Worksite Specific COVID-19 Prevention Plan
County of Ventura, State of California

Business Name: CSU Channel Islands

**Business Sector: Office Workspaces
Department:**

Submit completed form to EH&S
peer.gerber@csuci.edu

	COVID-19 General Checklist Items NOT TO BE USED FOR CLASSROOM INSTRUCTION	**Procedure** (write a short statement on how you will address the checklist item)	**Frequency** (hourly, daily, etc…)	**Resources Needed** (gloves, signage, barriers etc…)
	1. Worksite Plan			
1	The person(s) responsible for implementing the plan.		N/A	N/A
2	A risk assessment and the measures that will be taken to prevent spread of the virus.	Utilize CSUCI COVID-19 Hazard Assessment form https://www.csuci.edu/publicsafety/ehs/covid-19-hazard-assessment-ppe-6-9-2020.pdf	As needed	N/A
3	Training and communication with employees and employee representatives on the plan.	For training, see below. Communication to be developed by individual departments, i.e email communication, Zoom, etc.	Initially and then as needed.	NA
4	A process to check for compliance and to document and correct deficiencies.	Each manager shall ensure compliance with the COVID-19 worksite plan.	Daily	NA
5	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	Manager to communicate with Emergency Operations manager who will utilize CSUCI Potential COVID-19 Exposure/Infection Protocol.	As needed	NA
	2. Employee Training			

1	Information on COVID-19, preventing spread, and who is especially vulnerable.	Utilize CSU Learn online COVID-19 Prevention Training. Must be completed by the employee prior to their return to campus. https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D43943%26UserMode%3D0	Initially	NA
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	Employee to utilize self-screening/COVID-19 Prevention tips checklist (see attached) prior to reporting to work and throughout the work shift, as needed.	Daily	NA
3	The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.	Included in above training and covered under the self-screening guidelines. Managers should frequently remind employees of the importance of not coming to work if symptomatic.	Initially and as needed.	NA
4	When to seek medical attention.	Employee to utilize self-screening/COVID-19 Prevention tips checklist (see attached) prior to reporting to work and throughout the work shift, as needed.	Initially and as needed.	NA
5	The importance of hand washing.	Employee to utilize self-screening/COVID-19 Prevention tips checklist (see attached) prior to reporting to work and throughout the work shift, as needed.	Initially and as needed.	NA
6	The importance of physical distancing, both at work and off work time.	Employee to utilize self-screening/COVID-19 Prevention tips checklist (see attached) prior to reporting to work and throughout the work shift, as needed.	Initially and as needed.	NA
**3. Individual Control Measures & Screening**			
1	Symptom screenings and/or temperature checks.	Employee to utilize self-screening/COVID-19 Prevention tips checklist (see attached) prior to reporting to work and throughout the work shift, as needed.	Daily	NA
2	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.	Employee to utilize self-screening/COVID-19 Prevention tips checklist (see attached) prior to reporting to work and throughout the work shift, as needed.	Daily	NA
3	Encourage frequent handwashing and use of hand sanitizer.	Employee to utilize self-screening/COVID-19 Prevention tips checklist (see attached) prior to reporting to work and throughout the work shift, as needed.	Daily	Personal supply of hand santizer

4	Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning or tasks such as handling commonly touched items.	Review Hazard Assessment form to determine PPE need. https://www.csuci.edu/publicsafety/ehs/covid-19-hazard-as	Initially As needed	Researchers will use PPE per COVID-19 and lab safety requirement.
5	Strongly recommend cloth face covers.	Cloth face covers are strongly recommended in public spaces per CDC and County of Ventura Public Health guidelines.	Initially and as needed.	Required face coverings
6	Close or increase distance between tables/chairs in break rooms or provide break areas in open space to ensure physical distancing.	Ensure at least a 6 foot distance between tables or chairs in break rooms or other open areas. Tape off chairs or tables to ensure 6 foot diameter is met.	Daily	Access to open spaces will be available
7	Communicate frequently to customers that they should use face masks/covers.	Not applicable. Campus protocols will direct public communication.	NA	NA
	4. Cleaning and Disinfecting Protocols			
1	Perform thorough cleaning in high traffic areas.	High traffic in common areas to be performed by trained Facility Services employees.	Daily	Cleaning supplies will be available.

2	Frequently disinfect commonly used surfaces.	High traffic in common areas to be performed by trained Facility Services employees.	Daily	Disinfectants will be used
3	Clean and sanitize shared equipment between each use.	Individual employee responsibility utilizing campus-provided disinfectant wipes.	Daily	NA
4	Clean touchable surfaces between shifts or between users, whichever is more frequent.	Individual employee responsibility utilizing campus-provided disinfectant wipes.	Daily	NA
5	Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.	FS/Procurement to provide appropriate supplies to departments for use. Managers should contact Facility Services for supplies.	As needed	Proper sanitation products will be available
6	Ensure that sanitary facilities stay operational and stocked at all times.	Managed under Custodial department	Daily	Personal sanitation stocks will be replenished on an ongoing basis

7	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.	FS/Procurement to provide EPA-approved supplies to departments for use.	As needed	As needed
8	Provide time for workers to implement cleaning practices before and prior to the end of shift.	Needed time to be discussed between the manager and their employees.	NA	NA
9	Install hands-free devices if possible	Facility Services	NA	NA
10	Consider upgrades to improve air filtration and ventilation.	Facility Services	NA	NA
5. Physical Distancing Guidelines				
1	Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).	Hazard assessment https://www.csuci.edu/publicsafety/ehs/covid-19-hazard-as	Initially and as needed	NA
2	Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.	Contact Facility Services to review needs or for any questions.	Initially and as needed	NA
3	Adjust in-person meetings, if they are necessary, to ensure physical distancing.	Employ social distancing protocol, if in-person meetings are absolutely necessary..		NA
4	Stagger employee breaks, in compliance with wage and hour regulations, if needed.	Hazard assessment https://www.csuci.edu/publicsafety/ehs/covid-19-hazard-as	Initially and as needed	NA
5	Reconfigure, restrict, or close common areas and provide alternatives where physical distancing can be practiced.	Contact Facility Services to review needs or for any questions.	Initially and as needed	NA
6	Limit the number of individuals riding in an elevator and ensure the use of face covers.	Signage on elevator and outside elevator/ Limited to one person unless disability accommodation is needed.	Initially and as needed	NA

7	Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.	Hazard Assessment https://www.csuci.edu/publicsafety/ehs/covid-19-hazard-as	Initially and as needed	NA

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

Signature: