

# **DIVISION OF BUSINESS & FINANCIAL AFFAIRS**

## **COVID-19 BRIEFING**

April 10, 2020

Unit: Financial Services (University Auxiliary Services) and Public Safety  
(Environmental Health & Safety)

Prepared by: Staff

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**INFORMATION:** Implementation of a procedure to ensure adequate food availability and delivery to students living on campus as well as the limited faculty and staff.

### **BACKGROUND AND POLICY ISSUE(S):**

Food is normally served to residential students in Islands Cafe. Social Distancing procedures and the Stay Well at Home order from the Ventura County Health Officer require that food be served via delivery, pick-up or drive thru, that all food be consumed away from premises and that 6 foot spacing be maintained. The Environmental Health & Safety team (EH&S) worked with both University Auxiliary Services (UAS) Dining and HRE to create procedures in compliance with State and County guidance that keep residential students safely fed while also minimizing the risk of transmission. These procedures will allow Islands Cafe to stay open for the limited number of faculty and staff working during the Pandemic, making things more convenient while maintaining food safety.

Islands Cafe will stay open to both residential students as well as the limited number of faculty and staff working on campus during the Coronavirus pandemic with the following hours:

- 1) Operating 7 days per week to ensure consistent availability of food with hours of
  - a) Breakfast: 8:00am – 10:00am
  - b) Lunch: 11:30am - 1:30pm
  - c) Dinner: 5:00pm – 7:00pm

### **SUPPORTING DOCUMENTATION:**

- Attachment 1: Pandemic Contingency Plan for HRE Student Food Pickup and Delivery
- Attachment 2: Email thread with agreement on procedure from EH&S, HRE and UAS
- Attachment 3: Email message “Accelerating Social Distancing for Students and Employees”
- Attachment 4: March 31 Stay At Home Well Order from Ventura County Health Officer

**CURRENT UPDATE:** See above

## **ATTACHMENT 1**

### **Coronavirus Pandemic Contingency Plan**

#### **HRE Student Food Pickup and Delivery**

In the event of shelter-in-place order affecting CSU Channel Islands, the following procedure will be implemented to ensure adequate food availability and delivery to students who are living on campus:

**1. For healthy, asymptomatic students who are not self-isolating or under a quarantine:**

- Healthy students can leave their room to pick up food from Islands Café at designated times.
- Food will be on designated racks inside the lobby of Islands Café
  - An assigned UAS staff member inside Islands to monitor that students are taking the appropriate number of items, to ensure that students are keeping the correct suggested social-isolation distance, and to ensure that students do not congregate outside of Islands.
- HRE will communicate to these students the food pickup location and the pick-up schedule.
- To help ensure social distancing guidelines, HRE will setup this schedule to limit the number of students who will arrive in this food pickup room at any one time.
  - This schedule is to be used as a guide to promote social distancing. Students are able to pick up meals outside their designated time during the meal window established by UAS.

**2. For students who are self-isolating or under quarantine:**

- HRE will work with Islands Café to designate a consistent pick-up time for breakfast, lunch, and dinner.
  - A designated HRE staff member will pick up each student's food box
  - Auxiliary Services will prepare their food boxes in a separate area and secure each box in a plastic bag.
  - HRE will be responsible for communicating the food delivery times to each quarantined student (emails, texts, etc.)
- The designated HRE staff member will arrive to Islands at the scheduled time and speak directly with the Islands staff member to inform them that they are there to pick up food for the following rooms
  - For privacy reasons, only the student's room number will be noted on the bag (e.g., SCV D202b), not the students name.
- The HRE staff member will deliver each food box to each quarantined student by placing it on a portable tray or table outside of the dorm room. The tray will be removed and replaced with a new tray during each delivery.

**Note:**

- HRE will create a survey for quarantined students to gather name, room number, and dietary needs.
- UAS will ensure meals are prepared with mindfulness of dietary needs, packed with care, and accompanied by a snack or something to alleviate students feeling isolated during these difficult times.

**Food Pickup Social Distancing Guidelines**

HRE will be responsible for communicating the following social distancing guidelines to students who will be picking up food boxes from Islands Café:

- If you feel ill for any reason, especially if you are experiencing a fever, shortness of breath, and/or if you are coughing, please do not come to Islands Café to pick up your food box.
  - During business hours, please contact HRE at 805-437-2733 and arrangements will be made to have each food box to your room. After business hours, please call the RA on duty for your Village. The numbers are provided below:
    - Santa Cruz Village: (805) 312-0752
    - Anacapa Village: (805) 824-4522
    - Santa Rosa Village: (805) 427-1657
    - Town Center: (805) 377-1910
- Maintain six (6) feet person-to-person spacing where possible.
- Please wash your hands or use a hand sanitizer before arriving at Islands Cafe
- Please do not remain in Islands Café or outside the entrance after picking up your food box
- When you arrive at Islands Café, please follow any direction that you may receive from any Auxiliary Services staff member

## ATTACHMENT 2

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**From:** Derrico, Cindy  
**Sent:** Friday, March 20, 2020 3:12 PM  
**To:** Lazarus, John; Gerber, Peer  
**Cc:** Tafoya, Rachel; Maher, Peter; Gordon, Gary; Silic, Cassandra  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Yes.

*Cindy Derrico*

Associate Vice President for Student Affairs

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---

**From:** Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>  
**Sent:** Friday, March 20, 2020 3:11 PM  
**To:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>; Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>  
**Cc:** Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Are we all agreed with this version? Peer? Cindy?

Thanks again for all the hard work on this,  
~John

John Lazarus  
Executive Director, University Auxiliary Services  
California State University, Channel Islands  
O – 805-437-3151  
C – 805-561-8433



CHANNEL YOUR POTENTIAL

---

**From:** Derrico, Cindy  
**Sent:** Friday, March 20, 2020 2:46 PM  
**To:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>  
**Cc:** Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

I'm providing another copy as there was still an issue with formatting on the RA on duty numbers. This should be the final version, #6

*Cindy Derrico*

Associate Vice President for Student Affairs  
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---

**From:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>  
**Sent:** Friday, March 20, 2020 2:44 PM  
**To:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>  
**Cc:** Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Hi Cindy,

Here's the latest version without track changes and with Cassie's latest edits.

Best,

Peer Gerber

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**From:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>  
**Sent:** Friday, March 20, 2020 2:13 PM  
**To:** Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>  
**Cc:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Hi Cassie - This is the most recent version that has come through for me, and it's wonky in the RA on call section and the HRE phone number and instructions on who to call when. Can you please review in clean view and read through that section and make sure it clearly states that during the day calls can go to 805-437-2733 and after hours they can call RAs on duty.

Whoever has the latest version, please provide it. Before sending, adjust the view so you can see it without the track changes and read it to make sure it is correct.

*Cindy Derrico*

Associate Vice President for Student Affairs

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T: (805) 437-3340 Office | F: (805) 437-3234 | e: [cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)



---

**From:** Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>

**Sent:** Friday, March 20, 2020 2:01 PM

**To:** Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>

**Cc:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>

**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Hey Gary,

Could you please share that with the group?

~John

John Lazarus

Executive Director, University Auxiliary Services

California State University, Channel Islands

O – 805-437-3151

C – 805-561-8433



**CHANNEL YOUR POTENTIAL**

---

**From:** Gordon, Gary

**Sent:** Friday, March 20, 2020 2:01 PM

**To:** Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>; Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>

**Cc:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>

**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Hi, all—

I updated the RA information that Cindy requested.

Take care.

---

**From:** Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>

**Sent:** Friday, March 20, 2020 1:42 PM

**To:** Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>  
**Cc:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Hi Gary,

Here's the latest version that was emailed out a couple of hours ago.

John Lazarus  
Executive Director, University Auxiliary Services  
California State University, Channel Islands  
O – 805-437-3151  
C – 805-561-8433



CHANNEL YOUR POTENTIAL

---

**From:** Gordon, Gary  
**Sent:** Friday, March 20, 2020 1:35 PM  
**To:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>  
**Cc:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

No problem, Cindy. I am not sure with whom the most recent draft lie. Peer, if you have it and would like to send it back, then I can change the RA information Cindy is referencing.

---

**From:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>  
**Sent:** Friday, March 20, 2020 12:52 PM  
**To:** Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>  
**Cc:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>; Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>  
**Subject:** Re: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Thanks Gary. Has the procedure been updated and sent back to John with that update?

*Cindy Derrico*  
Associate Vice President for Student Affairs  
**[Housing & Residential Education](#) and [Associated Students, Incorporated](#)**  
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[One University Drive | Camarillo, CA 93012](#)  
T: [\(805\) 437-3340](tel:(805)437-3340) Office | F: [\(805\) 437-3234](tel:(805)437-3234) | e: [cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)

Sent from my iPhone

On Mar 20, 2020, at 11:43 AM, Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)> wrote:

Hi, Cindy—yes, communication with the RA on duty should occur after 6 p.m., except when the Main Housing Office is closed on the weekends.

Thanks!

---

**From:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>  
**Sent:** Friday, March 20, 2020 11:10 AM  
**To:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>  
**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Gary and Cassie - The contact information is still wonky here. Is it main office during the day and RA on call after hours, or is it RAs 24 hours per day?

*Cindy Derrico*

**Associate Vice President for Student Affairs**  
**Housing & Residential Education** and **Associated Students, Incorporated,**  
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T: (805) 437-3340 Office | F: (805) 437-3234 | e: [cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)

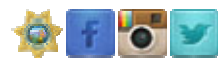


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**From:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>  
**Sent:** Friday, March 20, 2020 10:44 AM  
**To:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>  
**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Here's a revised version... I wrote that the food tray will be removed and replaced with a new tray during each delivery... this applies to enclosed hallways as well as outdoor spaces.

**Peer Gerber**  
Director of Environmental Health & Safety  
California State University Channel Islands  
805-437-8847



---

**From:** Derrico, Cindy  
**Sent:** Friday, March 20, 2020 10:41 AM  
**To:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>  
**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Can someone update that to the procedure? This would apply to Anacapa, Santa Cruz, and Town Center apartments. Only Santa Rosa has enclosed hallways.

*Cindy Derrico*

Associate Vice President for Student Affairs

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---

**From:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>

**Sent:** Friday, March 20, 2020 10:28 AM

**To:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>

**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>

**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

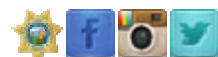
Thanks Cindy,

For those rooms that open to the outside, I recommend that the food tray be removed and re-positioned each day... hopefully, we won't have too many self-isolating or quarantined students!

Peer

**Peer Gerber**

Director of Environmental Health & Safety  
California State University Channel Islands  
805-437-8847



---

**From:** Derrico, Cindy

**Sent:** Friday, March 20, 2020 10:09 AM

**To:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>

**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>

**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Right. I just want you to know that for the rooms that open to the outside, after a day or two, it may not be more sanitary than the ground since the doors open to the outdoors and not to an enclosed hallway.

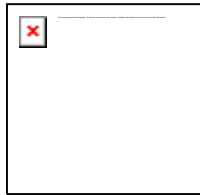
*Cindy Derrico*

Associate Vice President for Student Affairs

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Division of Student Affairs | California State University Channel Islands

One University Drive | Camarillo, CA 93012



---

**From:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>

**Sent:** Friday, March 20, 2020 10:06 AM

**To:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>

**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>

**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

It is just there to prevent the food box, which would be secured in a plastic bag, from being left on the floor... presents a more sanitary condition.

Peer

---

**From:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>

**Sent:** Friday, March 20, 2020 10:02 AM

**To:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>

**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>

**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

If the tray stays outside all the time, what is the purpose of the tray? Maybe there isn't an understanding of the context that half of our rooms open to the outdoors...

*Cindy Derrico*

**Associate Vice President for Student Affairs**

**Housing & Residential Education** and **Associated Students, Incorporated,**

Division of Student Affairs | California State University Channel Islands

One University Drive | Camarillo, CA 93012

T: (805) 437-3340 Office | F: (805) 437-3234 | e: [cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)



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**From:** Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>

**Sent:** Friday, March 20, 2020 9:46 AM

**To:** Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>; Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>

**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>

**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Thanks John,

I agree with the comment that quarantined students should not place a food tray outside of their room... the tray should remain outside the room at all times.

Other than that, I am fine with this document.

Peer

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**From:** Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>  
**Sent:** Friday, March 20, 2020 9:39 AM  
**To:** Derrico, Cindy <[cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)>  
**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>; Gerber, Peer <[peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)>; Maher, Peter <[peter.maher@csuci.edu](mailto:peter.maher@csuci.edu)>  
**Subject:** RE: Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Hi Cindy,

I've added Peer and Peter to this thread so that they can see the changes. Peer: Could you please review this latest version quickly and let the group know of any changes you'd like made?

Cindy: As for snacks, we are currently providing them as part of the larger spread and will continue to include that. The idea is that since people are taking their meal with them they can also take snacks and power through their day. Are you hearing that the snacks we are offering are not varied or plentiful enough? I'll happily bulk up those offerings.

Be well,  
~John

John Lazarus  
Executive Director, University Auxiliary Services  
California State University, Channel Islands  
O – 805-437-3151  
C – 805-561-8433



**CHANNEL YOUR POTENTIAL**

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**From:** Derrico, Cindy  
**Sent:** Friday, March 20, 2020 9:33 AM  
**To:** Lazarus, John <[john.lazarus@csuci.edu](mailto:john.lazarus@csuci.edu)>  
**Cc:** Silic, Cassandra <[cassandra.silic809@csuci.edu](mailto:cassandra.silic809@csuci.edu)>; Tafoya, Rachel <[rachel.tafoya@csuci.edu](mailto:rachel.tafoya@csuci.edu)>; Gordon, Gary <[gary.gordon@csuci.edu](mailto:gary.gordon@csuci.edu)>  
**Subject:** Coronavirus Pandemic Contingency Plan-HRE Food Pickup and Delivery- Rev2 Draft.docx

Hi John – I have incorporated Cassie's edits. I also think we should include the RA on duty number.

Can you also provide a snack or two (fruit, nuts, chips) for people to pick up with their meals and/or provide a snack-kit that people can get with a swipe so they have something to munch on between meals? Maybe on the first part of this you're already doing this. Maybe I like the first part of the

suggestion more than the second – just want to address snacks somehow since people’s ability to obtain them are extremely limited right now.

*Cindy Derrico*

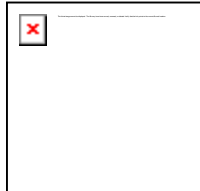
**Associate Vice President for Student Affairs**

**Housing & Residential Education** and **Associated Students, Incorporated,**

Division of Student Affairs | California State University Channel Islands

One University Drive | Camarillo, CA 93012

T: (805) 437-3340 Office | F: (805) 437-3234 | e: [cindy.derrico@csuci.edu](mailto:cindy.derrico@csuci.edu)



## ATTACHMENT 3

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**From:** csuci.alert@csuci.edu <csuci.edu@csuci.edu>  
**Sent:** Monday, March 16, 2020 10:34 PM  
**To:** Lazarus, John  
**Subject:** Accelerating Social Distancing for Students and Employees

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

A message from CSU Channel Islands

Dear Campus Community:

In response to the ongoing COVID-19 pandemic and in consultation with the Chancellor's Office, we will accelerate our social distancing for students and employees beginning Tuesday, March 17.

To be clear, this is not in response to a presumptive or confirmed case at CSUCI, but rather to comply with all health directives, and because we believe these actions to be in the best interest of the health and safety of our campus community.

Effective tomorrow, March 17, 2020, CSUCI is temporarily suspending all non-essential on-campus functions for the remainder of the week.

For faculty, staff and student assistant employees, this means that unless you hear directly from your supervisor that you have been identified as "Designated Personnel," you should not come to the campus for the remainder of this week and will be asked to telecommute from your home.

All CSUCI employees, whether Designated Personnel or others telecommuting from their home, or those who because of their duties are unable to do either, will continue to get paid for their normal hours assigned this week and throughout the duration of our virtual University operations. Details and work plans for this week and moving forward will be communicated directly to employees by their supervisors.

Student assistant employees will be paid this week and supervisors will work directly with student assistant employees to ensure there are appropriate work assignments for them to complete for the remainder of the semester.

### Housing and Food Services

- Due to the rapidly changing circumstances, we strongly recommend that all residential students return to their permanent home as soon as they are able.
- Refunds for room and board will be provided for students who leave student housing.
- Presently, for students who do not have another place to go, student housing will remain open.
- Housing & Residential Education will continue to send messaging via email to provide updates and more details with regards to the checkout process.
- Dining options will be limited to remaining housing students only; all food will be provided using the safest social distancing methods possible, including 'grab and go' options at Islands Café, however, in-dining service will not be available.

### Academic and Student Services

- [Student Health Services](#) will remain available for students. Except in emergencies, students should set an appointment before arriving at Student Health Services and must adhere to strict social distancing.
- Students can also access virtual counseling and 24/7 telephone support by calling [CAPS](#) at 805-437-2088.

- All other student support services such as tutoring, academic advising, and other services will be provided virtually.
- The [Broome Library](#) will be closed, however, virtual services for students, faculty and staff will be provided.
- The Recreation Center and Student Union will be closed until the end of the semester.

#### University Police

- Our University Police are paramount to the safety of our community and will continue to patrol and serve the campus while observing strict social distancing.

#### Spring Break

- Spring break will continue as scheduled for March 23-29.

#### Mandatory Virtual Instruction

- Mandatory virtual instruction will begin March 30 and continue through May 22.

Please continue to visit regularly our [COVID-19](#) website for additional updates and information. We will continue to communicate updates or other changes with the campus community as we know them. You may also continue to send questions to [csuci.news@csuci.edu](mailto:csuci.news@csuci.edu) or call the University's Information Hotline at 805-437-3911.

While we face extraordinary times, we face them together. Be well Dolphin Pod. Take care of yourselves and each other.

Sincerely,

Erika D. Beck, Ph.D.

President

CSU Channel Islands

## ATTACHMENT 4

### STAY WELL AT HOME

#### ORDER OF THE VENTURA COUNTY HEALTH OFFICER

#### ORDER EXTENDING THE HEALTH OFFICER'S ORDER DATED MARCH 17, 2020, AND IMPOSING ADDITIONAL LIMITATIONS ON ACTIVITIES AND BUSINESSES

DATE OF ORDER: MARCH 31, 2020

**Please read this Order carefully. This Order extends the expiration date of the Health Officer's March 17, 2020, Order to April 19, 2020, and imposes additional limitations on the activities of persons and entities. The Health Officer's March 20, 2020, Order remains in place, except where inconsistent with more restrictive limitations set out in this Order.**

**Pursuant to Health and Safety Code section 120295 et seq., violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both.**

PURSUANT TO SECTIONS 101040, 101085 AND 120175 OF THE HEALTH AND SAFETY CODE, THE HEALTH OFFICER OF VENTURA COUNTY HEREBY ORDERS AS FOLLOWS:

1. Intent. The intent of this Order is to (a) extend the duration of the Health Officer's Order dated March 17, 2020, to April 19, 2020; (b) keep the Health Officer's March 20, 2020, Order in place except that any more restrictive limitations in this Order shall control; (c) impose new and additional limitations on the activities of persons and entities that are more restrictive than the existing orders; and (d) clarify that a violation of the Health Officer's Orders by a business may subject the business to liability under the state's unfair competition law as well as other civil and criminal penalties.

The main intent of all Orders, including this Order, is to limit the spread of COVID-19 to the maximum extent possible by keeping all persons in their places of residence to the maximum extent possible. Failure to comply with any of the provisions of these Orders constitutes an imminent threat to public health.


2. March 17, 2020, and March 20, 2020, Orders. This Order supplements and extends the Orders dated March 17, 2020, and March 20, 2020, both of which shall remain in full force and effect, except where inconsistent with more restrictive limitations set out in this Order, for the duration of this Order.
3. Procedures for take-out restaurants and entities. Licensed, permanent food facilities that have been allowed under the current Orders to prepare and offer food via delivery service, pick-up or drive-thru must comply with the following procedures:

- a. Containers required. All food must be completely contained in a suitable container before being transferred to a customer. For example, ice cream cones are not allowed; ice cream scoops in a covered container are allowed.
  - b. Must consume food away from premises. The exception for take-out food activities is designed to enable persons who are confined to their places of residence to obtain prepared food to take back to their places of residence for consumption. The take-out food shall not be consumed anywhere within the line-of-sight of a person standing in front of the facility that sold the food.
  - c. Six-foot spacing must be maintained. All persons waiting in line or otherwise congregating outside a food facility selling food via take-out, delivery or drive-thru shall maintain a distance of at least six feet from all other persons. Current Orders already require that all persons inside the facility must maintain a distance of at least six feet from other persons.
  
4. Essential Businesses must limit activities to essential goods and services. The March 20, 2020, Order required all businesses, except Essential Businesses, to close. The primary purpose for this exception is to provide support for persons required to stay at home or work from home. In some cases, business types were deemed essential because they supported the maintenance of Essential Infrastructure, Essential Governmental Functions or Services, or Healthcare Operations. However, it is determined that the activities of businesses deemed to be Essential Businesses should be limited to the provision of those goods and services essential to the overall intent of the Health Officer's Orders. Therefore:
  - a. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, convenience stores and other establishments that sell food, beverages, pet supplies or household products (such as cleaning and personal care products) necessary to the safe, sanitary and essential operation of places of residence, that are open to the public, shall not sell any goods other than those described in this subsection (a). The sale of items not listed herein, such as clothing, jewelry, sporting goods, furniture, etc., is prohibited.
  - b. Only businesses whose primary business is the sale of food, beverages, pet supplies or household products (such as cleaning and personal care products) qualify as an Essential Business under subdivision (a) above. For example, a tobacco or vape store that sells a minimal amount of snacks and water as a side business does not qualify as a grocery store, convenience store or similar establishment. Items, the sale of which constitutes less than 33 percent of a business's gross sales over the last six months, are deemed to be minimal.
  - c. Automobile dealerships may remain open only to operate repair shops and/or auto parts supply stores. Showroom facilities shall be closed, and on-premise sales activities shall cease.
  
5. Swimming pools and hot tubs to close. The following facilities shall be closed to all persons: All swimming pools, spas, hot tubs, saunas, steam rooms and similar facilities, except those located at a single-family residence, which shall be used only by members of the household residing at the single-family residence.

6. Campgrounds and RV parks to close. All public and private campgrounds and recreational vehicle (RV) parks are to close, except that persons who certify that their RV is their primary residence may be permitted to stay in the RV park. All persons residing in an RV shall comply with all Orders otherwise applicable to residents.
7. Admittance to long-term care facilities. Long-Term Care Facilities may not refuse to admit any person who has been diagnosed with or treated for COVID-19 after that person has been discharged from a health care facility and approved for admittance to a Long-Term Care Facility by the Ventura County Public Health Department.
  - a. For purposes of this section, “Long-Term Care Facility” means a long-term care facility, skilled nursing facility, intermediate care facility, congregate living health facility, nursing facility, hospice facility, residential care facility for the elderly, residential facility, or community care facility as defined in Health and Safety Code sections 1250, 1502, 1503.5 and 1569, and regulations promulgated thereunder, as they may be amended from time to time.
8. Door-to-door solicitations must cease. Door-to-door solicitations, whether for purposes of sales of goods or services, charitable contributions, signature-gathering or any other commercial or noncommercial purpose, do not constitute Essential Activities or Essential Businesses pursuant to the Order dated March 20, 2020, and, if currently occurring, are occurring in violation of that Order and shall immediately cease.
9. Retail food and beverage facilities. The Public Health Officer recognizes the authority of the Ventura County Environmental Health Division as stated in “Coronavirus COVID-19 Guidance for Food Facilities,” and strongly advises all food and beverage facilities to comply with the guidance.
10. Definition of businesses. The terms “business” and “businesses” as used in this Order and the Orders dated March 17, 2020, and March 20, 2020, include any for-profit, non-profit or educational entities (including sole proprietorships, corporations, firms, partnerships, limited liability companies, joint stock companies, associations and other organizations of persons), regardless of the nature of their services or the functions they perform.
11. Violation may constitute unfair competition. Any person that, after notice, operates, manages, maintains or occupies, or continues to operate, manage, maintain or occupy, any business in violation of this Order, the Order dated March 17, 2020, or the Order dated March 20, 2020, may, in addition or in the alternative to any other civil and criminal penalties allowed by law, be subject to liability under the Unfair Competition Law (chapter 5 of part 2 of division 7 of the Business and Professions Code, commencing at section 17200), and subject to civil penalties and other relief as provided therein, for each act or practice in violation of the Orders, or any of them.

12. Compliance. The violation of any provision of this Order constitutes a threat to public health. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order.
13. Effective date and time. This Order shall become effective and operative at 11:59 p.m. on March 31, 2020, and will continue to be in effect until 11:59 p.m. on April 19, 2020, or until it is extended, rescinded, superseded or amended in writing by the Health Officer.
14. Continuing assessment. The Health Officer will continue to assess the quickly evolving situation regarding the spread of COVID-19, may issue additional orders related to COVID-19 and will review this Order within two weeks of its effective date.
15. Copies of Order. Copies of this Order shall promptly be: (1) made available at the County of Ventura Public Health Office, 2240 East Gonzalez Road, Suite 210, Oxnard, California, 93036; (2) posted on the County Public Health Department website (available at [www.vchca.org/ph](http://www.vchca.org/ph)); and (3) provided to any member of the public requesting a copy of this Order.
16. Severability. If any provision of this Order or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

**IT IS SO ORDERED:**

  
Robert Levin, M.D.  
Ventura County Health Officer

Dated: March 31, 2020