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Bulletin: Updated Construction COVID-19 Requirements & Guidance			
Effective Date:	January 31, 2021		
From:	CPDC Construction Services		

1. This bulletin is to provide awareness of recent COVID-19 related Federal, State, and CSU safety and reporting requirements and guidelines.
 - a. Cal/OSHA has recently updated Title 8, Subchapter 7, “COVID-19 Prevention - Emergency Temporary Standards.” See [Weblink A](#) for the text of the standards, FAQ, and Facts sheet from the CA Department of Industrial Relations website. Always reference the link for the current version as these documents will be periodically updated by Cal/OSHA.
 - b. The CSU “COVID Construction Safety Protocol” has been updated to include the revised Cal/OSHA regulations. **See Attachment A.**
 - i. The campus shall distribute the revised protocol to all contractors on active projects with direction to implement the revision in the project specific COVID-19 safety plans for review and approval by the campus if they have not done so already.
 - ii. Within one week, the campus shall direct all prime contractors to hold an “all-hands” safety meeting with all construction employees on the job site to review the updated project specific COVID-19 safety plan. An agenda outlining the items discussed, a copy of the revised project specific COVID-19 safety plan distributed to all workers in attendance, and a sign-in sheet shall be transmitted to the campus as record of this meeting.
 - iii. “All-hands” meetings shall take place each time there are updates to the COVID-19 safety plan to discuss the detail and logistical implications of the updates.
 - iv. Review of the site specific COVID-19 plan shall be part of the mandatory safety orientation required for all workers that are new to the jobsite. Each worker shall receive a copy of the site specific COVID-19 safety plan in their language of choice.
 - c. In addition to the revised CA/OSHA regulations, OSHA has published construction industry specific guidance.

Updated Construction COVID-19 Requirements

- i. See [Weblink B](#) for, “OSHA Alert, COVID-19 Guidance for the Construction Workforce.”
 - ii. See [Weblink C](#) for OSHA’s COVID-19 Control and Prevention Guidance for Construction Work, which discusses exposure risk levels, engineering controls, administrative controls, safe work practices, and personal protective equipment.
- d. OSHA has recently issued “Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace,” (1/29/21). This guidance is intended to help determine appropriate exposure control measure to implement in the workplace. [See Weblink D.](#)
- e. CSU has recently updated and distributed the “COVID-19 Campus Exposure Investigation and Response Guidelines.” These guidelines outline the campus response and reporting obligations related to exposure within campus communities. **See Attachment B.**
- i. Although these guidelines address the campus legal obligation to respond to and investigate contractor/vendor exposures within campus communities, they do not provide detailed guidance since the logistics for every type of vendor and/or contractor are unique. Due to the volume of construction contractor employees within our campus communities, CPDC has developed a standardized project exposure reporting system to address. **See Attachment C.**

Attachments: Attachment A - “COVID Construction Safety Protocol” dated 1/28/2021
Attachment B - “COVID-19 Campus Exposure Investigation and Response Guidelines” dated 12/2020
Attachment C – CSU Construction Contractor Reporting Procedures dated 1/31/2021

Weblinks: Weblink A - <https://www.dir.ca.gov/dosh/coronavirus/ETS.html>
Weblink B - <https://www.osha.gov/Publications/OSHA4000.pdf>
Weblink C - <https://www.osha.gov/coronavirus/control-prevention/construction>
Weblink D - <https://www.osha.gov/coronavirus/safework#additional-detail-key-measures>

Applicability: All CSU construction staff, and construction related contractors working within campus communities on Major and Minor capital projects

End of Bulletin

California State University COIVD Construction Safety Protocol

California State University (CSU) is committed to ensuring the health and well-being of our employees, their families, and contractors working on CSU sites. The spread of COVID-19 has become a significant public health concern; that's why we are taking precautions to protect employees, the public around our projects and the many third parties we interact with each day. This means demonstrating healthy hygiene practices, maintaining a safe work environment, and safeguarding the continuity of business operations.

While COVID-19 is currently only known to spread with human to human contact, healthy personal hygiene practices, such as handwashing, social distancing, and staying home when sick, are important steps employees can take to prevent the spread of infectious diseases.

Maintaining a healthy work site is just as important. Project supervision should take the following steps along with any others developed by CDC, local and state government to help reduce the risk of transmitting communicable diseases.

The contractor shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. The COVID19 Supervisor can be an on-site worker who is designated to carry this role.

Contractor's shall post signs in conspicuous locations at all jobsite entrances instructing, "Workers not to enter or proceed with work if they are experiencing symptoms of respiratory illness, including fever or cough, and are recommended to practice social distancing when working in confined spaces to the extent feasible."

Contractors shall maintain a daily attendance log of all workers and visitors.

- **Communication – T8 CCR: 3205 (c)(1)**

Employers will be required to establish a system of communication to include:

- Employee's ability to report possible COVID-19 exposures, and hazards without the fear of reprisal.
- Procedures and policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- Provide information about COVID-19 testing
- Communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.

- **Identification and Evaluation of COVID 19 Hazards – T8 CCR: 3205 (c)(2)**

Employers will be required to:

- Allow for employee and authorized employee representative participation in the identification and evaluation of COVID-19 hazards.
- Develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms.

- Develop policies and procedures to respond effectively and immediately to individuals at the work place who are a COVID-19 case to prevent or reduce the risk of transmission.
 - Conduct a workplace-specific identification of all interactions areas, activities, processes, equipment and materials that could potentially expose employees to COVID-19 hazards.
 - For indoor locations, the employer shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
 - Review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention.
 - Evaluate existing COVID-19 prevention controls at the workplace and the need for different/additional controls.
 - Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19.
- **Investigation and Responding to COVID-19 cases in the workplace – T8 CCR: 3205 (c)(3)**
 - The employer shall have an effective procedure to investigate COVID-19 cases in the workplace.
 - The employer shall take the following action when there has been a COVID-19 case at the place of employment.
 1. Determine the day and time the COVID-19 case was last present and to the extent possible, the date of the positive test(s) and/or diagnosis, and the date the case first had one or more symptoms, if any were experienced.
 2. Determine who may have had a COVID-19 exposure.
 3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following.
 - a) All employees who may have had COVID-19 exposure and their authorized representatives.
 - b) Independent contractors and other employers present at the workplace during the high-risk exposure period.
 4. Offer COVID-19 testing at no cost to employees during their working hours.
 5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure.
 - The employer shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
- **Correction of COVID-19 hazards – T8 CCR: 3205 (c)(4)**
 - Employers shall implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.
- **Employers shall provide Training and instruction – T8 CCR: (c)(5)**

To include:

- The employers COVID-19 policies and procedures.
 - 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 or contaminated objects.
 - Methods of physical distancing and wearing face coverings.
 - The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
 - 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.
 - Proper use of face coverings
 - COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- **Employers shall implement project procedures for Physical distancing – T8 CCR: 3205 (c)(6)**
 - All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement.
 - When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.
- **Face Coverings – T8 CCR: 3205 (c)(7)**
 - Employers shall provide face coverings and ensure they are worn by employees over the nose and mouth when indoors, when outdoors and less than six feet away from another person, and where required by orders from the CDHP or local health department. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.

Exceptions:

1. When an employee is alone in a room.
2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors air has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
4. 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. **(See alternative provisions in the regulation)**
5. Specific task which cannot feasibly be performed with a face covering.

- **Employers will evaluate additional options to provide engineering controls, administrative controls and personal protective equipment, such as - T8 CCR: 3205 (c)(8)**
 - At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the employer shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
 - For buildings with mechanical or natural ventilation, or both, employers shall maximize the quantity of outside air provided to the extent feasible.
 - Employers shall implement cleaning and disinfecting procedures.
 - To protect employees from COVID-19 hazards, the employer shall evaluate its handwashing facilities.
 - Employers shall evaluate the need for personal protective equipment.

- **Recording, Recordkeeping and Access - T8 CCR: 3205(c)(9)**

Responsibilities:

- The employer shall report information about COVID-19 cases at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department.
 - The employer shall report immediately to the Division any COVID-19-related serious illness or death, as defined under section 330 (h), of an employee occurring in a place of employment or in connection with any employment.
 - The employer shall maintain records of the steps taken to implement the written COVID-19 Prevention Program.
 - The written COVID-19 Prevention Program shall be made available at the workplace to employees, authorized employee representatives, and the Division immediately upon request.
 - The employer shall keep a record of and track all COVID-19 cases.
- **Excluding COVID-19 Employees from the Workplace – T8 CCR 3205(c)(10)**
 - Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements of subsection 3205 (c) (11) are met.
 - Employers shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
 - For employees excluded from work under subsection 3205 (c) (10) and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

(See complete standard for exceptions)

- **Employers shall implement Return to work criteria to include – T8 CCR: 3205(c)(11)**

- COVID-19 cases with COVID-19 symptoms shall not return to work until:
 1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 2. COVID-19 symptoms have improved; and
 3. At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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 shall 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 shall 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 shall be 10 days from the time the order to isolate was effective, or 14 days from the time the quarantine was effective.

Employers must also adhere to the regulatory specifications of 3205.1 – 3205.4 where applicable.

Additional resources:

<https://www.dir.ca.gov/title8/3205.html>
https://www.dir.ca.gov/title8/3205_1.html
https://www.dir.ca.gov/title8/3205_2.html
https://www.dir.ca.gov/title8/3205_3.html
https://www.dir.ca.gov/title8/3205_4.html

California State University COVID-19 Campus Exposure Investigation and Response Guidelines

As California State University campuses continue to engage in limited face-to-face learning and research, we are committed to maintaining the health and safety of our students, faculty, staff, and the communities we serve. Despite mitigation efforts aligned with public health guidelines, including implementation of recommended physical distancing and other preventive measures, it is recommended that campuses plan for the likelihood that there will be new cases of Sars-CoV-2 (COVID-19) identified among campus populations for the indefinite future.

This is not a written COVID-19 Prevention Plan. Instead, this resource document was developed by an interdisciplinary systemwide group to provide guidance on steps to take when the campus is made aware that a member of the campus community is reported or confirmed to be infected with COVID-19, based on the latest state and federal public health guidelines, and recent changes to Workers' Compensation laws, the California Labor Code, and Cal/OSHA regulations. Each CSU campus maintains the authority to develop its own procedures and safety protocols in accordance with applicable federal, state and local laws, regulations, and public health orders, as appropriate for its community setting. Specific guidelines adopted from this document may be incorporated into each campus's written COVID-19 Prevention Plan.

This guidance document is intended as a resource for campuses to develop COVID-19 infection response protocols and procedures based on individual campus operational needs. It is highly recommended that campuses review applicable federal and state laws, regulations, and public health orders and guidelines, listed in the reference section of this document, as well as any specific local regulations, to ensure legal compliance.

1. Purpose

The CSU is committed to ensuring the safety of its campus communities by reducing the risks of widespread transmission of COVID-19. In response to the COVID-19 pandemic, and to resulting changes in federal and state laws and regulations, California employers with employees reporting to the workplace in person, including the CSU and all 23 campuses, are developing protocols to create and maintain a safe workplace. One of these measures is to identify the close contacts who were exposed to a person confirmed to be infected with COVID-19 (referred to in this document as a "case" or "qualifying individual") while the case was infectious. The removal of infectious and exposed individuals from the workplace reduces the potential spread of COVID-19. This document provides a potential framework for reporting, investigating and notifying exposed individuals when responding to confirmed COVID-19 cases in the workplace.

Due to the evolving nature of the COVID-19 pandemic, which informs federal, state and local public health guidelines, CSU campuses may consider appointing a COVID-19 Coordinator(s) and/or creating an *Infectious Disease Response Team*, a multidisciplinary, cross-functional group whose role will be to address and coordinate the response to identified COVID-19 cases on campus and among the campus community. It is recommended that this group be represented by a position or unit within the campus Emergency Operations Center (EOC), if it is activated.

The team would work in alignment with the EOC and other campus and community task forces to promote and guide health and safety measures to prevent and respond to COVID-19 cases.

Definitions

- A. Case** – a person who has tested positive for COVID-19. For the purpose of this document, a “case” will include a “qualifying individual,” as defined in Assembly Bill 685 (Cal. Labor Code §§ 6325, 6409.6, and 6432).
- B. Close contact** – a person who has been within six feet for 15 minutes or more during a 24-hour cumulative period of a person who has tested positive for COVID-19. This definition applies regardless of the use of face coverings.
- C. COVID-19 exposure** – being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period defined below. This definition applies regardless of the use of face coverings (8 C.C.R. Chapter 4 Subchapter 7 § 3205 (b)).
- D. COVID-19 tests** – screenings that identify the virus in the body using polymerase chain reaction (PCR) tests, also called molecular tests. These tests give a sign that the virus is reproducing within a person’s cells. The test must have been (1) approved by the United States Food and Drug Administration (FDA) or have an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus and (2) administered in accordance with the FDA approval of the FDA Emergency Use Authorization, as applicable (Cal. Labor Code §3212.88(m)(2)).
- E. Exposed workplace** – any work location, working area or common area at work used or accessed by a COVID-19 case during the infectious period (defined below), including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings, areas, or facilities not entered by a COVID-19 case (8 C.C.R. Chapter 4 Subchapter 7 § 3205 (b)).
- F. Face cover/mask** –a tightly woven fabric, or non-woven material with no visible holes or openings, which covers the nose and mouth. Wearing a cloth face covering helps reduce the spread of COVID-19 by reducing the spread of respiratory droplets. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including physical distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces (8 C.C.R. Chapter 4 Subchapter 7 § 3205).
- G. Incubation period** – the time from when a person is infected with COVID-19 until symptoms develop.
- H. Infectious Disease Response Team, COVID-19 Coordinator, Co-Coordinator or COVID-19 Point of Contact** – person or persons responsible for receiving, managing and investigating COVID-19 reported exposure(s) and illness as it pertains to members of the on-campus community, such as students, staff, faculty, visitors,

vendors/contractors and students participating in off-campus experiential learning programs.

- I. Infectious period** – the time during which someone infected with COVID-19 (symptomatic or asymptomatic) can transmit the virus to other people. People are infectious before they become symptomatic and during their illness. The COVID-19 infectious period usually lasts from 2-14 days, but is typically most potent five days after infection, and starts two days prior to symptoms. (California Department of Public Health: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>.)

Time	Symptomatic	Asymptomatic
Begins	<ul style="list-style-type: none"> Two days before an individual first develops symptoms 	<ul style="list-style-type: none"> Two days before the specimen for the first positive COVID-19 test was collected
Ends	<ul style="list-style-type: none"> 10 days have passed since symptoms first appeared, AND At least 24 hours have passed with no fever (without use of fever reducing medications), AND Other symptoms have improved 	<ul style="list-style-type: none"> 10 days after the specimen for the first positive COVID-19 test was collected.

- J. Injury** – a COVID-19 infection is considered a work-related injury for the purposes of Workers’ Compensation law (Cal. Labor Code §3212.88 (b)) when:
- i. The employee tests positive for COVID-19 within 14 days after a day that the employee performed labor or services at the employee’s place of employment at the employer’s direction;
 - ii. The day referenced in paragraph (i) on which the employee performed labor or services at the employee’s place of employment at the employer’s direction was on or after July 6, 2020. The date of injury shall be the last date the employee performed labor or services at the employee’s place of employment at the employer’s direction prior to the positive test;
 - iii. The employee’s positive test occurred during a period of an outbreak at the employee’s specific place of employment. (See “outbreak” definition below.)

- K. Isolation** – separates people infected with COVID-19 (symptomatic or asymptomatic) from others, even within a household. For persons with COVID-19 infection, isolation and precautions can be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms. (California Department of Public Health: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>.)

- L. Outbreak** – three positive cases of COVID-19 in a 14-day period at a specific workplace (8 C.C.R. Chapter 4 Subchapter 7 § 3205.1).
- M. Major outbreak** – 20 or more positive cases of COVID-19 within a 30-day period at a specific workplace (8 C.C.R. Chapter 4 Subchapter 7 § 3205.2).
- N. Physical distancing** – keeping a safe space of at least six feet, or about two arms’ length, between yourself and other people who are not from your household, in both indoor and outdoor spaces. (Also called “social distancing.”)
- O. Qualifying individual** – for the purposes of this document, a qualifying individual is the same as a “case,” including any person who has any of the following:
 - i. A laboratory-confirmed case of COVID-19, as defined by the California State Department of Public Health;
 - ii. A positive COVID-19 diagnosis from a licensed health care provider;
 - iii. A COVID-19-related order to isolate provided by a public health official;
 - iv. Died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county.
- P. Quarantine** – separates from others, and restricts the movement of, a person who was exposed to a COVID-19 case to reduce the spread of the communicable disease. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick (pre-symptomatic) or if they are infected with the virus without feeling symptoms (asymptomatic). People in quarantine should stay home per federal, state and local requirements, whichever are most restrictive. At the time of this writing, California Department of Public Health quarantine recommends exposed individuals quarantine for 10 days with additional self-monitoring and PPE suggestions. The person in quarantine should separate from others, monitor their health, and follow directions from their state or local public health department. Individuals who live with, or are unable to isolate from, someone who is infected with COVID-19 must add 14 days of quarantine after the infected person completes isolation.
- Q. Specific place of employment/specific workplace** – the building, store, facility, agricultural field or other location where an employee performs work at the employer’s direction during the infectious period of a COVID-19 case. “A specific place of employment” does not include the employee’s home or residence, unless the employee provides home health care services to another individual at the employee’s home or residence.

2. Employee, Student, Contractor and Visitor Instructions if Coming to Campus

- A. As mandated by Cal/OSHA regulations (8 C.C.R. Chapter 4 Subchapter 7 § 3205) for employees, before coming to campus, employees, students, contractors and/or visitors should:
- i. Self-monitor for COVID-19 symptoms: If any COVID-19 symptoms are experienced, the employee/student/contractor/visitor should not come to campus, and is encouraged to contact their medical provider and inform their supervisor/manager/professor or other campus point of contact of the reason for their absence.
 - ii. Exposure monitoring: If they have been in close contact with someone with confirmed COVID-19, the employee/student/contractor/visitor should not come to campus and is encouraged to contact their medical provider and inform their supervisor/manager/professor or other campus point of contact of the reason for their absence.
 - iii. Health screening: It is recommended that the employee/student/contractor/visitor be made aware of pre-entry health screening protocols that may be implemented.
- B. As mandated by Cal/OSHA regulations for employees (8 C.C.R. Chapter 4 Subchapter 7 § 3205), while on campus:
- i. Employees/students/contractors/visitors should be made aware that department/classroom/office entry doors and access points will be minimized and monitored, if applicable. Entry in non-public areas will only be allowed for individuals with appropriate business in the work area.
 - ii. Employees/students/contractors/visitors should wear a face covering.
 - iii. Employees/students/contractors/visitors should practice physical distancing.
 - iv. Employees/students/contractors/visitors should be notified of any pre-entry health screening protocols being implemented.
 - v. Employees/students/contractors/visitors should be made aware of COVID-19 reporting protocols.

3. Protected Health Information and Level 1 Data

For security and privacy purposes, CSU categorizes medical information as confidential Level 1 data. Information the CSU learns about an employee or student's medical condition, such as being COVID-19-positive, is Level 1 data. This medical information is protected by state privacy laws (Cal. Civil Code § 56, *et al.*) and, for students, by the Family Educational Rights and Privacy Act (FERPA).

According to CSU policy, it is required that this information is carefully maintained and consent from the person be received in order for it to be disclosed further. However, given the contagious nature of COVID-19, identifying information about a positive case may be disclosed to local public health authorities according to state law (Cal. Health and Safety Code § 120250, Cal. Civil Code § 56.30); this disclosure permits the local health authority to be able to perform contact tracing and order quarantine as needed to prevent further spread of this contagious disease (Cal. Health and Safety Code § 120175). FERPA also permits disclosure of protected information without a student's consent when the campus determines the disclosure of that protected information to a particular party, such as the local public health officer, is necessary to protect the health and safety of students and staff. (34 C.F.R. § 99.36.)

When sharing information about a COVID-19-positive person who has been on campus, the communication should be in a de-identified form only (not including the person's name) and be made only as needed to protect the receiving party's own health and safety. It is recommended that those determined to be "close contacts" or "exposed employees" be given details about when and where the COVID-19 case was on campus, but not their name. When a disclosure is made to the local public health authority, by contrast, the disclosure may include the person's name. Similarly, if the disclosure is to another employee who needs to know the person's identity in order to perform their job for the CSU, data is to be kept confidential.

Level 1 categorized data records must always be securely maintained in accordance with CSU privacy and security policy.

4. Timeliness of Reporting and Exposure Investigation

The timeliness of reporting is extremely important to reduce possible exposure to others. It is strongly encouraged that employees report any COVID-19 illness, symptoms, exposure or positive case to the campus as soon as they are able. It is advised that the responsible individual(s) of the campus Infectious Disease Response Team begin the exposure investigation (see page 9) as soon as feasible once notified of a case in order to mitigate community spread on campus. As mandated by law and Cal/OSHA regulations (Cal. Labor Code § 6409.6; 8 C.C.R. Chapter 4 Subchapter 7 § 3205), employees possibly exposed to COVID-19 on campus must be notified of the possible exposure **within one business day** after the university has been made aware of the potential exposure, without identifying the names or personal information of other employees who have COVID-19 or were exposed to COVID-19. The campus must report any COVID-19 outbreak (defined above) to the local public health department within 48 hours, including the names and appropriate personal information of those who have COVID-19 or were exposed to COVID-19. Please refer to Section 8 of this Guidance for more information.

5. Employee/Student Notice to Campus of COVID-19 Potential Exposure

To assist in mitigating campus exposure(s), each employee or student who is suspected, diagnosed or confirmed to be COVID-19-positive, and who engages in campus activities, is asked to report such exposure to the identified campus responsible party.

A. Responsible Party

It is recommended that each campus designate an Infectious Disease Response Team, which includes a point of contact for employees or students who are suspected, diagnosed or confirmed to be COVID-19-positive. Ideally, the team would develop a process for reporting and storing employee and student data.

B. Employee: COVID-19 Notice Structure

As mandated by law and Cal/OSHA regulations (Cal. Labor Code § 6409.6; Cal. Labor Code §3212.88; 8 C.C.R. Chapter 4 Subchapter 7 § 3205), each campus should develop a notice structure for campus-based employees to report potential exposure or confirmed positive COVID-19 test results. This notice structure covers employees exposed on and off campus. The following elements may be used in this structure:

- i. It is recommended that an online form be developed to facilitate quick notice to the COVID-19 Coordinator and/or designated responder from the Infectious Disease Response Team. It is suggested that the form use questionnaires similar to Attachments B and C.
- ii. COVID-19-positive or suspected positive employee may contact their supervisor or Human Resources. If the supervisor is contacted, the supervisor is responsible for contacting their manager and Human Resources or other campus-designated COVID-19 contact, who will report the case to the COVID-19 Coordinator and/or designated responder from the Infectious Disease Response Team.
- iii. It is recommended that Human Resources contact the employee to explain the following:
 - a. The employee may be encouraged to call their healthcare provider.
 - b. The employee should be directed to quarantine at home and should be permitted to telework if possible (8 C.C.R. Chapter 4 Subchapter 7 § 3205.)
 - c. When an employee is unable to carry out their duties because of illness due to COVID-19, they may be eligible to take advantage of COVID-19-related paid leave programs. If these programs have been exhausted, the employee may utilize sick leave or any other leave balances. If the exposure occurred in the workplace, and the employee is not eligible for or has exhausted all eligible paid leave programs, the employee must still be paid and should be placed on paid administrative leave while excluded from the workplace by the employer (8 C.C.R. Chapter 4 Subchapter 7 § 3205 (c)(10)(C)).
 - d. Any employee who has tested positive during a workplace outbreak and suspects they have been exposed on campus or asserts their infection is work-related should be given a Workers' Compensation claim form and be referred to the campus Workers' Compensation

Coordinator by Human Resources (Cal. Labor Code §3212.88). By law, public safety and healthcare workers who have tested positive are automatically considered exposed on campus and are to be given a Workers' Compensation claim form regardless of an outbreak. If the employee was exposed on campus and diagnosed with COVID-19, the campus must consider the illness under Workers' Compensation and handle as such (Cal. Labor Code §3212.87).

- e. The COVID-19-positive employee may return to work after the minimum isolation period when they have sufficiently recovered. See Section 9 for further details.
- iv. It is recommended that Human Resources contact the Infectious Disease Response Team and the Workers' Compensation Coordinator, if applicable, to ensure data compliance is kept up to date.
- a. It is recommended that the Infectious Disease Response Team coordinate external notifications and other requirements in accordance with federal, state and local public health orders and legislation.
 - b. The Workers' Compensation Coordinator may be notified by Human Resources or the Infectious Disease Response Team/Coordinator of potential Workers' Compensation claim (see 4 above). By law (Cal. Labor Code §3212.88 (i)), the Workers' Compensation Coordinator will notify the claims administrator in writing via electronic mail within three business days of the following:
 - 1. An employee has tested positive.
 - 2. The date that the employee tests positive, which is the date the specimen was collected for testing.
 - 3. The specific address or addresses of the employee's specific place of employment during the 14-day period preceding the date of the employee's positive test.
 - 4. The highest number of employees who reported to work at the employee's specific place of employment in the 45-day period preceding the last day the employee worked at each specific place of employment.

C. Student COVID-19 Reporting Structure

It is recommended that each campus establish a process for students to report potential exposure or COVID-19 positive test results for those who are or have been on campus or participate in off-campus experiential learning programs within a 14-day period of the development of COVID-19 symptoms.

- i. An online form is preferred to facilitate quick notification.
- ii. The COVID-19-positive student may contact the Infectious Disease Response Team or Student Health Center directly. (A health care professional could be designated to “triage” symptoms and risk factors and either refer the student to their health care provider and recommend isolation or, after consultation with public health, determine that COVID-19 is not a consideration and the student can return to campus.)
- iii. It is recommended that the Student Health Center report positive cases to the Infectious Disease Response Team. A confirmed case of COVID-19 may then be interviewed to identify where they went on campus during the infectious period to determine who they may have exposed.
- iv. If the campus is the first point of contact for a suspected COVID-19 case, it is recommended that the Infectious Disease Response Team report the case in the interest of public health to the jurisdictional public health department and campus Student Health Center.
- v. If the student has already been tested off-campus or is under the care of their own medical provider, the medical provider and the laboratory where testing was performed would report the case to the jurisdictional public health department.

If the student does not have a healthcare provider off-campus, the Student Health Center may offer to serve as the provider of health care within the scope of services outlined in CSU Executive Order 943.

It is recommended that the Infectious Disease Response Team inform the campus Emergency Operations Center and coordinate the necessary investigation with the jurisdictional public health department, and, if applicable, the units overseeing campus investigation requirements under Cal/OSHA (i.e. Environmental Health and Safety, Risk Management and Human Resources).

6. Campus Exposure Investigation

Consistent with legal and regulatory requirements, campuses should investigate work-related injuries and illnesses. Timeliness of exposure investigation is paramount in reducing exposure. Contact tracing is the statutory authority/responsibility of the jurisdictional public health department. As such, it is important that each campus work closely with their local agency. CSU campuses do not perform public health contact-tracing but should investigate employee/student-reported cases of illness to mitigate exposure and reduce the spread of COVID-19 on campus.

A. Employee-Related Investigation

- i. Responsible parties
 - a. Employee – suspected exposure or positive for COVID-19.
 - b. Manager/supervisor – person to whom the employee reports.
 - c. Human Resources – must include Labor Relations and Workers’ Compensation Coordinator.
 1. The employer/campus must notify all employees who worked at a specific workplace during the infectious period with a qualifying individual (case) of their possible COVID-19 exposure within one business day of the employer/campus becoming aware of the qualifying individual’s confirmed case (Cal. Labor Code §6409.6).
 - d. Infectious Disease Response Team/COVID-19 Coordinator(s) – may be a combination of Environmental Health & Safety, Health Center Director, or others per campus designation.
- ii. Investigation process (see Attachment A)
 - a. Infectious Disease Response Team contacts employee, remotely, to review questionnaire follow-up (see Attachments B and C).
 - b. Infectious Disease Response Team contacts jurisdictional public health department as appropriate.
 - c. Infectious Disease Response Team contacts Facilities for cleaning and disinfection protocol.
 - d. Infectious Disease Response Team contacts other campus executives, Emergency Operations Center and/or Public Information Officer as needed for campus notifications.

B. Student-Related Investigation

- i. Responsible parties
 - a. Student – suspected exposure or positive for COVID-19.
 - b. Housing staff – if student lives within residential life facilities.
 - c. Health Center – medical staff who will make direct contact with student.

- d. Infectious Disease Response Team/COVID-19 Coordinator(s) – may be a combination of Environmental Health & Safety, Health Center Director, or others per campus designation.

- ii. Investigation process

- a. Health Center interviews student for further detail (see Attachment C).
- b. Health Center shares basic detail with Infectious Disease Response Team for campus follow-up.
- c. Health Center or Infectious Disease Response Team contacts jurisdictional public health department as appropriate.
- d. Infectious Disease Response Team contacts Facilities for cleaning and disinfection protocol as necessary, based on information collected during the exposure investigation.
- e. Infectious Disease Response Team contacts other executives (Dean of Students, Housing Director), Emergency Operations Center and/or Public Information Officer as needed for campus notifications.

7. Coordination with Jurisdictional Public Health Department

Campuses are strongly encouraged to work with their jurisdictional public health department in the following:

- A. The Infectious Disease Response Team may establish a campus point-person to work with and keep the local public health department informed about campus cases.
- B. Based on the exposure investigation, a list of cases and close contacts should be maintained and shared with the local public health department (Cal. Labor Code §6409.6).
- C. As mandated by Cal/OSHA regulations regarding employee workplaces, the employer/campus that has a COVID-19 outbreak must give notice to the local public health department within 48 hours (Cal. Labor Code §6409.6).
- D. As mandated by Cal/OSHA regulations, any employer/campus that has an outbreak must continue to give notice to the local public health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite (Cal. Labor Code §6409.6).

8. Communication and Notification

Communication and Notification is mandated by law and Cal/OSHA regulations (Cal. Labor Code § 6409.6) and (8 C.C.R. Chapter 4 Subchapter 7 § 3205). A matrix listing various campus notification options, used under different COVID-19 exposure scenarios, is included as Attachment D.

- A. Campuses are encouraged to build a robust COVID-19 webpage in order to better inform students and employees of what is occurring in the community. The webpage could include:
- i. COVID-19 expectations and legal requirements.
 - ii. Employee benefits and rights regarding COVID-19.
 - iii. General COVID-19 sanitation and safety efforts.
 - iv. Specific COVID-19 sanitation efforts that will be performed when the campus has been made aware of a COVID-19 case at the specific worksite.
- B. As mandated by Cal/OSHA regulations (8 C.C.R. Chapter 4 Subchapter 7 § 3205) the employer/campus must send a written notification within one business day of receiving notice of an on-campus COVID-19 case, to the following:
- i. Employees who worked at the specific worksite at the same time as the qualifying individual. This notification must be provided in English and translated, if the majority of employees receiving the notification speak a language other than English. (A sample notification can be found as Attachment E.)
 - ii. Exclusive representatives (union leadership) of employees who worked at the specific worksite at the same time as the qualifying individual. In order to ensure campuses do not identify the names or personal information of other employees who have COVID-19 or were exposed to COVID-19, we recommend campus establish a point of contact for unions to request information regarding exposure of their union members. (A sample can be found as Attachment F.)
 - iii. Employers of subcontractor/auxiliary employees who worked at the specific worksite as the same time as the qualifying individual. (A sample can be found as Attachment G.)
- C. Upon completion of a COVID-19 exposure investigation, the campus must provide written communication to those potentially exposed to a confirmed positive COVID-19 case without identifying the names or personal information of other employees who have COVID-19 or were exposed to COVID-19 (8 C.C.R. Chapter 4 Subchapter 7 § 3205). Depending on the circumstances, the campus should prepare correspondence for the following audiences. (Attachment D contains a summary of notifications.)
- i. The COVID-19 positive student, employee or contractor.
 - ii. Close contacts of the COVID-19 case (See Attachment H).

- iii. General campus community. Institutions are not required to give multiple updates or notifications regarding positive cases to individuals who are not attending classes, working or residing on campus.

General campus community notification requirements may be satisfied in one of two ways:

- a. A banner on the university's webpage containing COVID-19 general information; or
- b. A single notification to the campus community utilizing the same methods applicable in the campus emergency notification plan providing general awareness information about COVID-19. If the campus has already provided this general notification at the beginning of the pandemic, then the requirement is satisfied.

Additionally, it is recommended campuses consider how they will respond to employees who learn about the case through other channels and inquire as to why they were not notified of the case.

9. Return to Work/Return to Learn Criteria

- A. As mandated by Cal/OSHA regulations (8 C.C.R. Chapter 4 Subchapter 7 § 3205), COVID-19 cases with COVID-19 symptoms shall not return to work until:
 - i. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - ii. COVID-19 symptoms have improved; and
 - iii. At least 10 days have passed since COVID-19 symptoms first appeared.
- B. As mandated by Cal/OSHA regulations (8 C.C.R. Chapter 4 Subchapter 7 § 3205), COVID-19 cases who tested positive but never developed COVID-19 symptoms shall 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.
- C. As mandated by Cal/OSHA regulations (8 C.C.R. Chapter 4 Subchapter 7 § 3205), a negative COVID-19 test shall not be required for an employee to return to work, as long as the protocols set forth in the regulations are followed regarding exclusion and isolation from the workplace.
- D. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted, as mandated by Cal/OSHA (8 C.C.R. Chapter 4 Subchapter 7 § 3205). If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

- E. If there are no violations of local or state health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the employer shall develop, implement, and maintain effective control measures to prevent transmission in the workplace, including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace (8 C.C.R. Chapter 4 Subchapter 7 § 3205).

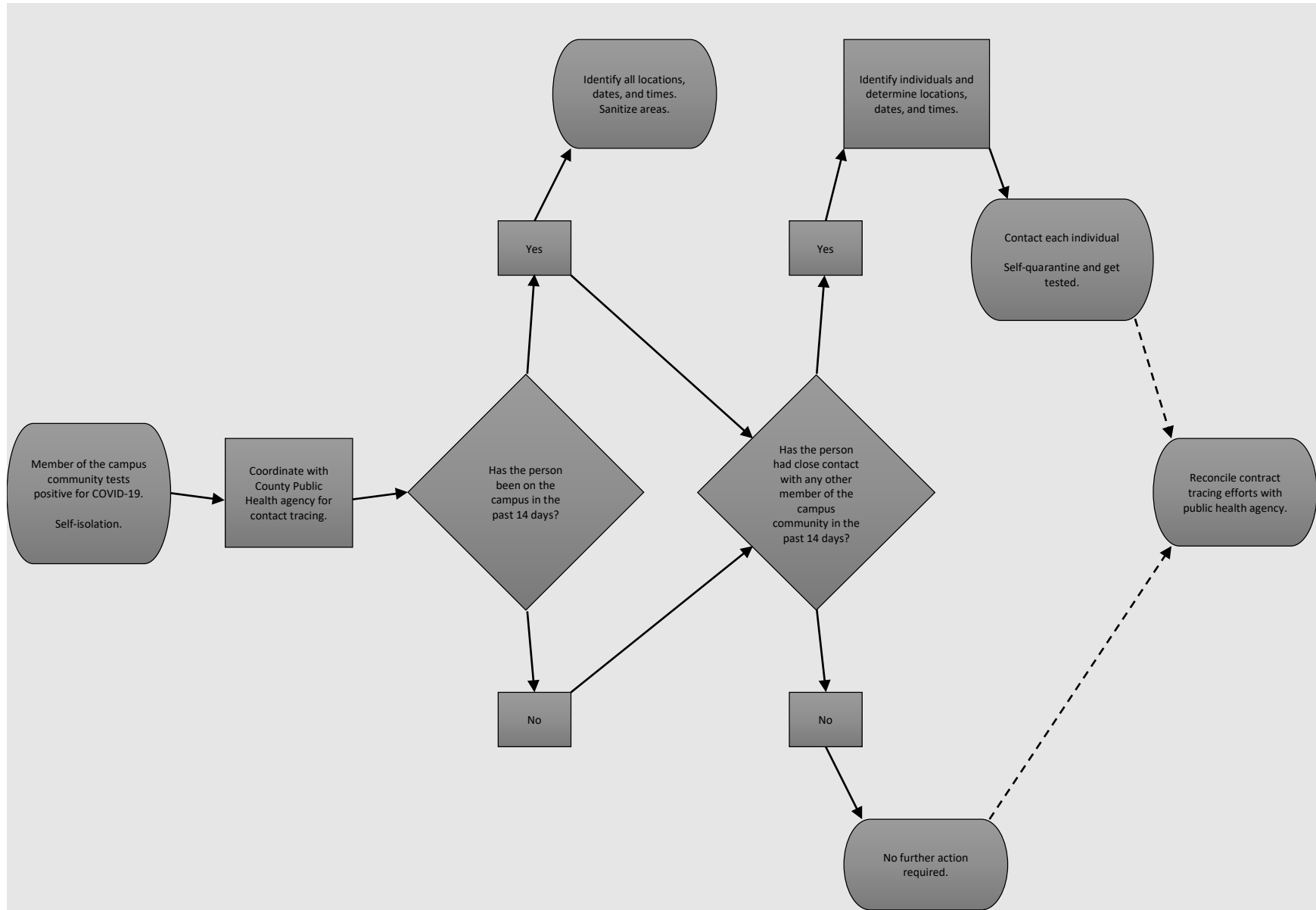
10. Storing Employee and Student Records

- A. To ensure employee and student rights to privacy, the law and CSU policy require that information be shared with only those who have a responsibility to know, investigate or assist impacted students and employees.
- B. According to the law, all information must be secured in accordance with the Confidentiality of Medical Information Act, FERPA and Level I Data requirements as outlined in existing CSU policy.
- C. According to CSU records retention policies, records of written notifications should be maintained for a period of at least three years.
- D. Data and records must be documented and be maintained in accordance with Executive Order 1031: *Systemwide Records/Information Retention and Disposition Schedules Implementation*.

11. Legal, Regulatory, and CSU Policy and Guidance References

- A. Campus Infectious Disease Plan as part of the Campus Emergency Plan
- B. California Department of Industrial Relations
 - i. [Injury and Illness Prevention Program](#).
 - ii. [Interim General Guidelines on Protecting Workers from COVID-19](#)
 - iii. [COVID-19 Prevention - Emergency Temporary Standards](#)
- C. California Department of Health Services and Cal/OSHA – [COVID-19 Insider Guidance: Institutions of Higher Education](#).
- D. [Assembly Bill 685](#)
- E. [Senate Bill 1159](#)
- F. Centers for Disease Control and Prevention – [Case Investigation and Contract Tracing in Non-healthcare Workplaces: Information for Employers](#).

ATTACHMENT A: CAMPUS EXPOSURE INVESTIGATION FLOW CHART



ATTACHMENT B: SUSPECTED OR CONFIRMED COVID-19 CASE INTAKE FORM

Complete the table below for the individual with a suspected or confirmed case

Date of Notification:	Time of Notification:	Name of Individual:	
Classification: <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Contractor/Consultant <input type="checkbox"/> Other:	Notification method: <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> In Person	Person Notified: <input type="checkbox"/> Staff/Faculty <input type="checkbox"/> Student <input type="checkbox"/> Hospital/Clinic <input type="checkbox"/> Other:	Check One: <input type="checkbox"/> Suspected Case <input type="checkbox"/> PUI <input type="checkbox"/> Confirmed Case
Last day on campus:	Date of Symptoms Onset:	Comments:	
Symptoms Noticed (if applicable):		<input type="checkbox"/> Asymptomatic	
Supervisor, if applicable:			
First and Last Name:		Job Title:	
Email:		Phone Number:	

Timeline:

List only persons who had **CLOSE CONTACT**¹ with the affected individual at the worksite starting 48 hours before symptoms started through the present.

	Name	Phone Number	Email Address	Date Self-Quarantine	Comments
1.					
2.					
3.					
4.					
Affected individual has not been on campus for greater than 48 hours before symptoms started.					<input type="checkbox"/>

ATTACHMENT C: COVID-19 POSITIVE CASE INTERVIEW FORM

Interviewer name (first/last):

Others present:

1. What day were you last on campus?
2. Approximately what time did you arrive and leave?
3. What areas on campus did you visit?
4. Which individuals did you have close contact with on campus? (Less than six feet for 15 or more minutes) starting 48 hours before your first symptoms and continuing to the present)
5. When did you begin to experience COVID-19 symptoms?
6. When did you seek medical attention?
7. When were you tested?
8. Have you been contacted by the county health department?
9. What instructions were you given by the county health department?

ATTACHMENT D: CAMPUS NOTIFICATION MATRIX

Campus notification process for potential or confirmed COVID-19 cases:

CASE DESCRIPTION	NOTIFICATION PROCESS
Asymptomatic (no symptoms); individual quarantined due to possible exposure to infected people or post-travel.	No mass campus notification.
Mild flu, cold symptoms, but not consistent with COVID-19 per individual's report of assessment by healthcare provider.	No mass campus notification.
Individual has symptoms consistent with COVID-19, but no test confirmation or is awaiting test results; individual is advised to isolate by healthcare provider per CDC, state or local public health guidance.	No mass campus notification. Direct communication and guidance to campus members who may have had close contact with ill individual on a case-by-case basis.
Individual reports positive test results for COVID-19 and has not been on campus and had no close contact with the campus or its members for the past 14 days, including the 48 hours before the first day of symptoms.	No mass campus notification. Direct communication and guidance by campus with the case-positive individual.
Notice of workplace/on-campus activity of a COVID-19-positive case who is an employee. Notice may come from the employee or a local public health official.	Campus must send written notification within one business day to: 1. CSU employees on affected worksite 2. Union representatives 3. Employer of subcontractors (See Section 8 for law and details.)
Exposure investigation of confirmed COVID-19 positive test for a campus member who had been on campus and/or had close contact with other campus members within 14 days prior to the onset of symptoms.	Campus must send written notification to campus members who may have had close contact with the case positive individual. (See Section 8 for law and details.)
Three cases within 14 days at the same worksite, defined as an “outbreak.”	Within 48 hours, the campus may report the outbreak to the local public health department. The campus must provide direct communication and guidance to campus members who may have had close contact with the infected individuals on a case-by-case basis. (See Section 7 for law and details.)

ATTACHMENT E: TEMPLATE NOTIFICATION TO EMPLOYEES AT AFFECTED WORKSITE (TO BE SENT WITHIN ONE BUSINESS DAY)

[DATE]

NOTIFICATION OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

To [CAMPUS NAME] Employees:

[CAMPUS NAME] has received notice that an individual infected with COVID-19 was present at [SPECIFIC CSU FACILITY/WORKSITE] during the following period: [TIME DURING WHICH INFECTED INDIVIDUAL WAS POTENTIALLY INFECTIOUS AT CSU FACILITY/WORKSITE].

If you were present at the same worksite during this period, you may or may not have been exposed to the virus. If you do NOT believe you were exposed, no action is required. An exposure investigation is underway and if you were in close contact with the infected individual you will receive an additional notification. A close contact is defined as having close contact (within 6 six feet) for 15 minutes or more during a 24-hour cumulative period with a person who tested positive for COVID-19.

As a [CAMPUS NAME] employee, you may be entitled to various benefits under applicable federal and state laws and university-specific policies and agreements, including, but not necessarily limited to, the following:

For policy-covered and represented employees: COVID-19-related leave; emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; workers' compensation [INSERT APPROPRIATE HYPERLINKS TO ONLINE DESCRIPTIONS]

For academic personnel: COVID-19-related leave; emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; workers' compensation [INSERT APPROPRIATE HYPERLINKS TO ONLINE DESCRIPTIONS]

For non-policy-covered and unrepresented employees: COVID-19-related leave; emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; workers' compensation [INSERT APPROPRIATE HYPERLINKS TO ONLINE DESCRIPTIONS]

If you have any questions about these benefits, please contact [CAMPUS NAME] Human Resources at [CONTACT INFORMATION].

If you believe you contracted a COVID-19-related illness as a result of your university employment, you may be entitled to Workers' Compensation benefits through the university. This may include hospital, surgical, and medical treatment, disability indemnity, and death benefits. For more information, please contact [WORKERS' COMPENSATION CONTACT INFORMATION].

If you believe that you may have been in close contact with the COVID-19 case(s) listed above, please feel free to reach out to the [CAMPUS NAME] exposure management/investigation team. Their contact information is as follows: [CONTACT INFORMATION FOR EXPOSURE MANAGEMENT/INVESTIGATION TEAM].

[CAMPUS NAME]'s COVID-19-specific protocols and plans to ensure the disinfection and safety of university worksites are available at: [HYPERLINK].

[SIGNATURE OF ISSUING OFFICIAL]

**ATTACHMENT F: TEMPLATE NOTIFICATION TO EXCLUSIVE (UNION)
REPRESENTATIVES (TO BE SENT WITHIN ONE BUSINESS DAY)**

[DATE]

NOTIFICATION OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19 TO
[EXCLUSIVE REPRESENTATIVE'S NAME]:

[CAMPUS NAME] has received notice that an individual infected with COVID-19 was present at [SPECIFIC FACILITY/WORKSITE] during the following period: [TIME DURING WHICH INFECTED INDIVIDUAL WAS POTENTIALLY INFECTIOUS AT FACILITY/WORKSITE]. As the exclusive representative for certain university employees, the university is hereby providing notification to you pursuant to AB 685, California Labor Code § 6409.6.

[CAMPUS NAME] employees who are members of [INSERT UNION'S NAME] may be entitled to various benefits under applicable federal and state laws and university-specific policies and agreements, including, but not necessarily limited to, the following:

COVID-19-related leave; emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; Workers' Compensation [INSERT APPROPRIATE HYPERLINKS TO BENEFITS PROVIDED UNDER THE RELEVANT COLLECTIVE BARGAINING AGREEMENT]

Due to privacy concerns, specific information as to our employees/your members who may have been exposed can be obtained by union representatives contacting [CAMPUS REPRESENTATIVE'S NAME AND CONTACT INFORMATION]

[CAMPUS NAME]'s COVID-19-specific protocols and plans to ensure the disinfection and safety of university worksites are available at: [HYPERLINK].

[OPTIONAL] Also, please see attached an example of the notification that the University is sending to employees, including those whom you represent, regarding this COVID-19 case.

[SIGNATURE OF ISSUING OFFICIAL]

ATTACHMENT G: TEMPLATE NOTIFICATION TO EMPLOYERS OF AUXILLIARY OR SUBCONTRACTED EMPLOYEES (TO BE SENT WITHIN ONE BUSINESS DAY)

[DATE]

NOTIFICATION OF POTENTIAL WORKSITE EXPOSURE TO COVID-19 TO
[EMPLOYER OF SUBCONTRACTED EMPLOYEES]:

The [CAMPUS], [LOCATION] has received notice that an individual infected with COVID-19 was present at [SPECIFIC CAMPUS FACILITY/WORKSITE] during the following period: [TIME DURING WHICH INFECTED INDIVIDUAL WAS POTENTIALLY INFECTIOUS AT CAMPUS FACILITY/WORKSITE]. If your employees were present at the same worksite during this period, they may have been exposed to the virus.

The [CAMPUS], [LOCATION]'s COVID-19-specific protocols and plans to ensure the disinfection and safety of university worksites is available at: [HYPERLINK].

If you have any questions regarding this notification, please contact [CONTACT INFORMATION].

[SIGNATURE OF ISSUING OFFICIAL]

**ATTACHMENT H: TEMPLATE NOTIFICATION TO CAMPUS CLOSE CONTACTS
(TO BE SENT FOLLOWING CAMPUS INVESTIGATION)**

[DATE]

Dear [CLOSE CONTACT NAME],

This letter is to inform you that we have recently received information about a confirmed case of COVID-19 with at least one [CAMPUS] employee. You may have had an exposure (i.e., close contact) to this case if you were in [INSERT BUILDING/ROOM] on [DATE].

Per current public health guidance, employees who worked (1) within 6 feet of the infected person for more than 15 minutes over a 24-hour period, or (2) had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, should self-quarantine for 14 days from [INSERT DATE OF LAST EXPOSURE TO THE EMPLOYEE WHO TESTED POSITIVE]. Please do not return to work until [INSERT DATE THAT IS 14 DAYS FROM DATE OF EXPOSURE]. If you are well and wish to continue to work from home, please reach out to your supervisor for a possible alternative work arrangement.

You will be contacted by the [CAMPUS] COVID-19 Coordinator during your quarantine and given information on how to monitor for symptoms and where you can get tested. All close contacts should get tested, whether you have symptoms or not. Testing resources may include personal healthcare providers and community testing sites.

If you develop symptoms of respiratory illness (fever and cough or shortness of breath, etc.), you should begin self-isolation. Please contact [CAMPUS COORDINATOR NAME] at [PHONE NUMBER] or via email at [EMAIL ADDRESS] to inform us of any symptoms and to receive additional information.

For additional questions about COVID-19, please visit the Coronavirus Information site at [CAMPUS COVID-19 WEBSITE]

If you have any questions or concerns, please contact me at [CONTACT INFORMATION.]

Sincerely,

ATTACHMENT I: EXPOSURE MITIGATION GUIDANCE

All individuals exposed to COVID-19 should isolate for the duration provided to them by [COUNTY] Public Health Department in line with CDC guidelines.

- a. If the patient resides in campus housing, they will be isolated in a space with limited shared bathroom facilities (ideally a private bathroom) during the isolation and recovery period to avoid exposing others. Food and supplies will be delivered. Preventive and care measures will be implemented per [COUNTY] Public Health Department's guidelines.
- b. If the patient has not been on campus for a period of two days before and including the day on which symptoms developed, they may continue their care with their medical provider. No [NAME OF CAMPUS] action is indicated. [COUNTY] Public Health Department may request support in exposure investigation.
- c. If the infection source is work-related, the employee may be referred to their occupational health facility for evaluation and testing. If the source is not work-related, the employee/student should contact their medical provider or a referral site/testing center as appropriate.
- d. If an individual does not volunteer their diagnosis, medical stats, or contacts, they will be advised to notify their own close contacts to self-quarantine for 14 days and follow up with their medical providers for medical care.

The public health department's ability to test close contacts with a PCR test may at time be compromised due to related to supply chain availability. The university will not require an individual to be tested for COVID-19 exposure. In general, [COUNTY] Public Health Department may advise the following:

- If the PCR test is negative, the contact should continue their quarantine.
- If the PCR test is positive, the individual becomes a secondary case and needs to isolate for at least 10 days after the test was done, *even if asymptomatic*. If symptomatic, the isolation should be at least 10 days including at least three days after the resolution of any COVID symptoms.
- The secondary case's close contacts now should be identified if possible and advised to quarantine for 14 days after the last close contact with the secondary case and to be tested.

Positive test results from the [NAME OF ON-CAMPUS LAB] will be reported to [COUNTY] Public Health Department and CalRedie per regulations outlined by HHS. Tests and diagnoses off-campus should be reported to [COUNTY] Public Health Department by the ordering physician. However, if two or more positive cases from different households are identified on campus, the campus Emergency Operations Center will report an outbreak to [COUNTY] Public Health Department.

California State University Construction COVID Reporting Procedures

The purpose of this procedure is to facilitate the mandated reporting and to provide adequate location information to the campus personnel responsible for contact tracing and investigation of cases and outbreaks.

Positive cases shall be reported by the Prime Contractor's Project Manager on a weekly basis.

If you have any questions about the form, please email: jgomoljak@calstate.edu

Reporting Steps

1. Open the form link [Click Here to Report Weekly COVID Cases](#)
2. Select Campus from dropdown list
3. Select Project from JOC, OCIP or Other Project List. If your project is not listed enter project name
4. Select Prime Contractor, if your Contractor name is not listed enter legal name of the Contractor/DBA
5. Enter total number of workers onsite
6. Enter total positive COVID cases onsite
7. Enter week ending Sunday date
8. Click submit