



**CSUDH**

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

# CAMPUS COVID-19 RESPONSE & SAFETY PLAN



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## Introduction

### Adapting to COVID-19

COVID-19 is a viral respiratory illness caused by the SARS-CoV-2 virus, a novel coronavirus. According to the Center for Disease Control (CDC), COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may spread the virus. The virus spreads mainly from person-to-person between people in close contact with one another (within about 6 feet) by aspiration of respiratory droplets by an infected person.

The policies and protocols set forth by California State University (CSU), Dominguez Hills (CSUDH) for responding to COVID-19 will depend on the status of the pandemic and will be guided by prioritizing the health and safety of our students, faculty, staff, as well as, the public we interact with.

Decisions will be informed by public health data. These guidelines and expectations align with recommendations from the CDC, California and Los Angeles County Departments of Public Health, California Department of Industrial Relations/Office of Health and Safety (Cal/OSHA), and the CSU, Chancellor's Office.

No campus community can guarantee an environment free of COVID-19, and the measures described in this plan recognize that reality. While much has gone into this effort to protect the Toro community, we trust that all its members — faculty, staff, students and visitors alike will ultimately take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them.

### Applicable Authority and Guidance

The [California State University's systemwide Executive Order 1039 \(EO 1039\)](#) provides the CSU's guidance on applying Environmental Health and Safety policies and procedures appropriate to the CSU and under applicable regulations. Office of the Chancellor's additional guidance is contained in the CSU Policy, Procedure, and Considerations for 2020-21 Academic Year Planning in the context of COVID 19, dated May 25, 2020. CSUDH's decisions involving persons with communicable diseases, such as COVID-19, shall be based on EO 1039, applicable federal and state laws and regulations related to the control of communicable diseases.

Failure to comply with the directives in this plan may subject employees to discipline, and students will be referred to the university's Student Conduct Officer.

## Preparing for a New Work Environment

We are making space and service updates to maintain hygiene, safety, and physical distancing best practices in the following ways:

	<p><b>Return to Campus</b></p> <p>There is no one-size-fits-all solution for when it is appropriate to begin returning to campus. Decisions are aligned with federal, state, local, and CSU system guidance for when it is safe to do so.</p>
	<p><b>Physical Distancing</b></p> <p>Necessary modifications to shared spaces may include staggered seating and buffer zones where teams can operate in the workplace while still maintaining a healthy physical distance from each other.</p>
	<p><b>Face Coverings</b></p> <p>Face coverings will be essential to preventing person-to-person transmission of COVID-19.</p>
	<p><b>Increased Sanitization and Hygiene</b></p> <p>Heightened cleaning measures have been implemented to ensure the health and well-being of our campus community.</p>
	<p><b>Education &amp; Behavioral Signage</b></p> <p>The university has launched a COVID-19 Need to Know training, as well as strategically placed signage and wayfinding to educate and inform students, staff, and faculty on proper safety protocols.</p>
	<p><b>COVID-19 Case Management</b></p> <p>The Los Angeles Department of Public Health requires for institutions of higher education to identify processes &amp; personnel that will aid in effectively managing COVID-19 cases that may arise on campus.</p>
	<p><b>Campus Services &amp; Programs</b></p> <p>Modifications to the delivery of campus services &amp; programs are in effect to ensure the health and safety of our campus community.</p>

## Returning to Campus

The return to in-person activities on campus will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty, and staff, as well as the communities we serve.

### Prior to authorizing return to work, CSUDH will:

- ✓ Perform a detailed risk assessment and implement a site-specific protection plan in each department or unit that is approved to return to campus
- ✓ Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
- ✓ Implement disinfecting protocols
- ✓ Implement physical distancing guidelines

### Employees approved to return to work will:

- ✓ Maintain physical distancing from others (including students, faculty, staff, and vendors) whenever reasonably possible in all campus locations
- ✓ Wear face coverings while on campus
- ✓ Wash hands and use hand sanitizer frequently

## Phased Staffing

Over the next several months, as our region stabilizes from the COVID-19 pandemic and stay-at-home restrictions are lifted, the California State University, Dominguez Hills will begin to bring our students, faculty, and staff back onto campus. The objective is to do so in a coordinated phased approach to ensure physical distancing measures and personal protective equipment (PPE) are implemented.

**Phase 1: Only critical personnel can work on campus. The University will have the opportunity to refine safety measures and operational protocols before campus density is increased.**

- Mandatory on-site employees continue to work on campus
- Employees that can effectively work remotely, including vulnerable employees (those who are pregnant and those with underlying health conditions) are advised to continue to do so
- Employees that cannot work remotely, may be placed on administrative leave

**Phase 2: Create opportunities for limited on-campus work to support instruction, student support, and research. Specifically, approved activities and staffing needed to support the fall term.**

### *Current Phase*

- Faculty may be permitted to utilize their office and/or classroom/lab space for preparation of activities on a staggered approved schedule
- Limited in-person student support services may be allowed, with appropriate approval
- Research activity that includes the use of university facilities on a limited basis may be permitted, with prior approval
- Student support services/programs such as dining, full library services, and athletics are limited in scope to adhere to state and local public health protocols
- All employees that can work remotely, should continue to do so

- Employees that cannot work remotely or on campus, may be placed on administrative leave

**Phase 3: Create opportunities for additional on-campus work to support the institution's mission.**

*Phase 3 staffing is not allowed at this time*

- Employees that prefer to work on campus can do so
- Areas such as dining, and the library expand services
- Programs such as athletics and ROTC expand in-person learning methods

**Phase 4: State and local health orders are lifted. This phase becomes the "new normal".**

*Phase 4 staffing is not allowed at this time.*

- When possible, a return to full repopulation will be implemented under applicable state and CSU authority

### Staffing Models

There are several staffing methods departments can implement to enhance social distancing measures and reduce population density within buildings and workspaces. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate. Additionally, staffing models that are employed must be approved by the appropriate Vice President.

**Remote Work:** Those who can work remotely to fulfill some, or all their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus.

**Alternating Days:** With the appropriate approval, to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes should reduce traffic in common areas.

### Campus Access Authorization for Approved Activities

The campus remains open. However, only approved activities, authorized employees, and the face to face instruction exceptions will be allowed on campus. Please refer to the [2020-21 Academic Year Plan](#) approved by the CSU Chancellor's Office, for additional information. All large gatherings have been cancelled indefinitely. All proposed no-contact "drive-thru" events are thoroughly reviewed and approved on a case by case basis. Please submit proposed events to [eoc@csudh.edu](mailto:eoc@csudh.edu).

### How to Submit a Campus Authorization Request for Temporary Returns

Faculty and staff needing to return to campus to obtain personal items or equipment must first seek approval, prior to their return.

- Employees that need to return to campus for a temporary activity, i.e., single-day return only or to pick up telecommuting equipment; no scheduled workdays or permanent return to work of any type, must complete and submit the [Campus Return Authorization form](#) to be sent to the employee's supervisor email



- If the supervisor approves the return, the form is then submitted to [covid19proplan@csudh.edu](mailto:covid19proplan@csudh.edu) and the employee is scheduled for return

### How to Submit a Sustained Return to Campus Request for Non-Instructional Services

In accordance with the Chancellor's Office approved CSUDH Fall 2020 exceptions to virtual learning communication, staff who were not identified as critical during the time the campus moved to telecommuting model in March 2020 cannot return to campus without advance approval from the president.

- Managers must identify their need for additional on-campus employees by completing and submitting the [Request for Sustained Return to Campus for Non-Instructional Services](#) to their respective Vice President
- If approved, the Vice President will then submit the form through the applicable approval process, prior to being submitted to the President's Office for final approval
- Once Presidential approval has been granted, the employee may be scheduled to begin their on-campus work

### Vendors/ Visitors on Campus

Vendors and contractors delivering goods and performing work on campus shall adhere to the following guidelines:

1. All vendors and contractors are expected to comply with the guidelines established by existing County of Los Angeles Department of Public Health Safety Order, and the Center for Disease Control and Prevention, as updated, to prevent and control the spread of COVID-19.
2. Vendors may perform work only with explicit approval from the Office of Procurement and Contracts or authorized representative.
3. Vendors shall ensure that a fully executed agreement is received prior to arriving on site to perform work.
4. Vendors and contractors authorized to perform work at CSUDH, and that require access to campus facilities, shall work with the Project Manager or contact designated on the contract to coordinate work and obtain access to facilities. If the designated CSUDH staff is unable to provide access to the vendor or contractor, the campus staff should contact work control Monday through Friday, from 8:00 a.m.-5:00 p.m. at 310-243-3587, extension 3804, or email [workcontrol@csudh.edu](mailto:workcontrol@csudh.edu), and the work control staff will assist with access. In the event of work being performed after hours, vendor or contractor shall work with campus staff to contact Campus Police for access.
5. Vendors and contractors shall provide Personal Protective Equipment (PPE), such as gloves, goggles, face coverings as appropriate for the work being performed.
6. Ensure all vendors and contractor employees wear proper PPE, required by current public health orders, AT ALL TIMES while on university property making deliveries or performing work. This include face covering and gloves. In addition, all vendor and contractor employees shall adhere 6-foot physical distancing directives.
7. If any of the vendor or contractor employees feels ill or has symptoms such as those enumerated by the CDC, they are to notify their supervisor, contact their health care provider, and not visit or worksite at a university.

### Personal Hygiene

In addition to the guidelines above, individuals assigned to perform work on university property shall observe the following CDC recommendations on personal hygiene:

1. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available use a hand sanitizer with at least 60% alcohol
2. Avoid touching your eyes, nose, and mouth with unwashed hands
3. Cover your cough or sneeze with a tissue, then throw it in the trash
4. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
5. Stay home if you are sick and avoid contact with others as much as possible

#### Construction Sites

Contractors and subcontractors performing work on university construction sites shall adhere to the CSU Safety Protocols found at [Vendors Resources webpage](#).

Refer regularly to the [Procurement and Contracts webpage](#) for latest updates and information applicable to vendors and contractors.

The university urges all colleges, divisions, schools, departments, and other organizational units to delay or cancel any invited visitors through the fall 2020 semester.



## Physical Distancing

Current physical distancing is a cornerstone of preparing for our Toro community's return to campus. Over the weeks and months ahead, we will have to reimagine the place we work, learn, and live during these unprecedented times. Such physical separation is critical to reducing transmission of COVID-19 and other contagious diseases among colleagues and students. Solutions may differ from building to building and will likely depend on how many people are expected to return to campus versus continuing to work or study from home. Understanding that dynamic will allow calculation of the total number of people expected to be accommodated in the given area and assessment of the demand for workspaces.

### Determining Modified Capacity

The capacity of rooms, spaces, and areas in our buildings is normally calculated based on the State Fire Code according to category of use. However, our campus in most cases requires a much lower COVID Modified Occupancy for each room or area, to maintain social distancing.

Facilities and Risk Management will assess shared spaces such as classrooms, laboratories, open offices, lounge areas, etc. to determine the new capacity and identify any physical barriers or modified personal protective measures that may be necessary. This may also be accomplished by removing or rearranging furnishings, modifying work practices, and/or eliminating unnecessary foot traffic. Signage indicating the maximum number of people that can be in one space at a time will be posted.

Fall 2020 face-to-face approved onsite instruction areas are currently being assessed.

### Maintain Physical Distancing

- Provide for at least six feet of physical distance from one another at all times in the workplace.
- Avoid unnecessary meetings: use videoconferencing, telephone calls, and email to communicate.

### When 6 Feet is Not Possible

There will be instances where it is impossible to achieve a full 6 feet of separation. This is especially true of hallways and stairways. Where feasible, modifications may be made to provide one-way travel, in other instances we must all do the best we can to use our common sense and minimize contact in locations. Therefore, other measures such as PPE and good hygiene are so critically important.

To minimize confusion, modifications and instructions will be standardized as much as possible. For example:

- Stay right in hallways and when ascending or descending stairs
- Elevators will be limited to no more than two individuals
- When utilized, one-way foot traffic in hallways/corridors will follow a counterclockwise circulation (like a traffic rotary) unless otherwise indicated by a building layout

## Face Coverings

Anyone entering a campus building, including contractors, vendors, suppliers, and visitors, must wear a face mask in all hallways, public spaces, and common areas as well as anytime social distancing of 6 feet is not possible.

### Face Covering Requirements

- Face coverings are required for all students, employees, and visitors while on campus in public settings and where social-distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.).
- Appropriate use of face masks or coverings that mask both the mouth and nose is critical in minimizing risk to others near you, as you could spread COVID-19 to others even if you do not feel sick.
- In the event an employee or student inadvertently forgets a face covering, one may be obtained from Facilities Services management staff prior to reporting to the work area or classroom. These requests can be coordinated by phone at (310) 243-3804.
- The university expects the Toro community to behave responsibly with respect for the health and safety of others.







### Face Covering Cleaning Practices

- When using a cloth face covering, make sure:
  - The mouth and nose are fully covered
  - The covering fits snugly against the sides of the face so there are no gaps
  - You do not have any difficulty breathing while wearing the cloth face covering
  - The cloth face covering can be tied or otherwise secured to prevent slipping
- Avoid touching your face as much as possible.
- Keep the covering clean.
- Wash hands with soap and water or use an alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering.
- Do not share with anyone else unless it has been washed and dried first.
- You should be the only person handling your covering.
- Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily, and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.
- Face coverings or masks are not a substitute for social distancing and should be used in addition to physical distance.



**Face Covering Types**

For education purposes, see details below regarding various types of face coverings and their intended use.

Type and Intended Use of Face Coverings/Masks						
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator	K-N95	Face Shield
						
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions	Similar to N95 masks, except these masks often use ear loop straps	Breathable headgear made of transparent film designed as a barrier from splash fluid pathogens
Intended Use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained). Must be replaced daily. While likely necessary for ingress and egress, not required when working alone in an office.		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by CalOSHA.		The FDA issued guidance authorizing the use of KN95 masks as suitable NIOSH alternatives under certain emergency circumstances	Should be used in addition to a facial covering; not designed to replace

## Increased Sanitation & Hygiene



Current Health Officer Orders by the Los Angeles County Department of public health require plans for “enhanced cleaning” as part of our campus reopening. Therefore, Facilities custodial staff will clean and disinfect campus buildings more frequently to reduce the spread of pathogens via frequently touched surfaces.

As an abundance of caution, the following practices have been implemented:

- Cleaning in high traffic areas. The university will sanitize high traffic areas (entrances/hallways/elevators/lobbies)
- Provide hand sanitizer at entrances and high-traffic areas
- Provide products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface
- Ensure that sanitary facilities (e.g., restrooms) always stay operational and stocked
- Custodial teams will clean classrooms, offices, and workspaces, following CDC guidelines
- Hand air-dryers in bathrooms will be rendered inoperable
- HVAC air filtration contain a MERV13 filter
- Increase outside air intake to reduce recycled air in buildings, when possible

### Toro Community Effort

Every member of the campus community has a joint responsibility for sanitation in their own work area and when using shared resources (e.g. break rooms, commonly touched surfaces, etc.) disinfecting wipes (or disinfecting spray and paper towels) will be provided in these areas so occupants can do their part to prevent surface transmission of pathogens.

- Wash hands frequently, particularly before and after eating
- Frequently clean and sanitize tools used to perform work duties
- Phones, including cell phones, should be cleaned regularly
- Clean and sanitize shared equipment and surfaces between each use (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.)

## COVID-19 Education & Signage

Every employee must contribute to a safe and healthy work environment. In consideration of fellow employees, and to be respectful of others' needs to protect themselves and their families, employees are responsible for the following:

- ✓ Compete COVID-19 Need to Know Training via CSU Learn (CSU-SCORM-RTWDC)
- ✓ Conduct a symptom self-check every day before coming to work; employees must be free of any symptoms potentially related to COVID-19

### Training

Training on COVID-19 is provided by the department of Environmental Health & Safety (EHS). Employee training is required before returning to work and will include all applicable OSHA/CDPH guidelines as well as topics highlighted in this document. Topics include:

- Signage standards
- Symptom recognition and reporting
- Social and physical distancing standards
- PPE and face covering expectations
- Hand washing techniques
- Other applicable topics

Students are strongly encouraged to watch the COVID-19 training video at the following link: <https://youtu.be/puO2zlfE3w>. A mandatory COVID-19 training delivery for students is currently in development; more details to come.

### Employee Symptom Self-Check

Employees should conduct a self-check to determine if they may be experiencing any of the symptoms below. Should symptoms be present, employees should seek medical attention, contact their supervisor, and do not report to work.

- Fever (100.4 or greater)
- Shortness of breath or difficulty breathing
- Cough

Other symptoms may include chills, muscle or body pain, fatigue, headache, sore throat, nausea or vomiting, diarrhea, congestion or runny nose, or new loss of taste or smell. Please visit the [CDC website](#) for additional information on symptoms.

**Signage**

The university has newly installed signage throughout the campus to help remind the Toro community of the safety protocols and in some cases, educate individuals on the modified room capacity. Please be cognizant of posted signage and adhere to the guidelines.





## COVID-19 Case Management

### Safety Control Measures

The university has designated a COVID-19 Compliance Officer who is responsible for ensuring that the campus is abiding by local public health orders, providing information on COVID-19 safety protocols, and ensuring that staff and students receive education about COVID-19.

For the Fall 2020 semester, Michael Williams, Manager, Environmental Health & Safety will serve as the COVID-19 Compliance Officer.

### COVID-19 Case Investigation

A campus COVID-19 Team has been assembled to manage the contact investigation of individuals with a suspected or confirmed case of COVID-19. The team is comprised of Environmental, Health, & Safety (EHS), Student Health Services, Risk Management, and Human Resources. All actions done by the campus in this area is done in an abundance of caution.

Following the positive confirmation of a COVID-19 case, the Environmental Health & Safety department will speak with the positive confirmed case to identify: the last date the individual was on campus, the location(s) the individual visited while on campus and close contacts the individual may have come into contact with. The identity of the positive case individual will not be divulged electronically or to anyone that does not have a need to know.

A contact list is established to identify campus constituents who were in **close contact**<sup>1</sup> with the suspected or positive individual from 48 hours before symptoms began, until the individual left campus. Anyone identified as having been potentially exposed to a suspected case or person under investigation must **self-monitor**<sup>2</sup> and anyone potentially exposed to a confirmed case must **self-quarantine**<sup>3</sup> and contact their healthcare provider if symptoms develop. The investigation team will attempt to create this list if unavailable after speaking with the positive case. The county health department will also conduct contact tracing based on their investigation of each case.

Facilities Services will coordinate the disinfecting and deep cleaning of affected space(s).

#### DEFINITIONS:

<sup>1</sup>Close Contact: as defined by the CDC and LACDPH, means individuals were within 6 feet for more than 10 minutes with the affected staff/student or had direct contact to respiratory secretions of the ill person (e.g. cough or sneeze).

<sup>2</sup>Self-monitor: inform staff/student to take temperature twice daily. If they have a fever (100°F or higher taken orally) they must contact their healthcare provider.

<sup>3</sup>Self-quarantine means staff/student cannot leave their place of quarantine for 14 days, with the only exception being to receive medical care.

## Notification Procedure

The university has established notification procedures for both internal and external communications, as it relates to COVID-19 cases on campus.

### Initial Notification:

To protect the safety and well-being of our students, faculty, and staff, the university has established a COVID-19 reporting hotline for members of the campus to report COVID-19 positive results or possible exposure confidentially. Students, faculty, and staff can call **(310) 243-2076** to report their case. The COVID-19 reporting hotline will be answered by a representative from Human Resources (HR) to collect the appropriate information from 9:00 a.m. to 5:00 p.m., Monday through Friday. Calls received after hours will be returned the following business day. All information will be kept confidential.

**On-campus employees** – may report their symptoms or that they have been identified as a person that has come into close contact with a positive confirmed case to their supervisor or they may call the COVID Hotline. The employee will be directed to quarantine and seek medical attention.

**On-campus students** – may report their symptoms or that they have been identified as a person that has come into close contact with a positive confirmed case to their professor/college administrator or they may call the COVID Hotline. The student will be directed to quarantine and seek medical attention.

**Off-campus employees/students** – following a positive COVID-19 test result, employees/students can either contact their supervisor/professor or call the COVID Hotline.

Refer to COVID-19 Notification and Action Procedure flowchart (appendix C) for additional information.

### Campus Notification:

In the event there is a positive case confirmed on campus, individuals that may have come into close contact will be notified of their possible exposure and provided guidance on subsequent actions to take, as soon as possible. Campus representatives will attempt to reach the close contact up to 3 times at different dates/times within a 3-day period. An exposure notification letter will be sent to the contact via email as well. The Contact Tracer will remain the point person for the specific contact for the duration of their incubation period.

The Communications Department will notify the campus community, when appropriate. As a reminder, the identity of the positive individual or the individuals that may have been exposed will never be disclosed.

### External Notification:

In the event of an outbreak on campus, the Chief Medical Director will serve as the liaison between the campus and the LA County Department of Public Health (LACDPH). An outbreak is 3 or more related cases identified on campus within a span of 14 days. This cluster will be reported immediately to the LACDPH at (888) 397-3993 or (213) 240-7821.

## COVID-19 Testing

Students, staff, and faculty that desire to be tested should first seek medical attention from their medical provider. If unable to do so, they may visit a COVID-19 testing site within Los Angeles County. Please visit their website at <https://covid19.lacounty.gov/testing-sites-list/> for additional information. The university has identified a local testing site within the City of Carson that may provide COVID-19 testing to our Toro Community; see details below.

- City of Carson Congresswoman Juanita Millender-McDonald Community Center (East Wing)  
Address: 801 E Carson St, Carson, CA 90745  
Phone: (310) 952-1719

## Campus Services & Programs

### University Housing

University Housing, in collaboration with our campus partners, are responsible for preparing and executing a safe repopulation program that will promote a culture of care to ensure community health standards are communicated, promoted, and enforced.

#### Repopulation Safety Control Measures

- Augmented COVID-19 safety, detection, and reporting training for all student and professional staff, working on campus or remotely to support student housing
- A fall check-in process will be structured to provide for staggered, scheduled move-ins spread out over several days
- Single-occupancy only bedrooms in apartment cohorts not to exceed three static occupants.
- All units will be cleaned and sanitized prior to occupancy according to CDC guidance and campus standards
- Residents will be prohibited from visiting units other than the one to which they are assigned, and guests will not be allowed except in limited cases such as personal care attendants for students with disabilities
- Students will be provided with apartment social distancing expectations as well as apartment cleaning and kitchen usage guidance, encouraging them to be active participants in their own health and safety
- An entire “isolation” building of eight, single-bedroom/single occupancy apartments will be set aside, prepared, and ready to safely house on-campus residents who have been diagnosed as COVID-19 positive
- A separate set of four single-bedroom/single occupancy apartments will be reserved for incoming residents with disability accommodations
- Face masks will be required of all students and staff when they are outdoors or in any common area of University Housing such as the laundry rooms
- All staff working in the housing community will be provided with appropriate and adequate PPE and safety training specific to their job responsibilities
- Enhanced and increased cleaning will be provided in all common areas and high touch surfaces including in any office space where limited staff may need to work regularly or intermittently



A Residential Student Isolation & Self-Quarantine Protocol (appendix A) has been established to further address COVID-19 positive students.

## Athletics

Coaches and staff will work remotely to serve students and carry out the day-to-day operations of the department. Head, Assistant, and Strength & Conditioning coaches will deliver all team meetings, workouts, and other countable athletically related activities (CARA) virtually. Coaches will continue to work with the Compliance Coordinator, Student Success Coordinator, and Athletic Trainers to be intentional and impactful in efforts to advance the academic, mental, and physical well-being of our 200+ student athletes.

Intercollegiate athletics at CSUDH will continue to align all department activities with our campus-wide response to the COVID-19 pandemic in hopes of returning to in-person practices and competitions in Spring 2021, or as soon as it's safe to do so. When that happens, student-athletes will follow a detailed plan and protocols to allow them to return to train, practice, and compete in a safe and healthy manner. Strict protocols will be developed that will involve quarantining, testing and detailed cleaning and safety measures.

## Information Technology

Information Technology (I.T.) continues to provide devices to members of the Toro community through the Technology Loaner Program. IT has acquired laptops, Mi-Fi internet devices, headsets with microphones, webcams, and software-in-the-cloud services to ensure faculty, students, and staff are able to remotely teach, learn, and work.

Individuals may reserve the devices they need online. Once the devices are prepped and ready for pick-up, users are invited to come to a designated drive through campus parking area. Users remain safely in their vehicles and the I.T. team delivers the devices to users in their vehicles wearing protective mask and gloves, following campus safety guidelines. I.T. is committed to ensuring the safety of our employees and those they serve. To reserve a laptop, webcam or a microphone, visit the [Technology Loaner Program website](#). Users may also call 310-243-2500, with questions.

Information Technology is also working to make the Toro Computer Lab virtually available to students. Students who need access to a specialized computer program or do not have access to a computer or internet service at home, will be able to complete their coursework remotely using Toro Virtual Lab. I.T. will continue this and other similar programs to protect the health and safety of all. For continued technological support and with the permission of the users, I.T. can also connect to user computers remotely to troubleshoot, if needed. In addition, I.T. has developed a webpage with all resources available to staff working remotely which can be found on the [Technology Resources website](#).

## Campus Dining

CSUDH Campus Dining does not anticipate opening any retail operations for fall 2020. CSUDH Campus Dining is composed of Retail Dining Operations in Loker Student Union, as well as some satellite units throughout the campus.

Residential Dining in Housing consists of full-service apartment style units with full kitchens. Residents may prepare their own meals.

## Student Health Services

The Student Health Center (SHC) is providing tele-medicine and tele-health services to students Monday through Friday from 9:00 a.m. – 5:00 p.m., with on-site services available 9:00 a.m. - 1:00 p.m.

Students must call the health center at (310) 243-3629 before coming to campus to access services, by first speaking to a triage nurse to determine if health services can be provided to the patient via telemedicine or if, in rare cases, an in-person visit is necessary. In such cases the patients will be directed to present to the SHC, where a nurse will meet them and screen them (with temperature check and series of questions) prior to allowing into building. All staff and patients will adhere to strict social distancing measures, with the exception being when close contact is necessary to deliver hands-on treatment. At all points when SHC staff are providing in-person treatment, PPE (mask, face shield/eye protection, clothes-protecting items, etc.) will be utilized. The SHC entrances will be locked and waiting rooms inaccessible; patients will wait outside prior to being screened by the SHC staff and escorted into the building.

Students are informed (through various communications—website, signage, social media) that if they feel very ill (i.e. high fevers, shortness of breath) they should go to the nearest hospital or urgent care. The SHC is not set up to manage these kinds of severe illnesses that can only be managed by facilities that can deliver the highest level of specialist care. Furthermore, only such facilities can currently and reliably perform COVID-19 testing.

## Psychological Services

Psychological services, including counseling, are now exclusively provided online or over the phone. Call (310) 243-3818 to schedule an appointment.

For more information, visit the [Student Health & Psychological Services website](#).

## Library

Currently, the Library building is closed, with most public-facing services that do not require onsite access being provided virtually. This includes General Research Assistance 24/7 & consultation appointments, information literacy instruction, electronic research guides, tutorials, FAQs, databases, digital collection guides and finding aids, interlibrary loans for e-resources, library faculty liaison outreach, social media outreach to students, archival and special collections research assistance, access to digital databases, collections, and e-materials. Limited exceptions are made for staff from the Gerth Archives and User Services to work occasionally in the building for a short period of time, with approval, in order to fill course reserves requests and empty book drops from materials returns. The focus of the Gerth Archives has and continues to be on projects and cataloging that can be done remotely, with occasional visits to the Library in order to pick up and prepare work that can be done away from the physical building. Additional information and updates on library service are available on the [University Library website](#).

For the fall semester, in addition to the remote services currently in operation, the Library will provide the Toro Nation with an external locker system for contactless access to books, RapidILL, an expanded interlibrary loans service, and Leganto, a course reserves solution that will allow faculty to provide greater access to course materials. If PPE is available and aggressive cleaning and disinfecting are in place, the Library would like to allow some library staff to work in the building, using staggered

schedules for optimal safety, on course reserves, physical interlibrary loans, archives, and collection processing projects.

For additional information, please refer to the University Library COVID-19 Recovery Plan (appendix B).

## Bookstore

Students are encouraged to use the Ship-To-Home process for all transactions including the purchase of textbooks, supplies, and college gear. Textbooks can be found through the Students Blackboard access, the School Website, and the Bookstore website.

A second option will be Store Pickup. Students are encouraged to make an appointment with the bookstore for limited-contact transactions at our south doors. Pickup times will be available between the listed Hours of Operation. The Bookstore website will be updated with a Store Pickup option beginning August 1st, 2020.

Students are currently and will continue to be restricted from shopping inside the Bookstore.

Students who visit the Bookstore for limited-contact transactions will encounter safety measures in place including, distance spacing markers, one-way directional signage, and a regularly sanitized pickup location at our south doors. Masks will be required for visitors as well as Bookstore Team Members. The Bookstore will follow all safety requirements directed from Campus Leadership, local Health Departments, and the CDC.

Bookstore staffing will continue to be minimal as it has been since March 13th. We will ramp up slightly in August as we expect our Shipping & Receiving activity will dramatically increase to meet online order demands.

Bookstore products will remain mostly the same as normal aside from the convenience department, which has not been replenished since the pandemic began and will continue to remain shut-down during the periods of virtual campus terms.

The Bookstore team will continue to serve faculty by fulfilling adoption orders and being available to answer questions or help find solutions to any course materials matters that arise during the school year. The Bookstore team will also continue to be partners to all campus departments throughout the year to meet the needs of their special events or projects.

Hours of Bookstore Operation are Monday through Friday from 9:00 a.m. to 2:00 p.m. and [online](#).

## Research

Only activities to support research and scholarship continuity are allowed. In consultation with the Chancellor, exceptions can be made at the campus level by the President. Individuals identified as critical to maintaining research and scholarship capability are allowed on campus. All research, scholarship and creative activities that can be conducted remotely should continue in that mode.

Restart Plan for Research, Scholarship, and Creative Activities during COVID-19 Epidemic (appendix C) outlines the various phases in which research will resume.



UNIVERSITY HOUSING

## Residential Student Isolation & Self-Quarantine Protocol

### General Information and Description of Services

University Housing, in collaboration with CSUDH campus partners, will be responsible for the planning and preparing of urgent and routine health and safety services offered to on-campus residential students who have been diagnosed as COVID-positive; residential students who have had first-hand exposure to COVID positive individual(s); and residential students who have heightened concern for their safety and well-being based on health conditions and exposure to unconfirmed sick resident(s). Information provided in this document is guided by the Centers for Disease Control and Prevention (CDC), the Association of College and University Housing Officers-International (ACUHO-I), the American College Health Association (ACHA), as well as local, county and state health recommendations, and is subject to change according to any updated guidance.

**This document provides an overview of the following plans:**

- **Isolation and Quarantine Designated Spaces**
- **Maintenance of Facilities**
- **Disinfection and Decontamination**
- **Trash Removal**
- **Laundry Service**
- **Food Service Delivery Options**
- **Mail Service**
- **Safety & Security**
- **Community Notification**
- **Medical Supplies & Attention**
- **Flow Chart - Isolation Responsibilities & Responsible Members**
- **University Housing & Campus Partners Directory**
- **COVID-19 Prevention & Response Guidance, References, and Resources**

### Terminology

- **COVID Positive:** Residents have tested as COVID positive as confirmed by the University's Environmental, Health & Safety (EHS) Manager. The EHS Manager (or their designee) will inform the Director of University Housing (or their designee) when COVID Positive residential students have been identified as such and these residents will need to be isolated as soon as possible.
- **Exposed to COVID Positive:** Residential students who have been notified of need to self-quarantine due to high-risk exposure to COVID positive. This includes residents who share living quarters with another student who has tested COVID positive. Residents may need to move to self-quarantine as soon as possible.
- **Heightened Concern:** Residential students who have concern for their safety based on unconfirmed exposure. Residents will have alternative options presented to them. Residents should monitor their movement as outlined by CDC, such as Shelter in Place.



## Isolation & Quarantine Designated Spaces

Based on guidance from CSUDH Interim Director of Student Health Services (SHS) and Chief of Medical Services, Dr. Irina Gaal, in consultation with EHS Manager Michael Williams and other campus partners, as well as Los Angeles County Health officials, it has been determined that if a student has been confirmed as COVID positive, they are immediately to be isolated alone in their current apartment or promptly relocated to a designated single-occupancy isolation unit where they must stay for a set number of days as determined by SHS and/or EHS. The determination of days directed by the EHS Manager will be guided by the latest recommendations from the LA County Department of Public Health and the CDC. Any roommates sharing an apartment with an individual who has been confirmed as COVID Positive will be considered as having first-hand exposure, and will be required to self-quarantine for approximately fourteen days to monitor for COVID-19 symptoms. Both COVID-positive, and first-hand exposed, residents must remain in the designated space for the duration of the quarantine/isolation period as directed by EHS. Residents will not be permitted to leave the quarantine/isolation unit for any reason except for life-threatening emergencies (e.g., fire or gas leak).

Food, medicine, mail, and trash will all be liaised by University Housing to ensure that students can meet all isolation/self-quarantine requirements. Guests/visitors are not permitted, including friends, families, or personal caretakers; exceptions for a direct-care medical provider may be allowed at the discretion and authorization of SHS. If a residential student reaches a level of inability to care for themselves, the resident will need to be transported to a medical facility for medical attention.

Once it's determined that a resident needs to be isolated or self-quarantined, there will be a high need to limit their activity and proximity to other people. Residents who are not already the sole occupant of a University Housing apartment will be informed that they need to pack all personal items needed for an isolation or self-quarantine period and they must complete their relocation in one-trip. (Students moving to self-quarantine apartments who show no COVID-like symptoms *may* be permitted, as approved by EHS, to take at least two but no more than three trips in between units on their relocation day to ensure they have adequate clothing and resources for an expected 14-day stay). A large moving bin can be provided to students relocating for either purpose as residents should not be receiving moving help from other students or staff to avoid further exposure. When requested, a pre-cleaned moving bin will be left by University Housing staff outside of the student's current assigned apartment and should remain in the isolation or quarantine unit until after the student vacates that temporary space. Students relocated to isolation or self-quarantine units will not be permitted to return their original space for any reason until that original space is properly sanitized and until the student's isolation or self-quarantine period is complete as determined by EHS/SHS.

University Housing has designated eight single-bedroom apartments for those residents who require relocation to properly isolate at any time during the '20-'21 academic year. (Two designated single-occupancy apartments were also set aside for this purpose during Summer 2020). To maintain a ratio of one resident to one bathroom, the isolation apartments will only have one occupant at a given period. Once a resident has cleared the appropriate isolation period – as determined and directed by EHS and SHS – and shows no symptoms, they will be given approval to return to their original apartment or provided a new space.

**Isolation apartments** are located in Building K\* which is comprised of four ground-level and four upper-level units. Ground-level units will be filled first to ensure ease of access for students with minimal need to navigate shared stairwells or decks. Each apartment is accessed from the outside through the main door. Building K is currently set aside to be unassigned for regular occupancy for the full 2020-21 academic year, and thus the isolation location is apart from the general student housing population. The following is a listing of the designated units, and each unit comes with one bedroom and one bathroom:

1. K1, K2, K3 & K4 – ground-level units.
2. K5\*, K6\*, K7 & K8 – upper-level units. (Due to ongoing structural rehabilitation repairs in Housing, including Building K, Units D5 & D6 may need to be used as alternate isolation units.)
3. B1 & B2 – ground-level units (Summer 2020 only)

**Self-Quarantine apartments** will be assigned, as needed, on a case-by-case basis using the nearest available upper-floor unit to the student(s) in need of separation.

Out of an abundance of care, should a residential student have heightened concerns for their safety based on exposure to a roommate with unconfirmed COVID symptoms, the resident will be offered a temporary space in an emergency apartment. An emergency apartment will consist of a one to two single-occupancy bedrooms with a maximum bathroom to resident ratio of 2 to 1. Each of these emergency apartments will hold two residents at maximum. As these emergency housing spaces are not designated as isolation units, no additional accommodations will be provided beyond general services offered to all on-campus residents. For this COVID-related protocol, emergency apartments will be any vacant clean and safe-to-occupy units available for University Housing to assign at the time of these requests. Minimally, there will be at least two available units identified and set aside for this purpose during the academic year.

**Keys** for all isolation and self-quarantine units will be prepared by University Housing staff without direct or close contact to the student(s) receiving keys. Bedroom keys for the one-bedroom isolation units will be intentionally preset in the bedroom keyhole to limit human contact further and avoid lock issues/bedroom lockouts. Keycards to access the front door of an activated isolation unit will be 1. encoded/prepared by University Housing staff in advance of occupancy and 2. placed on the kitchen table of the empty isolation unit, leaving the front door of the unit unlocked approximately 10-20 minutes before the incoming COVID-positive student is prepared to move in, as coordinated by the Association Director of Residential Life, or another University Housing manager or designee. Key sets for self-quarantine or emergency housing units will include a paper envelope with a temporary access card for the front door of the apartment and a hard key for the assigned bedroom door. Any unassigned/unused bedrooms will remain locked for the duration of the temporary quarantine assignment. New keys for self-quarantine or emergency housing units will also be dispersed to residents through a contactless method. It is advised to have the key packets set on the kitchen table of the unit, with the front door temporary left unlocked, at a specific designated time window for the resident(s) transitioning into new space. Staff can confirm pick-up via phone call, text messaging, or email. At the conclusion of any temporary relocation, temporary keys and key cards should be thoroughly wiped with sanitizer and promptly returned to Housing Administration by using the secure key-drop slot located inside the Building A Laundry Room. Alternatively, keys may be left inside a temporary unit at the end of any isolation period.

Dissemination of keys will be arranged by the Associate Director of Residential Life. Access and keys preparation will be arranged by the Associate Director of Housing Operations & Administrative Services. For urgent access needs outside of normal business hours, the Res Life Professional On-Duty should be contacted.

### **Isolation Unit Provisions & Preparations**

Each isolation unit should be furnished and pre-stocked with the following items:

- A single, XL-twin bed; a chest of drawers, a desk, a desk chair, a kitchen table, and fully working kitchen;
- WiFi via Spectrum service; (basic cable hookup is available, and some TVs may be provided in the living room as donations allow);
- One microwave;

- One Air Purifier with HEPA Filter, UVC Sanitizer and Odor Reduction;
- Kitchen utensils and disposable plates and cutlery;
- Bottled water;
- Fresh bedsheets, two pillows, and a blanket;
- A washable bathmat;
- Toilet paper;
- Paper towels;
- Bathroom soap and washcloths;
- Kitchen soap and sponge;
- An indoor trash container with a closed lid;
- An outdoor trash container with lid;
- Extra trash liners;
- Disinfectant surface cleaners;
- Disinfecting toilet bowl cleaner;
- A bathroom cleaning sponge;
- One toilet scrub brush, plunger, mop, and bucket;
- Hand sanitizer;
- A thermometer (to be disposed of or retained by the student at the end their temporary stay)
- Large, heavy-duty transparent bags to be used to bag clothes to be laundered.
- A listing of helpful University Housing Contacts and Campus Resources

### **Self-Quarantine Unit Provisions & Preparations**

Each quarantine unit should be furnished and pre-stocked with the following items:

- A single, XL-twin bed; a chest of drawers, a desk, a desk chair, a kitchen table, and fully working kitchen;
- WiFi via Spectrum service;
- An indoor trash container with a closed lid;
- An outdoor trash container with lid;
- Disinfectant surface cleaners;
- Hand sanitizer;
- One toilet scrub brush, plunger, mop, and bucket;
- A thermometer (to be disposed of or retained by the student at the end their temporary stay)
- Large, heavy-duty transparent bags to be used to bag clothes to be laundered.
- A listing of helpful University Housing Contacts and Campus Resources

<b>Maintenance of Facilities</b>
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Housing Facilities personnel must inspect any temporary unit's kitchen and bathroom for potential plumbing concerns prior to temporary occupancy. All lighting/electrical and kitchen appliances must be verified to be in good working condition before any resident is assigned to isolation or quarantine. Each unit will be provided with a plunger, mop, and bucket in case of minor issues.

Should a maintenance issue arise, alternative solutions must be explored to minimize risk of personnel entering the unit to perform repair. EHS shall be consulted before any staff enters occupied isolation or quarantine units. After hours concerns must be directed to the Housing Facilities Manager on Call (Alicia Amerson or Lan Lu) who will coordinate response with EHS.

## **Disinfection and Decontamination**

Any apartment occupied by residents who tested COVID Positive will be fully disinfected after the individual(s) vacate the space. University employees should not enter potentially contaminated units until clearance is provided post decontamination. Disinfection and decontamination of the units will be contracted through professional sanitization/disinfection services, such as Allied Restoration or ServPro. Should there be physical areas outside the unit that the individual used prior or during room transitions (i.e. common laundry rooms), EHS should be consulted immediately and those areas will need to be promptly closed off until they are disinfected and/or cleared by the EHS manager.

A thorough cleaning, including disinfection and ventilation of a unit used by self-quarantining individuals who were never showing symptoms of COVID-19 and/or did not test COVID Positive is expected to take place after a three day waiting period once the quarantining resident(s) vacated the unit; arrangements will generally be coordinated by Housing's Associate Director of Housing Facilities. University cleaning personnel may be assigned to any cleaning detail, which does not require decontamination as long as the minimum three-day waiting period is observed and all necessary Personal Protective Equipment is made available and utilized.

## **Trash Removal**

Large outdoor trash receptacles have been procured to effectively secure trash outside isolation and quarantine units. Outdoor trash will be removed after a student(s) vacates an isolation or self-quarantine unit, unless earlier pick-up is deemed necessary. Residents will be provided trash bags, an inside trash container, and the secondary outdoor trash receptacle which will usually be placed outside on their patio for contactless pick-up. Trash moved by the resident from indoors to the outside receptacle must be fully contained within the designated bags and tightly tied closed. Residents will be directed to sanitize sealed bags with provided spray or wipes before placing bags in their outdoor receptacle.

One indoor and one outdoor trash receptacle will be provided for each designated isolation or quarantine unit. To prevent possible odor, residents will be provided instructions to double bag waste. As residents are isolated or self-quarantined, they will be prohibited from leaving their space to use standard disposal areas.

Trash retrieval and disposal removal will be handled by contracted decontamination services (for isolation units) or CSUDH Custodial Housing staff (for quarantine units) as coordinated by the Associate Director of Housing Facilities and as advised by EHS.

## **Laundry Service**

COVID Positive residents, or residents who have been exposed, will be provided with large, heavy-duty transparent bags to safely secure their used clothes and personal linens for washing at the end of their isolation or quarantine period. Residents are encouraged to wait until the end of the isolation/quarantine period to take care of their laundry needs. Using on-site facilities to wash and drying all personal laundry on the highest temperature settings available is highly encouraged post isolation/quarantine.

Residents will also be offered no-cost offsite laundering services while they are in isolation or self-quarantine units. The service provider can clean linens, clothing, and other soft items as needed.

The availability of this service will be shared by the Associate Director of Residential Life, or designee, during the virtual check-in process, and any requested laundry service will be coordinated by the Associate Director of Housing Facilities or their designee.

Laundry for any students needing laundry service will be picked up and dropped off by the service provider at the front door of the isolation/quarantine apartment, in coordination with Housing staff, to avoid human contact and limit material contact to the specialized service provider only.

### **Food Service Delivery Options**

Those apartments designated for isolation and self-quarantine will be provided food service delivery options to ensure they meet isolation/quarantine shelter-in-place protocols.

Self-Funded Grocery Delivery - Residents can place orders with a preferred third-party contractor (i.e., Instacart) and coordinate with University Housing to arrange weekly delivery. Housing staff will handle the curbside pick-up and provide delivery to residents from a curb to apartment transaction. Housing staff will place groceries outside of the apartment entry door with no contact with the resident. The resident will be responsible for order/payment, potential damaged/missing/stolen items, and proper refrigeration and storage of goods delivered.

The Associate Director of Residential Life has been designated to liaise and coordinate food service delivery with isolating or self-quarantining residential students. This responsibility may be delegated or shared by other managers in Housing when necessary.

Accommodations can be made to support a resident's choice for weekly grocery delivery; however, Housing staff cannot guarantee support of daily restaurant deliveries through third party provider (i.e. UberEats, GrubHub, etc.). In the event a resident is unable or unsure how to pay for food delivery, the Associate Director of Residential Life may consult with the University's Basic Needs Coordinator/Office for assistance in helping the student meet their needs.

### **Mail Service**

Residential students in isolation or self-quarantine units will be offered limited office-to-door mail and package delivery. At the beginning of the isolation or quarantine stage, residents will be asked by the Associate Director of Residential Life if they are expecting important mail (such as health-related items or academic resources) and/or if they prefer to opt-out of mail delivery during their isolation/quarantine stage. If the resident requests mail drop-off during this period, mail can be delivered by Housing staff a minimum of once per week. The resident will be provided with an approximate window of time for drop-off Monday through Friday and mail/packages will be left at the apartment entry door with no resident contact.

### **Safety & Security**

Standard safety and security rounds will be conducted throughout the University Housing community by Resident Assistants (RAs) On Duty several times each evening and by University Police Officers at their discretion. For non-emergencies, concerns can be directed to the Resident Assistant (RA) On Duty via the duty phone line for triage and remote support. Should residents be in the midst of a crisis or emergency, residents must contact University Police immediately. Police or any University personnel entering an

apartment occupied by a student in isolation or self-quarantine must be informed so appropriate safety precautions can be taken (i.e., PPE is worn before entering the unit).

As part of a routine virtual check-in process with isolating residents, the Associate Director of Residential Life will set regular weekly contact with the resident on an agreed-upon schedule. A Resident Assistant (student staff) will also be assigned to check in with the student every few days. Contact will be done remotely in the format of phone, text, or email to provide regular connections with Housing staff.

Expectations will be shared that if a resident fails to respond to an agreed-upon schedule, and various options of check-in fails, a physical check-in may be warranted for their safety.

In addition, at the start of any student's isolation period, University Housing will notify Student Psychological Services and be provided with referrals and resources for support. Professional services offered by SPS can include but are not limited to wellness check-ins, individual counseling, group counseling, and community resources for students as needed.

Residents who self-disclose health conditions that put them at higher risk for COVID would be offered options for routine, remote check-ins by the Associate Director of Residential Life or a designee and direct referrals for health and wellness support will be provided through referrals to Student Health Services.

### **Community Notification**

In the event that a residential student(s) has been diagnosed as COVID positive, the entire campus community, including the residential community, will be notified of the confirmed case and recipients will be provided with guidelines for health and safety measures to best ensure continued campus and individual safety. The names of COVID positive individuals, whether students or employees, are not to be disclosed in any such notification messages.

When a residential student (or any member of the direct campus community) is identified as COVID Positive, the Environmental Health & Safety Manager, or his designee, is chiefly responsible for notifying the Director of University Housing, in the case of residential students, as well as appropriate members of the University's Emergency Operations Center (EOC) who will then work with University Communications staff to coordinate construction and dissemination of a timely notification. The message will be electronically sent to the campus community from the Office of The President or other appropriate office. Notification messages will inform all University students and employees about COVID-19, reiterate necessary health and safety precautions, and will include a link to the University's COVID-19 webpage.

The Interim Associate Vice President of Student Life/Dean of Students or his designee may contact a residential student's designated emergency contact if the continued safety of the student is a concern, and/or to provide that contact with information about the mandatory isolation or self-quarantine protocols.

### **Medical Supplies & Attention**

Residents who have tested as COVID positive and/or were exposed to another individual who tested COVID positive can request thermometers from University Housing at no additional cost; designated isolation units will automatically include a thermometer. Residents with confirmed positive tests will be required to be under isolation guidelines for the approved number of days and until there is an improvement of symptoms. A re-evaluation may be sought if desired by the student and should be requested in coordination with the Student Health Services Director and/or the EHS Manager. Residents with concerns

related to contact with a confirmed positive COVID-19 person(s), will self-quarantine for the recommended number of days in accordance with guidance issued by the CDC and as directed by EHS/SHS. During this period, or after, remote access to Student Health Center staff may be sought by calling (310) 243-3629 during regular business hours. After the appropriate number of isolation or quarantine days have passed, the student and University Housing will be notified that the student can resume normal activities.

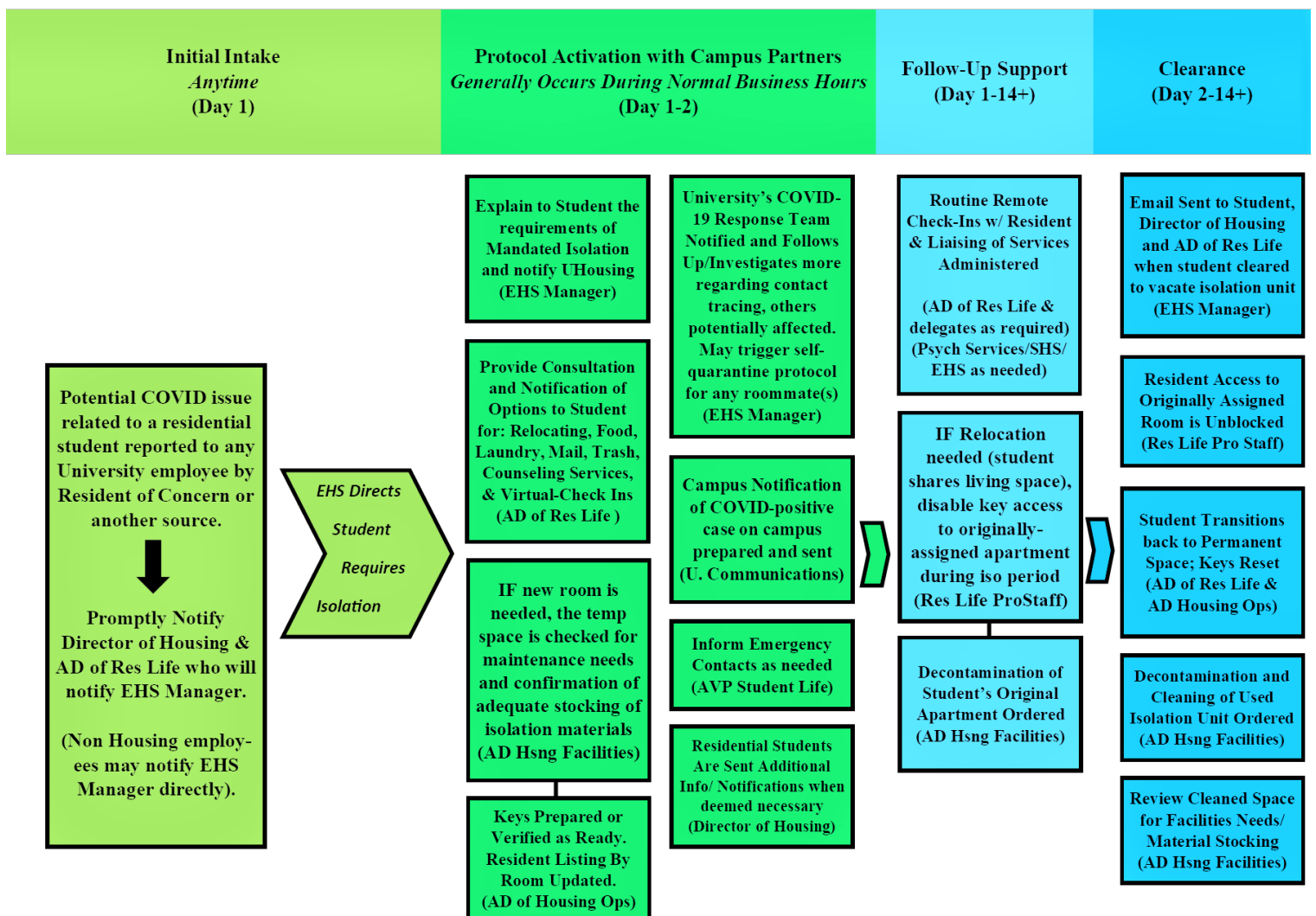
If someone is self-quarantining due to exposure, they may not automatically be tested or assumed to become symptomatic. After completing the appropriate period of quarantine, there would be no specific clearance or medical indicators of safety with which to offer clearance (like antibody testing).

Student Health Center staff is available to provide support to University Housing as needed, and can offer further medical consultation and other support as needs arise.

**Flow Chart – Isolation Responsibilities & Responsible Members**

This flow chart displays the residential student isolation activation protocol with necessary response steps and responsible parties.

**CSUDH Residential Student Isolation Protocol**



**University Housing & Campus Partners Directory**

<b>Name</b>	<b>Department</b>	<b>Position</b>	<b>Continuous Contact #</b>
Michael Williams	EHS	Manager	(310) 701-5795
Irina Gaal, M.D.	SHC	Interim Director of Student Health Services and Chief of Medical Services	(520) 222-9664
Lynn Arthur	University Housing	Director	(213) 503-2914
Lesley Stevenson	University Housing	Associate Director of Residential Life	(213) 330-9301
Alicia Amerson	University Housing	Associate Director of Housing Facilities	(310) 502-7095
Lan Lu	University Housing	Housing Facilities Manager	(310) 629-0082
Ayesha Marcel	University Housing	Associate Director of Housing Operations	(213) 364-2956
Residential Life Professional Staff On Rotation	University Housing	ProStaff on Duty Line for nights/weekends	(323) 989-4356
Resident Assistant Student Staff On Rotation	University Housing	RA on Duty Line for nights/weekends	(323) 989-4357
Carlos Velez	University Police	Chief	(562) 445-2090
University Police Dispatch	University Police	Non-emergency-24/7 line	(310) 243-3639
Matthew Smith	Student Affairs	AVP Student Life/Dean of Students	(909) 921-4824
Tiffany Herbert	SHC	Interim Director of Psychological Services	(310) 243-3818* <i>office line only</i>



## COVID-19 Prevention & Response Guidance, References, and Resources

1. American College Health Association (2020). Considerations for Reopening Institutions of Higher Education in the COVID-19 Era. Retrieved June 30, 2020 from [https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)
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## UNIVERSITY LIBRARY COVID-19 RECOVERY PLAN

### I. Introduction & Guiding Principles

The CSUDH University Library's recovery plan is guided by campus, local, and state cleaning and safety information, campus leadership policies, and the principles set forth in the [“CSU Library Operating Principles in a Time of Pandemic”](#) (Appendix A) document. The purpose of this plan is to outline the broad, overarching services and activities needed for successful transition between phases for business continuity. The Library will have more detailed internal operational plans to guide departmental work. The Library will make every effort to support the health and safety of CSUDH employees and library users, by responding to any instances of COVID-19 cases among library employees according to campus, local, and state guidelines. This plan outlines needs and activities of the University Library and the Gerth Archives and Special Collections (Archives).

The recommendations provided in this document are guided by the following principles:

1. People first. Make decisions that protect students, employees, our communities, and public health.
2. Develop creative service models that are responsive to campus needs and emerging instructional models;
3. Focus on long-term enhancements to digital services and resources that further student success.
4. Operate library buildings safely and to the greatest extent possible to support learning and student basic needs,
5. Practice decision making that foregrounds the CSUDH strategic plan and mission centered on teaching/learning and our unique student populations.
6. Adhere to policies and procedures at the state, local, and campus levels, and proactively inform associated interpretations and improvements to navigate new environments.
7. Follow most current and robust evidence-based guidance and experiences from higher education and libraries. Make decisions in conjunction with campus partners, such as facilities and safety, and advocate for the agency of libraries as unique institutions and spaces.
8. Commit to compassion and flexibility. Recognize that the need to “pivot” rapidly between service models in response to shifts in pandemic and public health guidance will be continuous.

### II. Phased Recovery Summary

In conjunction with campus recommendations, the Library recommends a phased approach to re-opening and continuing academic support services for faculty, students and staff.

Following is a summary of the major activities and considerations and recommendations for each phase.

Phase 1: Current. This is our current situation in which a stay-at-home order remains as recommended practice, with phased re-opening of businesses throughout the state. While the campus remains open for public-facing services, staff and faculty continue to work remotely, with the exception of essential/critical employees. The library building is closed, with the majority of public-facing services that do not require onsite access being provided virtually (i.e. General Research Assistance 24/7 & consultation appointments, information literacy instruction, electronic research guides, tutorials, FAQs, databases, digital collection guides and finding aids, interlibrary loans for e-resources, library faculty liaison outreach, social media outreach to students, archival and special collections research assistance, access to digital databases, collections, and e-materials). Reference and instruction statistics for spring, which include activities during the COVID-19 pandemic demonstrate the value of the Library's Information Literacy Program to the campus (Appendix B and C). Limited exceptions are made for staff from the Gerth Archives and User Services to work occasionally in the building, with approval, in order to fill course reserves requests and empty book drops from materials returns. Staff and faculty continue to work remotely on their functional responsibilities. Library faculty engage in public-facing liaison work, collection development and management, alongside their function responsibilities that include information literacy instruction, open educational resource/affordable learning, reference, digital initiatives, electronic resources, user experience/services, online learning, collections, and archives). The focus of the Archives has and continues to be on projects and cataloging that can be done remotely, with occasional visits to the Library in order to pick up and prepare work that can be done away from the physical building.

➔ *Considerations and Recommendations for Transitioning to Phase 2:*

- ✓ Clear communication with Facilities Services regarding schedules for aggressive cleaning and disinfecting of office/work spaces daily
- ✓ Personal Protective Equipment (PPE), specifically face masks (KN95 recommended), face shields (for employees unable to wear face masks), and gloves for employees working onsite
- ✓ Disinfecting wipes, hand sanitizer, clear, protective plexiglass partitions for employee spaces that make social distancing requirements difficult
- ✓ Training, supplies, and schedules for staff to disinfect their work spaces and handles that they access
- ✓ Communication with the public on the scope of library services
- ✓ The Leganto Now product that facilitates and advances electronic reserves services will be set up (The Library will purchase this product in June 2020 and work with IT-Academic Technology Services to set it up in Blackboard for use starting fall 2020 ).
- ✓ The RapidILL interlibrary loans product would be operational will be purchased by the Library in June 2020 to enhance these services for students and faculty and will be available by fall, 2020.
- ✓ The Luxer contactless locker unit will need to be set-up and operational (The Library is purchasing this unit in June 2020 and will work with IT and Facilities Services for set-up)

- ✓ Implement quarantine protocols for a specific number of days for returned materials (note: This is currently being done in Phase 1 for returned library materials).

Phase 2: Library Employees Onsite Only. Virtual services offered in phase 1 would continue. During this phase, some library employees would return to work onsite for activities that cannot be conducted effectively remotely. Employees would have staggered onsite work schedules to support social distancing while undertaking limited academic support duties such as interlibrary loan of physical materials, scanning of course reserves materials, handling mail, limited receiving and processing of physical materials, limited re-shelving of stacks materials, and check-out and circulation of stacks materials, with contactless exchange of materials via lockers to be purchased and installed near the library. Some Gerth Archives employees would work onsite to organize, arrange, and process physical collections, with staggered schedules to ensure safety. Onsite employees would need to limit physical interactions, avoid gathering in groups, and continue to follow recommendations on social distancing and hygiene. Archives staff would like the option to work limited hours onsite, beginning late July, if cleaning and hygiene schedules could be operationalized by that time. The work would focus on scanning and processing of physical collections.

➔ *Considerations and Recommendations for Transitioning to Phase 3:*

- ✓ Clear communication with Facilities Services regarding schedules for aggressive cleaning and disinfecting of office/work spaces daily. Schedule for sanitizing surfaces repeatedly throughout the day.
- ✓ Personal Protective Equipment (PPE), specifically face masks (KN95 recommended), face shields (for employees unable to wear face masks), and gloves for employees working onsite
- ✓ Disinfecting wipes, hand sanitizer, clear, protective plexiglass partitions for employee spaces that make social distancing requirements difficult
- ✓ Decisions regarding monitoring activities to mitigate spread of COVID-19 to include screening visitors entering the library with either questioning or temperature-taking
- ✓ Communication with the public on the scope of library services
- ✓ Plexiglass shields set up at public service areas to separate staff from library users
- ✓ Implement, and communicate guidelines public-facing academic support services that will be available once users return onsite in a limited fashion
- ✓ Continue quarantine protocols for a specific number of days for returned materials (note: This is currently being done in Phase 1 for returned library materials)
- ✓ Ensure that Library spaces are arranged to observe social distancing
- ✓ Limit Group Study Room access, based on social distancing requirements
- ✓ Limit Computer Lab usage, reduced capacity in accordance with distancing guidance and required sanitizing standards
- ✓ Install plastic covers on computer keyboard and mice

Phase 3: Limited Public Users Onsite. Virtual services offered during the pandemic may continue due to limited services being offered onsite. In this phase, the University Library building would partially re-open for some academic support services to *the campus community only*, with limited hours and limited users – based on campus, county, and state mandates - while observing social distancing practices. Study spaces and computer/printer/copier access would be available, arranged to ensure social distancing guidelines. Contactless circulation of stacks and interlibrary loan materials via contactless lockers would continue. Limited face-to-face research help and information literacy instruction may be available, informed by campus policies regarding courses offered face-to-face, and housing, dining, and other public-facing services offered to students and faculty on campus. Archives staff could work onsite with physical collections all day while adhering to social distancing and PPE guidelines. In-person archival reference questions and access to rare and archival collections would be permitted according to social distancing guidelines.

➔ *Considerations and Criteria for Transitioning to Phase 4:*

- ✓ Campus policies guided by a return to normal operations per [California's Pandemic Roadmap](#).
- ✓ Communicate to the public the scope of library services
- ✓ Personal Protective Equipment (PPE), for employees who elect to still wear this
- ✓ Keep disinfecting wipes, hand sanitizer, clear, protective plexiglass partitions for public areas

Phase 4: Return to Pre-Pandemic Operations. This last phase would assume that a vaccine or therapeutics are in place to ensure the safety of the public and library employees. There would be full onsite Library and Archives operations but with precautionary measures in place, as needed. Cleaning and disinfecting practices would continue, as informed by campus, county, and state guidelines. This would also assume that the majority of instruction would return to the normal face-to-face modality on campus. Regular library hours and services would return, with most employees returning to their regular shifts. Some of the contactless services (e.g. Course Reserves, Stacks, and ILL materials checkout) would remain as enhanced services to the campus community. Onsite research, information literacy instruction, and full access to group study rooms, computer labs, and open stacks would be guided by campus policies.

## Appendix A: Operating Phase Matrix from CSU Library Operating Principles in a Time of Pandemic

This matrix provides general guidance for planning services based on the operational phase.

Operating Phase	Phase 1	Phase 2	Phase 3	Phase 4
<b>Service/Access Tier</b>	Full digital	Staff only onsite	Minimal/Limited users onsite	Full onsite operations with precautionary measures
<b>State/County Mandate</b>	Stay at home order in place	Social distancing/Minimal grouping	Social distancing/Limited grouping allowed with guidance	Social distancing/No capacity limit specified
<b>Campus Operating Mandate</b>	Virtual with essential employees onsite	Virtual with essential and other employees onsite	Limited face-to-face instruction taking place on campus	Majority of instruction taking place face-to-face on campus.
<b>Building Hours of Operation</b>	Virtual	Virtual	Limited hours informed by times of courses held on campus/ Designated hours for vulnerable populations	Regular hours, informed by onsite employee availability
<b>Employees in Building, including students</b>	With advance approval	Some employees report on-site for activities that cannot be conducted remotely, observing social distancing and schedule modifications	Designated employees report for modified shifts based on job requirements	Most employees report for regular shifts, with potential modifications
<b>PPE Recommendation</b>	Emphasize personal protective practices	Robust recommended PPE for all on-campus shifts	Robust recommended PPE for all on-campus shifts	Maintain recommended PPE for all on-campus shifts

<b>Operating Phase</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<b>Sanitization/ Cleaning Recommendation</b>	Recommended enhanced sanitizing procedures based on employee building presence	Recommended enhanced sanitizing procedures based on employee building presence	Recommended significantly enhanced sanitizing procedures in employee workspaces, patron transaction areas, and available seating	Recommended enhanced sanitizing procedures in employee workspaces, patron transaction areas, and available seating
<b>Book stacks</b>	Digital only	Digital only	Digital encouraged/Limited requests	Stacks open to public with social distancing measures
<b>Reserves</b>	Digital reserves only	Digital reserves only	Digital reserves preferred	All Reserves available for checkout with sanitizing measures, digital reserves preferred/  Headphone and microphone checkout not recommended
<b>Circulating Equipment</b>	Long-term loans only	Long-term loans only	Preference for long-term loans, with sanitizing measures between each use	Limited equipment available for checkout with sanitizing measures between each use
<b>Seating/Study</b>	None	None	Limited and reconfigured seating on limited floors, Monitoring Procedures for entry/exit, limited or card access elevator use	Open, possibly reconfigured seating but maintaining enhanced custodial/sanitizing practices
<b>Group Study</b>	None	None	Dependent on social distancing requirements	Open, reservation and social distancing encouraged, reduced seating as needed

<b>Operating Phase</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<b>Computer Labs</b>	None	None	Reduced capacity in accordance with distancing guidance and required sanitizing standards	Computer labs with station distancing and required sanitizing as needed
<b>Transactional Safety</b>	N/A	N/A	Touchless transactions recommended/Distancing signage and transaction barriers	Touchless transactions recommended/Distancing signage and transaction barriers
<b>Check-Out Method</b>	Digital Only	Digital Only	Touchless check-out or curbside/Self-service only	Touchless check-out preferred/ Check-out at service desk available with precautionary measures
<b>Materials Returns</b>	Encouraged not to return/ Outdoor book drops open	Outdoor book drops open/ Quarantine materials for at least 6 days	Outdoor or all book drops open/Quarantine materials for at least 6 days	All book drops open, all materials due dates enforced
<b>Resource Sharing</b>	Digital only	Digital preferred, some limited home delivery	Digital preferred, some limited home delivery and pick-up	Digital preferred, some limited home delivery and pick-up
<b>Library Instruction</b>	Video and digital	Video and digital	Video and digital, minimal in-person informed by courses held on campus with social distancing measures employed	Video and digital, small group sessions, multiple sessions if necessary, observing remaining distancing guidance
<b>Events and Outreach</b>	Video and Digital	Video and Digital	Video and digital, minimal in-person informed by courses held on campus with social distancing measures employed and pre-registration required	Video and digital, small group programs, multiple sessions if necessary, observing any remaining distancing guidance



**Appendix B: Library Reference Help Report – Spring, 2020 (See attached)**

**Appendix C: Library Information Literacy Report – Spring, 2020 (See attached)**

# Spring 2020 Reference Services Report

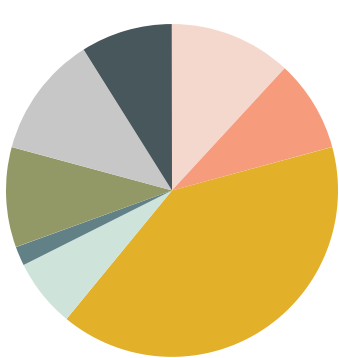
## Total Reference Transactions\*

# 2924

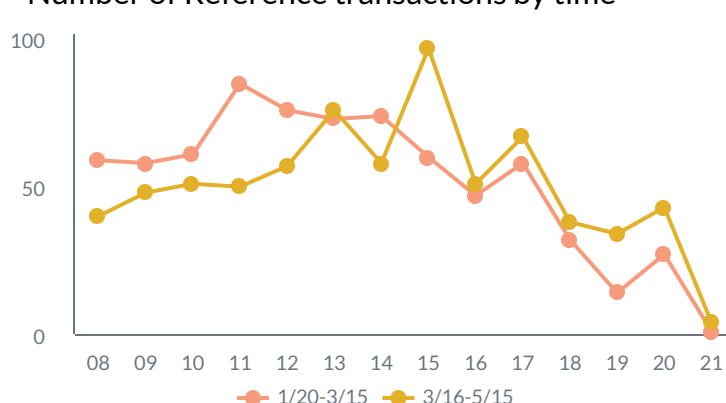
\* These transactions are defined as all transactions recorded in LibAnswers conducted either at the Research Help Desk or RIOS faculty offices not including scheduled research appointments

## General Research Help Desk Stats

Questions asked by type

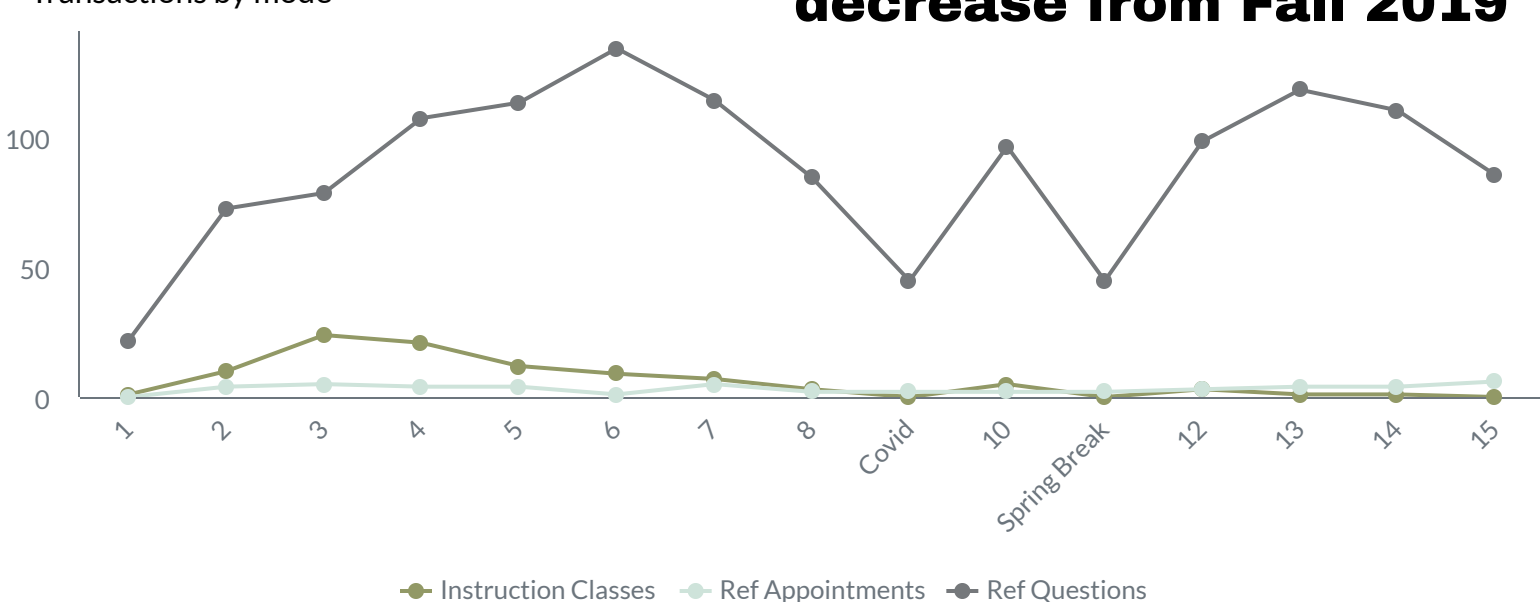


Number of Reference transactions by time



**151 Individual research appointments- 10% decrease from Fall 2019**

Transactions by mode



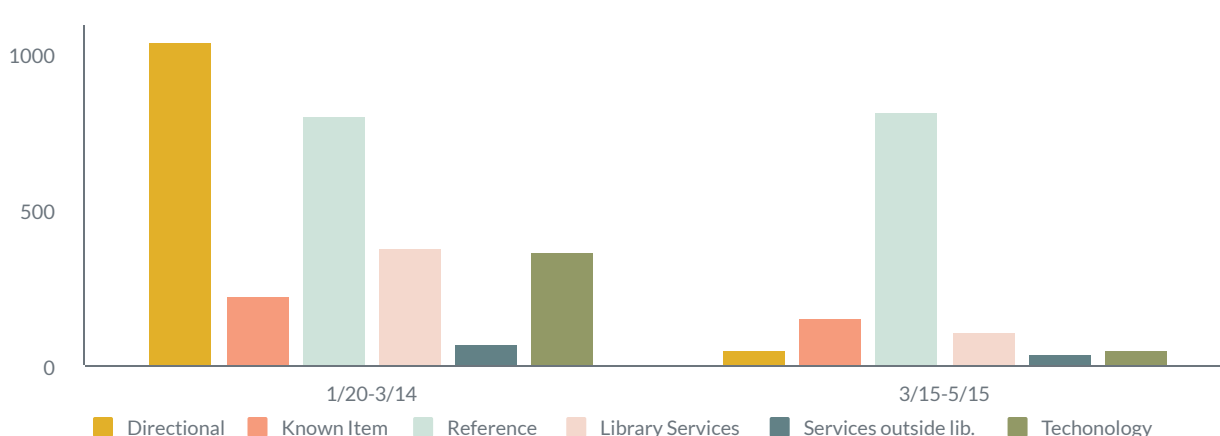
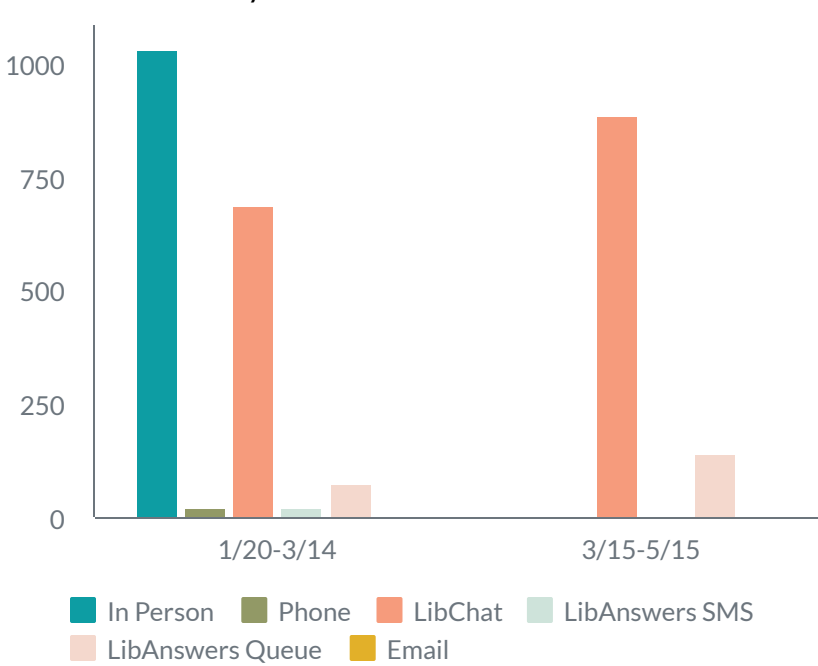
## Moving to alternate modalities 3/15/20-5/15/20

# 137%

increase in the number of Reference (formerly "Advanced Reference") questions answered over Spring 2019

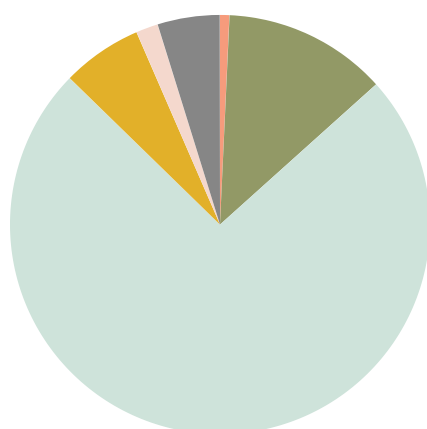
Since moving all research support services online in March 2020, 66% of the handled at the digital Research Help Desk queries have been Reference related. This is an increase of 50% over the second half of the Fall 2019 semester.

Transactions by mode



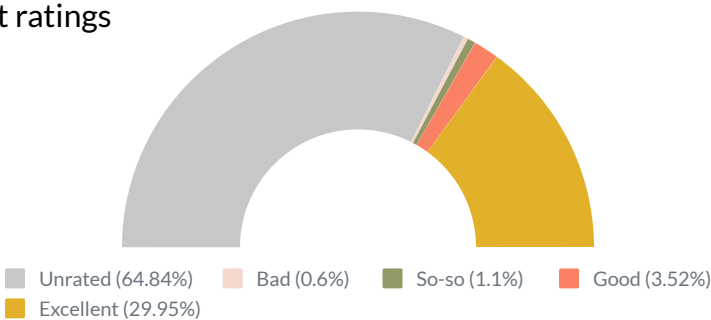
## Chat Reference

Chat transactions by type



**Chats were, on average, 20% longer after transitioning to online-only research support**

Chat ratings



"I have never used this site before but Maritza was very helpful in finding the links I needed to help me complete my presentation."

"Tessa is very helpful, and I appreciate her knowledge and expertise with resources!"

"fast, perfect and consistent"

"Aric was great! Clarified all my questions and gave me the info I needed."

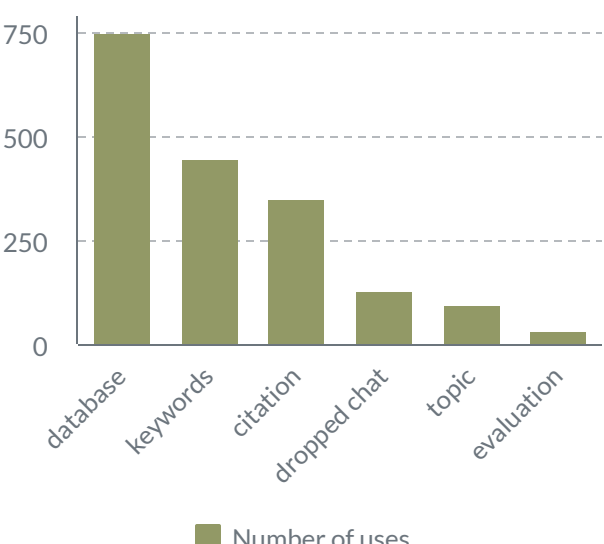
## Co-op: The first month

In May 2020 University Library, along with 13 other CSU libraries initiated a chat reference co-op through Springshare's LibAnswers. The CALSTATEU co-op, along with the Academic Librarian Global Co-op, have allowed for 24/7 coverage of our chat reference service by academic librarians from throughout the CSU and around the world. **In our first month we nearly tripled students' access to work with a librarian on their research!**

- Co-op librarians have answered **74** questions for CSUDH students
- **541** more hours of coverage

- CSUDH librarians have covered **18 hours** of Co-op reference
- We have answered **42 questions** for users at other schools

## Controlled Vocab



Top disciplines/majors

- Psychology
- BSN
- Health Science
- Sociology
- MSN
- OTR
- Child Development

# CSUDH University Library

## Spring 2020

### Information Literacy Instruction Statistics

## Course Based Instruction



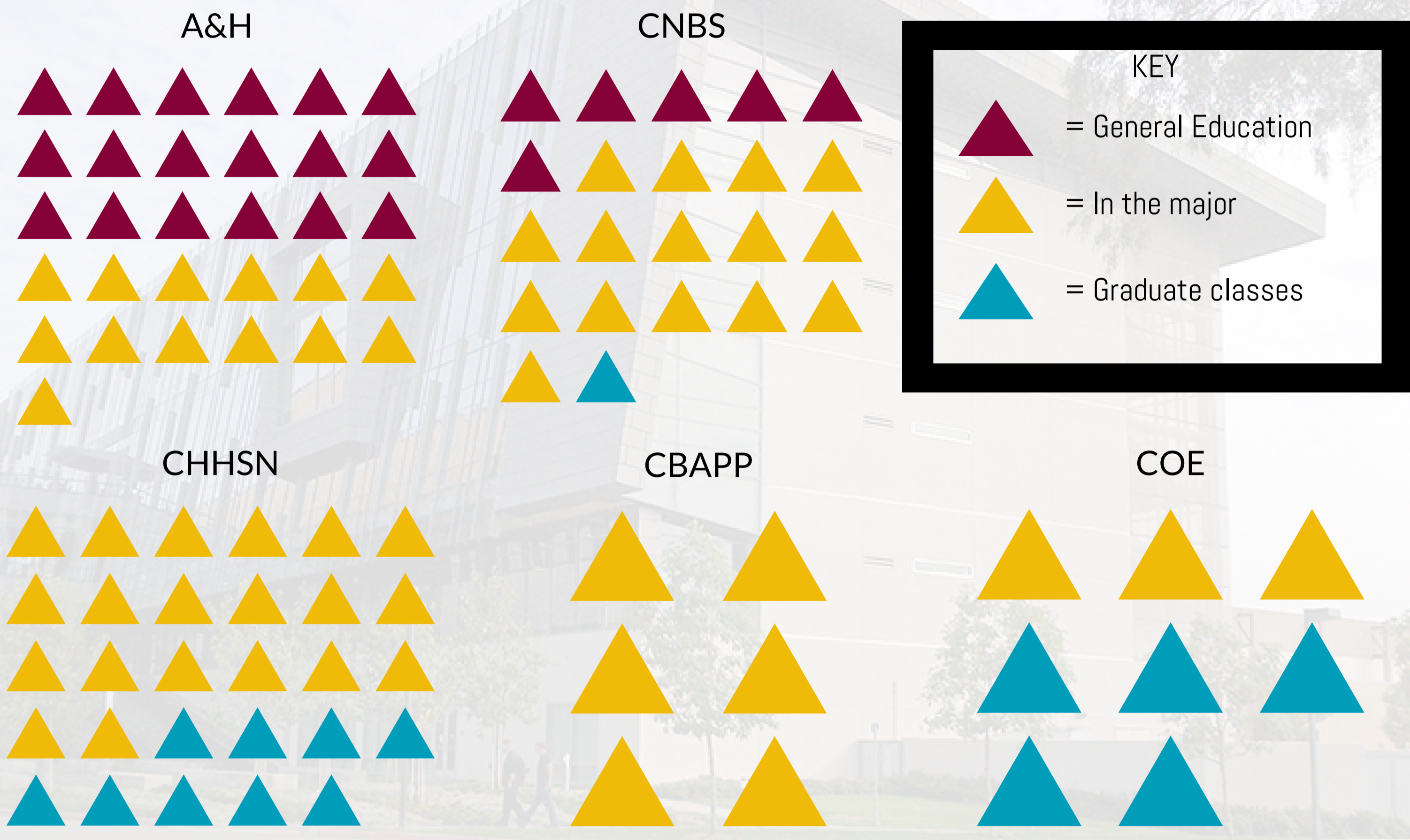
**101**  
sessions

**2,321**  
students

**9%** decrease\*  
from Spring 2019

\*Negligible decrease likely due to class session cancellations due to Covid-19

## A closer look at instruction within the colleges



## Fast Facts for In-person Course-Based Instruction

classes before 8am!

**2**

**25**

classes after 5pm or on the weekend

Total classtime with students

**4d 18hr 25min**

**Wed**

Most popular day of the week

## Curriculum Design & Online Learning

### Assignment Design & Extending Instruction

Assignment design, online learning, and extended instruction are **increasing** in popularity partially due to the shift to alternative instruction modalities.

Creating tutorials, videos, assignments, and other instructional materials for courses to extend face-to-face instructional time or teach virtually typically takes **more time** to plan and leads to **more substantive** interaction due to increased curriculum integration.

Dance 130 - A post-pandemic example

- Created a video welcome message to accompany an online research guide
- Designed an interactive tutorial with practice activities which was assigned by the instructor

**10**

Assignment or curriculum design partnerships

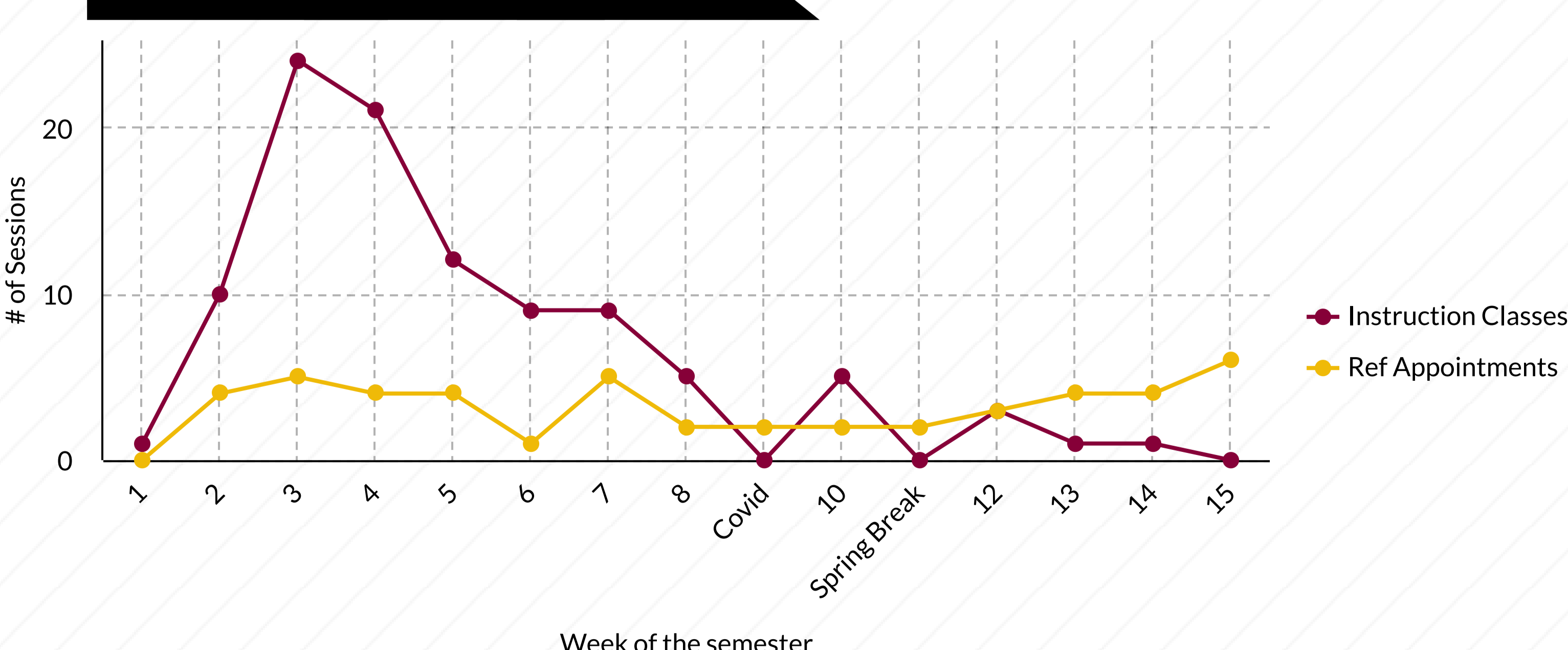
Blackboard discussion forums

**4**

**7**

Graded components created by librarians

## When in the semester?



Many GE classes which typically schedule around Spring Break experienced significant schedule disruption. As a result we did not see our usual two peak pattern for instruction. Reference appointments are higher in weeks where instruction is lower.



Code Number: **AA 2020-XX**

Status: Active

Effective Date: **XXX XX, 2020**

Keywords: **Word, phrase**

Supersedes: **NA**

## **Restart Plan for Research, Scholarship, and Creative Activities during COVID-19 epidemic**

### **1.0 Policy Purpose**

**1.1** The purpose of this policy is to establish a framework under which it will be possible to resume normal research, scholarship, and creative activities (RSCA) at California State University, Dominguez Hills (CSUDH). This document is based, in part, on a similar document created by UC Berkeley in partnership with other entities, draft policies in preparation at our sister CSU campuses, and guidance from the CSU Chancellor's Office. The plan will utilize a phased approach, gradually increasing the RSCA footprint until we return to normal campus operations.

### **2.0 Policy Statement**

**2.1** The CSU Chancellor's Office has released a guide for the phased resumption of RSCA activities on all CSU campuses. The precise implementation of these guidelines is left to the campuses themselves. The CSUDH plan uses the following as the guiding principles for this plan:

**2.1.1** Follow all directives from Federal, State, local, and CSU public health authorities regarding sheltering at home, social distancing, and other relevant safety practices.

**2.1.1.1** In response to COVID-19, directives became more restrictive over time. It is expected that the easing of these restrictions will become less restrictive in phases, culminating in a complete return to normal operations.

**2.1.1.2** On-site access to campus facilities is likely to be limited for some time to come, and will be monitored by the appropriate campus administrators.

**2.1.1.2.1** RSCA work that does not require onsite access to CSUDH facilities, such as access to library databases, networked computers, etc., is not restricted. Similarly, interactions among CSUDH personnel for RSCA work that do not require face-to-face contact (such as telephone or zoom conference consultation) are not restricted.

**2.1.1.3** During the shelter-in-place orders, CSUDH suspended in-person classes, and RSCA activities were limited to "essential research", which primarily meant that which would cause damage to existing programs were it not allowed to continue. As these restrictions are loosened, we will begin to shift back to on-campus work.

**2.1.2** The physical and emotional safety and well-being of all members of the CSUDH community must be protected at

all times.

2.1.2.1 Nobody engaged in RSCA work on the CSUDH campus, or on behalf of CSUDH at off-campus locations, should feel compelled to work during times when shelter-in-place orders are in effect.

2.1.2.2 Members of the CSUDH community engaged in RSCA work at off-campus facilities will not be able to resume such work until the relevant travel restrictions to said facilities are lifted. This includes human-subject research that requires face-to-face interaction.

2.1.2.3 Members of the CSUDH community diagnosed with COVID-19, exposed to individuals infected with COVID-19, or exhibiting symptoms of COVID-19 infection must follow current University guidance on self-isolation, and must not come to campus. Such individuals should report their status to their supervisor.

**2.1.3** The progress of CSUDH student participants in RSCA work, both graduate and undergraduate, must be protected.

2.1.3.1 Most graduate degrees require some level of RSCA work. All reasonable attempts will be made to ensure that their progress remains on track.

2.1.3.2 While undergraduate students are often critical RSCA personnel involved in many projects, it must be recognized that they are students first, and researchers second. To this end, the default position will be that undergraduate students will not be allowed to participate in onsite RSCA work until all social distancing requirements are lifted. Permission for undergraduate students to participate in research may be requested by the student’s supervisor, and must be approved by the Dean. Examples where such work would be approved include instances where the student’s participation in the work is deemed essential, if the student’s progress toward their degree or financial aid is dependent on said participation, or if their future career opportunities would be demonstrably limited by restricting said participation.

**2.1.4** The RSCA careers of CSUDH probationary faculty must be protected.

2.1.4.1 Although this policy is not intended to address the issue of RTP, it must be acknowledged that faculty in the RTP process may have their long-term RSCA prospects irrevocably harmed by extended time away from their work. All reasonable attempts will be made to ensure that this does not happen.

**2.2** As public health restrictions are relaxed, RSCA work at CSUDH will begin phasing in as quickly as conditions permit.

**2.2.1** Before proceeding to the next phase of RSCA work, each Principal Investigator or Research Leader must submit both a plan to move to the next phase, and to return suddenly to Phase 1 if required, for approval by their Chair, their Dean, and EH&S. Completed plans will be kept on file by the Office of Graduate Studies and Research.

### **3.0 Phased Approach to Restoration of Onsite Research, Scholarship, and Creative Activities**

<b>Phase</b>	<b>External Conditions</b>	<b>Summary</b>	<b>Actions</b>
<b>1</b>	<b>Situation unknown and changing State-wide Safer-at-Home Order is in place.</b>  Evidence indicates incidence and prevalence of new	<b>Only activities to support research and scholarship continuity are allowed. In consultation with the Chancellor, exceptions can be made at the campus level by</b>	<b>RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY CONTINUITY ONLY</b>  Research facilities are in an “emergency pause” mode and field stations are closed, except where personnel are required to protect life safety and critical research infrastructure/capability (maintaining cell lines, animal health,

	<p>COVID 19 infections are on the rise (e.g., number of diagnoses, number of deaths, number of hospitalizations, other criteria yet-to-be-determined).</p> <p>Testing limited, capacity to do contact tracking limited, PPE shortages, limited access to treatment (hospital beds, ventilators, etc.).</p>	<p><b>the President.</b></p> <p>Individuals identified as “essential” to maintaining research and scholarship capability are allowed on campus.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that mode.</p>	<p>instrumentation, etc.). Studios and other facilities for scholarship and creative activity are similarly closed.</p> <p>Staffing limited to essential personnel at the minimum number possible.</p> <p>Authorization for one-time access to faculty offices to pick up books and materials, shut down instrumentation, etc., delegated to deans.</p> <p>In consultation with the Chancellor, Campus Presidents may grant exceptions based on appeals that identify criticality, social distancing and sanitizing protocols.</p>
			<p><b>Preparations for Phase 2</b></p> <p><i>Necessary core facilities are staffed and operational; rigorous cleaning and sanitization is scheduled for completion prior to repopulations.</i></p> <p><i>Labs are able to purchase necessary supplies and prepare required equipment.</i></p> <p><i>The PI has social distancing plans written and approved by Chair, Dean, campus Environmental Health &amp; Safety (EHS), and Risk Management; facial coverings and gloves available for all on-campus personnel; cleaning measures and schedule understood and supplies in place to comply with county public health/safety orders; COVID-19 lab risk mitigation training completed.</i></p> <p><i>Travel protocols have been developed for field research; approvals have been requested as necessary.</i></p>
2	<p><b>Public health authorities and Governor relax restrictions on Safer-at-Home.</b></p> <p>COVID 19 incidence and prevalence declining.</p>	<p>Time-sensitive (deadline or seasonal) research and scholarship projects resume</p> <p>All research, scholarship and creative activities that can be</p>	<p><b>RESEARCH AT APPROXIMATELY 35% OF NORMAL EFFORT</b></p> <p>Priority will be given to deadline-driven research and scholarship activities: activities that are deadline-driven whose pause or deferral would lead to catastrophic delay or loss of research results. Examples include but are not limited to:</p>

	<p>COVID-19 testing and contact tracing capacity increases.</p> <p>PPE shortages and restrictions to health care may still exist.</p>	<p>conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 35% of the PI's usual research effort</p> <p>Prioritize participation by students near graduation</p> <p>Align participation to unique circumstances of the COVID-19 pandemic in the surrounding community</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<ul style="list-style-type: none"> <li>• Seasonal data collection such as field and agricultural work;</li> <li>• Surveys conducted proximate to a particular calendar milestone;</li> <li>• Experiments close to completion; or</li> <li>• Animal experiments where a delay would result in euthanasia or loss of a colony.</li> </ul> <p>Campuses may prioritize access to campus facilities for graduate students and undergraduates close to completing their degree/term of appointment.</p> <p>Campuses may prioritize research for completion of grants with end dates within three months (where the funding agency has not granted leniency).</p> <p>Core facilities should be restarted/reopened based on sufficient demand (approved projects) and only in cases where work cannot be performed remotely.</p> <p>For field research, approvals should depend on current public health restrictions in the areas where field research is to be conducted, in addition to campus and Chancellor's Office travel policies.</p>
			<p><b>Preparations for Phase 3</b></p> <p><i>Core campus functions are staffed and operational support is provided to handle increased work load in consultation with EH&amp;S, Risk Management, etc.</i></p> <p><i>PI social distancing plans updated and approved by Chair, Dean and EHS</i></p> <p><i>Social distancing continues to be practiced, adequate supply of face masks and gloves are available, and cleaning measures are understood and in place for expansion of research efforts.</i></p>
<p><b>3</b></p>	<p><b>Further relaxation of Safer-at-Home restrictions. Continue to follow</b></p>	<p>Reduced density of research and scholarship effort allowed by gradually expanding the</p>	<p><b>RESEARCH AT APPROXIMATELY 50% OF NORMAL EFFORT</b></p> <p>PI's plans for ensuring social distancing and other safety/health</p>

<p><b>Governor, county, and city ordinances.</b></p> <p>COVID-19 infections and fatalities continue to decrease.</p> <p>COVID-19 testing capacity near maximum of needed capacity.</p> <p>PPE widely available.</p>	<p>number/hours of people on campus, while maintaining social distancing.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 50% of the PI's usual research effort</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<p>measures should be updated and approved by Chair, Dean, EHS, and Risk Management.</p> <p>Campuses must maintain social distancing and regulate maximum occupancy per building or room. Campuses will need to consider and respond to the following questions:</p> <ul style="list-style-type: none"> <li>• What criteria should be used to determine the order of return to campus?</li> <li>• How does the department control the number of people in any given building or facility?</li> </ul> <p>Campuses may resume data collection and reinitiate experiments on campus based on PI-determined priorities, but such endeavors should be limited to approximately 50% of normal research and/or scholarship activity-levels for the PI research lab or other relevant facility.</p> <p>Campuses may resume data collection and reinitiate field-based research consistent with local public health restrictions. The PI's risk mitigation plan, must be reviewed on case-by-case basis. Travel should comport with prevailing CSU guidelines regarding COVID-19-related restrictions.</p> <p>As relevant, campuses should also assess the condition of the relevant facility and ensure there is appropriate, adequate ventilation/air flow? This should be conducted in partnership with Environmental Health &amp; Safety.</p> <p>Campuses should allow access to single occupancy offices only, for up to 1-3 days per week for work that cannot be done elsewhere.</p>	
			<p><b>Preparations for Phase 4</b>  <i>Most campus functions are staffed and operational support is provided to handle increased work load in consultation with EH&amp;S, Risk Management, etc.</i></p> <p><i>PI social distancing plans updated and approved by Chair, Dean and EHS</i></p>



			<i>Social distancing continues to be practiced, adequate supply of face masks and gloves are available, and cleaning measures are understood and in place for expansion of research efforts.</i>
<b>4</b>	<p>Continue to follow Governor's Office, county, and city expectations for increased repopulation while comporting with public health requirements.</p> <p>New cases of COVID-19 have begun to reduce over a period of time.</p> <p>COVID-19 testing and contact tracing is at maximum needed capacity.</p> <p>PPE availability is normal and reliable.</p>	<p>Continued expansion of research toward normal density while maintaining social distancing practices is allowed.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 75% of the PI's usual research effort.</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<p><b>RESEARCH AT APPROXIMATELY 75% OF NORMAL EFFORT</b></p> <p>The PI(s) should ensure that plans for increasing density research effort and maintaining social distancing have been updated and approved by the Chair, Dean, and EHS.</p> <p>Maintain social distancing and regulate max occupancy per building. Again, as relevant, campuses should also assess the condition of the relevant facility and ensure there is appropriate, adequate ventilation/air flow? This should be conducted in partnership with Environmental Health &amp; Safety.</p> <p>Resume data collection and resumption of experiments on-campus based on PI-determined priorities but limited to approximately 75% of normal.</p> <p>Field Research - further expand on case by case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely and ability to social distance at field sites).</p> <p>Prioritize access for graduate students and senior undergraduates close to completing their degree/term of appointment.</p> <p>Allow access to single occupancy offices 3-7 days/week.</p> <p>Campuses will need to consider at what point undergraduate student research is allowed to fully resume.</p>
<b>5</b>	<p><b>No or minimal state restrictions.</b></p> <p>Vaccine widely available and used in combination with widespread testing and contact tracing following new COVID-19 cases.</p>	<p>All types of research, scholarship and creative activities are allowed.</p>	<p><b>RESEARCH RESTORED, I.E., AT 100% OF NORMAL EFFORT</b></p> <p>Campuses may allow all lab, studio and field research operations to recommence.</p> <p>In consultation with EHS and Risk Management, campus may consider reducing or eliminating all COVID 19 Standard Operating Procedures.</p>

	Timely quarantine and isolation being implemented in accordance with all public health guidelines.		
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#### 4.0 Procedures

**4.1** In preparation for each transition to a new phase, each PI must develop both a plan for the transition, and a corresponding plan for a sudden return to Phase 1, in case conditions deteriorate. These plans must be approved by the Chair, the Dean, and EH&S, and will be kept on file in the Office of Graduate Studies and Research.

**4.1.1** The plans described in 4.1 shall be submitted on a form that will be developed and produced by the Dean of Graduate Studies and Research.

**4.2** Requests for permission for undergraduate researchers to participate in onsite research utilizing CSUDH facilities must be made by the student’s supervisor, approved by the Dean, and will be kept on file in the Office of Graduate Studies and Research.

**4.2.1** The requests described in 4.2 shall be submitted on a form that will be developed and produced by the Dean of Graduate Studies and Research.

#### 5.0 Related information

**5.1** CSU Guidance for 2020-21 Academic Year Planning in the Context of COVID-19: Research, Scholarship and Creative Activities Considerations

**Approved:** **SIGNATURE**

Dr. Michael E. Spagna, Provost and Vice President for Academic Affairs

**Date:** **XXXXX XX, XXXX**

#### Document History

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