



Hope International University

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace in accordance with the most recent guidance in the COVID-19 Emergency Temporary Standards (ETS) adopted by Cal/OSHA on June 17, 2021.

Date: June 24, 2021

Authority and Responsibility

The Director of Human Resources and the Vice President for Business and Finance have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Screen employees for and respond to employees with COVID-19 symptoms through the University's #CampusClear app (please refer to Employee Screening below).
- Place signage at all building entrances with face covering and COVID-19 symptoms guidance.
- Review existing state and local guidance and orders on hazard prevention, including industry-specific guidance found on Cal/OSHA's website (<https://www.dir.ca.gov/dosh/coronavirus/Guidance-by-Industry.html>).
- Review existing practices for controlling COVID-19.
- Conduct site-specific evaluations of where COVID-19 transmission could occur, including interactions between employees and any other persons, and places employees may congregate or interact with members of the public using the **Appendix A: Identification of COVID-19 Hazards form** (or similar internal form as adopted by the COVID-19 Response Team).
- Allow employees to participate in hazard identification and evaluation.
- Ensure a process is in place to immediately address COVID-19 cases.
- Conduct periodic inspections of the workplace to ensure compliance with the ETS and check for new hazards using the **Appendix B: COVID-19 Inspections form** (or similar internal form as adopted by the COVID-19 Response Team).
- Implementing procedures to correct identified hazards.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any observations, concerns and suggestions to their direct supervisor, the Director of Human Resources or the Vice President for Business and Finance.

Employee Screening

We screen our employees by:

- **Daily** COVID-19 symptom screening via #CampusClear app. #CampusClear can be accessed as follows:

Apple App Store	https://apps.apple.com/app/campusclear/id1516163872
Google Play	https://play.google.com/store/apps/details?id=com.campusclear
Web Browser	https://web.ivy.ai/app/campusclear

- Temperature screening and issuing wristbands to allow access to campus may be required if there is an outbreak or major outbreak of COVID-19 in the workplace.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form (or similar internal form as adopted by the COVID-19 Response Team), and corrected in a timely manner based on the severity of the hazards, as follows:

Low:	Within 3-4 business days
Medium:	Within 2-3 business days
High:	Within 1-2 business days

The determination of severity levels will be made by the Director of Human Resources and/or the Vice President of Business and Finance.

After COVID-19 hazards have been identified, a follow-up will take place by the Director of Human Resources or the Vice President for Business and Finance within five business days to ensure correction measures have been implemented.

Control of COVID-19 Hazards

Physical Distancing

Physical distancing and barrier requirements are not required except when the University determines there is a hazard and for certain employees during an outbreak or major outbreak.

Plexiglass barriers/guards are no longer required. However, unvaccinated employees who cannot wear a mask or face shield for documented medical reasons and do not work in a fully enclosed office may continue to use a plexiglass barrier/guard without fear of retaliation. Also, if a workspace is not conducive to employees working at least 6 feet apart, plexiglass guards/barriers may continue to be used without fear of retaliation.

There are no physical distancing requirements for University-provided housing and vehicles.

Face Coverings

Face coverings are not required when outdoors at any University-sponsored activity or location, regardless of vaccination status. However, face coverings are recommended when outdoors for employees who are not fully vaccinated if six feet of distance between others cannot be maintained. When indoors, face coverings that cover the nose and mouth are required at any University-sponsored activity or location and when riding in a University vehicle, unless an employee has informed the University that they are fully vaccinated. Fully vaccinated employees may continue to wear face coverings indoors without fear of retaliation, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

If you are unvaccinated and unable to wear a face covering that covers the nose and mouth for a documented medical reason, a face shield with a cloth drape will be provided for your use by the University. If for medical reasons you are unable to wear a face covering or face shield, you must maintain physical distancing of at least six feet around others unless you are tested for COVID-19 weekly, paid for by the University. Please contact Esperanza, Director of Human Resources, at efree@hiu.edu or (714) 879-3901 x 2281 if you have any questions in connection with medical exemptions for face coverings or face shields.

Only, non-valved, multilayer cloth masks (including multilayered gaiters) or respirators (see below) are permitted. If you choose to wear your own face covering, please ensure that any pattern, design, image or lettering is consistent with the image and reputation of the University. Face coverings will be provided to any employee at no charge, regardless of vaccination status.

Employees who are not fully vaccinated may request respirators (N95 masks) for voluntary use at no cost and without fear of retaliation. Additionally, N95 masks are available to any employee at no cost during an outbreak. If you need a face covering or N95 mask, please contact Campus Safety at (714) 519-9127, Student Affairs (Jamie Bilinski: jbilinski@hiu.edu or (714) 879-3901 x 2311), or Operations (Jerry Chavez: jchavez@hiu.edu or (714) 879-3901 x2529). For more information on the proper use of an N95 mask, please visit (<https://www.youtube.com/watch?v=oU4stQgCtV8>).

If there is an outbreak of COVID-19 at any University-sponsored activity or location (three or more cases in an exposed workgroup in a 14-day period), face coverings are required indoors regardless of vaccination status and outdoors when employees are less than six feet from another person. During major outbreaks (20 or more cases within a 30-day period), six-feet of physical distancing is required where feasible, both indoors and outdoors.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a fully enclosed room or vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart or outside.
- Employees wearing respirators.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- When an employee performs specific tasks which cannot be performed with a face covering.

Engineering Controls

We maximize, to the greatest extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Regularly monitoring and maintaining the heating, ventilation and air conditioning (HVAC) systems on campus.
- Installing ultraviolet light filtration systems where feasible (Student Center and residence halls).
- Installing and periodically replacing MERV-13 air filters.

Cleaning and Disinfecting

We take the following cleaning and disinfection measures:

- Ensure adequate cleaning and disinfecting supplies are placed in easily accessible areas throughout the campus.
- Ensure janitorial services vendor cleans:
 - Commonly touched surfaces regularly.
 - Common areas in residence halls every day.
 - Offices, cubicles and common work areas two days a week.
 - Classrooms (when used) at the end of the day. Note: all classrooms have been equipped with cleaning products so they can be used by classroom attendees.
 - Public restrooms every day.

- Provide for, encourage and allow time for frequent hand washing, and provide hand sanitizer.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Close access to any area of high-risk exposure.
- Contact janitorial services vendor to clean and disinfect all areas of high-risk exposure.
- Re-open access to any area of high-risk exposure after cleaning and disinfecting is complete.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE)

We provide PPE to employees under the following conditions:

- Evaluate the need for PPE, including but not limited to gloves, eye protection and respiratory protection as required by Cal/OSHA standards.
- Upon request, provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person (“respirator” means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 mask).
- When respirators are provided for voluntary use, encourage their use and ensure the respirator is the correct size for the employee.
- Provide eye and respiratory protection for employees exposed to procedures that aerosolize saliva or other potentially infectious materials, such as some dental procedures.

Vaccines

We encourage employees to be vaccinated against COVID-19 as an important step in controlling COVID-19 in the workplace:

- An employee is considered fully vaccinated if the employer has documented that the employee received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.
- Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO). In the United States, only the following vaccines have either been approved or have an emergency use authorization from the FDA:
 - Pfizer-BioNTech
 - Moderna
 - Johnson & Johnson (Janssen)
- Employees that are fully vaccinated and no longer wish to wear a face covering indoors or in University vehicles, should select “I’m Fully Vaccinated” (one time only) on the #CampusClear app to inform the University of their vaccination status. The #CampusClear app is the exclusive tool to report vaccination status until further notice.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form (or similar internal form as adopted by the COVID-19 Response Team).

Employees who had potential COVID-19 exposure in our workplace will be:

- Close contacts (less than six feet apart for more than 15 minutes cumulative in a 24 hour period) of a person that had exposure during a “high-risk exposure period” (either 2 days before the onset of symptoms or 2 days before a positive COVID-19 test, if asymptomatic), will be notified within one (1) business day of the University’s awareness of a COVID-19 case. The notification will include:
 - Protocols for self-quarantine.
 - Fully vaccinated employees that have been identified as close contacts do not need to self-quarantine.
 - COVID-19 Symptoms flyer from the CDC.
 - Direction on how to get tested (healthcare provider, on-campus, local pharmacies, or local county testing sites) and that any costs incurred will be reimbursed by the University.
 - Any time taken for COVID-19 testing will be considered paid time. The University will reimburse travel expenses (e.g., mileage) for COVID-19 testing.
 - Notification of any state or federal benefit programs that provide paid leave benefits if an employee is unable to work while in self-quarantine.

- Low-risk contacts will be notified within one (1) business day of the University’s awareness of a COVID-19 case. The notification will include:
 - COVID-19 Symptoms flyer from the CDC.
 - Direction on how to get tested (healthcare provider, local pharmacies, or local county testing sites) and that any costs incurred will be reimbursed by the University.
 - Any time taken for COVID-19 testing will be considered paid time. The University will reimburse travel expenses (e.g., mileage) for COVID-19 testing.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- That employees should report COVID-19 symptoms on the #CampusClear app
- That employees should report possible hazards to their direct supervisor, their respective Cabinet member or the Director of Human Resources.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- How employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may show no symptoms.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- The fact that vaccines are effective at preventing COVID-19 and protecting against transmissions and serious illness or death.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Periodic emails to employees will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever the University has determined that the COVID-19 exposure is work related and:
 - 1) the employee was not assigned to telework during that time; and
 - 2) the employee did not receive Disability Payments or Workers' Compensation Temporary Disability Payments during the exclusion period.
- Providing up to 80 hours of paid sick leave to employees unable to work or telework during the period of January 1, 2021 through September 30, 2021 for the following reasons:
 - Caring for Yourself: The covered employee is subject to a quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - Caring for a Family Member: The covered employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related side effects.
- Providing employees at the time of exclusion with information on available benefits, including any applicable federal or state benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form (or similar internal form as adopted by the COVID-19 Response Team) to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Establish a secure intranet site to house all confidential COVID-19 case reports and related documentation which is accessible only to members of the COVID-19 Response Team.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
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Thomas P. McGlinchey

June 24, 2021

Thomas P. McGlinchey
Vice President for Business and Finance

Date

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Air filter rotation			
Ultraviolet light disinfection (where applicable)			
Administrative			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE			
Face coverings (available and being worn)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all unvaccinated employees in our exposed workplace except for unvaccinated employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to unvaccinated employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All unvaccinated employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of unvaccinated employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of unvaccinated employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Use of face coverings.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.

- Respiratory protection.
- Use of face coverings.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 Testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees, regardless of vaccination status, present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 Hazard Correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system.
- We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the Local Health Department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

COVID-19 Prevention in Employer-Provided Housing

We will take the following measures for employer-providing housing:

- Ensure housing units, kitchens, bathrooms, and common areas are effectively cleaned.
- Provide face coverings to all residents and along with information regarding when they should be used in accordance with state or local health officer orders or guidance.
- Instruct employees not to share unwashed dishes, drinking glasses, cups, eating utensils.
- Maximize the quantity and supply of outdoor air and increasing filtration efficiency.
- Encourage residents to report COVID-19 symptoms.
- Communicate to residents the policies and procedures for COVID-19 testing.

Cleaning and Disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19.
- Cleaning and disinfecting products will be provided to employees that receive housing from the University. They will receive instruction on housing unit/bathroom cleaning and disinfecting protocols and will be periodically monitored for cleaning/disinfecting frequency compliance.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms on the University's #CampusClear app.

COVID-19 Testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 Cases and Persons with COVID-19 Exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Face Coverings

We will ensure that:

- Face coverings are provided upon request to any employee traveling in a University vehicle, regardless of vaccination status.
- Face coverings are optional for fully vaccinated employees when traveling in University vehicles.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation using the University's #CampusClear app.

Cleaning and Disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle ventilation systems are set to maximize outdoor air and not set to recirculate air.

Hand Hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.