



COVID-19 Prevention Program

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Introduction

Purpose

The **ASI COVID-19 Prevention Program (CPP)** is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

Additionally, this plan complies with Cal/OSHA's Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205 (c)).

<https://www.dir.ca.gov/title8/3205.html>

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

ASI will implement the following procedures to identify and evaluate COVID-19 hazards in our workplace:

- Conduct workplace-specific evaluations using the **Identification of COVID-19 Hazard form** (Appendix A).
- Document the vaccination status of our employees by using **Documentation of Employee COVID-19 Vaccination Status** (Appendix F) which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter the workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. This includes, but is not limited to, employee training, self-screening, testing, work exclusion, identifying close contacts, providing PPE, and providing employee notices of workplace exposures.
- Review applicable orders and general industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention protocols in the workplace and the need for different or additional controls.
- Conduct periodic inspections using the **COVID-19 Inspection Form** (Appendix B) as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying their supervisor or emailing their respective area director.

Employee Screening

ASI asks employees to monitor their health prior to reporting to on-site work. Employees are asked to refrain from coming to the workplace if they have any of the following symptoms:

- Fever or chills (100.4 or above)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Correction of COVID-19 Hazards

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

- ASI will work with campus facilities management to monitor ventilation in ASI-managed facilities.
- ASI will conduct regular and thorough cleaning of workspaces on a daily basis.
- ASI will provide handwashing facilities and adequate supplies in all ASI-managed facilities.
- ASI will provide an adequate supply of hand sanitizer for ASI employee use.
- ASI will provide PPE to employees, including respirators, upon request.

Individuals responsible for timely correction:

- Director - Facilities Management in regards to ventilation.
- Assistant Director - Facility Operations (UU) in regards to cleaning, handwashing supplies, and hand sanitizer.
- Assistant Director - Facility Operations (RS) in regards to PPE distribution.

These follow-up measures that will be taken to ensure timely correction:

- Individual responsible for correction will coordinate appropriate correction.
- Director - Business Services will be notified of completion of corrections.

Control of COVID-19 Hazards

Face Coverings

Effective March 1, 2022, the CDPH removed the requirement for unvaccinated persons to mask in indoor public settings and businesses. This requirement was replaced with strong recommendation that all persons, regardless of vaccine status, mask in indoor public settings and businesses (examples: retail, restaurants, theaters, family entertainment centers, meetings, state and local government offices serving the public). Additionally, after March 11, 2022, the universal masking requirement for K-12 and Childcare settings terminated.

See: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

We provide clean, undamaged face coverings and ensure that they are properly worn by employees **when required** by orders from the California Department of Public Health (CDPH). This includes but is not limited to returned cases and/or close contacts.

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- When employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- 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. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition does not permit it, then the employee will be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

Engineering Controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High

Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Where possible, air handler modes have been modified to increase outside air circulation.
- When air quality reaches an Air Quality Index (AQI) of 100 or higher, windows and doors will be closed, and outside activity will be reduced to minimize hazardous exposure. When air quality reaches AQI of 150 or higher, all outdoor activity will be suspended.
- ASI Operations works with Cal Poly Building Service Engineers to service and maintain building HVAC units as needed.
- The Recreation Center changed all air filters to a MERV 16 rated air filter to increase particulate filtration. All other ASI-managed facility's filters have not changed due to operating requirements.

Cleaning and Disinfection

ASI implements the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- The Lead Building Service Worker ensures that all areas maintain adequate supplies to complete required cleaning and disinfecting.
- The Building Service Worker Daily Checklist is provided to Building Service Workers with the required frequency and scope of cleaning and disinfection during and after operating hours.
- All employees are provided with training regarding disinfection measures for frequently touched surfaces that they come into contact with during their daily job duties.

Hand Sanitizing

In order to implement effective hand sanitizing procedures:

- ASI has ensured adequate employee access to handwashing facilities.
- Employees are encouraged to frequently wash their hands when touching shared surfaces and regularly throughout the day.
- ASI has provided employees with an effective hand sanitizer, and prohibited hand sanitizers that contain methanol (i.e., methyl alcohol).
Employees are encouraged to wash their hands at least 20 seconds each time.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, we provide respirators for voluntary use to all employees. Employees should contact the Assistant Director – Facility Operations (RS) if they wish to obtain a respirator. Employees will be encouraged to use the respirator in compliance with section 5144(c)(2) and will be provided with a respirator of the correct size, and provided with the information required by Appendix D of section 5144.

We provide and ensure used of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Testing of Symptomatic Employees

We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

Investigating and Responding to COVID-19 Cases

ASI has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This will be accomplished by using the Investigating COVID-19 Cases form (Appendix C).

Employees who had a close contact in the workplace will be:

- Offered COVID-19 testing at no cost during their working hours, except for COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test. For more information on testing opportunities please visit <https://coronavirus.calpoly.edu/employee-testing>
- Provided with information on benefits described in *Training and Instruction* and *Exclusion of COVID-19 Cases* below.
- Written notice within one business day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees, independent contractors, and other employers on the premises at the same worksite as the COVID-19 case during the high-risk exposure period. These notifications will meet the requirements of T9CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (C).
- We consider a “close contact” that meets the definition as described in section 3205(b)(1) definition; “high-risk exposure period” meets the section 3205(b)(10) definition; and the “worksite” meets the section 3205(b)(12) definition.

Systems for Communicating

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

- Employees should report COVID-19 symptoms and possible hazards to their supervisor via their usual communication method (phone call, email, text).
- Employees should report symptoms, possible close contacts, and hazards without fear of reprisal.
- ASI has procedures and policies for accommodating employees with medical or other conditions that put them at risk of severe COVID-19 illness. Employees should notify their supervisor and/or ASI Human Resources if they need an accommodation.
- Non-student employees have the ability to voluntarily participate in Cal Poly's ongoing COVID-19 testing program at no cost to them. For more information please visit: <https://coronavirus.calpoly.edu/employee-testing>.
- In the event that ASI is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Employees will receive ongoing information about COVID-19 hazards that they may be exposed to in the workplace, what is being done to control those hazards, and ASI's COVID-19 policies and procedures.

Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- 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 and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness and death.

Target Solutions will be used to document this training.

Exclusion of COVID-19 Cases

In the event that there is a positive COVID-19 in our workplace, we will limit transmission by:

- Excluding COVID-19 cases according to Positive Case Guidance (Appendix D).
- Excluding employees that had a close contact according to Close Contact Guidance (Appendix E).
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by employer-provided sick leave benefits, payments from public sources or other means of

maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Reference section 3205(c)(9)(C) for exceptions.

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees and to representatives of Cal/OSHA immediately upon request.
- Use the Investigating COVID-19 Cases (Appendix C) form to keep a record of and track all COVID-19 cases.

Return-to-Work Criteria

Employees who test positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms must be excluded from work for at least 5 days. Refer to Positive Case Guidance (Appendix D) for the return-to-work criteria for employees who test positive for COVID-19.

Employees who have been identified as a Close Contact (within 6-feet of infected individual for 15 or more cumulative minutes in a 24-hour period) must follow the criteria outlined in the Close Contact Guidance (Appendix E).

Multiple COVID-19 Infections and COVID-19 Outbreaks

In the event that an ASI workgroup is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in a workgroup within a 14-day period, the following protocols will be followed, and will stay in effect until there are no new COVID-19 cases detected in the workgroup for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing at no cost, during paid time, to all employees in our exposed workgroup except:
 - Employees who were not present during the relevant 14-day period.
 - COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review and hazard correction

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Requiring respiratory protection in compliance with section 5144.

Notifications to the local health department

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

Buildings or Structures with Mechanical Ventilation

We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible.

Major COVID-19 Outbreaks

In the event that an ASI managed workplace experiences 20 or more COVID-19 cases within a 30-day period, the following protocols will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks protocols, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed workgroup twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks protocols, we also:

- Provide employees in the exposed workgroup with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed workgroup who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible. This can include but is not limited to: telework or remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures to allow greater distance between employees.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

COVID Prevention Plan Approval

Michelle Crawford

Michelle Crawford
Executive Director

05/17/2022

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected	
Engineering				
Ventilation* (amount of fresh air and filtration maximized)				
Additional room air filtration				
Administrative				
Surface cleaning and disinfection (frequently enough and adequate supplies)				
Hand washing facilities (adequate numbers and supplies)				
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions				
PPE (not shared, available and being worn)				
Face coverings (cleaned sufficiently often)				
Gloves				
Face shields/goggles				
Respiratory protection				

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted HEPA filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the CSPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except with the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by others means would cause a hazard to employees, for instance from excessive heat or cold.

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provide to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name and contact information:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: Positive Case Guidance

Employees who test positive for COVID-19: Applies to all employees, regardless of vaccination status, previous infection, or lack of symptoms.	
Exclude from work	<ul style="list-style-type: none"> At least 5 days
Testing	<ul style="list-style-type: none"> Must test* on Day** 5
Return to work	<ul style="list-style-type: none"> Can return to work if symptoms are not present or resolving and they test negative on Day 5. If test on Day 5 is positive, workplace exclusion must continue until employee tests negative or Day 10, whichever is earlier (provided they are fever-free for 24 hours without the use of fever-reducing medications) If employee is unable or chooses not to test, employee may return to work after Day 10 (provided they are fever-free for 24 hours without the use of fever-reducing medications) If an employee has a fever, may not return to work until 24 hours after the fever resolves without the use of fever-reducing medications If employee’s symptoms other than a fever are not resolving, they may not return to work until their symptoms are resolving or until after Day 10
Face Coverings	<ul style="list-style-type: none"> Must wear face covering around others for a total of 10-days

**Acceptable Test - Over-the Counter (OTC) test that is both self-administered and self-read if verification of the results, such as a time and date stamped photograph of the results. OTC test that used digital reporting with time and date stamped results. PCR administered test.*

***Day 1 Definition - For symptomatic persons, Day 1 is the first day following the onset of symptoms. For asymptomatic persons, Day 1 is the first day following the specimen collection for their first positive COVID-19 test.*

Appendix E: Close Contact Guidance

Employee Has Been Identified as a Close Contact (within 6-feet of infected individual for 15 or more cumulative minutes in a 24-hour period)		
	Asymptomatic	Symptomatic
Exclude from work	<ul style="list-style-type: none"> No workplace exclusion required 	<ul style="list-style-type: none"> Exclude from work immediately
Testing	<ul style="list-style-type: none"> Must test* within 3-5 days after their last close contact Returned Cases** do not need to be tested unless symptoms develop 	<ul style="list-style-type: none"> Test* immediately Recommended to continue exclusion and retest 1-2 days if using an antigen test, particularly if tested during the first 1-2 days of symptoms
Return to work	<ul style="list-style-type: none"> N/A If employee develops symptoms, see symptomatic protocols 	<ul style="list-style-type: none"> May return to work after 5 days if no symptoms and negative COVID test Exclusion must continue until test results are obtained If employee chooses not to test or is unable to test, they must be excluded from work for 10 days after the date of symptom onset
Face Coverings	<ul style="list-style-type: none"> Must wear face covering around others for a total of 10-days after exposure 	<ul style="list-style-type: none"> Must wear face covering around others for a total of 10-days after exposure

***Acceptable Test** - Over-the Counter (OTC) test that is both self-administered and self-read if verification of the results, such as a time and date stamped photograph of the results. OTC test that used digital reporting with time and date stamped results. PCR administered test. **Note: Employees must be offered testing at no cost and during paid time.**

****Returned Case** -employees who had COVID-19 and returned to work are considered "returned cases" for a period of 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for a period of 90 days after the first positive test.

Appendix F: Documentation of Employee's COVID Vaccination Status

All ASI employees are required to self-attest as to their vaccination status via the following form uploaded through the Cal Poly Portal. ASI-HR maintains a list of all employees vaccination self-attestations.

Booster Vaccine Status Self Certification

In the interest of maintaining the health and safety of students, employees, guests, and all members of campus community, the California State University (CSU) requires faculty, staff, and students who are accessing campus facilities at any university location to be immunized against SARS-CoV-2, the virus that causes COVID-19.

Faculty, staff, and students may seek an exemption based on medical or religious/personal grounds. The requirement became effective on Sept. 20, 2021.

To properly follow new state and federal guidelines for isolation and quarantine that went into effect on Jan. 14, 2022, you are now being asked to provide an update regarding your booster vaccine status.

Section I: Self-Certification of COVID-19 Booster Vaccination Status

You must select one of the following options:

- I certify that I have received an approved booster vaccine and that my COVID-19 vaccination status is current. I understand that I may be expected to provide supporting documentation to this effect immediately upon request. I further understand that for purposes of this certification, I am only considered fully vaccinated two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving the single dose of a one-dose vaccine (e.g., Johnson & Johnson) and that I should not check this box and certify myself until I am fully vaccinated.

- I certify that, as of the date of my signature below, **I am not currently booster eligible**. Not booster eligible means that it has been **less than** six months since my second dose of the Moderna or Pfizer vaccine, or **less than** two months since first dose of the Johnson and Johnson vaccine.

- I certify that, as of the date of my signature below, **I am booster eligible but have not yet received my booster dose.** Booster eligible means that it has been **more than** six months since my second dose of the Moderna or Pfizer vaccine or **more than** two months since first dose of the Johnson and Johnson vaccine.

- I certify that I qualify for a medical exemption and have not received a COVID-19 vaccine, nor do I plan to. I understand that I may be expected to provide supporting documentation to this effect immediately upon request.

- I certify that I qualify for a religious/personal exemption and have not received a COVID-19 vaccine, nor do I plan to. I will provide a brief explanation in the area below.

- I confirm that at this time I will not be physically accessing or performing work at the CSU facilities; but I understand that if this changes, I must certify that I am either current on my COVID-19 vaccination status or that I qualify for a medical or religious/personal exemption.

Section II: Self-Attestation of Accuracy of Information Provided:

- I confirm that the information I have provided is accurate and truthful to the best of my knowledge. I also understand that violations of this policy, including dishonesty, may be subject to disciplinary action.

Employee Name _____

Employee Signature _____

Department _____

Name of Supervisor _____

ASI COVID-19 Prevention Program - as of 5-7-2022

Final Audit Report

2022-05-17

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