



SONOMA STATE UNIVERSITY

RETURN TO CAMPUS GUIDE FOR EMPLOYEES

Background

Sonoma State plans to return employees to campus in a measured and phased manner throughout the summer and fall of 2021. SSU's phased repopulation focuses on thoughtfully returning employees over time in a coordinated process to enable appropriate resources. These plans will stay aligned with federal, state and local guidance.

Included in this guide is important information for returning to campus based on current CSU, local, state and federal guidelines. SSU will communicate as the COVID-19 pandemic continues to evolve and updates are made to guidelines. If you have any questions about COVID-19 response, contact Risk Management and Safety Services.

Topics Covered:

- What's Open?
- Before you get to campus requirements
- Information about on-campus safety practices
- What to expect on your first day back on campus
- Facilities and office safety information
- and much more!

As the University begins the process of expanding operations, the COVID-19 Return to Campus documents have been developed to support employees as they return to SSU. All employees are expected to strictly comply with SSU Guidelines and Protocols set forth in this document.

WHAT'S OPEN? SNAPSHOT

JUNE

- 7** Return to Campus begins campus-wide with the opening of the following **buildings** for employees:
- Salazar Hall
 - Darwin Hall
 - Nichols Hall
 - PE Building and Fieldhouse
 - Pre-Collegiate Programs
 - Sonoma Mountain Village (SEIE)
- 21** Seawolf Service Center resumes full in-person services.

AUGUST

- 2** The following **buildings** open for employees:
- Environmental Technology Center
 - International Hall
 - Rachel Carson Hall
- The **University Library** opens to the public
- 14** **Move In** weekend for residential students.
The **Kitchens** in the Student Center reopens
- 17** Convocation
- 18** First Day of Instruction

Important Notes

- The employee wellness program cannot offer any fitness classes or training access this semester, but hopes to in Spring 2022.

JULY

- 6** The **Student Center** opens to the public.
- The following **buildings** open for employees:
- Building 17A
 - Green Music Center
 - Schulz Information Center
- The following **buildings** open for employees:
- 19**
- Art Building
 - Ives Hall
 - Music Education Building
 - Person Theatre
 - Wine Spectator Learning Center

BEFORE YOU GET TO CAMPUS

Training

All employees who are returning to campus must complete the *Safety in the Workplace during COVID-19* training that has been assigned before their approved return date. You can access this through the CSU Learn portal. It must be completed prior to the employee's return date. Employees unable to access the training should contact hr@sonoma.edu. Additionally, the COVID-19 Prevention Plan is required by Cal-OSHA, and includes valuable information about COVID-19 and how SSU continues to keep employees safe at their worksite. It can be found [here](#) or on the COVID-19 website.

Daily Wellness Screening

All employees who have been instructed to return to campus must complete a daily wellness screening before arriving on campus each work day. The Daily Wellness Screening checks whether you potentially have COVID-19 symptoms or have been in contact with someone who has tested positive and provides instructions for next steps. These steps are crucial to keeping our campus and community safe. Failure to report may result in personnel action pursuant to the collective bargaining agreements. We encourage you to stay vigilant in prioritizing your health and safety at all times. It is the responsibility of the employee and the manager to ensure the daily wellness screening is completed appropriately.

COVID Monitoring and Exposure

Employees who are scheduled to work on campus and believe they have been exposed to someone who tested positive for COVID-19*, who have symptoms of COVID-19, or who tested positive for COVID-19, must immediately:

- Stay at home and do not report to work. Employees should contact their healthcare provider as well as their appropriate administrator using established department procedures.
- The appropriate administrator will notify COVID Monitoring by emailing covid.monitoring@sonoma.edu or call COVID Monitoring Hotline (707) 664-2684 (707-664-COVID).
- Additionally, the employee may notify the COVID Monitoring Team by emailing covid.monitoring@sonoma.edu or call COVID Monitoring Hotline (707) 664-2684 (707-664-COVID).

*Please note that as of publication of this document, fully vaccinated employees against COVID-19 are exempt from quarantine requirements due to a direct exposure.



PERSONAL SAFETY PRACTICES ON CAMPUS

Employees and Student Expectations

To ensure that university facilities remain clean and set up for optimum safety, faculty, staff, and students must all play an active role in maintaining that environment. All employees and students are expected to:

- Report COVID-19 safety concerns to your supervisor or COVID Monitoring Team
- Practice recommended hygiene procedures including frequent hand washing, use of hand sanitizer, and wiping down surfaces prior to use
- Wear a face mask at all times unless in a private, single-occupancy office with no guests allowed
- Maintain awareness (some contacts require documentation) of any close contacts of closer than 6 feet and exceeding 15 minutes in 24 hours with any person on campus; these types of contacts should be avoided at all times, failure to do so may require the quarantine of all contacts if exposure or infection follows that contact
- Keep operable windows closed and discontinue use of personal fans and heaters to maximize the efficiency of air handling systems, which are outfitted with MERV-14 filters
- Complete the wellness screening every day on campus and report symptoms or exposure after a campus visit
- Reduce the use of shared items and, when necessary, sanitize items before use.

Reporting COVID-19-based Facility Concerns

Employees and students can report any issues related to COVID safety to the **COVID-19 Monitoring and Compliance Team** by emailing covid.monitoring@sonoma.edu or by calling (707) 664-2684. This may include missing signage, empty sanitizer or wipe stations, lack of compliance by other persons in the building, or changes to furniture configuration. The university will prioritize addressing concerns as soon as possible.

PERSONAL SAFETY PRACTICES ON CAMPUS

Face Masks

Per state and local guidance, face masks are required inside campus buildings unless in a single-occupancy office with the door closed when guests are not permitted.

To be effective, a face mask must cover the mouth and nose completely, have a snug fit, and good filtration. Masks work best when they are multi-layered and fit with no gaps between the face and mask, such as above the nose or at the sides. Gaps in the fit allow for unfiltered air to leak in or out around the sides of the mask. A good fitting mask forces air that is breathed out and breathed in to pass through the mask's filtration, blocking the virus particles.

Masks with one-way valves are not permitted because they allow respiratory droplets out of the mask, putting others at risk. Additionally, because the efficacy of neck gaiters and bandanas is unknown, they are not acceptable for use as a face mask on campus. Face shields may not be worn alone as a substitute for a face mask. Shields may be worn in addition to a face mask. See California Department of Public Health guidance on face shields. Persons unable to wear a face mask should contact Human Resources (employees) to request an accommodation.

Employees are encouraged to have access to their own face mask to ensure they have the style and fit that best suits their preference. Employees who do not have face masks can get one at the Seawolf Service Center, the Student Center Info Desk, or Schulz Information Center during their business hours. Departments are not to purchase their own face masks for provision to students or employees.

Physical Distancing

As of July 19, 2021, six foot physical distancing is no longer required in any settings on campus. However, SSU encourages the campus community to be conscious of other community members' space preferences.



CAMPUS FACILITIES AND OFFICE PROTOCOLS

Sanitation Supplies

The university will provide sanitation supplies, including antibacterial surface wipes and hand sanitizer, to students and employees for use when on campus (excluding inside residential hall apartments).

Departments are not to purchase their own sanitation supplies.

All sanitation supplies provided to employees, excluding custodians and other employees with specialized training, are approved for use without gloves or other protective equipment. All products will meet the standards defined by OSHA and the EPA for safety and efficacy.

Employees will have access to hand sanitizer and surface wipe standing or wall-mounted dispensers. Worksites without convenient access to such stations will be provided with individual packages of wipes or bottles of sanitizer. Stand or wall-mounted dispensers will be placed in all buildings, large common areas, classrooms, dining or break areas, lounges, corridors, and lobbies. Dispensers will also be available in adjoining corridors for convenient access.

Campuswide Safety Protocols

In addition to those requirements related to employee safety, the campus community is required to adhere to certain safety protocols to ensure the safety of all. This section outlines those requirements that apply to all persons on campus and contribute to a campus environment that ensures a safe place to learn, live, and work.

CAMPUS FACILITIES AND OFFICE PROTOCOLS

Safety Signage

All buildings will be outfitted with COVID-19 safety signage that serves to remind our campus community of the ways we can help reduce the risk of COVID-19 transmission, the COVID-19 safety protocols, and sanitation protocols for specific spaces.

Employees are not authorized to alter COVID-19 safety signs. Only COVID-19 safety signs developed by the university are authorized for posting in common areas or private offices. There are regulatory requirements for some signage and all existing signage has been reviewed and approved for consistency and accuracy.

Employees assigned to on campus work are encouraged to report missing or damaged signage to the COVID-19 Monitoring and Compliance Team. Additional signs can be requested by emailing covid.monitoring@sonoma.edu.

In addition to employee reports, Facilities Management and RMSS will partner in inspecting buildings after they are open to ensure that signs are still posted and legible.



Sanitation Stations

Facilities Management has placed free standing hand sanitizer units, sanitizing wipe stations, and wipe dispensers throughout all buildings based on repopulation plans.

Employees requesting additional sanitation supplies can do so by emailing covid.monitoring@sonoma.edu. The COVID-19 Monitoring and Compliance Team will review requests with Facilities Management, considering the request and available resources.

CAMPUS FACILITIES AND OFFICE PROTOCOLS

Air Handling Systems

The university's HVAC (heating, ventilation, and air conditioning) systems are designed to move filtered air through an engineered process that considers the safety of our tenants, and supports a healthy building model. As part of regular operations, all buildings are flushed daily with fresh outside air prior to occupancy. The HVAC system continues to bring in a regular flow of fresh outside air during occupancy hours, as directed by the software control system. Due to updated guidelines associated with the pandemic, the fresh air intake ratio has been doubled throughout our entire HVAC operating schedule. In addition, the HVAC system utilizes MERV-14 (Minimum Efficiency Reporting Value) filters that are one step greater than the CDC recommended standard. This type of filter ensures the filtering of bacteria and virus carriers.

Due to the pandemic, personal fans and/or forced air heaters will not be permissible in fall 2021. While these items may appear to increase air movement in a space, any introduction of air turbulence that disrupts the original airflow design may actually aid in the spread of COVID-19. Eliminating these items will help maintain optimum air flow throughout the building's ventilation system. Additionally, all electric bathroom hand dryers have been disconnected for the same reasons.

A campus communication was sent out in April 2021 with additional information on the efficacy of the campus air handling system.

Outdoor Seating Areas

Designated outdoor seating areas are available to employees while working on campus. Sanitation supplies will be provided in the general area of these designated areas.

Currently, these include: Schulz Breezeway, Area between Salazar Hall and the Stevenson/Darwin quad, and the between the Recreation Center and the Student Center.



CAMPUS FACILITIES AND OFFICE PROTOCOLS

Kitchenettes and Break Rooms

Kitchenettes available for use by university employees will remain available for use. The following will be evaluated and marked for each kitchenette during the workplace safety assessments:

- Removal or take offline all shared self-service food and beverage containers including canteens, water dispensers (not to include university bottle filling stations), coffee pots (including Keurig-style single cup service machines), shared condiments, etc.
- Posting regarding employee responsibility to sanitize surfaces prior to use
- Posting on refrigerators reinforcing the requirement to label all personal food or beverages; unlabeled materials should be disposed of daily

Physical Barriers

Effective July 19, 2021 due to changes in the Center for Disease Control and Cal-OSHA guidance, SSU leadership has determined that physical barriers (such as plexiglass) will be removed from campus settings. No further physical barriers will be installed or may be purchased by department or campus funds. Employees are also not permitted to purchase their own physical barriers and install in their workstations.

Elevators

As of July 19, 2021, six foot physical distancing is no longer required in any settings on campus. However, SSU encourages the campus community to be conscious of other community members space preferences.

DOING BUSINESS ON CAMPUS

Meetings

With a combination of both remote and on campus employees, the need to support hybrid meetings will continue. Additionally, congregations for in-person meetings will continue to be limited to reduce the risk of transmission and resources for cleaning and sanitizing meeting spaces. To this end, it is recommended that meetings continue to be held primarily via Zoom. When in-person meetings are necessary or most efficient, the following should be considered:

- In-person meetings should not exceed 2 hours indoors. Meetings that require additional time should schedule minimum 15 minutes breaks outside of the meeting space every 2 hours.
- In-person meetings that exceed 25 persons require a Gathering Safety Plan to address safe ingress and egress, provision of personal sanitation stations, enhanced sanitation (when appropriate), and other considerations specific to the activity. The template for the Gathering Safety Plan is available on the COVID-19 website.
- All persons are required to wear facial masks during such gatherings. Attendance logs do not need to be submitted to Risk Management, however, such gatherings must be documented by the person controlling the office where the meeting was held.
- Should an exposure to COVID occur within any of the participants of the meeting, the participants are required to report the meeting to the COVID Monitoring and Compliance Team as soon as possible.
- Meetings should not be restricted or limited based on vaccination status.
- Meetings should be inclusive of remote workers, including video conferencing or phone conferencing to ensure equity amongst all employees.

THE FIRST DAY

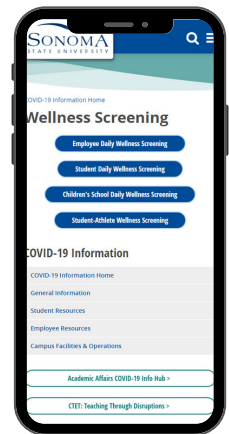
All employees who have been instructed to return to campus must complete a daily wellness screening before arriving on campus each work day. The Daily Wellness Screening checks whether you potentially have COVID-19 symptoms or have been in contact with someone who has tested positive and provides instructions for next steps.

- ✓ All university employees coming to campus are required to complete a **daily wellness check** at the start of each day. The link can be found on the COVID-19 website.

Parking permits are required 24/7 when parking on campus. Semester parking permits can be purchased online through your SSU Online Services and the Parking Permits portal. For employees who are eligible for payroll deduction, you will need to go to the Seawolf Service Center to sign up. Payment for the first month is due at the time of sign up in cash or check.

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If you have a **Facilities Management appointment** to move any belongings back to your desk, be sure to follow instructions provided to you regarding this appointment after arriving on campus.



Arrive at your workspace and **make note** of the following items or areas:



- Closest emergency exit or building exit in the event of an emergency
- Closest locations of hand sanitizer and sanitizing wipe stations
- Any updated COVID-19 safety processes (for example: shared copiers may need to be wiped down between uses).



If you have a **IT appointment** for service, please be sure to be at your desk or work location at the pre-scheduled time of your appointment. If you encounter any technical issues on your first day, contact the Help Desk via Zoom or by phone during business hours.

Questions?

If you have any questions during your first day on campus, reach out to your Appropriate Administrator or on-site manager. They can help troubleshoot issues or contact the Human Resources and Risk Management teams if the repopulation-related item is urgent.

RESOURCES AND CONTACTS

Have questions when you're on campus? Contact these departments for any questions.

COVID Monitoring and Compliance Team

covid.monitoring@sonoma.edu - (707) 664-2864

- Report any COVID-19 exposures
- Report any COVID-19 facilities-related or compliance concerns

Human Resources

hr@sonoma.edu - (707) 664-3100

- ADA accommodations
- Leave requests or schedule modifications

Risk Management and Safety Services

risk@sonoma.edu - (707) 664-2470

- COVID-19 safety processes and measures
- COVID-19 compliance
- Safety or site assessments

Facilities Management

facilities@sonoma.edu - (707) 664-2317

- Sanitation supplies requests
- COVID-19 signage

Seawolf Service Center

seawolf.servicecenter@sonoma.edu - (707) 664-2308

- Mask distribution point for Employees who forget or do not have a face mask

CERTIFICATION OF INFORMATION

Under University policy, Cal-OSHA safety, and other local and state safety guidelines, SSU makes this information available to all employees. Additionally, SSU has the Covid-19 Prevention Plan as required by Cal-OSHA that includes valuable information about COVID-19 and how SSU continues to keep employees safe at their worksite. It can be found here or on the COVID-19 website.

Once you have reviewed this packet, please complete this certification to attest that you have been provided all safety-related materials. All campus community members contribute to a campus environment that ensures a safe place to learn, live, and work.

Together, we can all stay safe and healthy.

COVID-19 Safety Protocols Certification

If you have any **questions** about the information included in this guide or other COVID-19 safety measures, please contact Risk Management and Safety Services at risk@sonoma.edu.