

# University of the Pacific

## Health and Safety Plan for COVID-19

Fall 2020 Semester

Remote Instruction



August 23, 2020

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## Introduction

This plan is based upon the interim guidance issued by the State of California COVID-19 Industry Guidance: Institutions of Higher Education and distributed by the California Department of Public Health issued on August 7, 2020. Requirements of the Public Health Departments of San Joaquin, San Francisco and Sacramento Counties have been included where appropriate.

The University is delivering instruction primarily using remote learning. The majority of employees (faculty and staff) and students are living off campus. A small number of students (<200) are residing in the residence halls during the fall semester on the Stockton campus. Apartments on the Sacramento campus are permanent residences. There are no residents on the San Francisco campus. On each campus a small number of employees may come intermittently to perform essential duties.

The University plans on being in a remote operating modality through fall semester. A return to on-campus activities for students and staff will be dependent upon local conditions and with the guidance of the local public health officials and the state of California. Because patient care activities are permitted and performed on the San Francisco campus, there is a separate Health and Safety Plan and other supporting documents to address pandemic protocols specific to those programs. These plans are available at <https://www.dental.pacific.edu/departments-and-groups/environmental-health-and-safety>.

Pacific has established protocols and internal processes to ensure that we are in compliance with the guidelines issued by the State and Counties in which we operate. A University COVID-19 Oversight Committee with representatives from each of our three campuses has been created to ensure that these plans are implemented and updated as needed.

The Statewide Industry Guidance to Reduce Risk states that, at a minimum, all facilities/industries must ensure the following is completed prior to reopening:

1. Perform a comprehensive risk assessment and create a site-specific prevention plan.
2. Identify contact information for local health department in Sacramento, San Francisco and Stockton for communicating information about COVID-19 Outbreaks among students and employees.
3. Train and communicate with students and employees on the plan.
4. Regularly evaluate compliance with the plan and document and correct deficiencies identified.
5. Investigate any COVID-19 illness and determine if any factors could have contributed to the risk of infection.
6. Implement processes and protocols when a workplace/campus has an outbreak.
7. Identify close contacts (within six feet for 15 minutes or more) of an infected student or employee and take steps to isolate COVID-19 positive student/employee and close contacts.
8. Ensure those vendors, independent contractors, and others performing services on campus are knowledgeable about Pacific's prevention plan and adhere to these

Questions regarding the public health guidelines should be directed to the county public health department overseeing the respective University campus locations;

[Sacramento County Public Health Department](#) (SCPHD) (916) 875-2400

[San Francisco Department of Public Health](#) (SFDPH) x311 for general information. To report a student or employee who has tested positive, call 415-554-2830, press 1 for COVID-19 and then 6 for schools.

[San Joaquin County Public Health Department](#) (SJPHD) (209)-468-3411

## Health and Safety Requirements

We have identified five discrete areas that the university has addressed to return students and employees to in-person academic and co-curricular operations on all campuses and to reopen residential facilities on our Stockton campus. These areas are:

1. COVID-19 Infection Mitigation
2. COVID-19 Case Management of Suspected or Confirmed Cases
3. Protections for Students and Employees at Higher Risk for Severe Illness from COVID-19
4. Public Health Messaging and Communications
5. Enforcement

### 1. COVID-19 INFECTION MITIGATION

#### A. COVID-19 Training Program

A mandatory training program for employees and students is available on line. Completion of this course is mandatory prior to returning and/or coming to all campuses. This training includes:

- A general overview of COVID-19 and how to prevent transmission of the virus.
- University and campus-specific requirements such as masks/facial coverings.
- When and how-to self-monitor, self-isolate, and quarantine.
- What to do if a person becomes sick, how to seek health care guidance and support.
- How individuals with underlying health conditions susceptible to severe illness from COVID-19 can protect themselves
- Requirements to return to campus after self-isolation or quarantine.
- Vendor, Contractor and Guest protocols, infection prevention and control (facial coverings, social distancing, respiratory etiquette, cleaning, etc.).
- Information regarding additional health and safety resources available to students and employees.

#### B. Social Distancing

Pacific remains primarily a remote working university on its three campuses. However, for those limited numbers of individuals who come to campus to perform essential functions, consistent enforcement of social distancing in all university areas, including outdoors and within university vehicles and carts, shall be a priority. University spaces will be rearranged, modified occupancy limits signs posted, meeting spaces and common areas closed off, clear circulation patterns for high traffic and/or narrow path facilities have been identified and facility changes have been made to enable appropriate distancing including but not limited to the following:

- A limited number of laboratories are open for research, for lab demos and for clinical skills training. All essential work is done in areas to account for >6 feet of space between individuals and/or include panels if unable to ensure >6 feet. Specific and selected clinical skills may require temporary closer proximity. These are limited and must have prior approval. In all situations occupancy is limited and time intervals staggered.
- Meeting rooms are decommissioned or repurposed until further notice.

- Circulation control procedures have been implemented in all buildings including signage and floor markings, to account for >6 feet of space between students and employees, and to direct the flow of individuals.
- Elevator occupancy has been changed to single or double use depending on the elevator footprint. Signage has been posted at elevators indicating this.
- Access to community kitchens, breakrooms or other common areas is prohibited. This includes suspending the use of shared items such as refrigerators, microwaves, vending machines, coffee machines, and other multiple use appliances.
- Nonessential shared spaces, such as game rooms and lounges will be closed; essential shared space use are staggered and the number of people allowed in at one time will be restricted to ensure everyone can stay at least six feet apart. Revised occupancy limit signs are posted on each occupied room. Essential shared spaces are cleaned and disinfected between uses.

As appropriate, essential staff working schedules, duties and work location are adjusted to reduce the necessity of face-to-face interactions that violate social distancing requirements, including:

- Supervisors may stagger work shifts as needed.
- Supervisors may downsize operations and/or cross train employees as needed.
- Supervisors should encourage employees to work remotely, subject to operational requirements.
- If absolutely necessary in-person meetings in private offices are limited to a maximum of two people who must be six feet apart to ensure adequate distance can be maintained. Telephonic and/or electronic meetings are preferred.
- Employees are encouraged to continue using distance technology platforms (phone/ conference calls/Zoom, etc.) to host meetings, even when all attendees are on campus.
- Meetings with external parties should continue to be held via telephonic or electronic means.

In areas where social distancing is not achievable, such as open office spaces, reception desks, cashiers and other high traffic areas, physical barriers have been installed.

### C. Facial Coverings

#### ***Facial Coverings Required***

The university will require all students, employees, guests, visitors, vendors and contractors to wear face coverings while on campus (inside and outside) in accordance with the California Department of Public Health.

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. Wearing facial coverings helps reduce the risk of the wearer exposing others to potentially infectious respiratory droplets. Users are encouraged to maintain an adequate supply of facial coverings so that they may change or launder cloth facial coverings. Many facial coverings made of cloth are reusable. Reusable healthcare personal protective equipment (PPE) should not be used by health care professionals (see section below).

Please see California Department of Public Health Guidance on the Use of Face Coverings for more information. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)

### ***Obtaining Facial Coverings***

- The university will provide three cloth facial coverings to students and employees on each campus and advise them to procure any other coverings or replacements. These will be distributed through student life and division managers.
- Students will also be able to obtain additional or “emergency” facial coverings in Student Health Services, through Public Safety officers, or Residential Life & Housing staff.

### ***Caring for Facial Coverings***

- Wash cloth face covering frequently, ideally after each use, or at least daily.

### ***When to Discard Cloth Face Coverings***

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

### ***Exemptions to the Facial Covering Requirements***

California Department of Public Health guidance identifies individuals exempt from the requirement of wearing a facial covering. Individuals should request accommodations either through the Office of Human Resources or Services for Students with Disabilities. The following individuals are exempt from wearing a face covering:

- Persons age two years or under. These very young children must not wear a facial covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a facial covering. This includes persons with a medical condition for whom wearing a facial covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a facial covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a facial covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the facial covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as grounds work, swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

### ***Healthcare Professional PPE***

The description below refers primarily to facial covering practices for individuals whose specific work tasks including clinical or hazardous duties, for which the university will follow Cal/OSHA’s PPE requirements. When using either face coverings or PPE, do not use ones with a breathing valve. These

valves allow unfiltered breath, and possibly respiratory secretions to exit the mask and do not protect the people around the mask wearer.

The university will provide appropriate medical grade PPE (including facial shields, gowns, masks or filtering face piece respirators, and gloves) for all medical, safety, clinical and housing personnel on all three campuses as necessary to safely carry out their duties.

Please see the CDC HealthCare Worker's PPE guidelines for more information  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

#### **D. Healthy Hygiene Practices**

Pacific supports healthy hygiene behaviors by ensuring adequate supplies of soap, alcohol based hand rub (ABHR) containing at least 60% ethyl alcohol or 70% isopropyl alcohol, paper towels, tissues, disinfectant wipes, cloth facial coverings, and no-touch trash cans.

##### ***Hand Washing***

Students and employees should frequently wash their hands for 20 seconds with soap and water. Using "antimicrobial" soap is not necessary or recommended. When hand washing is not practical, students and employees should use alcohol based hand rubs. We have placed hand-sanitizing stations throughout all campus buildings.

##### ***Respiratory Hygiene/Cough Etiquette***

Students and employees should practice respiratory hygiene and cough etiquette measures to limit the transmission of respiratory pathogen spread by droplet and airborne route with the following recommendations:

- Cover coughs and sneezes with a tissue or use the inside of the elbow.
- Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available, ABHR containing at least 60% ethyl alcohol, or 70% isopropyl alcohol is recommended.

##### ***Cleaning and Disinfecting***

Facilities personnel will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, water bottle refilling stations, grab bars, hand railings, bathroom stalls, dining hall tables, etc.) on a daily basis. Bathrooms are disinfected twice in a 24 hour period

Students and Employees driving carts or university vehicles must practice all safety protocols as indicated in this document (e.g., hand hygiene, cloth facial coverings), and to appropriately clean surfaces touched during vehicle operations.

Students and employees are responsible for:

- Keeping their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.
- Using disinfectant wipes to wipe down shared desks, lab equipment, printers and other shared objects and surfaces before and after use.

### **Shared Objects**

Use of shared objects (e.g., lab equipment, computer equipment, printers, desks, etc.) should only occur when absolutely necessary and be sanitized between uses. Sharing of items that are difficult to clean or disinfect is discouraged, and we will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible, limiting the use of supplies and equipment by one group of students at a time, and cleaning and disinfecting between uses.

### **Ventilation**

In Stockton, the building in which the few students on campus reside in apartment style/single bathroom living facilities has MERV-13 mechanical ventilation. Other buildings on the Stockton and the Sacramento campuses are used intermittently by individuals performing essential services and some are not used at all. Those buildings without traffic are closed. In buildings with limited traffic we will introduce as much fresh outdoor air as possible in the building, particularly in the room to be occupied by opening windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation.

For mechanically ventilated buildings with occupants, we will increase outdoor air ventilation by disabling demand-controlled ventilation and opening outdoor air dampers to 100% or the greatest amount feasible as indoor and outdoor conditions permit. Mechanical ventilation systems in buildings must be operated continuously when persons are in the building.

### **Water Systems**

University building water supplies have not been shut down and are still being maintained. Use of drinking fountains is prohibited. Students and Employees are encouraged to bring their own water and to use water refilling stations where available for personal water bottles.

## **E. Mandatory Daily Self-Screening**

Students and employees are required to conduct a daily self-screening to assess their risk of being COVID-19 positive or being exposed to another person who is COVID-19 positive. The screening tool is not intended to diagnose COVID-19 but to identify possible signs of the virus. Daily self-screening is accessed through either a web based or a mobile app. Instructions to access the screening forms can be found at the University of the Pacific COVID-19 site <https://www.pacific.edu/campus-life/student-services/student-health-services/fall-semester-2020.html> This daily screening will include a self-reported temperature and questions about symptoms such as if there has been contact with a person who is COVID-19 positive and travel history. If any questions are answered in the affirmative, the student or employee will receive an email with further instructions.

For the San Francisco campus ONLY, the application will generate a bar code for entrance to the building if all questions are answered as negative for risk.

## **F. Housing and Dining**

### **Housing**

Residential Life & Housing will provide the limited number of Stockton residential students with housing assignments based upon a one-person per apartment/single use bathroom housing model. Students will have responsibility for cleaning their own residence.

### ***Dining Facilities (All Campuses)***

Food services are limited. Dining facilities on all campuses are altered to remove seating in accordance with State of California Public Health requirements. On the Stockton campus, all dining is to-go, with no in-house seating. Self-serve food will be removed, and only pre-packaged food and one-time use products (utensils, plates, condiments, etc.) will be available. Dining staff will increase sanitation schedules for all utilized spaces in eateries, including the kitchen. The Dining Café on the Sacramento campus has been closed. Limited takeaway service is available on the San Francisco campus. All food is in disposable packaging, and only disposable cutlery is provided. Students and employees onsite for essential services and patient care may eat on campus, but must observe social distancing rules and limit the time face coverings are removed to the shortest necessary to consume food and beverage.

## **2. COVID-19 Case Management (Suspected and Confirmed Cases)**

### ***Designated Point of Contact***

Pacific has three campuses. A point of contact on each campus will serve as a representative on the University COVID-19 Oversight committee that will oversee response to COVID-19 concerns.

### ***Campus Communication of Confirmed Cases***

Employees and students will receive notifications via campus email of confirmed exposures and facilities closures. Confidentiality will be maintained. Communications of confirmed employee COVID-19 cases will come from HR and for any students, notice will come from Student Health Services.

### ***Mandatory Daily Screening***

As described above, all students, employees, and vendors or contractors who come to one of our campuses or enter university facilities are required to screen themselves daily through either a web-based application or a mobile app accessible at the University of the Pacific COVID-19 site (<https://www.pacific.edu/campus-life/student-services/student-health-services/fall-semester-2020.html>). If any of the screening questions are answered in the affirmative, next steps and further instructions will be sent via email to the student or employee. Student Health Services or Human Resources will be copied on all emails with affirmative responses. On campuses with patient care, patients are screened by phone the day before their appointment, if possible. They are screened again in person upon arrival to the campus, before proceeding to clinics. In addition to the screening questions, a physical temperature check is performed using a touchless thermometer.

### **Requirements if Symptoms Develop While on Campus**

#### **Student Protocol for New Onset of Symptoms or Identified as a Close Contact Exposure**

- If you are one of the few students residing on campus immediately self-isolate.
- Contact Student Health Services (SHS); during business hours or the nurse advice line after hours for health care guidance.
- If deemed necessary by a health care provider, receive onsite testing (Stockton, Sacramento) if available or a referral to testing through an identified community partner or public health testing site (SF).
- Self-Isolate until cleared to return to campus by SHS/telehealth clinician.
- Receive healthcare support and guidance through SHS/telehealth clinician.
- Alert will be sent to Care Managers in Student Life to coordinate further support, and arrangements for food delivery and mental health services, as needed.

- Continue isolation (off-campus at permanent residence or in on-campus if one of the few students previously allowed in to reside in the apt/single bath unit)

#### **Employee Protocol for New Onset of Symptoms or Identified as a Contact Exposure**

- Immediately leave campus and self-isolate at home.
- Employee will alert supervisor by phone or email.
- Supervisor will notify Human Resources.
- Contact personal physician.
- Receive instructions, guidance and health care instructions from personal physician.
- Continue to self-isolate at home until cleared in writing to return to campus by personal physician
- The employee's work area will be immediately closed for cleaning and disinfecting.

#### ***Students Self-Isolation and Quarantine on Campus***

Students whose primary residence is off campus should self-isolate in their private residence and follow the public health self-isolation and quarantine order for their respective County. If a student living off campus has a confirmed COVID-19 positive case or is associated with someone who tested positive they are prohibited from coming to campus for 10 days after testing or symptom. See scenarios below for return to campus

The University will ensure individuals who are living in the apt/single room unit and required to Self-Isolate or Quarantine will be provided:

- A facemask (or if unavailable, a cloth face covering)
- Appropriate cleaning supplies for disinfecting the household.
- A thermometer for tracking occurrence and resolution of fever.
- Access to necessary health care for COVID-19 related matters. Student Health Services will provide clinical care and advice by telephone or telehealth.
- The Division of Student Life will provide support for food, medications, laundry, and garbage removal.

#### ***Testing***

All registered students have access to telehealth appointments for testing referrals and health care guidance through Student Health Services (SHS) and their local Primary Care Providers (PCP) and Public Health Departments.

Employees on campuses are referred to their healthcare provider for COVID-19 testing and health care guidance.

For students on the Stockton and Sacramento campuses in person testing is available at no charge on campus and is available on the campus by appointment through Student Health Services. For students on the San Francisco campus, testing is available at no charge throughout San Francisco and students will be referred to testing sites.

#### ***Return to School/Work for Students and Employees with Confirmed or Suspected COVID-19***

These protocols apply to all students and employees on any of Pacific's three campuses. Either strategy listed under each scenario is acceptable depending on local circumstances and currently pending health department orders and will be verified by a telehealth clinician or personal physician prior to returning

to campus.

**SCENARIO 1 - Symptomatic individuals with suspected or confirmed COVID-19:**

- Symptom-based strategy. Exclude from all campuses and in-person University Events until:
  - 10 days have passed since symptoms first appeared, their symptoms have improved, and the employee or student has had no fever (without the use of fever reducing medications) for the last 24-hours

**SCENARIO 2 - Individuals with laboratory-confirmed COVID-19 who have not had any symptoms:**

- Time-based strategy. Exclude from all campuses and in-person University Events until:
  - 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the strategies in Scenario 1 must be followed. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

***Monitoring and Tracking COVID-19 Positive Test Results***

The university will establish contact tracing on each campus to assist local Public Health officials (while recognizing that local Public Health department resources may vary by location) in identification of contacts for COVID-19 positive individuals. The university will communicate contact tracing information with government authorities as required by law and local orders.

**3. Protections for Employees at Higher Risk for Severe Illness from COVID-19**

Consistent with applicable law (including the Americans with Disabilities Act), EEOC recommendations and CDC guidance, Pacific will support accommodations or alternative working options for employees with a higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) to limit the possibility of exposure on one of our campuses. Please contact HR for additional information.

**4. Maintaining Healthy Operations**

***Campus Vendor/Contractor Protocols***

Vendor/Contractors are required to follow the university's COVID-19 safety and health guidelines. The University will communicate our health and safety policies to the Vendor/Contractors who are required to align their process while on campus with our policy. They will notify their university contact if any of their employees who were on campus test positive.

***Visitor/ Guest Protocols***

Visitors and guests are discouraged and are not allowed in university buildings unless receiving clinical care. Any visitor or guest must follow the University's health and safety protocol and have the approval of the appropriate dean or vice president.

***Student and Employee University Sponsored Travel***

We will continue to limit non-essential travel in accordance with federal, state and local regulations and guidance.

### ***Activities/Events***

- In-person University Events and other events presented by third parties on all campuses are cancelled unless the event is considered essential to the support of permitted services and activities.
- All student activities shall be virtual unless they are considered a part of essential services, such as health sciences students treating patients on campus
- Indoor gatherings are prohibited until further notice.

### ***Intercollegiate Athletics***

Pending complete development and approval of the Intercollegiate Athletics health and safety plan, athletes are not participating in practice or sports.

### ***Gyms, Pools and Fitness Facilities***

The gyms, pools and fitness facilities on all campuses are closed to the general public and campus communities at this time when facilities open they are reserved for intercollegiate athletics.

## 5. Enforcement

### ***Applicability of Standards / Protocols***

All students, employees, vendor/contractors and visitors are subject to the health and safety standards and protocols as described herein or subject to any qualifying restriction (e.g. a medical condition which prohibits the use of a facial covering). The progressive discipline of individuals who refuse to comply with university health and safety standards will be managed in a manner consistent with university compliance standards. Employees who refuse to comply with these requirements may be subject to discipline in accordance with policy. Students who refuse to comply with these requirements may be subject to discipline through the university's Student Conduct and Community Standards and disciplinary criteria applicable to their school. Vendor/Contractors who refuse to comply with applicable requirements will not be permitted on our campuses. Visitors and guests who refuse to comply will be removed from our campuses.

## Conclusion

During this unique and challenging time in our history, we ask for the cooperation and patience of all students, employees, vendors and guests. Your adherence to this Health and Safety Plan for COVID-19 will help ensure your safety and the safety of others. We look forward to the time when we can all be back working together on our vibrant and beautiful campuses.