

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

July 1, 2020

Unit: Public Safety

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INFORMATION:

Vetting/approval process for any planned on-campus, external event or contractor activity to all CSUCI managers/supervisors.

BACKGROUND AND POLICY ISSUE(S):

In order to effectively support academic programs and to generate extra revenue for the University during the summer and the fall 2020 semester, several construction projects and revenue-generating external events have been or are being planned.

To ensure the health and safety of all students, faculty, staff and visitors on campus, and to ensure that all approved face-to-face instructional activities are not interfered with, the Environmental Health and Safety team and the Facilities Services team have developed standard guidelines for external event and contractor safety, which are attached to this briefing. Campus sponsors of planned external events and construction activities involving contractors will need to work with EHS and Facilities to ensure compliance with these guidelines. The guidelines should be communicated to all University managers and supervisors.

SUPPORTING DOCUMENTATION: N/A

CURRENT UPDATE: N/A

SUPPLEMENTAL DOCUMENTS:

Attachment A - COVID-19 External Event Safety Guidelines

Attachment B - COVID-19 Contractor Safety Guidelines

Attachment A

COVID-19 External Event Safety Guidelines

1. General Measures

- CSUCI event planners and outside entities (event planners) requesting the use of the University should review the latest Ventura County COVID-19 public health order <https://www.venturacountyrecovers.org/public-health-orders/> to ensure compliance with all applicable requirements.
- In accordance with the current Ventura County Public Health order, the maximum number of people who can gather together on campus is 10. All CSUCI social distancing requirements apply. All activities must be conducted outdoors. These restrictions are subject to modification as county public health orders are revised.
- Event planners shall develop and submit a written Worksite Specific COVID-19 Prevention Plan to Ventura County Public Health for review and approval <https://www.vcemergency.com/business-attestation> before the event is allowed to operate on campus. A generic plan template can be downloaded on VC Emergency's website https://vcportal.ventura.org/covid19/docs/preventionplans/COVID-19PreventionPlan_DayCamps.pdf.
- Upon approval of the written Worksite Specific COVID-19 Prevention Plan by Ventura County Public Health, a copy shall be submitted to University EH&S and Risk Management for review and approval. If applicable, a copy of the plan should also be submitted to Procurement and Contracts Services.
- Event planners should develop a plan for the possibility of event closure if any person associated with the event or in the community becomes ill with COVID-19.
- Event planners shall comply with Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.
- Event planners shall ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans and hand sanitizers with at least 60 percent ethyl alcohol for event staff and participants who can safely use hand sanitizers.
- Event planners shall provide and ensure that their event staff wear face coverings and all required protective equipment as required by state or county orders/guidelines.

2. Promoting Healthy Hygiene Practices

- Event staff employees and participants should be educated on when they should stay home and when they can return to work. Actively encourage event staff and participants who are sick or have recently had a close contact with a person with COVID-19 to stay home.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans and hand sanitizers with at least 60 percent ethyl alcohol for event staff and

participants who can safely use hand sanitizer. Employers should provide and ensure staff use face coverings and all required protective equipment.

- On June 18, 2020, the California Department of Public Health (CDPH) issued the following guidance mandating the use of face coverings in public spaces and in the workplace: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf This new guidance does not substitute for existing guidance about social/physical distancing and handwashing.
- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among staff and participants.
- Teach staff and participants to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Staff and participants should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Staff and participants should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Staff and participants should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Consider portable handwashing stations throughout a site to minimize movement and congregations in bathrooms to the extent practicable.
- Consider routines enabling staff and participants to regularly wash their hands at staggered intervals.
- Teach and reinforce use of cloth face coverings. Cloth face coverings are most essential when physical distancing is not practicable.
- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.
- Participants should be encouraged to use cloth face coverings.
- Staff and participants should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and participants on proper use, removal and washing of cloth face coverings.

3. Cleaning and Disinfection

- Consider suspending or modifying use of site resources necessitating sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

- Staff should clean and disinfect frequently touched surfaces at event site and on all transportation vehicles, such as buses or vans, at least daily, and, as practicable, frequently throughout the day by trained custodial staff.
- Frequently touched surfaces at event site include, but are not limited to:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
- Limit use of shared equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies, to the extent practicable. Where allowed, clean and disinfect between uses.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.
- To reduce the risk of asthma related to disinfecting, select disinfectant products on List N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).
- Avoid products that mix these ingredients with peroxyacetic(peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer’s directions, and Cal/OSHA requirements for safe use.
- Custodial staff with the responsibility of cleaning and disinfecting the event site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from participants.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and participants remain at least 6 feet apart in lines and at other times.
- Follow CDC’s considerations for events and gatherings:
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

4. Implementing Social Distancing Protocols

ARRIVAL AND DEPARTURE

- Limit the number of persons in the event site to the number appropriate for maintaining physical distancing.
- If transport vehicles (e.g., buses) are used, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings, and physical distancing).
- Minimize contact between staff and participants at the beginning and end of the day.
- Stagger arrival and drop-off times and locations as consistently as practicable
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Open windows and maximize space between participants and the driver on transport vehicles where possible.
- Consider using privacy boards or clear screens on transport vehicles as necessary to maintain social distancing.

EVENT SPACE

- Staff and participants should remain in the assigned event space and in groups as small and consistent as practicable.
- Maximize space between seats and tables. Consider different engineering and administrative controls to establish separation between participant, i.e. six feet between seats, partitions between seats, markings on floors to promote distancing, arranging seating in a way that minimizes face-to-face contact, etc.
- Minimize congregate movement as much as practicable.

MEALS

- If practical, staff and participants should bring their own meals.
- Staff and participants should practice social distancing at all times when eating. Ensure the safety of children with food allergies.
- Use disposable food service items (e.g., utensils and plates). If disposable items are not feasible, all non-disposable food service items should be handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at any event, pre-packaged boxes or bags should be provided for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the safety of children with food allergies.

5. Limit Sharing Equipment and Belongings

- Keep each staff member's and participant's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group at a time and clean and disinfect between uses.
- Avoid sharing electronic devices and other equipment as much as practicable.

6. Train All Staff and Participants

- Train all staff and participants in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Proper use, removal and washing of cloth face coverings.
 - Screening practices
 - COVID-19 specific exclusion criteria
- Consider conducting the training virtually, or, if in-person, ensure distancing is maintained.
- Designate a staff person to be responsible for responding to COVID-19 concerns. All staff and participants should know who this person is and how to contact them.

7. Check for Signs and Symptoms

- Train staff and educate participants regarding when to stay home and when they can return to the event. Actively encourage staff and participants who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- Implement screening procedures for all staff and participants before they enter the facility.
- Conduct visual wellness checks of all participants upon arrival and take participants' temperatures at the beginning of each day with a no-touch thermometer. If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is strongly suspected. Only the person being screened or someone from their household should place a touch thermometer in their mouth. Thermometers must be properly cleaned and disinfected after each use, and protective sleeves should be used.
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Make available and encourage use of handwashing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality.
- Exclude any child, parent, caregiver or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.

- Monitor staff and participants throughout the day for signs of illness; send home participants and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms. Send persons to the appropriate medical facility rather than their home when necessary.

8. Plan for When a Staff Member, Child or Visitor Becomes Sick at the Event

- Work with staff, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any participant or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures for safely transporting anyone sick to home or a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- For any serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- Notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- Advise sick staff members and participants not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

9. Maintain Healthy Operations

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your staff and participants to help isolate them promptly.

- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know about who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and participants in a prompt and responsible manner.
- Maintain communication systems that allow staff and participants to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.

10. Considerations for Partial or Total Event Closures

- CSUCI checks State and county health orders and health department notices daily and reserves the right to order a partial or total closure of any event on University property in accordance with any public health recommendation or directive.
- If a staff member tests positive for COVID-19 and has exposed or potentially others at the event, event planners shall implement the following steps:
 - In consultation with Ventura County Public Health, the appropriate event official may consider if closure is warranted and for how long based on the risk level within the specific community, as determined by the Ventura county Health Officer.
 - Ventura County Public Health will provide guidance to staff and participants who tested positive for COVID-19, as well as any other person determined to have had close contact with the infected person(s).
 - Additional areas on campus visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
 - Implement communication plans for event closure to include outreach to staff, participants and the community.
- Maintain regular communications with Ventura County Public Health department.

Attachment B

COVID-19 Contractor Safety Guidelines

The following are suggested methods for dealing with COVID-19 impacts to our construction projects. These suggestions are based on systemwide input and are likely to change as the situation develops.

- If a contractor has an infected worker that has been or is on campus, he/she should immediately notify CSUCI staff and Ventura County Public Health.
- If a contractor has infected staff, the campus should evaluate the situation with the contractor, CSUCI EH&S and campus counsel, and make a recommendation to CSUCI senior management after considering the following:
 - If construction occurs in areas that are available to campus staff or students (i.e. not in a fully dedicated construction zone), the increased community risk adds impetus to a stronger reaction, requiring campus leadership to provide clear direction on mitigations in alignment with current campus, systemwide, and local health authority guidance on mitigation protocols to determine if work in these areas should cease.
 - If construction parking, access, and work areas are dedicated and separate from areas available to campus staff or students, the separation and decreased community risk may allow leadership to allow the contractor to elect to continue work, following their own mitigation procedures. Campus leadership may still decide to issue a stop notice if determined in the best interest of the campus, but associated financial risk argues for pre-agreement with the contractor.
- CSUCI senior management should be cognizant of two possible approaches to this issue:
 - A request for a construction site shutdown made by senior Campus management could be seen as a force majeure event that may be different from the pandemic itself, and will have financial implications, either to Campus, or contractor, or both. An order to halt a construction project made by senior Campus management could be seen as covered by the “Emergency Changes” section of the Contract General Conditions, with increased Campus exposure to associated costs.
 - If the contractor decides to stop work on their own, the delay is most likely as covered by the “Adjustment of Contract Time Due to Acts of God” section of the Contract General Conditions. This section includes: “acts of God”, “epidemic”, and “quarantine restriction”, and specifies that the contractor shall not be assessed Liquidated Damages, nor shall The Trustees compensate the Contractor for costs associated with this kind of delay.
- It is likely that agreements may factor in both positions, keeping solutions in mutual best interest.
- Contractors should be encouraged to immediately provide increased mitigation measures, including:
 - Added handwashing stations with hand sanitizers available.
 - Increased enforcement of gloves and other PPE use.

- Other measures as agreed to with Campus with possible sharing of costs.
 - Advise the contractor to instruct the positive COVID case to return home and self-isolate if on-site. Ensure that the contractor doesn't allow the infected person to move further around the campus.
 - Encourage contractors to establish their own policies regarding protection of workers, quarantine, and expanded sick time.
- On June 18, 2020, the California Department of Public Health (CDPH) issued the following guidance mandating the use of face coverings in public spaces and in the workplace:
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

This new guidance does not substitute for existing guidance about social/physical distancing and handwashing.

- This current memo reflects direction based on current Federal, State and CSU guidance and is subject to ongoing change. Campus leadership should communicate openly with contractors to come to common agreement on the best course of action to best protect the Campus community and on-site workers. These agreements should include decision on delays and appropriate sharing of costs as outlined by our contracts. It must be emphasized that one size does not fit all and solutions and agreements must fit unique circumstances. Campus leadership is given wide contractual latitude to act for the benefit of the widest possible group.