Addendum to the Injury and Illness Prevent Plan of University Enterprises, Inc.

Cal/OSHA requires all California employers to have a Pandemic Prevention Plan (PPP) that includes safety procedures to reduce the risk of exposure in an identified pandemic. The PPP is required in addition to an Injury and Illness Prevention Program (IIPP).

Pandemic Prevention Plan

IDENTIFIED PANDEMIC

Coronavirus (COVID-19) is a new illness that makes peoples sick with flu-like symptoms. The illness spreads easily. People can catch coronavirus from others who have the virus. This happens when an infected person sneezes or coughs, sending tiny droplets into the air. These can land in the nose, mouth, or eyes of someone nearby, or they can be inhaled. People also may get infected if they touch an infected droplet on a surface and then touch their own nose, mouth, or eyes. Some signs of coronavirus are cough, fever, and shortness of breath. Washing hands often with soap and water can help stop viruses like COVID-19 from spreading. Our employees may have on-the-job exposure to COVID-19, whether at the workplace or in the field (off site location). We have implemented this written plan to reduce our employees’ risk of catching and spreading these infections and to respond in a timely manner when exposure incidents occur.

COVID-19 PANDEMIC EXPOSURE PLAN

University Enterprises, Inc (UEI) has developed this plan to help prevent employees’ exposure to the Coronavirus (COVID-19). The plan was created on July 17, 2020. Our plan will be updated based on operational needs and/or safety and health agency updates.

DESIGNATION OF RESPONSIBILITY

University Enterprises, Inc. Human Resources has the overall authority and responsibility for implementing this plan.

PLANNING CONSIDERATIONS

University Enterprises, Inc. will consider how best to decrease the effect of COVID-19 in their workplace. Some of the key considerations when making decisions on prevention measures will include:

- Learn how the coronavirus has affected our workplace and communicate that with employees.
- Consider how the coronavirus can cause some employees to become seriously sick.
- Prepare for larger number of employees not coming to work due to being sick or their family members being sick, schools closures, etc.
- Evaluate what job duties are necessary and how we will be able to continue them during the pandemic.
- Discuss and plan how we will respond in the event of an outbreak and ongoing changes.
- Considering flexible schedules, work hours and working from home to increase space between our employees.
• Take measures to reduce the spread of germs between workers and between the public and workers.
• Different ways to hold work related meetings and events with the use of such things as Zoom meetings.
• Reviewing Personal Protective Equipment (PPE) that can help reduce the spread of the coronavirus.

TRAINING

Training will be given to all on-campus employees on COVID-19 illness and infection prevention methods. The training is required as part of the IIPP. The training includes COVID-19 signs and symptoms, why PPE is needed and how to use it, the urgent need to always use physical distancing and perform good hand hygiene, and other work practices designed for employee safety. The training also covers responsibilities of all levels of the organization and how to report safety concerns or any COVID-19 positive diagnoses. University Enterprises, Inc. Human Resources will administer the training and tracking.

SUPERVISOR AND MANAGEMENT RESPONSIBILITIES

All supervisors and managers will be familiar with our plan. The plan includes how to recognize the coronavirus illness, what to do if a worker becomes sick, practices to prevent the spread of germs, use of coronavirus personal protective equipment, and instructions on cleaning and disinfecting the workplace.

Prevention measures will include:
• Knowing what coronavirus (COVID-19) is and how it spreads and communicating that to employees.
• Encouraging sick employees to stay home.
• Sending employees with cough, fever and/or shortness of breath home or to seek medical care, if appropriate, immediately.
• Providing information and training to workers as identified in the training section of this plan.
• Keeping things clean that we touch at work like equipment and furniture.
• Advising employees to check CDC’s Traveler’s Health Notices prior to travel.

EMPLOYEE RESPONSIBILITIES

To minimize the spread of the virus at our workplace, we are asking our employees to help with our prevention efforts while at work. Employees will review our plan. The plan includes how to recognize the coronavirus symptoms, what to do if an employee becomes sick, work practices to prevent the spread of germs including review and use of coronavirus personal protective equipment, and instructions on cleaning and disinfecting the workplace.

If employees have any questions, they should contact their supervisor directly.

Prevention measures will include:
• Knowing what coronavirus (COVID-19) is and how it spreads.
• Employees will self-assess daily for any COVID-19 symptoms and if any are present, do not report to work. Stay home if you are sick and/or have cough, fever, and shortness of breath.
• Employees are to report symptoms to their supervisor. Employees will be provided a systematic means to report this information privately and securely.
• Employees will immediately be sent home or to seek medical care, as needed, if they demonstrate a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
• Any employee infected with COVID-19 must stay home and follow CDC’s guidelines.
• Any employee out sick with a fever or acute respiratory symptoms must not return to work until both the following occur:
  o At least three days pass with no fever (without the use of fever-reducing medications) and no acute respiratory symptoms; and
  o At least 10 days pass since the symptoms first appeared.
• Employees who return to work following an illness will need promptly report any recurrence of symptoms.
• Testing for COVID-19 is currently dependent on local Department of Public Health (DPH) protocols, and UEI will follow those protocols and administer tests to employees as required and refer employees to get tested as DPH protocols require.
• If an employee tests positive for COVID-19, they are to stay home from work until they test negative or another clearance method is authorized. In the event the DPH asks to engage in contact tracing on campus, the Student Health and Counseling Services (SHCS) coordinates tracing as needed in coordination with Sacramento DPH.
• At this time, UEI will not administer routine temperature checking. If required by a government agency in the future, UEI through Sac State has the capability to conduct routine temperature checks on employees and will follow any protocols required at that time.
• Employee are allowed to telework, but those essential employees will work on a rotation schedule.
• In-person meetings will be canceled, and meetings will be conducted via video/zoom or phone and maintain a distance of 6 feet between persons at the workplace when possible.
• Employees will be required to wear a face covering when they are unable to maintain a 6 feet distance between persons. If you do not have a face covering, University Enterprises, Inc. will provide you with a one-time use face covering. Acceptable face coverings include any mask, bandana, or scarf that:
  o Covers the nose and mouth openings.
  o Fits snugly against the face with secured ties/ear loops.
  o Includes at least two layers of fabric.
  o Allows breathing without restrictions.
  o Can be laundered/machine dried without damage or change to the shape.
  o Professionally represents the University or UEI, (i.e. are Sac State issued, solid in color, or simple-patterned only). Information and training as identified in the training section of this plan.
• Keeping things clean at work like equipment and furniture.
• Checking the CDC’s Traveler’s Health Notices prior to travel.

COVID-19 ILLNESS AND PREVENTATIVE MEASURES

• Cough, fever, and shortness of breath may appear 2-14 days after exposure.
• Early symptoms may include chills, body pains, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you show any symptoms, contact your supervisor, and DO NOT GO TO WORK. Stay home.
• **Practice good hygiene.** Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol.
• **Cover your mouth** and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.

**WORK CONTROL MEASURES**

**Physical Distancing** is maintaining a six-foot distance from others and shall be practiced at all times.
• Access to the workplace will be limited to only those necessary for work.
• Restricted access to the UEI building. Doors will be locked at all times and those without access to the building will need to call for assistance.
• Physical distancing will be created with chairs and desk and other work equipment.
• Implement markings, paths of travel and other spacing indicators in all departments if necessary.
• Add plastic panels between locations where physical distancing is not feasible and where multiple people may need to interact.
• Prohibit shared use of small rooms by groups.
• All meetings/trainings shall be conducted by phone or other electronic means if possible.
• Provide additional seating to allow employees to take breaks while staying at least six feet apart.
• Enforce contact-free deliveries by establishing a location to receive packages away from high-traffic areas.

**Control Measures and Practices**
• Assess the workplace to determine if engineering and/or administrative controls are needed. These may include barriers, floor markings to identify six-foot spacing, and establishing if one-way pedestrian traffic routes are feasible.
• Place hand sanitizer or other hand cleaning devices at the entry and exit of the workplace.
• Post signage regarding hand washing, social distancing, cleaning, and disinfecting throughout the workplace.
• Ask employees, contractors, and visitors to leave the workplace and return home or seek medical care if they are showing symptoms.
• Provide training on personal protective equipment (PPE) to address pandemic exposure.
• Communicate response plan with other business partners.
• Do not share tools, water bottles, PPE, or any other equipment with your co-workers.
• Avoid using other employees’ phones, desks, offices, or other work tools and equipment when possible.

**CLEANING AND DISINFECTING PROCEDURES**

• **Use products that meet EPA’s criteria for use against SARS-CoV-2**, the cause of COVID-19, and are appropriate for the surface.
• Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
• Clean shared spaces such as break/lunchrooms after use but no less than once per day.
• Clean and disinfect restrooms regularly.
• Ensure handwashing supplies in restrooms are fully stocked.
• Trash must be removed frequently by someone wearing disposable gloves.
PERSONAL PROTECTIVE EQUIPMENT

- Select PPE based on function, fit, and availability.
- Explain to all employees when and why PPE is necessary.
- Train employees on the proper procedure for putting on and removing PPE.
- Employees required to wear a respirator in the workplace (N95, ½-face elastomeric APR, etc.) must abide by the Respiratory Protection Program. Face masks, such as surgical masks and homemade masks/face coverings, are not respirators and do not fall under the Respiratory Protection Program.
- Face coverings are currently mandated by State Public Health Agencies in all public places.
- UEI requires all individuals to wear a face covering whenever indoors with other people present, with limited exceptions, and whenever outdoors when other people are visible at any distance.
- Whenever on campus, indoors or outside, and physical distancing is less than six (6) feet, a face covering is required.
- Employees who work in a relatively private location where they can maintain physical distancing greater than six (6) feet do not have to wear the covering while at their desk but whenever indoors, wearing the face covering is strongly encouraged when employees are present.
- Government guidance on face coverings recommends limiting touching of the face covering once it is on. Therefore, taking it off and putting it on multiple times only when closer than 6 feet to another person is not recommended, because that technique leads to excessive touching of the face covering.
- UEI Safety Plan requires that face coverings follow the guidance of the CDC and the DPH. Employees may wear their own face coverings or will be provided one if they do not have one.
- Face covering with exhalation valves are not considered safe face coverings and are prohibited.
- Gloves are provided only for COVID-19 risk mitigation after an assessment determines they are needed for a particular task.
- Gloves may be required for employees’ activities where multiple people are touching the same object or equipment and it is not feasible to disinfect after every use.
- Generally, gloves are not needed and not recommended.Persons may voluntarily wear gloves, but it is not recommended.

HAND WASHING – HAND SANITIZING

- The COVID-19 Safety Training emphasizes that individuals must take responsibility for their own handwashing rate, which should be frequent.
- After handling any common objects such as door handles, shared keyboards, or elevator buttons, all employees are recommended to wash their hands.
- UEI bathrooms will be serviced regularly so that soap and water are freely available.
- To prevent crowding in restrooms, each department will be supplied hand sanitizer.

EMPLOYEE TRAVEL

- All UEI travel is currently prohibited unless it is an essential function of the job.

BUILDING HVAC

- All campus buildings’ HVAC do not have the capability to feasibly add virus cleaning technology, such as HEPA filters. In buildings being used, the HVAC will be adjusted to ensure that there is adequate airflow. Where feasible, fresh air will be added to the building airflow.
When the buildings are in use, EHS will spot-check CO2, a marker for stagnant air, and will make recommendations for HVAC adjustment if CO2 is considered elevated.

**UEI SAFETY PLAN MANAGEMENT**
- The UEI plan is developed by UEI Human Resources with reference to the Sac State Safety Plan and approved by the Director of Human Resources. It is frequently reviewed, and any modifications made by the Executive Director are also subject to the same review.

**COVID-19 INCIDENT RESPONSE**
- In the event COVID-19 cases connected to campus increase, in coordination with Sacramento DPH and the Sac State president and his delegates, changes to the Plan and to previously approved activities on campus may be modified or canceled without notice.

**COVID-19 SAFETY PLAN ENFORCEMENT**
- In the event an individual does not adhere to Sacramento DPH recommended protocols, or any specific requirements set by UEI in addition to those DPH and Sac State protocols, and the action is deemed sufficient for increasing personal and public risk on campus, UEI may engage in disciplinary action.

**COVID-19 DISCRIMINATION PREVENTION AND INCLUSION**
- UEI Human Resources ensures that the impact of the Safety Plan does not create discrimination or negatively impacts inclusion practices. UEI is committed to fostering diversity, equity, and inclusion. We embrace facts and reject stigma and discrimination. It is important to know that:
  - COVID-19 does not discriminate based on race, nationality, or ethnicity — and neither does UEI.
  - Wearing a mask does not mean a person is ill.
  - You can interrupt stigma by sharing accurate information.
  - Speak up if you hear, see, or read misinformation or witness or experience harassment or discrimination.

**MITIGATING COVID-19 ANXIETY**
- The UEI Safety Plan includes elements to ensure that transparency, ongoing communication, and campus community awareness are part of the process to phased re-opening.

**CONTRACTOR COVID-19 SAFETY PLAN**
- The UEI Safety Plan requires that all contractors coming to UEI self-certify on a daily basis that their employees are free of symptoms and they know and will follow our safety protocols for physical distancing, use of face coverings, and disinfecting hands and surfaces. Procedures for such a system are designed and implemented by Procurement Services in coordination with Risk Management.