



ACADEMY *of* ART UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

# **COVID-19 PREVENTION PLAN**

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## **Academy of Art University's COVID-19 Prevention Plan**

### **SECTION 1: Scope**

This COVID-19 Prevention Plan (the "Plan" or "Policy") applies to all employees and places of employment except for places of employment where employees do not have contact with other people, where employees are working remotely from home, or where employees are health care facilities covered under the airborne transmissible disease regulation. These guidelines coincide with Academy of Art University's other COVID-19 policies and procedures, and to the extent there is a conflict, this COVID-19 Prevention Plan controls. If there is a conflict between local health orders and this Plan, the local health order controls.

### **SECTION 2: Purpose**

California struggles with controlling COVID-19 cases from transmitting. The California Occupational Safety and Health Administration ("Cal/OSHA") requires employers and employees who potentially may be exposed to COVID-19 to comply with Title 8 Cal. Code of Regs. § 3205 *et al.* Cal/OSHA's General Duty Clause, title 8 Cal. Code of Regs. § 3203, similarly obligates Employers to create and implement procedures to avoid exposures to COVID-19. The purpose of this Policy and training on this program is to communicate to employees Academy of Art University's (the "University's") policies, procedures and practices to prevent COVID-19 exposures and to limit COVID-19 potential hazards in the workplace.

This Plan incorporates all COVID-19 related policies, trainings, reports, job hazard assessments, notification templates, and any other documents created by the University in response to any bill, local ordinance, statute, guidance or documents issued by the Center for Disease Control ("CDC"), federal agency, state agency, county agency, city agency or other governmental agency.

### **SECTION 3: Definitions**

Several terms below will be used throughout this Policy. The definitions below are included to assist managers and employees in understanding the University's Policy.

**"COVID-19"** means coronavirus disease, an infection disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2 or referred to as the Virus).

A **"COVID-19 case"** means a person who:

- (1) Has a positive "COVID-19 test";
- (2) Is subject to COVID-19 related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19 in the determination of the local health department or per inclusion in the COVID-19 statistics of a county.

Once a doctor or licensed health care professional determines the person does not have COVID-19, then the person is no longer considered a COVID-19 case.

**“COVID-19 exposure”** means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. Facemasks do not limit exposure pursuant to this definition.

**“COVID-19 hazard”** means exposure to potentially infectious material that may contain the Virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons, which may aerosolize saliva or respiratory tract fluids, among other things. Surfaces or objects may also be contaminated with the Virus.

**“COVID-19 symptoms”** means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19. Some common conditions (aside from COVID-19) with similar symptoms include pregnancy, asthma, allergies, etc.

**“COVID-19 test”** means a viral test that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the Virus; and,
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

**“Exposed workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

As of January 1, 2021, the **“exposed workplace”** also includes, but is not limited to, the building, facility, or other location where a worker worked during the infectious period. This definition does not apply to buildings, floors, or other locations the COVID-19 case did not enter during the infectious period.

**“Face covering”** means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

**“Face mask”** means a single use general purpose facemask that is authorized by the FDA for use as a source to help prevent the spread of COVID-19 infection. Neither face coverings nor facemasks are intended to be considered personal protective equipment and are not to be used interchangeably with face respirators.

**“High-risk exposure period”** means the following time period:

- (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- (2) For persons who test positive but never develop COVID-19 symptoms: from two days before, until ten days after the specimen for their first positive test for COVID-19 was collected.

#### **SECTION 4: COVID-19 Prevention Program**

##### **4.1 Communication to Employees**

(a) Employees should immediately report to Chris Visslailli (Vice President of Human Resources, [cvisslailli@academyart.edu](mailto:cvisslailli@academyart.edu), 415-618-6525) if they are experiencing any signs or symptoms of the Virus, or if they believe they have been exposed to someone with COVID-19. Employees should also similarly immediately inform Chris Visslailli if they believe they have possibly been exposed to any COVID-19 hazard in the workplace. A failure to report may be considered a safety violation, subject to the discretion of the University. The University will not retaliate or discriminate against any employee who reports any of the items above. Any employee who reports any of the items above should do so without fear of reprisal. The University has a strict non-retaliation and non-discrimination policy and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for informing the employer about any of the information in this paragraph.

(b) Any employee that feels they need an accommodation due to medical or other conditions may request an accommodation to perform the essential functions of their job. Please contact Human Resources for more information.

(c) If there is an event that requires the University to provide employees with testing, such as if there are multiple COVID-19 cases at a particular facility or location, the University will reimburse the employee for the cost of testing as well as support the employee with locating a convenient testing facility. Please contact Chris Visslailli for more information. Enclosed are potential options;

##### **San Francisco Testing Locations**

###### **City Test SF Embarcadero**

Pier 30/32

###### **City Test SF Alemany Farmers Market**

100 Alemany Boulevard

San Francisco, CA 94110

###### **Mission Neighborhood Health Center**

240 Shotwell Street

San Francisco, CA 94110

**Oakland Location****West Oakland Health Center**

700 Adeline St  
Oakland, CA 94607

**Berkeley Location****Martin Luther King Jr. Youth Center**

1730 Oregon St  
Berkeley, CA 94703

**Vallejo Location****Norman King Community Center**

545 Magazine Street  
Vallejo, CA 94590

**San Rafael Location****Marin Community Clinics****Marin Health and Wellness Campus**

3260 Kerner Blvd  
San Rafael, CA 94901

**To view additional testing locations, please click on the coordinating county link for a testing site nearest you.**

- [Alameda](#)
- [Contra Costa](#)
- [Marin](#)
- [Napa](#)
- [San Francisco](#)
- [San Mateo](#)
- [Santa Clara](#)
- [Solano](#)
- [Sonoma](#)

Affected employees will be informed as to why testing is being offered. All tests may be conducted during work hours. Affected employees are expected to inform Chris Visslailli that they will be going to take a test. Affected employees must document any/all times they leave to take the test and return from taking the test. For non-exempt employees, the time spent waiting for a University-mandated test will be considered working hours. Time spent is the time it takes to get to the facility from the employee's home location, the time it takes to return to the employee's home location from the testing site, the time it takes to wait in line and the time it takes to have the test administered. While awaiting testing, affected

employees are expected to comply with the University's meal and rest break and overtime policies, located in the University's Employee Handbook. Affected employees waiting for a University-mandated test are required to immediately contact their manager before missing any meal or rest break, or before working overtime. Employees manager will either authorize a premium meal period, rest period or overtime, or may ask the employee to leave the testing facility and return at a later time.

(d) The University will provide employees with notifications in accordance with AB 685/California Labor Code § 6409.6 and this Policy. Each employee that may have had COVID-19 exposure during a high-risk period will receive notification of the exposure. Personal identifying information of the COVID-19 positive case will not be provided to the employee or any other person unless specifically required by law or regulation. Authorized representatives will also receive notice of the COVID-19 exposure in accordance with this Policy and AB 685/California Labor Code § 6409.6. See Appendix A. The University will also contact independent contractors or subcontractors that were at the workplace during the high-risk exposure period, who may have had COVID-19 exposure.

#### **4.2 Identification and Evaluation of COVID-19 hazards**

(a) The University welcomes employees to identify COVID-19 hazards that may or may not have been identified by the University. In order to beat the Virus, we need to work together to identify potential hazards that may be undetected. This includes informing Chris Visslailli of unidentified potential COVID-19 hazards that are new to the workplace, or existing hazards that are created by those employees who fail to follow guidelines. The University encourages all employees to actively engage in COVID-19 hazard identification to prevent COVID-19 exposure in the workplace.

(b) Employees, subcontractors, third parties, students, and guests will be required to complete health screenings before entering the workplace. Health screenings include answering questions mandated by any bill, local ordinance, statute, guidance or documents issued by the Center for Disease Control ("CDC"), federal agency, state agency, county agency, city agency or other governmental agency by ordinances and regulations. Questions will be updated as any bill, local ordinance, statute, guidance or documents issued by the Center for Disease Control ("CDC"), federal agency, state agency, county agency, city agency or other governmental agency ordinances and regulations change. Any employee who falsifies information on their health screening certification will be disciplined, up to and including termination of employment.

(i) Health screening will be conducted at the Campus Host Desk at the entrance of all Academy of Art University buildings. Individuals will be denied access in accordance with requirements stated in any bill, local ordinance, statute, guidance or documents issued by the Center for Disease Control ("CDC"), federal agency, state agency, county agency, city agency or other governmental agency regulations and ordinances.

(c) Employees who test positive for COVID-19;

(1) Without symptoms will not be permitted to return to work until 10 days have passed since the first positive test.

(2) With symptoms will not be permitted to return to work until 10 days have passed since the onset of symptoms, their symptoms have improved, and 24 hours have passed since their last fever without the use of fever-reducing medication.

(ii) Employees who show signs or symptoms of the Virus will not be permitted to return to work until 10 days have passed since the onset of their signs or symptoms of the Virus first appeared, their symptoms have improved, and 24 hours have passed since their last fever without the use of fever-reducing medication, or if cleared by a doctor prior to this period.

(d) Employees who have been exposed to COVID-19 will not be permitted to return to work for 10 days from the last date of exposure and they have not tested positive for COVID-19 nor are symptomatic.

(e) The University will evaluate measures on how to maximize the quality of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

(f) The University will review the State and local department of public health orders relating to COVID-19 hazards and prevention.

(g) The University will evaluate existing COVID-19 prevention controls at the workplace and the need for additional controls.

(h) The COVID-19 Task Force<sup>1</sup> will conduct periodic inspections to identify violations of policy or protocol, additional hazards, or any unknown unhealthy work practices relating to COVID-19 to identify deficiencies in its program.

#### **4.3 Investigating COVID-19 cases**

(a) The University will conduct two separate investigations into each COVID-19 positive case. The Academy will first identify the date and time the COVID-19 case was last present at the worksite, the date of the positive COVID-19 test or diagnosis (if possible), and/or the date of the onset of symptoms.

(i) The first investigation will include an inquiry into how the individual contracted COVID-19, including evaluating previous cases at the facility, exposure to other COVID-19 cases or COVID-19 hazards, and obtaining information from the employee about the source of the transmission of the Virus from locations, activities and individuals outside the workplace, including but not limited to, outdoor gatherings, weekends, lunch breaks, etc. Additionally, the first investigation will include contacting the COVID-19-positive employee to determine COVID-19 case status, receiving information regarding test results, onset of symptoms, and any additional information to assist with recording COVID-19 cases.

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<sup>1</sup> The COVID-19 Task Force consists of the following individuals:

- **Dr. Elisa Stephens:** President
- **Chris Visslailli:** Vice President, Human Resources
- **Eileen Everett:** Academic Vice President, Liberal Arts
- **Michael Petricca:** Vice President, Campus Safety and Lab Resources
- **Jan Yanehiro:** Director, School of Communications and Media Technologies
- **Serita Sangimino:** Executive Vice President, Student Affairs



(ii) The second investigation includes a contact tracing analysis. Contact tracing includes identifying individuals who were in close contact (6 feet for more than 15 minutes within any 24-hour period) with the COVID-19 case during the high-risk exposure period. The University will identify people with close contact by collecting and or all of the following information and documents including but not limited to: time clock data, schedules, lunch break/meal break data, video surveillance, interviews of COVID-19 case, etc. The University's evaluation may also include evaluating common areas and commonly used items (such as equipment and materials), or places people congregated or visited in the workplace (such as the bathroom, hallways, aisles, walkways, elevators, break areas, etc.) associated with the COVID-19 case during the infectious period. Once the information and data are assembled and analyzed, the University will create a list of close contacts and will notify those people of potential COVID-19 exposure. The University will also provide notification compliant with AB 685/California Labor Code § 6409.6 to all individuals who were on the premises during the high-risk exposure period, even if for less than for 15 minutes or beyond distances greater than 6 feet.

(iii) As part of the contact tracing investigation, the University will also identify people who may have come in contact with a COVID-19 case, but may not have had close contact. This list will be used to identify individuals who require notification under AB 685/California Labor Code § 6409.6. Employees, subcontractors, third parties, students, and authorized representatives will receive notification within 24 hours in accordance with AB 685/California Labor Code § 6409.6. Personal identifying information or the protected health information ("PHI") of COVID-19 cases will not be provided on this notification and will never be provided without proper consent or unless otherwise required by law.

(iv) The University will reimburse the cost of testing for those employees who were identified as having potential COVID-19 exposure through close contact. The University will support with locating convenient testing sites. Records for these tests will be kept in accordance with title 8 Cal. Code Regs. § 3204.

#### **4.4 Correction of Hazards**

(a) The University will conduct a review of its policies and procedures after each COVID-19 exposure incident to determine if there were any additional measures that could have been taken to reduce exposure to COVID-19. The University will review its investigation and inspection records to determine if any other correcting hazards could have taken place to reduce the risk of COVID-19 exposure.

#### **4.5 Training**

(a) The University will provide training and/or information to all employees including on the following subjects:

(i) Employees will be trained on the policies and procedures outlined in this COVID-19 Prevention Plan

(ii) Employees will be provided with information on types of benefits available and how an employee can obtain information regarding whether they are entitled to those

benefits and how to request those benefits. Benefits that an Academy employee may be entitled to include the following: workers compensation, Supplemental COVID-19 leave as required under state or local law, Paid Sick Leave, Family Medical Leave Act, and California Family First Rights Act.

(iii) Employees will be provided training on COVID-19 including how the Virus can be spread (such as through the air when a person talks, vocalizes, sneezes, coughs, or exhales), how the Virus can be transmitted (such as on contaminated objects when the person then touches their eyes, nose or mouth), and that a person can be asymptomatic with the Virus. Employees will also be instructed that in some situations, virus particles can travel more than six feet, so the University's policies should be enforced and followed in concert to reduce exposure.

(iv) Employees will be trained on physical distancing procedures as outlined in the Physical Distancing policy.

(v) Employees will be trained on face covering and facemask policies.

(vi) Employees will be trained on prevention methods including frequent hand washing with soap and water for 20 seconds and the use of hand sanitizer.

(vii) Employees will be trained on not coming to work when they have any signs or symptoms of COVID-19, if they have tested positive for COVID-19, if they have been exposed to anyone with COVID-19, or if they are awaiting a positive test because either they or a medical professional believes they may have been exposed to COVID-19.

#### **4.6 Physical Distancing**

(a) The University has adopted several practices to ensure physical distancing including the following:

(i) measures to ensure physical distancing of at least six feet between personnel, students, visitors, and anyone else on campus or in the workplace. This includes the use of physical partitions or visual cues (e.g., floor markings/signs indicating where people should stand).

(ii) workspaces and classrooms allow for six feet between personnel and/or students.

(iii) Closed or restricted common areas, using barriers, or increasing physical distance between tables/chairs where personnel or students are likely to congregate and interact, such as cafeterias and break rooms, and discourage personnel and students from congregating in high traffic areas such as bathrooms, hallways, and stairwells.

(iv) Limited the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.

(v) Utilized practices, when feasible and necessary, to limit the number of personnel and students on campus at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting/in-person classes, returning to the workspace or classrooms in phases, and the continued use of telework and virtual learning when feasible.

(vi) Staggered employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.

(vii) Required personnel and students to avoid handshakes and similar greetings that break physical distance.

(viii) Dedicated staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

#### **4.7 Face Covering/Face Mask Policy**

(a) The University will provide face coverings or masks for all employees.<sup>2</sup> The University will also ensure that anyone who enters the facility, employee, third party, student, vendor, or otherwise is wearing a facemask in accordance with state or local guidance. These face coverings and/or masks are not considered personal protective equipment (“PPE”) or a substitute for physical distancing, personal hygiene, and additional cleaning and disinfecting protocols discussed in this document. Employees should wear masks over their nose and mouth when indoors, when outdoors and less than six feet away from another person, and when otherwise required by the California Department of Public Health (“CADPH”) or local health department.

##### **(b) Use of Face Coverings**

(i) Each employee will receive a face covering/facemask at the beginning of their shift. Depending on supply, and as needed, employees may be provided additional face coverings throughout the day. The University will provide receptacles for used/soiled face coverings, and will provide clean face coverings each day.

##### **(c) Rules of Use for all Employees**

(i) Employees must follow the instructions provided for the “Fitting/Removing/Reusing of Face Covering” section described below.

(ii) At the end of shift, employees must properly dispose of used/soiled face coverings as instructed.

(iii) Employees must not wear a face covering if doing so will adversely affect their health. If an employee believes the use of a face covering will affect their health, they should speak with Chris Visslailli. Employees will be exempted from wearing face coverings if they have a medical condition, mental health condition, or disability and will be provided with a non-restrictive alternative such as a face shield with a drape on the bottom, if their condition or disability permits.

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<sup>2</sup> This Policy does not cover the use of a filtering face piece respirator (“FFR”) (e.g., N95), nor are the face coverings described in this Policy intended to replicate the protections provided by FFRs and/or surgical masks. Additionally, face coverings as described in this Policy are not meant as a replacement for work assignments that require the use of an FFR. Employees who must use an FFR to perform a work assignment must continue to follow the University’s respirator use procedures.

(iv) Employees must not wear a face covering if doing so will inhibit job functions. Employees should check with their supervisors to ensure which job functions can and cannot be performed while wearing a face covering.

(v) Failure to follow these rules may result in discipline, up to and including, termination.

(d) Instructions on Fitting/Removing/Reusing Face Covering for all Employees

(i) In order to properly use the face covering, Employees must ensure that:

(1) The covering fits snugly but comfortably against the sides of their face and covers their nose and mouth;

(2) The covering is secured either by ties or ear loops; and,

(3) Employees can breathe without restrictions.

(ii) When removing the face covering, Employees must:

(1) Avoid touching their eyes, nose, and mouth; and

(2) Wash their hands with soap and water for at least 20 seconds following the removal of the face covering. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol. Employees should not use hand sanitizer with methyl alcohol.

(e) Additionally, if an employee removes their face covering during the workday (e.g., to drink or eat) they must:

(i) Avoid touching the inside of the covering;

(ii) Account for the whereabouts of the removed covering at all times;

(iii) Wash their hands with soap and water for at least 20 seconds after putting the covering back on. When soap and running water are unavailable, use an alcohol-based hand rub product with at least 60% alcohol; and,

(f) At the end of shift, properly dispose of the used/soiled covering as instructed by the University and wash their hands for at least 20 seconds or use an alcohol-based hand rub product with at least 60% alcohol.

#### **4.8 Other Engineering Controls, Administrative Controls, and Personal Protective Equipment**

Engineering controls are physical modifications to the work and classroom environment that isolates personnel and students from hazards. Academy of Art University has implemented the following engineering controls to address potential COVID-19 hazards in the workplace and classrooms:

- All HVAC system air filters were replaced in May 2020 during the preventative maintenance servicing of all of our sites.
- Academy of Art University followed the San Francisco Water Department guidelines for flushing the water throughout our buildings.
- Academy of Art University increased the physical space between employees by decommissioning workstations and cubicles that are located closer than 6 feet (i.e. seating employees in every other cubicle, or by placing stickers or signage at the stations noting the work stations are unavailable for use).
- Academy of Art University posted signs throughout campus reminding personnel, students, and visitors to practice social distancing measures and enhanced hygiene practices.
- Academy of Art University reduced the number of chairs in classrooms, social areas, and conference rooms.
- Academy of Art University installed plexiglass partitions:
  - In the men's restrooms in between the urinals.
  - At each Campus Host Desk in all of our buildings.
  - In all campus shops that issue tools.
  - In the MPT equipment room at 79 New Montgomery.
  - At 620 Sutter Café.
  - Between bathroom sinks at 79 New Montgomery, 180 New Montgomery, 466 Townsend, 625 Polk, 620 Sutter, 1849 Washington and 2801 Leavenworth.

(a) The University has implemented cleaning and disinfecting procedures including:

(i) Regularly cleaning and disinfecting high traffic areas such as classrooms, social areas, and lunch areas, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls, and frequently disinfecting commonly used surfaces including doorknobs, toilets, and handwashing facilities.

(ii) Forbidding employees from sharing PPE.

(iii) Ensuring that the cleaning chemicals used are products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Further, ensuring that disinfectants used are labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface.

(b) The University will evaluate its handwashing facilities to determine if additional facilities are needed. The University will also provide additional breaks for employees to allow them to wash their hands for at least 20 seconds.

(c) Through its job hazard assessment, the University will evaluate whether there is a need for PPE, such as gloves, goggles and face shields, to reduce or prevent exposure to COVID-19 hazards. The University will provide such PPE as needed.

(i) The University will evaluate the need for respiratory protection in accordance with title 8 Cal. Code of Regs. § 5144, especially where physical distancing requirements are not feasible and other engineering controls are not available, such as Plexiglass dividers or other effective measures, to reduce COVID-19 hazards. Where respiratory use is required, the University will ensure that employees undergo medical evaluations and proper fit testing.

#### **4.9 Reporting, Recordkeeping and Access**

(a) The University will report positive cases to the closest Cal/OSHA and SFPD whenever someone starts showing signs or symptoms (if a reasonable person would anticipate the signs or symptoms will result in hospitalization) or there is a COVID-19 related fatality on campus. The report should be made within eight (8) hours of when the individual knew or should have known of the illness.

(b) The University will report a serious illness if there is reason to believe the illness may be work related, regardless of whether the onset of symptoms occurred on campus. For COVID-19 cases, evidence suggesting transmission at or during work would make a serious illness reportable. The University considers the following factors in making its determination:

- (i) Three or more positive tests within a two-week period
- (ii) The type, extent and duration of contact an employee had on campus with other people, particularly the general public
- (iii) Physical distancing and other controls that impact the likelihood of work-related exposure
- (iv) Whether the employee had campus-related contact with anyone who exhibited signs and symptoms of COVID-19

(c) The University will report all illnesses to Cal/OSHA and SFPD if it results in inpatient hospitalization for treatment and if there is a substantial reason to believe that the individual was exposed in their work environment. Where there is uncertainty about whether an individual contracted COVID-19 on campus, the University will report the illness to Cal/OSHA and SFPD.

(d) The University will maintain records of steps taken to implement this Policy including its job hazard assessment.

(e) A copy of this Policy will be available at the workplace and on the intranet to employees, and to the Cal/OSHA's Division of Enforcement (the "Division") upon request.

(f) The University will maintain a record of all employee COVID-19 fatalities or positive cases including the name of the employee, contact information, job title, locations where the employee worked, the date of the last day worked, and the date of the positive test.

#### **4.10 Exclusion of COVID-19 Cases in the Workplace**

(a) The University will maintain benefits for an employee who is out on COVID-19 leave in accordance with law.

#### **4.11 Return to Work Criteria**

- (a) The University will return employees to the workplace as follows:
  - (i) Employees will not be returned if they have signs or symptoms until:
    - (1) At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medication;
    - (2) COVID-19 symptoms have improved;
    - (3) At least 10 days have passed since COVID-19 symptoms first appeared; and
    - (4) Completion of certification forms issued by Human Resources.
  - (ii) Employees who tested positive but were asymptomatic will not return to work until:
    - (1) A minimum of 10 days have passed since the date of their first positive COVID-19 test; and
    - (2) Completion of certification forms issued by Human Resources.
  - (iii) If the Employee is quarantined or isolated by a local or state health official, the employee will not return to work until:
    - (1) The period of isolation or quarantine is completed or the order is lifted; or
    - (2) 10 days from the time the order to isolate was effective; or
    - (3) 14 days from the time, the order to quarantine was effective.
  - (iv) Employees who have been exposed to COVID-19 will not be permitted to return to work for 10 days from the last date of exposure, and they have not tested positive for COVID-19 nor are symptomatic.
- (b) The University will not require a negative test result as a condition to return any employee to work.

## **SECTION 5: Multiple COVID-19 Infections and COVID-19 Outbreaks**

### **5.1 Scope**

(a) If the local department of health has identified the facility as an outbreak or there are three or more COVID-19 cases in an exposed workplace within a 14-day period, the University will enact enhanced procedures. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

### **5.2 Testing**

(a) The University will provide COVID-19 testing to all employees who were present during the period of the outbreak. The testing will be provided at no cost to employees and employees will be paid for time spent taking the test. Employees should continue to follow the University's policies, including meal and rest break policies and overtime policies in the University's handbook, while they are getting tested. If an employee must miss a meal or rest break, or exceeds an 8-hour workday, the employee must immediately contact their manager for permission. The University will either ask the employee to return for a test at another time or provide premium pay for the missed meal or rest break and/or overtime pay for the time spent waiting for the test. The University has specific procedures for employees to monitor and track the time they spend waiting for a test. See Form 4.

(b) The University will provide testing to all employees who were in the exposed workplace during the relevant period of the exposure. All employees will be offered testing once, and then one week later.

(c) The University will continue COVID-19 testing of employees who remain at the workplace at least once per week or more frequently if recommended by the local health department until there are no more positive COVID-19 cases at the workplace within a 14-day period.

### **5.3 COVID-19 Multiple Infection Cases**

(a) The University will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

(b) The University will investigate all COVID-19 illnesses relating to an Outbreak.

(c) The University will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation. The University will also review its policies to ensure it is offering all available and required leave to its employees. The University will re-review all policies and procedures every 30 days that the Outbreak continues. The University will also evaluate other feasible options for reducing COVID-19 hazards.

(d) The University will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification should include the name of each positive individual, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the North American Industry Classification System ("NAICS") code of the workplace, and any other information requested by the local health department. The duty to report continues for every case until



the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with AB 685/California Labor Code § 6409.6.

## **SECTION 6: Major COVID-19 Outbreak**

### **6.1 Scope**

(a) If there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period, the following enhanced procedures will apply. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

### **6.2 Testing**

The University will provide COVID-19 testing twice a week, or more frequently as recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period and for those who remain at the workplace. The testing will be provided at no cost to employees and employees will be paid for time spent taking the test. Employees should continue to follow the University's policies, including meal and rest break policies and overtime policies in the University's handbook, while they are getting tested. If an employee must miss a meal or rest break, or exceeds an 8-hour workday, the employee must immediately contact their manager for permission. The University will either ask the employee to return for a test at another time or provide overtime pay for the missed meal or rest break and/or overtime pay for the time spent waiting for the test. The University has specific procedures for employees to monitor and track the time they spend waiting for a test. See Form 4.

### **6.3 COVID-19 Major Multiple Infection cases**

(a) The University will ensure positive COVID-19 cases and COVID-19 exposures are excluded from the workplace.

(b) The University will investigate all COVID-19 illnesses relating to an Outbreak.

(c) The University will also investigate and correct any new or unidentified hazards for any Outbreaks and will review its policies to implement any changes relating to its investigation. The University will also review its policies to ensure it is offering all available and required leave to its employees. For the duration of the Outbreak, the University will re-review all policies and procedures every 30 days. The University will also evaluate other feasible options for reducing COVID-19 hazards, including whether it can recirculate air with Minimum Efficiency Reporting Value ("MERV") 13 or higher efficiency filters, or other comparable air filtration, whether they could add portable or mounted High Efficiency Particulate Air ("HEPA") filtration units, or other air cleaning systems to reduce risk, whether a respirator protection program or changes to the respiratory protection program would address the COVID-19 hazards, whether the University should stop some operations until the exposure is under control and any other measure deemed necessary by the Division.

(d) The University will promptly report to the local health department within 48 hours after the employer knows or with a diligent inquiry would have known of the three positive COVID-19 cases. The notification will include the name of the positive individual, contact information,

occupation, workplace location, business address, the hospitalization and/or fatality status (if any), the NAICS code of the workplace, and any other information requested by the local health department. The duty to report continues for every case until the Outbreak is resolved. After January 1, 2021, the employer shall notify the local health department in accordance with AB 685/California Labor Code § 6409.6.