content with Department employees and retain a copy in the Department.

Building(s) Occupied (check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Academic Hall | <input type="checkbox"/> Craven Hall | <input type="checkbox"/> Science Hall 2 |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Kellogg Library | <input type="checkbox"/> Student Health |
| <input type="checkbox"/> Center for Children and Families | <input type="checkbox"/> Markstein Hall | <input type="checkbox"/> University Hall |
| <input type="checkbox"/> Central Plant | <input type="checkbox"/> SBSB | <input type="checkbox"/> UPD |
| <input type="checkbox"/> Commons | <input type="checkbox"/> Science Hall 1 | |

Public Access

- Your department areas are open to receive in-person visitors or have returned to pre-COVID protocol for building access.

Occupancy and Social Distancing

- Employees understand there are no COVID-19-related occupancy limits for indoor or outdoor spaces and social distancing **is no longer required except under specific circumstances** for unvaccinated employees (while eating indoors, riding in a vehicle with other occupants, etc.) and in the event of a major outbreak.

COVID-19 Symptom Screening

- Employees understand that by showing up at work all employees are confirming that they are not experiencing any COVID-19 symptoms.** No other screening procedure is required. Employees should stay home if they are sick. Anyone who is not coming to work because of COVID-19 symptoms should notify their manager.

Mandatory Employee Training

The "Safety in the Workplace During COVID-19" training module is accessible through the Employee Training Center in CSU Learn and is assigned to all employees.

- All employees have completed the training** "Safety in the Workplace During COVID-19" and for those employees who have already completed a similar training earlier in the year, a handout on the updates has been provided for them.

Mask Requirements

- Employees understand if they are fully vaccinated, they are required to wear masks indoors and no longer required to wear masks outdoors while on campus. Exceptions for wearing a mask indoors are allowed when alone in a private office or area and when eating and drinking.
- Employees understand that if they are not fully vaccinated, they are required to wear masks indoors, in a vehicle with other employees, or outside when 6 feet of distance from others cannot be maintained.
- Employees understand they can make a request for masks or N95 respirator at any time; and that CSUSM supports employees continuing to wear masks at any time; and CSUSM will not tolerate any reprisals or negative workplace responses, including verbal harassment, teasing, or requests to justify actions. Please contact Human Resources (staff/MPPs) or Faculty Affairs (faculty) to report a concern.

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COVID-19 Vaccination

- Employees that come to campus understand that they must be vaccinated or provide a valid medical or religious exemption. Evidence of approved vaccination is required to be submitted through the Vaccination Certification Program..
- Employees understand that if they are not fully vaccinated, they will be required to participate in a weekly testing program.

Physical Barriers

Physical barriers/plexiglass barriers are no longer required in workspaces. Plexiglass may remain in place for some customer facing workspaces, no new barriers will be installed at this time.

Indoor Air Quality

- Employees understand their workspace indoor air quality is being managed in accordance with Cal/OSHA requirements, California Department of Public Health requirements, and recommendations made by the CDC, ASHRAE, and the Office of the Chancellor.

These requirements address HVAC filter MERV ratings, outside air draw, pre-occupancy air flushing and preventative maintenance schedules.

Cleaning and Disinfection

All cleaning and disinfection protocols have returned to pre-pandemic status. The exception to this is if there is a confirmed COVID-19 case on campus, in which case enhanced cleaning procedures will still be utilized depending on the location and timing of the case. (Enhanced cleaning will be performed if the space in which a COVID-19-positive person was present will be occupied within 24 hours following the positive case being in the space.)

- Cleaning/sanitizing supplies are available in the workspace. Additional cleaning or disinfecting supplies can be obtained from the Covered Cougars Distribution Center (CCDC).

Campus Vehicles

- Unvaccinated employees understand they are required to wear masks while in a vehicle. Vehicles occupied by unvaccinated employees are required to be cleaned between different users. In addition, windows in closed cab vehicles must remain open during transport unless environmental conditions warrant their closure.
- Vaccinated employees understand they are required to wear masks while in a vehicle when riding with other occupants.

Domestic and International Travel

There are no post-travel quarantine requirements for vaccinated people that engage in either foreign or domestic travel.

Unvaccinated people are still required to quarantine for 7-10 days post-travel. (Seven days if they test mid-quarantine and are negative; 10 days if they do not test.) If you are considering traveling for work or personal reasons, please review the full set of CDC requirements and recommendations.



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Case Reporting and Management

- Students and employees who test positive for COVID-19, experience COVID-19-like symptoms or have recently been exposed to someone who tested positive to COVID-19 understand they are still required to report this information to campus (unless they are fully remote and have not been on campus recently).
- To your knowledge, no reports have been made by your department at the time of this evaluation. If there has been a qualifying event a report has been filed with the Campus Covid Case Coordinator.

This workspace evaluation is intended to be performed by a Department MPP under the guidance of Safety, Health and Sustainability. A completed form will be kept on file within the Department.

Completed by: _____

Date: _____

Department: _____