

University Enterprises, Inc.

Return to Work Procedures for COVID-19

Maintaining the health, safety and trust of all employees is important to University Enterprises, Inc. The following procedures are guided by the Centers for Disease Control (CDC), California Occupational Safety and Health Administration (CalOSHA), California Department of Public Health (CDPH) and Sacramento County Public Health and will be updated as required to remain in compliance with the state and local mandates or restrictions.

These procedures are expected to help clarify employee actions related to potential transmission of a contagious disease. The purpose is to:

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

These procedures will remain in place until further notice. Questions should be directed to your supervisor.

Training: All employees who are approved to return to work will be required to take COVID-19 Return to Work Safety training before they return to work. Training will be assigned to employees by UEI Human Resources.

The following will be required of all employees:

Self-Screening for COVID -19 Symptoms

- Prior to coming to work, all employees must self-screen for the following symptoms:
 - Fever of 100.4 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
 - Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

- If you are showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing

- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list does not include all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

- Employees who have any symptoms listed above must inform their supervisor that they are exhibiting one or some of the symptoms, contact their medical provider for advice and not report to work.
- Employees who develop these symptoms during the workday will be sent home or if symptoms warrant emergency medical attention, 911 will be called.
- Employees who develop these symptoms and/or test positive for COVID-19 understand that they are required to disclose this information to their employer and not return to work until testing negative or 10 days have passed since symptoms first appeared **and** 24 hours with no fever without the use of fever-reducing medications **and** other symptoms of COVID-19 are improving. *Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

Physical Distancing

- Employees will maintain a minimum of six (6) feet distance from others (including vendors, students, faculty, staff and coworkers) whenever reasonably possible.
- Avoid office gatherings, break rooms and unnecessary visitors in the workplace.
- Tasks that require working within six (6) feet of others for more than a few minutes will be evaluated by Human Resources in advance to determine appropriate Personal Protective Equipment and procedures. Call Human Resources at (916) 278-7003.

Preventative Measures

The primary route of transmission is through droplets which are created during talking, coughing and sneezing. People can get infected when those droplets enter the eyes, nose or mouth. Employees are reminded to wear face coverings and to cover their coughs and sneezes using a tissue or inside of the elbow.

Face Coverings

Face coverings are not equivalent to N95 or KN95 respirators in that they do not protect you from airborne contaminants that are respirable. They do, however, reduce the amount of particulates everyone releases when sneezing, coughing, talking and simply breathing.

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

- Covers the nose and mouth openings.
- Fits snugly against the face with secured ties/ear loops.
- Includes at least two layers of fabric.
- Allows breathing without restriction.

- Can be laundered/machine dried without damage or change to the shape.
- Professionally represents the University, (i.e., are Sac State issued, solid in color, or simple-patterned only). Graphics, images, wording, or logos contrary to Sac State Policy are not acceptable.

In accordance with the guidance provided by the California Department of Public Health (CDPH) Employees are required to wear an acceptable face covering when working in indoor locations on campus, whether or not six (6) foot physical distancing is possible or when working outdoors where six (6) foot physical distancing is not possible.

Employees who need to remove their face covering for eating, drinking, or personal hygiene will do so where physical distancing permits.

Employees may wear their personal face coverings brought from home, meeting the conditions above, or those provided by their departments

Employees who cannot wear a face covering and require an accommodation (i.e., medical or religious obligation) should inform their supervisor or Human Resources.

Hygiene

- Employees will not come to work when they are sick.
- All employees will wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer (with minimum 60% alcohol content) when soap and water are not available. Property Services and/or your department will provide hand sanitizer to employees when needed.
- Employees will avoid touching eyes, nose, or face.
- Employees will cover coughs/sneezes with disposable tissues. If disposable tissues are not available, use the inside of your elbow to cover coughs/sneezes.
- Employees are aware that a face covering does not change the requirement to cover your cough or sneeze.

Sanitization

- Each office/shop/lab will identify the high-touch locations in the workplace, determine an appropriate cleaning schedule, and assign the task to an individual.
- Employees will sanitize their break/lunch spaces with provided sanitizer and paper towels before and after use.
- Shared equipment (e.g., computer keyboards, mice, appliances, etc.) will be sanitized with approved/provided sanitizer and paper towels each morning and after each use.
- Employees *must* use hand sanitizer or wash their hands before using computers/shared equipment. Property Services has provided UEI employees on the third floor with stylus pen to use on shared equipment.
- Shared carts/equipment/computers will be sanitized with approved/provided sanitizer and paper towels before and after use.

Note: Employees must not spray cleaner directly on computer keyboards or electronic interface panels. Spray sanitizer on a paper towel first, then wipe.

RECOMMENDED PROTOCOLS: The following protocols are appropriate for workplaces on campus with higher numbers of employees. Departments will determine which protocols are feasible in their areas. EH&S is available to assist with the determination.

Staggered Shift Start/Break/Lunch/End Times

- Employees will be assigned staggered shift times to avoid unnecessary staff interaction and overlap during shifts, and to maintain physical distancing at exit and entry points.
- Coordination with employees on shift start/break/lunch/end times should be scheduled in advance with employees and supervisors.

Encourage Breaks/Lunch in Field

- Employees are encouraged to eat on campus at their work locations to reduce the likelihood of unnecessary staff interaction.
- Employees are encouraged to bring their lunches to their work areas and not store personal lunchboxes in the breakroom.
- Employees should avoid using shared microwaves, cooking and eating utensils, etc. Should an employee need to use a shared item, strict hygiene and sanitization protocols must be followed before and after use. Remove high-touch items such as magazines, common pens, etc.

Workplace Adjustments

- Tables and chairs will be arranged to maintain a minimum of six (6) feet physical distancing apart.
- Plexiglas partitions will be added in locations where face-to-face contact is required, e.g., department offices and student services areas.
- Use restrooms in typical work locations on campus whenever possible.
- Avoid riding together in vehicles. When *unavoidable*, face coverings are required by all employees as described above, along with maximum distancing.