

## SAFE REOPENING PLAN FOR DIVISIONS, COLLEGES, DEPARTMENTS, UNITS, AND AUXILIARIES

Department/College/Auxiliary Name: SDSU Research Foundation

Facility Name/Address: See attached Facility Names/Addresses List

In preparation for repopulation of campus departments, units, colleges, auxiliaries, and other facilities, the following plan must be completed by the department/unit/auxiliary manager or lead. To assist in completing the following plan, we recommend that you review the SDSU Guide for Returning to Work

*Brief description of operations and/or activities that will be performed on site. Please provide details regarding why such operations/activities cannot be performed remotely:*

Please refer to the attached SDSU Research Foundation Central Staff Repopulation Plan (the "Plan" herein) for details. Information on SDSURF tasks that cannot be performed remotely is contained within the "SDSURF's Repopulation Framework" section, which begins on page 2; details on these tasks are concentrated on pages 3 through 7.

*Brief description of operations and/or activities that will continue to be performed remotely:*

With the exception of the specific tasks identified in the Plan, all SDSURF operations will continue to be performed remotely; please see the Plan itself for details.

*Campus departments, units, colleges, auxiliaries, and other facilities must implement all mandatory measures listed in A, B, and C below. Campus departments, colleges, auxiliaries, and other facilities shall select applicable measures listed in D and E below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Campus departments, colleges, auxiliaries, and other facilities shall also provide specific details regarding their Safe Reopening Plan pertaining to their operations in section F and G below.*

**A. SIGNAGE (MANDATORY)\*\*\*:**

- ☒ Signage at each entrance to the department/unit and in common areas (e.g. kitchens or conference rooms) to inform all occupants and visitors that they must: avoid entering the department if they have a cough or fever; wear facial coverings, maintain a minimum 6 foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- ☒ Signage posting a copy of the department Safe Reopening Plan where other employment postings are normally posted.

\*\*\*Note: The University will ensure that signage is posted at the building entrances. In the event that signage at the building entrances are missing, please contact Facilities Services by visiting <http://fsrequest.sdsu.edu>.

**B. MEASURES TO PROTECT FACULTY AND STAFF HEALTH (MANDATORY)**

- ☒ Teleworking opportunities have been maximized. Where telework is not feasible, modified work schedules have been explored and utilized to decrease workplace density.
- ☒ All faculty and staff have completed the online training regarding COVID-19 safety, which includes instructions that individuals must not to come to work if sick.
- ☒ Reconfigure office spaces, cubicles, etc. to ensure a minimum of 6 feet physical distancing and decrease maximum capacity for conference and meeting areas.
- ☒ Minimize in-person meetings by scheduling meetings using Zoom.
- ☒ Stagger employee breaks, in compliance with wage and hour regulations, as needed.
- ☒ Reconfigure, restrict, or close common areas and provide alternatives where physical distancing can be practiced.
- ☒ All employees must wear face coverings in the workplace, if within 6 feet of others.
- ☒ Breakrooms, kitchens, conference rooms, and other common areas are being disinfected after individual usage.
- ☒ Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below):
- ☒ Disinfectants are available to all employees at the following location(s):

Disinfectants will be made available to all SDSURF Central Staff at each SDSURF location as it is repopulated during Phase 3 of the Plan; please refer the the Plan for details.

- ☒ Copies of the protocol have been distributed to all employees.

### C. FACULTY AND STAFF TEMPERATURE CHECKS (MANDATORY)

- ☒ Employees must have temperature taken upon reporting to work; if 100°F degrees or more, they must not be allowed in the workplace. If a thermometer is not available, employees must be screened for an onset of symptoms (i.e., cough, shortness of breath or trouble breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) using the Health Screening Questionnaire.
- ☒ Develop departmental procedure to ensure faculty and staff complete temperature and symptom screenings prior to beginning work. Procedures, including the requirements relating to documentation of the screenings, must be consistent with the University Policy for Temperature Screening.

*Please describe the departmental procedure for temperature checks:*

Please see the Plan (and, more specifically, Appendix C) for details.

### D. MEASURES TO PROTECT VISITOR SAFETY (CHECK ALL THAT APPLY TO THE DEPARTMENT/UNIT)

- ☒ Limit the number of visitors at any one time to allow for visitors and employees to easily maintain at least six feet distance from one another at all practicable times.
- ☒ All visitors must wear face coverings.
- ☐ Virtual front desks are being utilized as feasible to service faculty, staff, students, and community members to minimize the need for physically visiting departments/units.
- ☒ Visitors are encouraged to make appointments, and appointments are scheduled in a way that promotes physical distancing.

*Describe other measures that will be used:*

Please see the attached Plan. Per the Plan, visitors are not currently permitted in SDSURF spaces, and all front desk activities are being performed virtually. When SDSURF transitions to Phase 3 of the Plan at a future date, any front desk operations will be carefully evaluated to ensure that they minimize the need for visitors to physically visit SDSURF facilities, and all visitors will be required to follow appropriate safety mandates including, but not limited to, wearing facial coverings and practicing physical distancing.

## E. MEASURES TO KEEP PEOPLE AT LEAST 6 FEET APART

(Check all that apply to the facility):

- ☒ Placing tape or other markings at least 6 feet apart in queuing line areas inside the workplace and on sidewalk/hallways at entrances with signs directing visitors to use the markings to maintain distance.
- ☒ All employees have been instructed to maintain at least 6 feet distance from visitors and from each other, except employees may momentarily come closer to accept payment, deliver goods or services, or as otherwise necessary.
- ☒ Appointment or delivery system is utilized, when appropriate.

*Please provide any additional information on how department/unit plans to ensure a minimum of 6 feet distance between employees in cubicles and/or open work spaces:*

Please see the attached Plan (and, more specifically, Appendix E) for details on SDSURF's required physical distancing protocols.

## F. ADDITIONAL MEASURES SPECIFIC TO COLLEGE/DEPARTMENT/UNIT

*Please explain any additional measures that will be utilized to minimize risk of exposure to COVID-19 within the college/department/unit:*

Please see the attached Plan for complete details on SDSURF's measures to minimize risk of exposure to COVID-19.

*Does function require physical contact with individuals?* YES ☐ NO ☒

*If physical contact is required, please provide a detailed plan on how unit will minimize exposure risks:*

As a whole, SDSURF's operations require no physical contact with individuals. In rare cases, however, its SWFT fingerprinting processes may necessitate very limited contact with fingerprintees; please see below for details.

Are there any unique activities within work space that could potentially create exposure risks? YES ☒  
NO ☐

If yes, please provide detail on the activities and what measures will be utilized to minimize exposure risks:

As mentioned above, SWFT fingerprinting processes may necessitate very limited physical contact between SDSURF's SWFT System Technician and fingerprintees. SDSUF has developed a complete protocol to minimize risk and maximize safe practices during SWFT fingerprinting process; that protocol is included in the Plan as Appendix H.

## G.ON-SITE STAFFING PLANS

Total Number of Faculty and Staff in Department/Unit: 161

### Total Estimated Number of Onsite Faculty/Staff By Day

DAY	NUMBER OF FACULTY/STAFF ONSITE FOR FULL DAY	NUMBER OF FACULTY/STAFF ONSITE FOR PARTIAL DAY	TOTAL NUMBER OF FACULTY/STAFF ONSITE
Monday			<15
Tuesday			<15
Wednesday			<15
Thursday			<15
Friday			<15
Saturday			As needed
Sunday			As needed

☒ Faculty and staff who will be working onsite have reviewed and signed the SDSU Community Commitment to Health and Safety.

☒ Faculty and staff who will be working onsite have completed the online COVID-19 Safety Training.

Department Director/Chair approval



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**Deb Naylor**

Deb Naylor (Aug 27, 2020 14:36 PDT)

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College Dean/AVP approval

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**Michele G. Goetz**

Michele G. Goetz (Aug 27, 2020 15:13 PDT)

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Provost/Vice President approval



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Agnes Wong Nickerson (Aug 28, 2020 11:17 PDT)

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## **SDSURF Facility Names/Addresses**

### Gateway Center

- 5250 Campanile Drive, San Diego, CA 92182

### Alvarado Research & Professional Center

- 6310 Alvarado Court, San Diego, CA 92120
- 6330 Alvarado Court, San Diego, CA 92120
- 6363 Alvarado Court, San Diego, CA 92120
- 6367 Alvarado Court, San Diego, CA 92120
- 6386 Alvarado Court, San Diego, CA 92120
- 6475 Alvarado Road, San Diego, CA 92120
- 6495 Alvarado Road, San Diego, CA 92120
- 6505 Alvarado Road, San Diego, CA 92120

### City Heights

- 4275 El Cajon Boulevard, San Diego, CA 92105
- 4283 El Cajon Boulevard, San Diego, CA 92105

### Coastal Waters Laboratory

- 4165 Spruance Road, San Diego, CA 92101

### Sky Park

- 9245 Sky Park Court, San Diego, CA 92123

### Black Resource Center

- 5723 Lindo Paseo, San Diego, CA 92115

### Student Organizations Annex

- 5121 Campanile Drive, San Diego, CA 92115
- 5141 Campanile Drive, San Diego, CA 92115

## SDSU RESEARCH FOUNDATION CENTRAL STAFF REPOPULATION PLAN

### INTRODUCTION

As we address the continued impacts of COVID-19 on our operations, SDSU Research Foundation (SDSURF) remains committed to placing the health and wellbeing of its staff above all other considerations. To that end, SDSURF presents the following Repopulation Plan to codify our approach to repopulation and establish the various requirements with which administrative management and staff (Central Staff, collectively) will comply as they return to on-site work at SDSURF locations.

This Repopulation Plan contemplates all relevant guidance from federal, state, and local government, as well as best practices outlined by the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and other guiding bodies; it is also designed to align with the San Diego State University (SDSU) *Guide for Returning to Work*.

Please note that the information contained in this Repopulation Plan is current as of the time of its creation and is subject to change based on new information or orders from the CDC, CDPH, the California Governor's Office, the County of San Diego, the California State University Chancellor's Office, SDSU, and other authorities.

### WORKPLACE EXPECTATIONS & GUIDELINES

SDSURF expects that each member of its community will comply with certain protocols designed to help our employees:

- Protect themselves and others;
- Minimize the spread of the COVID-19 virus from infected persons to others; and
- Reduce the exchange of respiratory aerosols/droplets through contact.

To make expectations and requirements clear, SDSURF has included both a set of Required COVID-19 Protocols (**Appendix A**) and a set of General Workplace Protocols (**Appendix B**) in this Repopulation Plan. The Required COVID-19 Protocols apply to all SDSURF Central Staff at all times, while the General Workspace Protocols provide additional information on requirements specific to certain spaces and/or activities. Central Staff are required to understand and follow both sets of guidelines.

### STAFFING OVERVIEW

In accordance with SDSU's repopulation planning criteria and public health-related best practices, SDSURF will return its Central Staff to on-site work over time and in a coordinated process with emphasis on appropriate safety protocols and operational needs, with continued telework



when/where possible and while working to accommodate individual health, safety and childcare needs.

This Repopulation Plan makes the underlying assumption that all Central Staff will continue to work remotely so long as they are able to do so without detriment to SDSURF's operations. As of July 2020, most Central Staff are teleworking successfully; only a small number of designated essential on-site employees report to SDSURF's physical locations to perform duties critical to its operations.

As numbers of on-site Central Staff increase, SDSURF leadership will closely monitor and continually assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again, and SDSURF will comply with any additional precautions, like testing, implemented by the larger SDSU community.

*If public health conditions demand, there may be a requirement to rapidly return to an emergency pause at any time. SDSURF leadership will continue to work closely with SDSU officials, State and County Health and Human Services officials, and other stakeholders to evaluate public health conditions.*

## **SDSURF'S REPOPULATION FRAMEWORK**

SDSURF's approach to repopulation is a phased one. Each phase of this Repopulation Plan considers the health and safety of the larger SDSURF community and was developed from a continuity analysis that included each operational area's own assessment of its telework capabilities and critical on-site needs.

As of July 2020, SDSURF is in Phase 2 of this Repopulation Plan, meaning that only those Central Staff whose work is both mission critical and cannot be performed via telework are currently working on site at SDSURF locations. All other Central Staff have been transitioned to telework and will continue to telework until SDSURF enters Phase 3.

The remainder of this section contains the summarized findings of the above-mentioned continuity analysis and an overview of SDSURF's phased plan structures.

### **Task and Employee Categories**

This Repopulation Plan's phasing is based on critical distinctions between both tasks and employees developed during SDSURF's continuity assessment, as follows:

<b>TASKS</b>	<b>Group A</b>	Cannot be performed via telework and critical to SDSURF's continued operations
	<b>Group B</b>	Can be performed via telework, even with some extra steps or other challenges
<b>EMPLOYEES</b>	<b>Category 1</b>	Employees who perform Group A tasks, unless otherwise exempted as Category 3 due to high risk status

	Category 2	All other employees, unless otherwise exempted as Category 3 due to high risk status
	Category 3	Category 3 employees are employees who are at higher risk of severe illness from COVID-19.  SDSURF defines high risk employees as those individuals the CDC considers to be at increased risk for severe illness, as detailed <a href="#">here</a> .

### **Return to Previous Phases:**

SDSURF recognizes that at any time during the implementation of this Repopulation Plan, public health conditions may demand a return to an emergency pause in on-site operations. SDSURF leadership will continue to work closely with SDSU officials, State and County Health and Human Services officials, and other stakeholders to evaluate public health conditions.

### **Phase 1: Developing a Framework**

Phase 1 of this Repopulation Plan focused on SDSURF's efforts to collect data necessary to inform repopulation efforts. The data submitted by SDSURF's department heads regarding essential on-site tasks indicate that SDSURF is very able to operate remotely and that relatively few tasks meet Group A criteria. However, because SDSURF's few Group A tasks vary widely, it seems most prudent to address each of them on a case-by-case basis.

Currently, both SDSURF's Facilities and Information Systems (IS) teams are performing on-site essential tasks with some frequency under the auspices of the "essential personnel list" SDSU compiled in the early days of its Emergency Operations Center's COVID-19 activation. Both the Facilities and IS teams can continue to perform essential on-site tasks in the manner to which they have become accustomed, with some modifications to address expanded State, County, and SDSU safety protocols.

SDSURF's Finance and Sponsored Research Contracting and Compliance (SRCC) teams reported limited numbers of Group A tasks that cannot be completed via telework. All other department heads reported no Group A tasks.

### ***FACILITIES CRITICAL ON-SITE TASKS***

As mentioned above, SDSURF's Facilities team includes multiple staff members who are currently designated as essential on-site personnel in SDSU's records. These staff members have access to SDSURF facilities and continue to perform their work on site as needed, meaning that their current processes and procedures are largely sufficient to meet this Repopulation Plan's criteria.

Additional supplementation may be required, however, to ensure that all Facilities staff members meet the criteria set forth in the Required Protocols section of this Repopulation Plan.

#### Facilities Group A tasks (with estimated frequencies):

- Ongoing maintenance of SDSURF facilities (daily)
- Facilitation of research repopulation efforts (daily)
- HVAC contracted services management (monthly)
- Key issuance (as needed)
- HVAC on-site repairs (as needed)
- On-call emergency responses (as needed)
- Power outage responses (as needed)
- Flood responses (as needed)
- Vehicle maintenance (as needed)
- Building inspections (semi-annual)
- Mail shuttle (daily)
- Security service management (as needed)
- Archive management (as needed)
- Surplus asset management (as needed)
- Various tasks associated with planning, design, and construction (as needed)
- Real estate services, including signage, site inspections, and general property inspections (as needed)
- Community Emergency Response Team (CERT) and Emergency Operations Committee (EOC) involvement (as needed)

#### ***IS CRITICAL ON-SITE TASKS***

As mentioned above, SDSURF's IS team includes multiple staff members who are currently designated as essential on-site personnel in SDSU's records. These staff members have access to SDSURF facilities and continue to perform their work on site as needed, meaning that their current processes and procedures are largely sufficient to meet this Repopulation Plan's criteria. Additional supplementation may be required, however, to ensure that all IS staff members meet the criteria set forth in the Required Protocols section of this Repopulation Plan and their related appendices.

#### IS Group A tasks (with estimated frequencies):

- Fixing workstation hardware issues (infrequently/as needed)
- Imaging workstations (occasionally/as needed)
- Printer and peripheral troubleshooting (as needed)
- Physical server maintenance (as needed)
- Power control for workstations (as needed)
- Power control for servers and network (as needed)

#### ***FINANCE CRITICAL ON-SITE TASKS***

The Finance team (which includes both Financial Services and Accounting & Reporting functions) reported a small number of Group A tasks that cannot be performed via telework and that are currently on hold, as follows:

- Cashiering functions (both checks and cash)

Recommendations for resumption of Finance's Group A tasks are as follows:

- The Cashier's Office may open periodically, at set times during which individuals who need to access cashier services may make appointments. Appointment slots should be based on the estimated amount of time each interaction takes, with a recommended 15-minute buffer between appointments for cleaning purposes and to maximize physical distancing. For example, if interactions generally take 15 minutes each, appointments should be offered at 30-minute intervals to allow time for interaction and subsequent cleaning.

### **SRCC CRITICAL ON-SITE TASKS**

SRCC indicated that its only Group A task revolves around fingerprinting requirements for its Naval Information Warfare Center (NIWC) student contractors. SDSURF has developed a plan to perform fingerprinting at the Gateway Center by appointment only, with special consideration given to all safety protocols outlined in this Repopulation Plan. In summary, the process will require individuals who need to be fingerprinted to perform symptom self-assessments before reporting to the Gateway Center for their scheduled appointments and to also undergo temperature checks upon arrival. A fingerprinting station that allows for proper physical distancing will be set up in the Gateway Center's lobby, and all fingerprinting will be conducted by an SDSURF Central Staff employee who will ensure that mandates regarding facial coverings, physical distancing, and hygiene are observed by all parties.

A final copy of this process is attached to this Repopulation Plan as **Appendix H**.

### **Phase 2: Category 1 Employee Return to On-Site Work**

Phase 2 of this Repopulation Plan focused on bringing Category 1 employees, meaning only those employees who perform the limited number of Group A tasks identified in Phase 1, back to SDSURF locations for on-site work.

The implementation of Phase 2 required significant safety protocols. All safety mandates detailed in this Repopulation Plan's Required COVID-19 Protocols and General Workplace Protocols were in place before Phase 2 began, and they will remain in place until public health and other directives indicate that they can be modified or lifted.

As SDSURF's number of Category 1 employees is limited, it is most logical to address each group of Category 1 employees separately and by operational area. General approaches to each such group are outlined below, with notes on areas in need of supplementation.

### **Phase 2: FACILITIES**

The members of the Facilities team were identified early in SDSURF's emergency response as essential on-site personnel; as such, they have been performing critical functions at SDSURF and SDSU locations for some time. The Facilities team will continue to operate in this fashion, with strict adherence to all safety protocols outlined in this Repopulation Plan.

Facilities Category 1 personnel will follow the Temperature Check and/or Symptom Screening Process outlined in **Appendix C**.

## ***Phase 2: IS***

Several members of the IS team were identified early in SDSURF's emergency response as essential on-site personnel; as such, they have been performing critical functions at SDSURF locations for some time. The IS team will continue to operate in this fashion, with strict adherence to all safety protocols outlined in this Repopulation Plan.

IS Category 1 personnel will follow the Temperature Check and/or Symptom Screening Process outlined in **Appendix C**.

## ***Phase 2: FINANCE***

As Finance's Group A tasks are limited, they will be addressed on an as-needed basis. As of July 22, 2020, SDSURF's Cashier's Office is not open, and SDSURF has found alternate processes (including, but not limited to, the creation of a drop box for payments at its Alvarado facilities) to accommodate cashiering needs. In the event that opening the Cashier's Office becomes critical for SDSURF during Phase 2 of this Repopulation Plan, SDSURF intends to implement the following:

- The Cashier's Office may open periodically, at set times during which individuals who need to access cashier services may make appointments. Appointment slots should be based on the estimated amount of time each interaction takes, with a recommended 15-minute buffer between appointments for cleaning purposes and to maximize physical distancing. For example, if interactions generally take 15 minutes each, appointments should be offered at 30-minute intervals to allow time for interaction and subsequent cleaning.
- Finance Category 1 personnel will follow the Temperature Check and/or Symptom Screening Process outlined in **Appendix C**.
- Prior to any reopening of the Cashier's Office, SDSURF will develop specific protocols to ensure compliance with all portions of this Repopulation Plan and will incorporate those protocols herein as an appendix.

During Phase 2, SDSURF also identified one Central Staff employee who performs critical Finance administrative tasks but is unable to work remotely. SDSURF authorized this employee to work from a private office at its 6475 Alvarado Road facility. As that office's sole occupant, this employee performs daily symptom self-screenings in accordance with **Appendix C** of this Repopulation Plan and is required to follow all other safety protocols detailed herein.

## ***Phase 2: SRCC***

SRCC indicated that its only Group A task revolves around fingerprinting requirements for its Naval Information Warfare Center (NIWC) student contractors. SDSURF has developed a plan to perform fingerprinting at its 6495 Alvarado Road facility by appointment only, with special consideration given to all safety protocols outlined in this Repopulation Plan. In summary, the process will require individuals who need to be fingerprinted to perform symptom self-assessments before reporting for their scheduled appointments and to also undergo temperature checks upon arrival. A fingerprinting station that allows for proper physical distancing will be set up in Suite 103 of 6495 Alvarado Road, and all fingerprinting will be conducted by an SDSURF Central Staff employee who will ensure that mandates regarding facial coverings, physical distancing, and hygiene are observed by all parties. A final copy of this process is attached to this Repopulation Plan as **Appendix H**.

## ***Phase 2: Intermittent Building Access***

SDSURF understands that its Central Staff may have business-related needs to access SDSURF locations during Phase 2. To address those needs, SDSURF has developed a process to allow employees infrequent intermittent access to SDSURF locations while ensuring that all safety protocols are met. That process is attached to this Repopulation Plan as **Appendix G**.

## ***Phase 2: Evolving Needs***

In the event that SDSURF identifies other Group A tasks that, while not immediately apparent during its Phase I analysis, requires on-site work during Phase 2, it will develop written processes for that task that contemplate all safety protocols outlined herein. Any such additional processes will be attached to this Repopulation Plan as appendices.

## **Phase 3: Category 2 Employees Return to On-Site Work**

In Phase 3 of this Repopulation Plan, most SDSURF Central Staff – with the exception of Category 3 employees – will return to on-site work at SDSURF locations. SDSURF anticipates that its facilities will be open to the public during Phase 3. Safety protocols will largely depend on evolving public health recommendations; however, SDSURF anticipates it likely that many of the practices adopted in Phases 1 and 2 of this Repopulation Plan will continue with modifications. Individual employees who return to on-site work during Phase 3 will be assigned specific cleaning responsibilities in accordance with updated public health guidance.

This Repopulation Plan assumes that Phase 3 will not begin until the State of California, County Department of Public Health, California State University Chancellor's Office, SDSU, and other relevant authorities eliminate guidance to employers to require their employees to engage in telework whenever possible.

## **Phase 4: Category 3 Employees Return to On-Site Work/Normal Operations Resume**

In Phase 4, Category 3 Central Staff will return to on-site work at SDSURF locations. This Repopulation Plan assumes that Phase 4 will not begin until all COVID-19-related physical directives related to physical distancing and facial coverings are lifted, or until the transition to a "new normal" (as articulated by State/County authorities) is complete.

## **Voluntary Return to On-Site Work for Category 3 Employees Who Perform Group A Tasks:**

In limited circumstances, an employee who is considered to be at increased risk for severe illness from COVID-19 may also be responsible for on-site work essential to SDSURF's continued operations. To address such situations, SDSURF has created a *COVID-19 "High Risk" Employee Access Policy and Acknowledgement Form*, and employees who are both at increased risk for severe illness from COVID-19 and responsible for critical on-site tasks may voluntarily elect to return to SDSURF facilities by submitting a completed and signed copy of this form to SDSURF's Risk Manager. The Risk Manager will maintain submitted forms in a secured electronic location.

A copy of the *COVID-19 "Increased Risk" Employee Access Policy and Acknowledgement Form* is attached to this Repopulation Plan as **Appendix F**.

### **Additional Information:**

SDSURF recognizes that at any time during the implementation of this Repopulation Plan, public health conditions may demand a return to an emergency pause in on-site operations. SDSURF leadership will continue to work closely with SDSU officials, State and County Health and Human Services officials, and other stakeholders to evaluate public health conditions.

### **REQUIRED COVID-19 SAFETY TRAINING**

SDSURF believes strongly that all members of its community must understand their role in reducing the spread of COVID-19. To make sure that Central Staff are protected, trained, and adequately prepared to comply with the requirements of this Repopulation Plan, SDSURF (in partnership with SDSU) requires that all Central Staff participate in formal education/training regarding COVID-19. The training will include the following minimum content:

- COVID-19 symptoms and expectations for personal health, reporting for work and health screenings process.
  - Stay home (or leave the workplace) and notify the supervisor if symptoms develop
  - Where to find local information on COVID-19 and local trends of COVID-19 cases
- Personal safety precautions, including:
  - How to properly put on and remove personal protective equipment (PPE)
  - Proper hand washing
- Signage
  - Signage at each public entrance of campus, buildings and specific departments to inform faculty, staff, students and visitors that they should: avoid entering the facility if they have COVID-19 symptoms; 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; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.
  - San Diego County Safe Reopening Plan (SRP) posting
  - Directional signage regarding check in/out, registration, etc. as applicable
- Visitor interaction policies and procedures to include:
  - Entry/exit plans and social distancing placements
  - Visitor health screenings (where applicable - programming with minors)
- New policies and procedures for business operations as they relate visitor interactions
  - Front of office set up and plexiglass barriers
  - Social distancing: markers on the ground, additional check in/registration tables set up (as needed)
  - Disinfection of shared equipment between customer and staff (pens, iPads, door handles, rental equipment, etc.)
- Guidance for workplace scenarios outlined in this document

All members of SDSURF Central Staff are required to complete this COVID-19 Safety Training via the SumTotal system as a condition of access to SDSURF facilities, as follows:

- Category 1 employees will be assigned COVID-19 Safety Training as a priority as soon as that training becomes available in the SumTotal system. Category 1 personnel will be required to expedite their completion training as a condition of continued building access.
- All other SDSURF personnel will be required to complete COVID-19 Safety Training before they will be permitted to access SDSURF facilities. Any member of Central Staff

who is not a Category 1 employee will be required to complete training before being granted access to any SDSURF location, in accordance with the process(es) outlined in **Appendix G** of this Repopulation Plan.

## **MENTAL AND EMOTIONAL WELLBEING**

SDSURF understands that the COVID-19 pandemic continues to be difficult for many people, and that stress and uncertainty may impact the mental health and wellbeing of its Central Staff. Central Staff who feel that they, or a loved one, may be in need of mental health support are encouraged to visit the “Employee Resources” section of SDSURF’s [Coronavirus \(COVID-19\) Information](#) page for more information on SDSURF’s Employee Assistance Program (EAP) and other sources of support.



## APPENDIX A

### Required COVID-19 Safety Protocols:

The following set of required safety protocols parallel those established by SDSU and remain in place for all faculty and staff who enter onto University property. SDSURF staff are expected to fully comply with these protocols, State and County public health orders, as well as the policies, processes and guidelines outlined herein.

First and foremost, *employees must not come to work if they are sick*. Employees are directed to stay at home (except to get medical care) and call their doctors if they have:

- A fever of 100.0° F or higher
- Chills
- Cough not associated with known chronic conditions such as asthma or allergies
- Shortness of breath or difficulty breathing
- Muscle pain that is not the result of normal activities, exercise, or injury
- Sore throat
- Recent loss of taste or smell
- Congestion or runny nose not associated with allergies or other known chronic conditions
- Nausea or vomiting
- Diarrhea

Temperature Checks	Employees must have their temperature checked when arriving to work. Temperature check protocols can be found in <b>Appendix C</b> of this Repopulation Plan.
Face Coverings	<p>Employees must wear face coverings at all times if they are less than six (6) feet from others, without exception.</p> <p>In the rare and unexpected case that an employee inadvertently forgets a face covering, an acceptable alternative face covering may be obtained from area management staff prior to reporting to the employee work area and should be coordinated by email or phone.</p> <p>Acceptable face coverings include any mask, bandana, or scarf that:</p> <ul style="list-style-type: none"><li>▪ Covers the nose and mouth openings;</li><li>▪ Fits snugly against the face with secured ties/ear loops;</li><li>▪ Allows breathing without restriction;</li><li>▪ Is able to be laundered/machine dried without damage or change to shape; and</li><li>▪ Represents SDSURF professionally.</li></ul> <p>Additional information on face coverings can be found in <b>Appendix D</b> of this Repopulation Plan.</p>

Physical Distancing	<p>Employees must maintain a minimum of 6 feet of distance from others (including vendors, students, faculty, staff, and coworkers) whenever reasonably possible in all SDSURF and SDSU locations.</p> <p>Additional information on physical distancing and SDSURF's approach to facilitating physical distancing in its workspaces can be found in <b>Appendix E</b>.</p>
Hygiene	<p>Employees must:</p> <ul style="list-style-type: none"> <li>▪ Wash hands frequently with soap and water for at least twenty (20) seconds.</li> <li>▪ Take care to wash hands after having been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, and counters.</li> <li>▪ Use hand sanitizer (w/minimum 60% alcohol content) when hand washing is not possible. Please remember that hand washing is more effective than hand sanitizer and employees should always try to wash hands when it is possible.</li> <li>▪ Avoid touching eyes, nose, or face.</li> <li>▪ Cover coughs/sneezes with disposable tissues (if disposable tissues are not available, use the inside of the elbow to cover coughs/sneezes).</li> </ul>
Avoiding Close Contact Exposure	<p>The physical distancing and face covering guidelines presented here have been established to avoid close contact exposure. The CDC defines close contact exposure as being:</p> <ul style="list-style-type: none"> <li>▪ Within 6 feet of a confirmed (or probable) infected person for more than a few minutes without face coverings, or</li> <li>▪ With unprotected contact with infectious secretions while the person was (or was likely to be) infectious, beginning 2 days prior to illness onset. Infectious secretions, such as mucus and saliva, are expelled when a person coughs, sneezes, talks, or laughs.</li> </ul>
Sanitization	<p>Employees must:</p> <ul style="list-style-type: none"> <li>▪ Sanitize break/lunch spaces daily with approved/provided sanitizer and paper towels before and after use;</li> <li>▪ Sanitize shared equipment (computer keyboards, mice, appliances, etc.) with approved/provided sanitizer and paper towels each morning and after each use;</li> <li>▪ Use hand sanitizer before using computers/shared equipment; and</li> <li>▪ Sanitize shared carts/equipment/computers with approved/provided sanitizer and paper towels before and after use.</li> </ul> <p><i>Note: Do not spray cleaner directly on computer keyboards or KeyWatcher interface panels. Spray sanitizer on a paper towel first, then wipe.</i></p>

## APPENDIX B

### General Workplace Protocols

#### REQUIRED PROTOCOLS:

Offices	Staff who can successfully telework will continue to work remotely. However, SDSURF understands that there may be the need to work from campus or auxiliary locations. Approval of requests to work on site will be based on the ability to maintain lower densities and ensure proper physical distancing and other required practices. Staff should utilize sanitizing supplies to clean their areas before and after use.
Front Desks & Other Reception Desks	Staff who can successfully telework will continue to work remotely. However, SDSURF understands that there may be the need to work from campus or auxiliary locations. Approval of requests to work on site will be based on the ability to maintain lower densities and ensure proper physical distancing and other required practices. Staff should utilize sanitizing supplies to clean their areas before and after use.
Cubicles	Employees who work in open space cubicles should maintain physical distancing whenever possible. Additionally, work schedules and/or locations may be altered to ensure physical distancing. Departments will coordinate directly with staff to ensure work schedules allow for physical distancing and work productivity. Staff should utilize sanitizing supplies to clean their areas before and after use.
Shared Workspaces	Staff who work at shared desk locations will have their work schedules and/or locations altered to ensure sanitation between use. Faculty and staff should utilize sanitizing supplies to clean their areas before and after use.
Shared Equipment	Sanitizing supplies shall be placed near all shared equipment (copy machines, fax machines, computers, etc.). Staff should utilize sanitizing supplies to clean these items before and after use.
Restrooms	In most university locations, restrooms are shared among faculty, staff, students, and visitors. Staff should practice physical distancing, wear facial coverings and wash their hands for at least 20 seconds after using the restroom/toilet. Additionally, some restrooms are being assessed and modified to provide increased barriers between users.
Elevators	Staff are strongly encouraged to utilize the stairs if able to do so safely. Staff that desire to utilize the elevator should do so and practice physical distancing and wear a facial covering while in the elevator.

Kitchen & Breakroom	<p>We encourage staff to limit their use of kitchens and break rooms and utilize them for only essential needs, like handwashing. Staff should maintain 6 feet from others and facial coverings should be worn when accessing these common areas. Signs will be posted regarding maximum occupancy for the common break areas and be configured to accommodate appropriate physical distancing. Additionally, SDSURF shall eliminate reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) and replace with single use options. Use of shared appliances (coffee makers, ice/water dispensers) should be minimized. Staff should utilize sanitizing supplies to clean areas before and after use.</p>
Signage	<p>SDSURF shall ensure that signage is placed at each public entrance to its buildings to inform staff and other visitors that they must:</p> <ul style="list-style-type: none"> <li>- Avoid entering the building if they have COVID-19 symptoms</li> <li>- Maintain a minimum of 6 feet of distance from on another</li> <li>- Sneeze and cough into a cloth or tissue or, if no cloth or tissue is available, into their own elbows</li> <li>- Wear facial coverings as appropriate</li> <li>- Refrain from shaking hands or engaging in any unnecessary physical contact</li> </ul> <p>SDSURF shall also ensure that directional signage is placed in occupied areas, as necessary and applicable.</p>

## RECOMMENDED PROTOCOLS:

The following protocols should be instituted on a departmental basis if all the above **Required Protocols** cannot be easily/consistently accomplished; these protocols are strongly encouraged as general practice as much as is reasonably possible until further notice.

Staggered Shift Start/Break/Lunch/End Times:	<p>Employees will be assigned staggered shift times to avoid unnecessary staff interaction and overlap during shifts and to maintain physical distancing at exit and entry points; including, but not limited to, crowded elevators and hallways.</p> <p>Coordination with employees on shift/break/lunch/end times will be scheduled in advance with employees and managers.</p> <p>Flexibility is required and may require waiving CBA shift change notification.</p>
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<p>Encourage Breaks/Lunch Outside:</p>	<p>Given limited students, staff, faculty on campus – employees are encouraged to eat on campus at their work locations to reduce likelihood of unnecessary staff interaction.</p> <p>Employees should plan to bring their lunches to their work areas and reduce storage of lunches in shared spaces.</p> <p>Employees should avoid using shared microwaves, cooking and eating utensils, etc. As a last resort, should an employee need to use a shared item, strict hygiene and sanitization protocols must be followed before and after use.</p> <p>If employees do not want to eat at their workspace, they may eat outside but must maintain social distancing.</p>
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## **APPENDIX C**

### **Temperature Check and/or Symptom Screening Process**

In accordance with County public health orders, SDSURF is required to conduct temperature screenings of all employees and to prohibit employees with a temperature of 100.0°F or more from entering the workplace. Symptom screening (prohibiting employees from entering the workplace if they exhibit [symptoms described by the CDC](#)) may only be used when a thermometer is not available.

SDSU policy requires that SDSURF employees' temperatures be taken with a no-contact infrared thermometer and by another party; in other words, SDSURF employees may not take their own temperatures. SDSURF recognizes that some of its critical on-site employees, particularly those who report to SDSURF workplaces on an as-needed basis and who may periodically occupy workspaces alone, may not be able to complete temperature screenings. To address this issue, SDSURF has created a two-fold process for temperature checks and/or symptom screenings, as detailed herein. Temperature checks are SDSURF's primary method of satisfying the County's requirements, and symptom screenings will be used only when temperature screenings are not practicable.

It is each department's responsibility to establish designees for temperature checking purposes, and it is each employee's responsibility to ensure that they comply with the requirements of this process. Operational areas should ensure that they establish both a primary and at least one alternate designee; in the event that a primary designee is absent or delayed in reporting to on-site work, an alternate designee must assume the primary designee's role in this process.

#### **Temperature Check Process for Employees:**

- Before you begin work, you must stop by your departmental temperature check station.
- Your temperature will be taken by your departmental designee using a no-touch thermometer. You must wear a facial covering for this process.
- If your temperature is below 100.0°F, you will be approved to begin work. Employees are not permitted to begin work prior to the completion of a temperature check.
- Managers will be notified of employees who report to work but fail to be screened. Violations of the screening process may result in an employee's building access being revoked and/or other disciplinary action.
- Any employee whose temperature is 100.0°F or above will be instructed to:
  - Keep your facial covering on and sit and rest for 15 minutes in a workspace with low traffic and a minimum of 6 feet distancing from other personnel.
  - Do not consume foods or beverages during this time.
  - Depending on the type of thermometer used, things like drinking beverages or sweat on the skin can disrupt the temperature reading.
  - After 15 minutes of rest, your temperature will be rechecked. If it is still elevated, you are required to go home and should notify your primary care physician.

If an employee is sent home due to temperature of 100.0°F or higher, the designee must notify [sdsurfriskmanagement@sdsu.edu](mailto:sdsurfriskmanagement@sdsu.edu) immediately.

### **Symptom Screening Process for Employees:**

In the event that an SDSURF employee reports to an SDSURF workspace during a time when no other SDSURF employee is present at that workspace to conduct a temperature screening, the employee must complete a symptom self-screening by verifying that they have none of the symptoms detailed in the CDC's *Symptoms of Coronavirus* list (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), including:

- A fever of 100.0° F or higher
- Chills
- Cough not associated with known chronic conditions such as asthma or allergies
- Shortness of breath or difficulty breathing
- Muscle pain that is not the result of normal activities, exercise, or injury
- Sore throat
- Recent loss of taste or smell
- Congestion or runny nose not associated with allergies or other known chronic conditions
- Nausea or vomiting
- Diarrhea

Employees who are authorized to use this symptom screening process because they will be reporting to an SDSURF workspace during a time when no other SDSURF employee is present must:

- Notify SDSURF Risk Management via email to [sdsurfriskmanagement@sdsu.edu](mailto:sdsurfriskmanagement@sdsu.edu) that they have completed a symptom self-screening prior to reporting to any SDSURF location, using the following language:

“On (insert date), I reviewed SDSURF’s symptom self-screening criteria and am able to report to (insert location).”

- Copy their supervisors on that message.

*Note: Employees should not email any personal medical details - including details regarding the presence or absence of symptoms - as part of this process. Employees who perform a symptom self-screening and find that they have symptoms of COVID-19 should follow the recommendations detailed below.*

Employees who have any of the symptoms listed above must adhere to the following protocols:

- Any employee with a fever must not return to work for at least 10 days, including 24 hours without a fever (without the use of fever-reducing medication), after symptoms improve or after receiving a negative COVID-19 test and/or a note from a health care provider authorizing a return to work.
- Any employee with a new onset of symptoms must not return to work for 10 days, including 24 hours after symptoms improve or after receiving a negative COVID-19 test and/or a note from a health care provider authorizing a return to work.

- Employees are advised to seek guidance from their healthcare providers, as appropriate. If possible, employees are encouraged to get tested at one of the free COVID-19 testing sites or as directed by a healthcare provider.
- Any employee diagnosed with COVID-19 should contact both the Risk Manager and the Director, Human Resources.
  - The Risk Manager will oversee the reporting of any COVID-19 diagnoses to SDSU via its COVID-19 Reporting Form and associated processes.
  - The Director, Human Resources or her HR designee will discuss available leave and benefits with the employee.

Completed written affirmations will be maintained in a secured virtual location by the Risk Manager for compliance purposes. The symptom self-screening addresses those symptoms which the CDC indicates are most commonly associated with COVID-19 infection, as detailed above.

Employees who are unable to pass the symptom self-screening must do the following:

- Do not report to any SDSURF location.
- Notify the Risk Manager and the Director, Human Resources via email to [sdsurfriskmanagement@sdsu.edu](mailto:sdsurfriskmanagement@sdsu.edu), and CC: their supervisors.

Upon receipt of notification that any employee was unable to pass the symptom self-screening, the Risk Manager and the Director, Human Resources will assume primary responsibility for all follow-up with employees about their health statuses and ability to work.

### **Recordkeeping:**

In operational areas that use temperature checks, department heads shall maintain records confirming that each scheduled employee's temperature was checked prior to the start of each scheduled shift. These records should not contain screening results for individual employees or any personally identifiable information (PII); instead, records should specify only the date and the name of the designee responsible for checking employee temperatures on that date. The *SDSU COVID-19 Screening Form*, attached to this Repopulation Plan as **Appendix I**, is designed to satisfy this requirement.

For employees who report to an SDSURF workspace during a time when no other SDSURF employee is present at that workspace to conduct a temperature screening, SDSURF Risk Management will maintain copies of those employees' written confirmations that they have completed symptom self-assessments as a means of ensuring that all employees who report to SDSURF locations comply with this Repopulation Plan's requirements. Such records will be maintained for a minimum of three weeks for contact tracing purposes.

### **Future Temperature Check and Symptom Screening Processes:**

These temperature check and symptom screening processes are designed to satisfy County public health requirements and accommodate SDSURF's current operations. As County (and other) guidance evolves, these processes will be updated to reflect current requirements.



## APPENDIX D

### Face Coverings

Face coverings must be worn by all SDSURF staff when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, breakrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others, as employees could spread COVID-19 to others even if they do not feel sick.

*Use of face coverings is not a substitute for physical distancing.*

Acceptable face coverings include any mask, bandana, or scarf that:

- Covers the nose and mouth openings;
- Fits snugly against the face with secured ties/ear loops;
- Allows breathing without restriction;
- Is able to be laundered/machine dried without damage or change to shape; and
- Represents SDSU and SDSURF professionally.






In the rare and unexpected case that an employee inadvertently forgets a face covering, an acceptable alternative face covering may be obtained from area management staff prior to reporting to the employee work area and should be coordinated by email or phone.

Use and care of face coverings:

- Putting on the face covering/disposable mask: Individuals should wash their hands before putting on their face covering, pull the face covering over their nose and mouth and then secure it under their chin.
- Taking off the face covering/disposable mask: Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering, handling them only by the ear loops or ties and fold outside corners together then wash hands immediately.
- Care, storage and laundering: Masks should not be placed in pockets for later use. To store or transport, carefully fold the mask so the contaminated outside is folded inward and against itself. Place in a clean or new paper bag, and perform hand hygiene. Place covering in the washing machine. Face coverings should be routinely washed depending on the frequency of use.

## Covid-19 Personal Protective Equipment (PPE) Guidance for Staff

The following table is provided as a general guide for protective clothing as it relates to COVID-19 and does not supersede any regulatory requirements for PPE based on specific job tasks and hazards. **This guidance does not include recommendations for Student Health Services or University Police Department staff.**

RECOMMENDED PPE BY SETTING					
	<b>P-100 Respirator</b> 	<b>Cloth Face Coverings</b> <a href="#">(Additional guidance here)</a> 	<b>Eye Protection Or Face Shield</b> 	<b>Gloves</b> 	<b>Gown/Coveralls/ Lab Coat</b> 
<b>Facilities Services (Work on HVAC in Calpulli ONLY)</b>	Yes	No if wearing P-100 respirator Yes, if not wearing P-100 respirator	Yes if potential for body fluid or chemical exposure	Yes if potential for body fluid or chemical exposure	Yes
<b>Facilities Services - Trades</b>	No	Yes	Yes if potential for body fluid or chemical exposure	Yes if potential for body fluid or chemical exposure	No
<b>Facilities Services - Custodial</b>	Yes, if performing fogging disinfection No for all other tasks	Yes	Yes if potential for body fluid or chemical exposure	Yes if potential for body fluid or chemical exposure	No
<b>Facilities Services - Landscape</b>	No	Yes	Yes if potential for body fluid or chemical exposure	Yes if potential for body fluid or chemical exposure	No
<b>Shops – Dining Services</b>	No	Yes	No	Yes	No
<b>Shops – Campus Stores</b>	No	Yes	No	Yes, as needed	No
<b>Shops – Conference Services</b>	No	Yes	No	No	No
<b>Research and Instructional Labs</b>	No	Yes	Yes	Yes	Yes
<b>Individuals in Offices and Classrooms</b>	No	Yes	No	No	No

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS316488A 05/27/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## APPENDIX E

### Physical Distancing Guidelines

#### **PHYSICAL DISTANCING**

Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home. To practice physical distancing:

- Stay at least 6 feet (about 2 arms’ lengths) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you — or they — have no symptoms. Physical distancing is especially important for people who are at higher risk for severe illness from COVID-19.

#### **WORKSPACE ADJUSTMENTS**

To facilitate physical distancing by individual employees, SDSURF may also implement one or more of the following workspace adjustments at its locations.

- Occupancy Capacity: Based on the guidelines from Public Health officials, the capacities of many campus and SDSURF facilities will be reduced to provide six feet (6 ft) distance between occupants. For most classrooms, instructional laboratories, dining areas, meeting rooms, this will reduce the maximum capacity to 25% of the normal maximum capacity based on fire code requirements.
- Disabling or removal of furniture, equipment or fixtures: To reduce the likelihood of occupant capacity congestion, SDSURF shall disable or remove chairs, desks, computer keyboards, etc. to ensure proper physical distancing in all spaces and post signage identifying the allowable occupancy in order to control workflow and/or establish maximum attendance in each facility.
- Traffic-flow Changes: In entrances to buildings, large rooms, corridors, and stairways there will be directional signage to reduce the likelihood of congestion for occupants.
- Physical Barriers: While disabling furniture and equipment should be the initial option to be considered for six foot (6ft) physical distancing, in some spaces, the reduction of capacity would render a space un-occupiable or inadequate for the operational need. Spaces like high use reception areas and public-facing desk operations, for which a reasonable workflow solution to effectuate physical distancing cannot be implemented, may require the use of acrylic or other barriers to reduce the likelihood of droplets.
- Capacity monitoring at entrances: For facilities that are public facing and have little or no predictable schedule, there may be a need to either employ door monitors to manage building occupancy or create a system of appointments and schedules for occupants to select.
- Unnecessary Gatherings: Staff should avoid office gatherings, break rooms, and personal visitors in the workplace.

## APPENDIX F

### **COVID-19 “Increased Risk” Employee Access Policy and Acknowledgement Form**

#### **COVID-19 “Increased Risk” Employee Access Policy and Acknowledgement Form**

San Diego State University Research Foundation (SDSURF) remains deeply committed to protecting the health and wellbeing of its employees as it works to respond to the current novel coronavirus (COVID-19) pandemic. The continued presence of novel coronavirus requires that SDSURF carefully limit employees' access to its facilities, in accordance with guidance from various state, local, California State University (CSU) system, and San Diego State University (SDSU) authorities.

The latest guidance from the Centers for Disease Control and Prevention (CDC) indicates that older adults and people of any age who have serious underlying medical conditions might be at increased risk for severe illness from COVID-19. Those at increased risk of severe illness from COVID-19 include, but are not limited to, people of any age with the following conditions:

- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immunocompromised;
- People with obesity (body mass index of 30 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis; and
- People with liver disease.
- 

More information on these subjects is available via the CDC's website <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> and on SDSURF's *Coronavirus (COVID-19) Information* web page.

SDSURF also understands that some of its employees, including those who fall within the high-risk categories detailed herein, may still need to access its facilities. To ensure that its employees are aware of the guidelines detailed in this document, all employees who fall within one (1) or more of these high-risk categories are required to review, complete, and submit this COVID-19 “Increased Risk” Employee Access Policy and Acknowledgement Form *prior* to accessing any SDSURF or SDSU facility. Please note that the completion of this document has no bearing on any employee's previously established ability to telework. Employees who have specific concerns about their abilities to complete their job duties either on site or remotely are advised to speak with their supervisors.

This document also does not alter any current or future requirements that employees must follow while on or in SDSURF and/or SDSU property, including (but not limited to) requirements related to facial coverings, physical distancing, hygiene, and temperature/symptom checks.

#### **Acknowledgement**

I acknowledge that I have reviewed and understand the COVID-19 risks associated with the high risk factors detailed in this policy, and I affirm that I voluntarily elect to access SDSURF and/or SDSU facilities.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Employee RedID: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX G

### Intermittent Building Access for Central Staff During Phase 2

SDSURF understands that members of its Central Staff may need to access its facilities for various business-related purposes on an intermittent basis, prior to any eventual repopulation of those facilities. To accommodate such needs, SDSURF has developed a protocol for employees to follow to allow them access while ensuring that all appropriate safety requirements are met.

This protocol, as detailed below, is predicated upon the idea that each operational area of SDSURF has at least one individual who currently holds an essential on-site personnel designation in SDSU and SDSURF records, and who therefore has access (via RedID card) to SDSURF facilities. As of May 21, 2021, each department director within SDSURF's Central Staff has been designated as essential on-site personnel, and these department directors therefore have primary responsibility for facilitating building access for their staff. SDSURF's Director of Facilities Planning and Management and its Risk Management team continue to provide guidance and oversight regarding building access and associated safety requirements.

All Central Staff who access SDSURF facilities must adhere to the safety protocols outlined in this Repopulation Plan while in/on SDSURF and SDSU property, to include:

- Adhering to all Required COVID-19 Safety Protocols, as outlined in **Appendix A**;
- Completing a symptom self-assessment prior to reporting to any SDSURF facility, as outlined in **Appendix C**;
- Wearing a facial covering at all times, as outlined in **Appendix D**; and
- Following all physical distancing guidelines, as outlined in **Appendix E**.

Prior to accessing any SDSURF facility, employees are responsible for completing COVID-19 Safety Training (as detailed in the Required Training section of this Repopulation Plan).

Beginning May 25, 2021, the following revised access protocols apply to all SDSURF Central Staff:

- Employees are responsible for scheduling the dates and times of their building access.
  - Employees who have access to SDSURF facilities via RedID card may access SDSURF facilities at any time, provided that their access is in response to a legitimate business need.
  - Employees who do not have access to SDSURF facilities via RedID card must consult their department heads to arrange building access. Department heads are responsible for facilitating building access for employees in their departments if/as needed.
- Every employee who accesses SDSURF facilities must perform a symptom self-assessment on the day of their access and prior to traveling to any SDSURF or SDSU location.
  - To perform a symptom self-assessment, employees must review [the CDC's most current list of symptoms associated with COVID-19](#).

- The act of reporting to any SDSURF facility serves as confirmation that an employee has completed the symptom self-assessment and is not experiencing any of the symptoms associated with COVID-19.
- **If an employee is experiencing any symptoms consistent with COVID-19, has been exposed to COVID-19, or has tested positive for COVID-19, that employee must not report to any SDSURF location and must reach out to SDSURF's COVID-19 response team via email at [sdsurfriskmanagement@sdsu.edu](mailto:sdsurfriskmanagement@sdsu.edu) for further instruction.**

*Please note that guidance regarding safe public health practices regarding COVID-19 continue to evolve rapidly. The protocols outlined in this Repopulation Plan are not intended to supersede updated public health guidance and/or institutional requirements as dictated by authorities including, but not limited to, the State of California, the County of San Diego, San Diego State University, and the California State University Chancellor's Office.*



## APPENDIX H

### Sponsored Research Contracting and Compliance SWFT Fingerprinting Protocol

1. **PURPOSE:** This document is intended to outline protocols for obtaining fingerprints from employees during the COVID-19 Resilience Roadmap Phases utilizing State of California and CDC guidelines. It is written with all consideration to the health and safety of employees while trying to comply with operational and contractual requirements.
2. **BACKGROUND:** San Diego State University Research Foundation (SDSURF) has contracts with the Naval Information Warfare Center (NIWC) which requires that employees working on the contracts to have Department of Defense (DoD) security clearances and/or credentials which require background investigations by DoD. As a part of these investigations, various fingerprint databases are searched, checked and verified. This is accomplished through the Secure Web Fingerprint Transmission (SWFT) system. (NOTE: Because DoD records checks with these fingerprints are broader than normal “Livescan” services provided by law enforcement agencies and vendors, the SWFT system *must* be used.) The SDSURF Facility Security Office maintains the necessary equipment to capture electronic fingerprints and transmit them via the SWFT system. Joel Gossett is the primary SWFT System Technician (SWFT Tech), with Richard Brandt and Sandra Nordahl as alternate users. The vast majority of employees working on these contracts are college/university students. As such, they will hereinafter be identified as “student employees” to differentiate them for SDSURF Central Staff employees.
3. **PROCEDURES:** These are the procedures that will be followed, in sequential order:
  - a. Appointment – Student employees will be fingerprinted by appointment only. Contact via email will be made and procedures in this document explained to the student employee. If the student employee is not comfortable with these procedures, they will not be required to be fingerprinted; however, it will be explained to them that without a background investigation, access to information and equipment necessary for their assigned task will be limited, which, in turn, will limit the amount of work they can perform.
  - i. Timing of appointments will be such that there is no risk of contact from one student employee to the next. It is anticipated that half-hour intervals will be sufficient to complete the fingerprinting process and will allow ample time to clean the work area between student employees.
  - ii. During the appointment email conversation, the student employee will be advised of the following:

“Before you report to the site for your appointment, we ask that you perform a self-assessment to confirm that you do not have any of the symptoms of COVID-19 currently detailed in [the CDC’s “Symptoms of Coronavirus” list](#). Immediately before you report to your appointment, review the “Symptoms of Coronavirus” list and send an email confirming that you have completed the symptom self-assessment to [sdsurfriskmanagement@sdsu.edu](mailto:sdsurfriskmanagement@sdsu.edu) and to [jgossett@sdsu.edu](mailto:jgossett@sdsu.edu), confirming your fingerprinting appointment. If you find



that you *do* have one or more of the symptoms outlined in the above-referenced list, do not report to your appointment; instead, email [jgossett@sdsu.edu](mailto:jgossett@sdsu.edu) and copy [sdsurfriskmanagement@sdsu.edu](mailto:sdsurfriskmanagement@sdsu.edu) to request that your appointment be rescheduled.

If you have had contact with any individual diagnosed with COVID-19 in the 14 days prior to your appointment date, please email [jgossett@sdsu.edu](mailto:jgossett@sdsu.edu) and copy [sdsurfriskmanagement@sdsu.edu](mailto:sdsurfriskmanagement@sdsu.edu) to request that your appointment be rescheduled.

Remember, you must wear a facial covering at all times during your visit, and please remember to maintain physical distancing of 6 feet or more from other people whenever reasonably possible.”

- b. Fingerprinting Location and Access – Fingerprinting will take place in room 3514 of the Gateway Center Building.
- c. Parking – Parking will be arranged through Facilities and/or SRA Gateway Techs.
- d. Preparation – Prior to each appointment, the SWFT Tech will ensure that the work area where the fingerprints are obtained has been cleaned meeting current standards. Examination quality nitrile disposable gloves will be changed prior to contact with each student employee. Separate ball point pens, required for witnessed document signatures, will be available for each student employee being fingerprinted.
- e. Meeting and Screening – The student employee will be instructed that after parking to walk to the main entrance door to the Gateway Building from Campanile Drive. Before entering the building, they will call (619) 594-2527 and notify the SWFT Tech that they are at the entrance. The SWFT Tech will then meet them at the door and let them in. Immediately upon entering, the SWFT Tech will check the student employee’s temperature using touchless thermometer.
  - i. If their temperature is in excess of 100.0°F, the student employee will be told this is of concern. Contact with the student employee will then be terminated. The SDSURF Risk Manager will be notified.
  - ii. The SWFT Tech will ask the student employee for a government issued photo identification (passport or driver license). The SWFT Tech will retreat to a distance of at least 6’, ask the student employee to remove their mask, and verify their identity.
  - iii. The student employee will be instructed to don their mask and their identification will be returned to them.
  - iv. The student employee will be escorted to Room 3514. Maximum social distancing will be maintained whenever possible.
- f. Fingerprinting – The fingerprinting process requires that the SWFT Tech have physical contact with the person being fingerprinted. Furthermore, there is a DoD

requirement that the SWFT Tech witness the signature on a DoD Non-disclosure Agreement. The process also requires the person being fingerprinted to touch the glass platen of the fingerprint scanning device.

- i. Prior to the student employee touching anything, they will be provided hand sanitizer and instructed to use it, under the supervision of the SWFT Tech.
- ii. Paper towels/tissues may be required on the hands to dry them prior to acquiring fingerprints.
- iii. Occasionally, fingers that are too dry may require lotion to obtain satisfactory fingerprints. The SWFT Tech has the appropriate lotion available and will apply to the student employee's fingers with gloved hands and paper towel/tissue if required. The SWFT Tech will ensure that the student employee does not touch the lotion bottle or anything other than the paper towel/tissue applying the lotion.
- iv. Other than those items required to be touched as detailed above, the SWFT Tech will monitor and control the student employee in such a way that physical contact is limited with anything else in the SDSURF office spaces.
- v. At the completion of the fingerprinting process, the student employee will be escorted back to the building exit and observed leaving the building.
- vi. The SWFT Tech will return to the office space and, after donning a fresh pair of gloves, complete a thorough cleaning of the space, equipment utilized, and items touched, prior to the next appointment or the SWFT Tech's departure.

4. **REQUIRED FOR IMPLEMENTATION:** The following will be required prior to implementing this protocol.

a. Equipment –

i. PPE –

- 1. Facilities will supply a "Kit" that consisting of hand sanitizer, masks, paper towels, and disinfectant wipes, and a touchless thermometer
- 2. Nitrile examination gloves for SWFT Tech (Joel wears size XL)

ii. Ballpoint pens (individually issued and kept by student employee)

iii. Appropriate disposal bins/bags

b. Coordination/Notification– Coordination will be required with the following personnel/departments:

- i. SDSURF Facilities will be notified in advance when fingerprinting appointments are scheduled, and of any additional or replacement supplies or support needed

- ii. SDSURF Risk Manager will be notified in advance when fingerprinting appointments are scheduled, and of any concerns raised during the appointment process.
- 5. **APPROVAL** – This protocol has been reviewed and endorsed by Sandra Nordahl, Director, Sponsored Research Contracting and Compliance, and Zach West, Risk Manager. This protocol has been approved by Michele Goetz, Associate Vice President/Executive Director.

## **APPENDIX I**

### **SDSU COVID-19 Screening Form**

## SDSU COVID-19 Screening Form

Name of Person Conducting Screening: \_\_\_\_\_ Date: \_\_\_\_\_

**Please do not record the name of the person responding to this screening**

Upon arrival and prior to beginning any research activities, each person must undergo the following screening by a designated member of the research group.

Temperature on site <b>(less than 100.0°F):</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the temperature is equal to or greater than 100.0°F, ask the researcher to sit and wait with mask on for 15 minutes without consuming food or liquids. Then take a second temperature reading.		
2 <sup>nd</sup> Temperature on site <b>(less than 100.0°F):</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If a thermometer is not available, each person must be asked the following questions and provide a verbal answer.

**In the past 24 hours, have you experienced any new onset of the following symptoms that are not related to a chronic condition:**

Fever or chills:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Cough:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Shortness of breath or difficulty breathing:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Fatigue	<input type="checkbox"/> yes	<input type="checkbox"/> no
Loss of sense of taste or smell	<input type="checkbox"/> yes	<input type="checkbox"/> no
Sore throat:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Nausea/vomiting, diarrhea, abdominal pain:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Muscle or body aches:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Congestion or runny nose:	<input type="checkbox"/> yes	<input type="checkbox"/> no

Anyone who has a temperature of **100°F or higher** or answers **“yes”** to any of the symptoms listed above must be sent home immediately and [HR informed](#) that they have been sent home to ensure proper follow-up.

**If you have been sent home with one or more of these potential COVID-19 symptoms, you should self-isolate at home and contact your primary care physician’s office for direction. Unless your physician recommends otherwise:**

- You should isolate at home for a minimum of 10 days after symptoms **first appear**.
- You must be fever-free for **24 hours** without use of a fever suppressant and see improvement in respiratory symptoms before leaving self-isolation.

**In the past 14 days, have you:**

Had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?	<input type="checkbox"/> yes	<input type="checkbox"/> no
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If you answer “yes” to this question, please see the SDSU COVID-19 [Case Alert Protocol](#) and follow the recommendations provided.