

Soka University of America

COVID-19 Prevention Plan

Revised August 31, 2020

I. INTRODUCTION

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population. To meet statewide industry guidance directives seeking to reduce the risk of COVID-19 in the workplace, Soka University of America (SUA or “the University”) has prepared a COVID-19 Prevention Plan (“the Plan”). This Plan provides minimum requirements to support a safe and healthy environment for the employees and others working or entering the campus. More detailed risk assessments, standard operating procedures (SOPs), and training information may be developed and made available from respective areas and their heads. This Plan will remain in effect until the State authorities declare that COVID-19 prevention efforts are no longer necessary.

Key prevention practices of this Plan include:

- Individual control measures and screening,
- Physical distancing to the maximum extent possible,
- Frequent handwashing,
- Regular cleaning and disinfecting,
- Use of face coverings by employees (where respiratory protection is not required) and contractors/invited visitors,
- Training employees on these and other elements of the Plan.

A. GOAL

Each member of our campus community has an individual responsibility to contribute to proper behavior and to adhere to public health guidance to protect themselves and others as well as to help contain the spread of the COVID-19.

In order to succeed, we must work together as a community with a singular, shared purpose. We have an obligation to ourselves and to each other to follow recommended guidelines. The health and safety of the campus community is

paramount to the University. The COVID-19 situation is fluid, and the Plan will likely change over time.

B. PURPOSE

The purpose of this Plan is to protect the health of employees and help ensure the well-being of the campus community. The Plan is based on State directives and is not intended to revoke or repeal any employee rights, either statutory, regulatory and is not exhaustive, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of California Occupational Safety and Health Administration (Cal/OSHA). Area Heads/supervisors should follow changes to public health guidance as well as state/local orders and develop work area-specific plans as needed, as the COVID-19 situation continues to evolve.

II. RESOURCES

- [Cal/OSHA and Statewide Industry Guidance on Protecting Workers from COVID-19](#)
- [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19](#)
- [CDC Guidance for Colleges, Universities, and Higher Learning](#)
- [CDC COVID-19 Employer Information for Office Buildings](#)

III. ROLES AND RESPONSIBILITIES

A. SENIOR ADMINISTRATION

Includes the President of the University, Vice Presidents, and Deans.

- Execute policies and procedures for safe return to working onsite, including testing and informal contact tracing.
- Providing individuals under their management with the authority and resources to develop and implement the University's COVID-19 Prevention Plan.
- Developing parameters to guide employees who are eligible to return physically to the workplace in phases.
- Review, evaluate, and communicate new federal, state, and local requirements, and update policies and procedures accordingly.
- Lead and coordinate University-wide response to COVID-19.
- Coordinate any central procurement of COVID-19 sanitizing supplies and other equipment.
- Assess University-wide liabilities and risks.

B. COVID-19 PREVENTION PLAN ADMINISTRATOR (PLAN ADMINISTRATOR)

The Vice President for HR and Risk Management is the Plan Administrator and has the authority to implement all provisions of this Plan.

- Reports directly to the Office of the President.
- Ensure that adequate resources are available to the campus community for communicating with, as well as providing training and education to, employees regarding this Plan.
- Provide persons under his/her management the authority and resources to develop and effectively implement appropriate health and safety programs, practices and procedures.
- Provide resources and support for the reporting and correction of unsafe workplace conditions.
- Establish and maintain a system of reporting and documenting COVID-19 suspected or confirmed cases that will facilitate the monitoring of the effectiveness of the Plan.
- Evaluate the Plan, as necessary, to ensure compliance with evolving Federal, State, and local guidance and regulations.
- Work with Senior Administrators, appropriate committees, and EHS to revise the Plan as needed.

C. SUPERVISORS

Includes managers, directors, and area heads.

- Develop and implement Area-specific COVID-19 Prevention Plans for their areas, as needed.
- Train employees to follow their unit-specific prevention plans.
- Review and update COVID-19 guidelines, and University policies so that they are consistent with the University-wide and Area-specific COVID-19 Prevention Plan
- Report COVID-19 safety concerns or Plan deficiencies to the Plan Administrator.
- In conjunction with HR, determine on-campus employee work schedules, and schedule the use of shared workspaces and equipment in accordance with the Plan.

- Once there is a reporting method in place, review daily symptom attestation reports and ensure daily compliance.
- Address reported or observed safety concerns with employees and/or the Plan Administrator.

D. EMPLOYEES

- Follow all elements of the University-wide and Area-specific prevention plan, including daily symptom attestation when reporting to work onsite.
- Practice physical distancing both at your worksite and in other University areas.
- Wear a face covering when required.
- Follow the University's policies for sick leave.
- Notify supervisor(s) or Plan Administrator when sanitizing supplies run low in shared areas.
- Report COVID-19 positive results to HR.
- Report close contact¹ with a person with COVID-19 to HR.
- Report safety concerns to a supervisor or to Plan Administrator.

E. ENVIRONMENTAL HEALTH AND SAFETY

- Provide technical guidance in developing and implementing the Plan.
- Interpreting external regulations and guidelines to develop appropriate strategies.
- Assisting in monitoring the compliance of COVID-19 prevention measures in the workplace.

F. RETURN TO CAMPUS PLANNING COMMITTEE

- Reviewing area-specific prevention plans as well as relevant guidelines
- Offering recommendations with regards to area-specific prevention plans.

G. CONTRACTORS

Includes facilities, landscaping, and dining services.

- Develop worksite specific COVID-19 prevention plans, consistent with Federal, State, and Local guidance and with the University's Plan.

¹ For COVID-19, a [close contact](#) is defined by as any individual who was within 6 feet (2 meters) of an infected person for at least 15 minutes starting from 48 hours before illness onset (or, for asymptomatic patients, 48 hours prior to positive specimen collection) until the time the patient is isolated.

- Perform regular building operations and maintenance, enhanced cleaning and disinfecting of common areas.
- Ensure that visiting service persons comply with University's Plan.

IV. PROCEDURES FOR ONSITE SUPERVISORS AND EMPLOYEES IN THE EVENT OF A SUSPECTED OR CONFIRMED COVID-19 CASE

A. EMPLOYEE PROCEDURES

1. Employees Who Become Ill While At Home, Or Who Have Had Contact With A COVID-19 Case:

It is the responsibility of all employees who are scheduled to work onsite to use the [SUA symptom checker](#) daily before coming to work, to identify symptoms which could indicate a possible COVID-19 infection.

Employees should not report to work if they feel ill, or if the SUA symptom checker indicates that they should stay home. They should also stay home if state or local public health authorities or their healthcare provider has determined that they have had close contact with a COVID-19 case. Such employees should notify their supervisor and/or HR, and follow self-isolation procedures outlined below in [section IV\(A\)\(3\)](#).

2. Employees Who Develop COVID-19 Symptoms While At The Worksite

Employees who experience COVID-19 like symptoms while at work should take immediate steps to isolate themselves, inform their supervisor, return home, and if necessary, seek medical attention. If the employee is experiencing respiratory distress or extreme illness, follow normal emergency procedures and call 911.

COVID-19 symptoms as [described by the CDC](#) may include:

- Feverish or chilly feelings, or a body temperature of over 100.4° F (38°C).
- Persistent cough.
- Shortness of breath or difficulty breathing.
- Other symptoms such as unusual muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea or vomiting, or diarrhea.

Employees should use the [SUA symptom checker](#) to identify their symptoms. If the symptom checker suggests that the employee may have COVID-19 symptoms, they should

- Maintain a physical distance of 6 feet (2 meters) or more from others.

- Cover their nose and mouth with a face covering.
- Avoid touching equipment and furniture as much as possible, avoid moving around the workspace, and isolate themselves in a room with a closed door.
- Contact their supervisor via e-mail or phone call and go home as soon as practical. The employee should provide current contact information, either a phone number or email address in the event they need to be contacted. The employee should continue to practice this guidance in this section in route to their residency.
- Once at their residence, isolate themselves per [County](#) and [CDC](#) guidelines. If the employee needs to see a healthcare provider, they should call prior to visiting.
- As soon as practical, inform their supervisor of any [close contact](#) with University employees or its contractors in the previous 48 hours, and the areas of University visited in the previous 48 hours.

3. *Instructions To Employees At Home*

- Employees should call their personal health care provider. Call ahead before going to a clinic or urgent care.
- Employees should follow [Self-Quarantining](#) and [What to Do If You Are Sick](#) guidance.

B. SUPERVISOR'S IMMEDIATE ACTION IF AN EMPLOYEE BECOMES SICK WHILE AT THE WORKSITE

- Supervisors should maintain a physical distance of 6 feet (2 meters) or more and wear a face covering when speaking with a symptomatic employee, or preferably speak by phone.
- The supervisor should ensure that the employee has completed the [SUA symptom checker](#), and may ask the employee if the symptom checker suggests that they stay at home and contact their doctor. The supervisor should not question the employee about their specific symptoms.

Supervisors shall not reveal the identity of an individual who has been exhibiting symptoms of or diagnosed with COVID-19 to anyone except Human Resources or a public health official with authority to request and receive this information.

C. SUPERVISOR'S ACTIONS UPON RECEIVING A REPORT OF AN EMPLOYEE WITH COVID-19 SYMPTOMS

- If possible, evacuate and cordon off areas that the symptomatic employee was in for more than 15 minutes during the previous 48 hours (for example, person's office, or shared work areas). Identify and cordon off restroom facilities most likely to have been used by employee.
- Create a Facilities [work order for a COVID-19](#) cleaning and disinfection service and provide the following information:
 - Name(s) of supervisor(s) responsible for the area(s).
 - Location of the potentially affected area(s) (e.g. Building name(s) and room number(s)).
 - Time of exit by the symptomatic employee.
 - Whether the location has been cordoned off or not.
- Supervisors should avoid contacting cleaning staff directly. Facilities will report completion of cleaning and disinfection back to supervisor requesting work.
- Facilities will coordinate with the area supervisor and cleaning staff to conduct sanitation of the affected area(s), in accordance with [CDC guidelines](#). Cleaning staff should prioritize disinfecting any area that could not be cordoned off or evacuated.
- Supervisors should contact HR and report the incident.
- Supervisors should notify HR once the area has been cleaned and disinfected. They can include the information from the original work order of Facilities and basic details about the resolution, including when cleaning and disinfecting were completed, and whether employees, if any, were sent home to begin self-quarantining. Supervisors do not need to contact any other parties about the incident; HR may follow up if additional information is needed and consult with local health official(s) as appropriate.

D. HR ACTIONS UPON RECEIVING A REPORT OF AN EMPLOYEE WITH COVID-19 SYMPTOMS

- Contact the symptomatic employee, and provide them with [County](#) and [CDC](#) information about how to self-isolate until they have a test result.
- Arrange for diagnostic testing to confirm a COVID-19 infection at the earliest opportunity.

- Collect information to identify the University spaces and employees who have been in [close contact](#) (within 6 feet [2 m] for 15 minutes or more) with the symptomatic employee within the past 48 hours.
- Notify all [close contacts](#) who are University employees.
- Instruct close contacts not to come into the workplace, and to follow applicable self-quarantine guidance outlined by the [County](#) and [CDC](#). Self-quarantining employee(s) should be allowed to telework, if possible. If telework is not an option, supervisors should discuss leave options with the employee(s).
- Arrange for diagnostic testing of University employees who were close contacts for COVID-19 infection according to County guidelines.

E. HR ACTIONS TO NOTIFY THE CAMPUS COMMUNITY ABOUT A CASE OF COVID-19 SYMPTOMS OR CONFIRMED TEST RESULT

Upon receiving a report of an individual with COVID-19 symptoms or of a confirmed COVID-19 case among University employees, contractors, or visitors, HR will provide the following information by email to University employees:

- The number of confirmed cases.
- Whether the cases were employees, contractors, or visitors.
- The locations of any COVID-19 closure and/or cleaning order placed pursuant to [section IV\(C\)](#).

F. RETURNING TO WORKPLACE: SICK EMPLOYEES; EMPLOYEES WHO HAD CLOSE CONTACT

If an employee leaves the workplace because they are ill with COVID-19 symptoms, they may return to the workplace only after they are symptom-free for at least three days (72 hours) without the use of fever-reducing medicine and a minimum of 10 days have passed since symptoms appeared. Public health guidance on return to work is changing frequently at this time, and employees must contact their supervisors before returning to work. Employees who have been identified as a close contact¹ of someone at SUA with COVID-19 symptoms should not return to campus for 14 days.

G. ADMINISTRATIVE ACTIONS FOR ONSITE COVID-19 CASES

The University will work with and, at the direction of public health authorities, take immediate steps to respond to any health and safety risk to the campus community.

- Supervisors and employees shall NOT reveal the identity of an individual who has been diagnosed with COVID-19 except as permitted in Section B.
- While the County does not require the University to perform contact tracing, SUA will still take proactive measures in identifying close contacts of an onsite employee who is ill or who has tested positive and sending them home to begin self-quarantine procedures. The University may be asked to coordinate and comply with local and state public health authorities when it is determined that there is a health and safety risk.

V. CONTRACTOR GUIDELINES FOR WORKING ON CAMPUS

A. SITE-SPECIFIC COVID-19 PREVENTION PLAN

- Contractors working on Soka University of America's (SUA) campus must prepare a Site-Specific COVID-19 Prevention Plan (the Plan) to help prevent the spread of the SARS-CoV-2 virus (the Virus) among their own workers and to the wider campus community.
- The Plan's measures must be consistent with, and at least as stringent as the SUA COVID-19 Prevention Plan. It should follow the latest Cal/OSHA, County, and CDC guidelines and should consider guidelines published by relevant professional associations or industry groups.
- It is the contractor's responsibility to review and stay current with CDC, County, State, and SUA COVID-19 Guidance, and update their Plan accordingly.
- The Plan must include measures to document Plan implementation and compliance, and ensure accountability by managers and employees.
- Contractors should submit the Plan to the Plan Administrator who will arrange for review to approve the plan prior to any work resuming.
- Each Contractor Company or Company Division must designate a site safety representative (SSR) to monitor and implement all recommended safety practices regarding COVID-19 prevention with all contractor staff members. The SSR should have training (*indicate what training has been provided*) commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible for providing training, resources, and oversight to ensure workers follow hygiene and physical distancing rules and all other provisions of the Plan.

- SUA's Plan Administrator must have the authority:
 - To review documentation of Plan implementation,
 - Through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices.
- Where multiple contractors share the same workspace, the SSR shall inform all other SSRs about the precautions to be taken regarding the COVID-19 Prevention Plan. Where one contractor enters the space of another contractor, the most stringent guidelines should be followed.

B. EMPLOYEE MONITORING AND TRAINING:

- Establish a daily COVID-19 symptom screening protocol for arriving staff to ensure sick staff do not enter the campus. A specific protocol shall be submitted as part of the Plan, consistent with the [CDC symptoms list or using the CDC self-checker](#).
- For Facilities staff, establish an assembly point for contractor staff before the start of work each day that complies with the recommended physical distancing guidelines. Coordinate location with Facilities' Operations Manager.
- Hold briefings to review Plan protocols with employees. Document briefings and attendance.
- Face coverings are required indoors at all times on University property, unless in a private office, and outdoors whenever 6 foot (2 meter) distance cannot be maintained.
- Develop and employ task specific job hazard analyses (JHA) for tasks that may require staff to work inside of the recommended social distancing zone. Contractors should continually evaluate the specific hazards at the job sites along with CDC and Cal/OSHA recommendations to determine the most appropriate JHA for the project/task as it relates to the spread and/or transmission of COVID-19. Develop JHAs related to each activity for each trade when physical distancing is difficult to practice if the task/activity requires two or more workers to perform the necessary work. Review required JHAs to ensure workers are equipped with adequate PPE, are appropriately trained, and understand the directions for use.
- Establish response protocols for when an employee calls in or becomes sick while at work with COVID-19 like symptoms. These protocols should be consistent with the SUA COVID-19 Prevention Plan protocols.

C. DOCUMENTATION AND ACCOUNTABILITY

- Document training events, cleaning and disinfection activities, and employee sicknesses. Documentation and checklists should be signed by accountable individuals. Use sign-in sheets to document cleaning of restrooms, common rooms, shared equipment, etc. This documentation should be reviewed by the SSR to monitor implementation of the plan and should be available for review by the Plan Administrator or other SUA officials.
- Provide opportunities for employees to anonymously submit reports of worksite COVID-19 hazards or deficiencies in the Plan.

D. HYGIENE, CLEANING, AND DISINFECTION

- Train staff in hand hygiene consistent with [CDC guidelines](#). Wash hands frequently with soap and water for at least 20 seconds. Avoid touching face with un-sanitized hands.
- Avoid sharing phones, headsets, pens and markers, gloves, and other such items if possible. Wash hands after using microwaves, water coolers, and other similar shared equipment, and/or sanitize before and after use. Provide workers with water bottles whenever possible.
- Instruct employees not to cough or sneeze into their hands; rather, cover their coughs and sneezes with their elbows or tissues.
- Clean and disinfect shared objects, equipment, and areas. Establish enhanced cleaning and disinfection schedules on job sites to address exposed surfaces. Establish a schedule and document disinfection procedures.
- Establish adequate time in the workday to allow proper cleaning and decontamination of commonly touched surfaces and items at the beginning of each day.
- Develop protocols and train workers responsible for waste removal in proper PPE/hand washing practices.
- Clean surfaces of heavy equipment as well as service/fleet vehicles, steering wheels, gear shift, instrument panels, etc. before use. Replace cabin air filters if it is suspected that they have been exposed or compromised by sick user.

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A. BUILDINGS AND LOCATIONS INCLUDED IN THE SCOPE OF THIS PLAN

This Plan covers the all buildings and locations at Soka University of America, Aliso Viejo, California:

B. COMPLIANCE EVALUATIONS AND DEFICIENCY CORRECTION

Compliance with the stated protocols and procedures provided in the Plan are the responsibility of each SUA employee. The health and well-being of our employees and their families as well as the surrounding community members is of the utmost importance and will require on-going diligence to limit the spread and impacts of COVID-19.

Responsible persons will coordinate and facilitate monitoring of the Plan within their respective areas of responsibility, including:

- Ensure employees have access to face coverings, hand sanitizer, and disinfectant wipes.
- Monitor the work environment, including office spaces, common areas, conference rooms, and dining areas to verify furniture configurations, work-flow, and general employee/foot traffic patterns support adequate physical distancing protocols of 6 feet (2 meters) or more.
- Provide and document employee training on the COVID-19 Prevention Plan protocols and procedures.
- Ensure that appropriate COVID-19 prevention information and signage are posted in their work environments.

- Make available and direct employees to complete a COVID-19 Hazard Alert Form (available on the portal) in the event of Plan deficiencies or potential workplace hazards that could increase the risk of exposure to COVID-19.
- Document corrective actions to mitigate any noted Plan deficiencies or COVID-19 workplace hazards.

C. RISK ASSESSMENT AND CONTROL MEASURES

Risk assessment criteria and guidance will be based on current details and directives provided by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Cal/OSHA, and the Orange County Health Care Agency (OCHCA or “the County”). As new information becomes available or is updated by these agencies, control measures and protocols associated with this Plan will be adjusted as needed.

The likelihood of a COVID-19 community or work-related outbreak may change as operations resume. All employees must remain diligent to prevent COVID-19 outbreaks by following control measures outlined in the Plan.

D. COVID-19 CASE INVESTIGATION AND LOCAL HEALTH CONTACT

Self-monitoring of symptoms, symptom screening procedures, rapid identification and isolation of COVID-positive individuals, COVID-19 case investigations, and contract tracing are all part of a broader public health containment strategy that can reduce but not eliminate risk of communicable disease spread.

The University will respond to all confirmed or possible cases of COVID-19, identified through employee symptom screening, positive results on diagnostic tests conducted by the University, or through mandatory reporting by employees of a possible or confirmed COVID-19 diagnosis for themselves or a household member or close contact¹.

The following disease control measures will be used to prevent the spread of COVID-19 at SUA:

1. Contact Tracing

“Contact tracing” refers to a disease control measure employed by public health authorities to prevent spread of communicable diseases. Contact tracing requires extensive training and other qualifications, strong supervision, and access to social and medical support for patients and contacts. Contact tracing normally is the responsibility of and performed by local public health departments, i.e. the County.

Workplaces responding to communicable disease in the workplace typically play a role in diagnosis, related reporting, and treatment. Working closely with and under the direction of their respective health departments, they may facilitate epidemiological case investigation and other related activities.

According to County's [Frequently Asked Questions \(FAQs\)](#), the University is not required to perform contact tracing. County's Case and Contact Investigator (CCI) team will perform contact tracing if the employee is an OC resident or if assistance is requested from another county for a non-OC resident.

However, the University, through HR, may still take following steps to maintain the health and safety of the campus community when notified of a person with suspected or confirmed COVID-19. The University may also be required to coordinate with the County on COVID-19 response efforts and comply with applicable privacy requirements. Response activities include:

- Identify close contacts¹ of employees who have been diagnosed with COVID-19 and advise them to self-quarantine and monitor for symptoms. For more information, refer to [these CDC guidelines](#).
- Require employees to report any known exposure to a person with COVID-19.
- Report the confirmed cases to the Orange County Health Care Agency.
- Conduct a risk assessment to determine an action plan which may include:
 - Notify the University and/or work area
 - Evaluate the specific locations where the person spent time on campus for [enhanced cleaning and disinfection](#) in accordance with guidance from the [CDC](#).

2. Diagnostic Testing for SARS-CoV-2 Virus

As testing becomes more readily available, the university will implement regular, random diagnostic COVID-19 testing as well as targeted testing based on symptom checks and contact tracing according to State and CDC guidelines. Employees are required to report a suspected COVID-19 illness or a positive test for COVID-19 to Human Resources.

- All confirmed cases of COVID-19 among the employees will be reported to County Public Health Authorities.

E. TRAINING AND COMMUNICATION ACTIVITIES

Each employee will attend an online training session, which will educate about the following COVID-19 prevention topics and allow them to ask questions about the Plan:

- 1. The science of coronavirus and the COVID-19 epidemic*
- 2. The control measures taken by the University*
- 3. Their responsibilities to protect themselves, their families, and their co-workers*
- 4. Individual control measures they should take*
- 5. How to report compliance and deficiency in the implementation of the Plan to their supervisor or using the COVID-19 Hazard Alert Form*

The University will provide COVID-19 information posters and signage conveying the policies of the Plan and reminding employees of their individual control measures and physical distancing guidelines they must follow.

Administration will regularly update employees about the COVID-19 risk in their communities, and the actions taken by the University to reduce risk at the workplace.

F. INDIVIDUAL CONTROL MEASURES AND SCREENING

The University is taking measures to prevent sick employees from entering the campus, including symptom monitoring, and reporting suspect and confirmed COVID-19 cases and [close contacts](#).

Under the federal American Disabilities Act (ADA), employees' medical information shall be kept confidential; therefore, employees' body temperatures will not be stored.

1. Symptom Monitoring

Employees must perform [daily self-screening](#) prior to arriving on campus. Employees who are sick or experiencing even mild [symptoms of COVID-19](#) must stay home! Any employee experiencing symptoms of COVID-19 while at work should isolate themselves from the rest of the workforce and leave University campus immediately.

In general, employees who experience symptoms of COVID-19 infection, including fever (over 100.4°F or 38°C), cough, shortness of breath, loss of taste and/or smell, chills, sore throat, runny nose, headache, muscle pain, and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow [these instructions](#):

- Stay home except to get medical care
- Separate yourself from other people
- Monitor your symptoms
- Stay in touch with your doctor. Call ahead before visiting your doctor
- If you are sick, wear a face covering
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean all “high touch” surfaces daily

2. *Reporting Illness and Close Contact*

Employees are required to come forward and report to HR:

a) Suspected or Confirmed Case(s) of COVID-19:

This includes any individual who has spent time in a University location, including, but not limited to, all personnel, whose healthcare provider has suspected or confirmed COVID-19 illness. The individual is required to follow isolation requirements (see [Self-isolation of Persons with COVID-19](#)) as established by Orange County Health Care Agency (OCHCA or “the County”) as well as in “[If You Are Sick or Caring for Someone.](#)” For more information, individuals can contact County’s Health Referral Line at 1-800-564-8448 (Mondays-Fridays: 8AM-5PM).

b) Close Contacts with Individuals Who Have COVID-19:

This includes an employee who has a household member with COVID-19 or has had close contact with someone with COVID-19. [Close contact](#) includes having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, kissing, sharing utensils) or living with a person who has COVID-19. The individual is required to follow quarantine requirements (see [Self-Quarantine of Persons Exposed to COVID-19](#)) as established by Orange County Health Care Agency (OCHCA) as well as in “[If You Are Sick or Caring for Someone.](#)” For more information, individuals can contact County’s Health Referral Line at 1-800-564-8448 (Mondays-Fridays: 8AM-5PM).

The following universal prevention measures and accompanying guidance are to be followed by all employees while working and interacting with others on campus. The universal prevention measures include hand washing, avoiding

close contact (physical distancing), using and caring for face coverings, and covering coughs and sneezes.

3. Hand Washing

Employees should:

- Wash their hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, they may use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of the hands and rub them together until they feel dry.
- Avoid touching their eyes, nose, and mouth with unwashed hands.

4. Avoid Close Contact (Physical Distancing)

Employees should:

- Avoid [close contact](#) (within 6 feet for at least 15 minutes) with people who are sick, even inside their home. If someone in their home is sick with COVID-19 symptoms, follow the CDC guidelines for [Protect Yourself When Caring for Someone Who is Sick](#). Report the situation to their supervisor who will notify HR, and not come to work until all persons in their home have recovered, and they have quarantined for 14 days after their last exposure to the person who is sick (based on the time it takes to develop illness), or 14 days after the person who is sick meets the [criteria to end home isolation](#).
- Maintain distance between themselves and other people outside of their immediate household. In order to prevent contracting and/or spreading COVID-19, employees should:
 - Remember that people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Be especially vigilant about maintaining physical distance in indoor settings.
 - Remember that keeping distance from others is especially important for people who are over 65 or who have underlying health conditions.

5. Cover Mouth and Nose with a Cloth Face Cover When Near Others

The [California Public Health Department has issued guidance](#) requiring the wearing of a cloth face cover when out of the home and unable to maintain physical distancing. The requirement of a face covering does not apply to anyone for whom doing so would be contrary to their health or safety because of a medical condition, including unconscious or incapacitated persons.

The primary purpose of a cloth face cover is to lessen the production of infected droplets or aerosols by an infected person. However, face coverings can also reduce the possibility of an uninfected person inhaling these particles. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

Employees should:

- Remember that they can spread COVID-19 to others even if they do not feel sick.
- Wear a face covering indoors, in public areas, and outdoors when unable to maintain physical distancing (6 ft.) from others.
- Not use a facemask meant for a healthcare worker.
- Continue to keep at least 6 feet between themselves and others. The cloth face cover is not a substitute for physical distancing.
- Before and after putting on, removing, or adjusting face coverings:
 - Wash or sanitize hands
 - Avoid touching the eyes, nose, and mouth
- Face coverings:
 - Should be washed daily, or at least after each use.
 - Should fit closely around and cover the nose and mouth
 - Should consist of two or more layers of cloth
 - Should not have an exhalation vent.

6. Cover Coughs and Sneezes

Employees should:

- Always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow, if they are in a private setting and do not have on their cloth face covering
- Throw used tissues in the trash.

- Immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

7. *Restroom Etiquette*

- Avoid using restrooms while they are being sanitized.
- Adhere to public health measures (i.e. hand washing, face covering, and respiratory etiquette)

8. *Etiquette When Using Stairs*

Encourage employees to take stairs whenever feasible. When taking stairs, consider the following:

- Maintain space while taking stairs – at least a distance of 8 steps between you and others, if possible
- Remember to:
 - Have face and nose covered with a face covering
 - Wash your hands with soap and water after touching railings

9. *Elevator Etiquette*

Limit elevator occupancy to one, with the exception of persons requiring assistance (e.g. differently abled persons or children accompanied by parents). When riding an elevator, in general, consider following:

- Wear a face covering to cover nose and mouth
- Maintain physical distancing guidelines when waiting for an elevator
- Cover your sneezes and coughs with tissues or inside of your elbow
- Avoid touching elevator buttons directly. Instead, use pens or elbows
- If possible, avoid touching handrails or leaning against elevator walls.

G. CLEANING AND DISINFECTION PROTOCOLS

Cleaning removes germs, dirt, and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. However, disinfecting process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Increased cleaning and disinfection procedures will be implemented to decrease the probability of coronavirus workplace exposure. The following measures will be taken as part of these enhanced cleaning and disinfection procedures:

- Request employees to place their office trash cans and recycle bins outside of their offices so that custodial staff do not have to enter personal offices and thus maintain physical distancing requirements.
- Perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including commonly used tables and desks, doorknobs, building accessible buttons, toilets, and handwashing facilities.

Note frequency of cleaning in designated areas:

Meeting Rooms:

Primary Entrances and Exits:

Kitchen Facilities:

Copy Rooms:

Elevator Controls:

Bathroom facilities:

- Supply the necessary cleaning products for employees to clean and disinfect frequently touched surfaces in their personal work areas. Provide time for workers to implement cleaning practices.
- Avoid sharing phones, other work supplies, or office equipment wherever possible.
- Where such items must be shared, disinfect between shifts and before use shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., regularly with a cleaner appropriate for the surface.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, face coverings, disinfectant wipes, and hand sanitizer when needed.
- When choosing disinfectants, use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)](#)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens. Ensure that employees wear proper personal protective equipment (PPE) for disinfectants and cleaning chemicals.

- Facilities managers will modify and operate building HVAC systems as far as possible to meet the [CDC COVID-19 Employer Information for Office Buildings](#).

H. PHYSICAL DISTANCING GUIDELINES

A variety of measures will be implemented to support physical distancing of 6 feet (2 meters) or more between employees and individuals working in the office. These measures include, but may not be limited to:

- Install physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand) to support distancing.
- Utilize telework options and modified work schedules.
- Redesign office spaces, cubicles, etc. and decrease the capacity for conferencing and meeting to ensure workspaces allow for six feet between employees.
- Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where employees are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- Establish directional hallways and passageways for foot traffic and stairwells, if possible, to eliminate employees from passing by one another.
- Designate separate routes for entry and exit into office spaces to help maintain physical distancing and lessen the instances of people closely passing each other.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.
- Utilize administrative controls, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering break, lunch, and start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.
- Discourage employees from carpooling. Discontinue nonessential travel and encourage distance meetings via phone and internet.
- Instruct employees to avoid handshakes and similar greetings that break physical distance requirements.

- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Remind employees to maintain a physical distance of 6 feet (2 meters) during breaks, at shift start, and shift end times. Keeping distance from others is especially important for individuals who are at higher risk of getting very sick.
- Avoid occupying others' workspaces. If shared occupancy is necessary, coordinate ahead of time to maintain physical distancing.
- Utilize drop boxes or bins to collect and distribute shared equipment, mail, and other items that must be passed from one person to another.
- Avoid sharing and borrowing pens, pencils, phones, desks, computers, offices, etc. In cases where equipment is shared or required, clean and disinfect before and after each use.

Appendix 1: Daily Self-Screening Checklist

Employees will use an [online daily symptom checker](#) before coming on campus, in accordance with the instructions given above in [Section IV](#).

Soka University of America Daily Symptom Checker

The COVID-19 daily symptom checker is not intended to be a substitute for professional medical advice, diagnosis or treatment.

If you have severe illness or any of the following symptoms you should immediately call 911.

- Bluish lips or face
 - Constant pain or pressure in the chest
 - Difficulty breathing
 - Severe dizziness or lightheadedness
 - Disorientation
 - Unconscious or difficulty waking up
 - Slurred speech or difficulty speaking
 - Seizures
 - Low blood pressure signs (too weak to stand, light headed, feeling cold, pale)
-
1. If you have received a positive COVID-19 test result or have a suspected case of COVID-19 diagnosed by a medical professional, please do not come to campus and contact your supervisor.
 2. Do you have a fever greater than 100.4° F (38° C) without having taken any fever-reducing medications?
 3. Do you have a persistent cough that started or has gotten worse in the last 48 hours?
 4. Do you have shortness of breath that started in the last 48 hours?
 5. Do you have muscle aches that cannot be attributed to another health condition or specific activity that started or have gotten worse in the last 48 hours?
 6. In the last 48 hours have you felt significantly more tired than usual?
 7. Do you have a sore throat that started or has gotten worse in the last 48 hours?

8. Do you have nausea or diarrhea that started or has gotten worse in the last 48 hours?
9. In the last 48 hours, have you had new loss of taste or smell?
10. In the last 48 hours, have you had chills that are new or are getting worse?
11. In the past 14 days, have you been in close contact (within 6 feet/2 meters for more than 15 minutes) with someone diagnosed with COVID-19 or been notified that you may have been exposed to COVID-19? Symptoms of COVID 19 include fevers, chills, shortness of breath, muscle aches, fatigue, runny nose, nasal congestion, sore throat, nausea, diarrhea, and loss of taste or smell.

If the answer to any of these questions is “yes”, the employee is given the following instructions:

Your symptom or symptoms may be consistent with COVID-19. For your health and that of your co-workers, do not come to campus today and contact your supervisor.

Even if your symptoms improve, you could still have COVID-19. Use your best judgment and/or consult with a medical professional before coming back to campus.

If you are ill with COVID-19 symptoms, you should follow CDC instructions for what to do if you are sick: contact a medical professional, stay home, and isolate from other people to avoid transmitting your illness to others.

We hope you feel better soon.

Thank you.

Soka University of America Return to Campus Planning Committee

Enter your soka.edu email address to attest that you have completed the daily symptom checker prior to arriving on campus.