

# **DIVISION OF BUSINESS & FINANCIAL AFFAIRS**

## **COVID-19 BRIEFING**

April 10, 2020

Unit: Public Safety

Prepared by: Peer Gerber

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**Action:** Prepare and post no later than April 12, 2020, a Social Distancing Protocol for each occupied building in accordance with Ventura County Health Officer's April 9, 2020 order. The Social Distancing protocol must be posted at or near the entrance of each relevant building. A copy of the Social Distancing protocol must also be provided to each employee performing work in each building.

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

On April 9, 2020, the Ventura County Health officer issued an order requiring all essential businesses to prepare and post by April 12, 2020, a "Social Distancing Protocol" in accordance with Appendix A for each facility frequented by the public or by employees. The Social Distancing protocol must be posted at or near the entrance of each relevant facility and shall be easily viewable by the public or employees. A copy of the Social Distancing protocol must also be provided to each employee performing work in each building.

### **RECOMMENDATIONS:**

Approve the attached University Social Distancing Protocol to be posted at each designated building entrance where employees are allowed to enter. For all other buildings, a Do Not Enter or similar sign should be posted at each entrance.

Additionally, approve a global communication message incorporating the Social Distancing Protocol to be sent out to all CSUCI employees and students.

### **SUPPORTING DOCUMENTATION:**

- Attachment 1: Draft University Social Distancing Protocol
- Attachment 2: Draft "Do Not Enter" sign
- Attachment 3: Draft communication to campus on Social Distancing Protocol
- Attachment 4: Ventura County Health Officer Order Prohibiting All Gatherings, Adding to the List of Essential Businesses, and Requiring Implementation of Social Distancing Protocols- dated April 09, 2020
- Attachment 5: Social Distancing Protocols- Appendix A

**CURRENT UPDATE:** N/A

## **SUPPLEMENTAL DOCUMENTS:**

### **ATTACHMENT 1: Draft University Social Distancing Protocol**



## **Social Distancing Protocol**

# **Do not enter this building if you have a cough or fever**

Only resident students and designated university personnel should be on the CSUCI campus.  
All events and meetings in this building are canceled until further notice.

### **If you enter this building, you must:**

- Maintain a minimum six-foot distance from one another
- Follow all signs, marking and posted occupancy restrictions for social distancing
- Sneeze and cough into a cloth or tissue or, if not available, use your elbow
- Do not shake hands or engage in any unnecessary physical contact
- CDC and CDPH recommend that everyone wear a cloth face covering

### **This facility uses additional measures to protect public health including:**

- Cleaning and disinfecting common areas at least daily
- Disinfects all payment portals, pens, and styluses after each use
- Disinfecting all high-contact surfaces frequently
- Soap and water for handwashing are available in each restroom
- Hand sanitizers are available in publicly accessible areas and near entrances
- Disinfectants and related supplies are available to all designated employees upon request
- Non-designated employees should work from home and not be in this building

Questions or comments about this protocol may be directed to Peer Gerber- Director of Environmental, Health and Safety at 805-437-8847 or e-mail [peer.gerber@csuci.edu](mailto:peer.gerber@csuci.edu)



# **Building Closed**

## **Do Not Enter**

This building is closed to all personnel.  
If there is a health, safety, or security concern, please call University Police  
at 805-437-8444.

**In case of emergency, Dial 911.**

Learn more about CSUCI response to COVID-19 at:

<https://www.csuci.edu/news/campus-updates/covid19.htm>

### **ATTACHMENT 3: Draft communication to campus on Social Distancing Protocol**

Dear Campus Community:

To ensure the health and safety of our campus community, and in compliance with a new order issued by the Ventura County Health Officer, effective 12 April 2020 all designated University employees shall follow the CSUCI Social Distancing Protocol [insert link here] while on University property. A copy of this protocol will be posted at all building entrances where designated employees are allowed to work. All other buildings remain closed and a sign will be posted at each entrance. If you need access to any closed building, please contact [insert contact info here].

## ATTACHMENT 4

### **STAY WELL AT HOME**

#### **ORDER OF THE VENTURA COUNTY HEALTH OFFICER**

#### **ORDER PROHIBITING ALL GATHERINGS, ADDING TO THE LIST OF ESSENTIAL BUSINESSES, AND REQUIRING IMPLEMENTATION OF SOCIAL DISTANCING PROTOCOLS**

**DATE OF ORDER: APRIL 9, 2020**

**Please read this Order carefully. This Order supplements the Health Officer's Orders dated March 17, 20 and 31, 2020. All prior Orders issued by the Health Officer remain in effect except where inconsistent with the provisions of this Order, in which case the provisions of this Order shall apply.**

**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 ensure that the maximum number of people stay in their places of residence to the maximum extent feasible to slow the spread of COVID-19 and mitigate the impact of the COVID-19 pandemic on the delivery of critical healthcare services to those in need. All provisions of this Order must be interpreted to effectuate this intent.
2. **Summary of this Order.** This Order supplements and amends existing orders by, among other things: (a) prohibiting all gatherings, no matter the size, outside of places of residences with limited exceptions; (b) adding certain businesses to the list of essential businesses; (c) requiring essential businesses to adopt and implement social distancing protocols; (d) providing guidance for hospital holding units and long-term care facilities; and (e) declaring that violations of Health Officer Orders constitute a nuisance.
3. **All Gatherings prohibited.** Notwithstanding any other Order, all public and private gatherings of two or more persons occurring outside a single household or living unit are prohibited, except for limited purposes expressly permitted in this Order. This section supersedes and replaces Section 5 of the March 20, 2020, Order.
  - a. "Gathering" means and is defined as any event or convening that brings together two or more persons in a single room or single space at the same time, including, but not limited to, an auditorium, stadium, golf course, arena, theater, church, casino, conference room, meeting hall, cafeteria, drive-in theater, parking lot, or any other indoor or outdoor space used for non-essential purposes, including, but not limited to, movies, church services, swap meets or

similar purposes.

b. Nothing in this section prohibits members of a single household or living unit from engaging in Essential Travel or Essential Activities together.

c. Nothing in this section prohibits an event or convening that brings together two or more people as necessary to operate an Essential Business or to perform Essential Governmental Functions or Services.

d. Gatherings of 10 or fewer persons are permitted at graveside funeral services.

e. Staff of organizations or associations, including faith-based organizations, may gather in a single space for the sole purpose of preparing and facilitating live-stream or other virtual communications with their members, including worship services, provided that the number of such staff is the fewest necessary to prepare and facilitate those communications, but in no event in excess of seven persons.

4. Additions to List of Essential Businesses. The following subsections are added to the list of essential businesses set forth in section 7, subpart (e) of the March 20, 2020, Order:

(xxiv) Bicycle repair and supply shops. Bicycle shops may engage in the sale of bicycles on-line only and provided that all bicycles are delivered to a place of residence or Essential Business.

(xxv) Service providers that enable residential real estate transactions (including rentals, leases and home sales), including, but not limited to, real estate agents, escrow agents, notaries, and title companies, provided that appointments and other residential viewings must only occur virtually or, if virtual viewing is not feasible, by appointment with no more than two visitors at a time, both whom must reside within the same household or living unit, and one individual showing the unit (except in-person visits are not allowed when the occupant is present in the residence).

(xxvi) Automotive dealerships may engage in the purchase and sale of automobiles (including cars, trucks, motorcycles and motorized scooters) on-line only and provided that all vehicles are delivered to a place of residence or Essential Business.

5. All Essential Businesses must have Social Distancing Protocol. All Essential Businesses must prepare and post by no later than April 12, 2020, a "Social Distancing Protocol" for each of their facilities in the County frequented by the public or employees. The Social Distancing Protocol must be posted at or near the entrance of the relevant facility and shall be easily viewable by the public and employees. A copy of the Social Distancing Protocol must also be provided to each employee performing work at the facility. All Essential Businesses shall implement the Social Distancing Protocol and provide evidence of its implementation to any authority enforcing this Order upon demand. Completion and posting of the form attached hereto as Appendix A: Social Distancing Protocol will be compliant with this Order. The

Social Distancing Protocol must explain how the business is achieving the following, as applicable:

- a. Limiting the number of persons who can enter into the facility and work areas at any one time to ensure that persons in the facility and work areas can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity;
- b. Where lines may form at a facility, marking increments of six feet, at a minimum, establishing where individuals must stand to maintain adequate social distancing;
- c. Providing hand sanitizer, soap and water, or other effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees and in locations where there is high-frequency employee interaction with the public (e.g., cashiers);
- d. Providing for contactless payment systems or, if not feasible to do so, providing for disinfecting all payment portals, pens and styluses after each use;
- e. Regularly cleaning and disinfecting other high-touch surfaces;
- f. Posting a sign at the entrance of the facility and work area informing the public and employees that they should avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into their elbow; and not shake hands or engage in unnecessary physical contact; and
- g. Any additional social distancing measures being implemented.

6. Hospitals and Long-Term Care Facilities. The Health Officer recognizes the authority of the guidance documents “Hospital Holding Unit Guidance for COVID-19” and “Long-Term Care Facility Guidance for Preventing and Managing COVID-19” (the current versions of which are available at [www.vccemergency.com](http://www.vccemergency.com)) and strongly advises all hospitals and Long-Term Care Facilities (as that term is defined in section 7.a of the March 31, 2020, Order) to comply with the guidance.

7. 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, 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.

8. Compliance. The violation of any provision of this Order constitutes a threat to public health and a public nuisance per se. Pursuant to Health and Safety Code sections 101040 and 120175, Civil Code section 3494 and Code of Civil Procedure section 731, the Health Officer

or any other authorized County official may enforce any violation of this Order and abate the public nuisance by obtaining injunctive relief from a court of competent jurisdiction. In addition, 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.

9. Effective date and time. This Order shall become effective and operative at 11:59 p.m. on April 9, 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.

10. 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 prior to its expiration.

11. 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.

12. 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: April 9, 2020

Attachment: Appendix A: Social Distancing Protocol



Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

**Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

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**Signage:**

☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

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**Measures To Protect Employee Health (check all that apply to the facility):**

☐ Everyone who can carry out their work duties from home has been directed to do so.

☐ All employees have been told not to come to work if sick.

☐ Symptom checks are being conducted before employees may enter the work space.

☐ All desks or individual work stations are separated by at least six feet.

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☐ Break rooms:

☐ Bathrooms:

☐ Other (Click or tap here to enter text.): Click or tap here to enter text.

☐ Disinfectant and related supplies are available to all employees at the following location(s):

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

☐ Soap and water are available to all employees at the following location(s):

☐ Copies of this Protocol have been distributed to all employees.

☐ Optional—Describe other measures: Click or tap here to enter text.

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**Measures To Prevent Crowds From Gathering (check all that apply to the facility):**

☐ Limit the number of customers in the store at any one time to (or other enter ), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.  
Explain:

☐ Optional—Describe other measures: Click or tap here to enter text.

## **Appendix A: Social Distancing Protocol**

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### **Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)**

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

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### **Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

- ☐ Preventing people from self-serving any items that are food-related.
  - ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
  - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe:
- ☐ Optional—Describe other measures (e.g. providing senior-only hours): [Click or tap here to enter text.](#)

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### **Measures To Increase Sanitization (check all that apply to the facility):**

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:** [Click or tap here to enter text.](#)

**Phone number:** [Click or tap here to enter text.](#)