
CALIFORNIA STATE UNIVERSITY FRESNO WRITTEN COVID-19 PREVENTION PROGRAM



Environmental Health, Safety, and Risk Management
February 2021

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AUTHORITY AND REFERENCES

[California Code of Regulations, Title 8, Section 3205 and 3205.1 through 3205.4](#)

[California Labor Code section 6409.6\(d\)\(5\)](#)

SCOPE

The provisions of this plan apply to all potentially “exposed workplaces” meaning any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case as defined in the California Code of Regulations Title 8 Section 3205. Additionally Effective January 1, 2021, the “exposed workplace” also includes but is not limited to the “worksite” of the COVID-19 case as defined by Labor Code section 6409.6(d)(5) not yet published in final form at the time of this document was written.

POLICY

It is the policy of the University to maintain, insofar as it is reasonably within its control to do so, campus environments for faculty, staff, students and the visiting public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. No personnel shall be required to perform any task which is determined to be unsafe or unreasonably hazardous.

To accomplish this, the University shall provide facilities and equipment that meet all federal, state and local (where applicable) safety laws and regulations, and shall promulgate appropriate policies, standards and procedures for governing campus health and safety programs.

AUTHORITY AND RESPONSIBILITIES

ADMINISTRATION

The University President has overall authority and responsibility for implementing the provisions of this program in our workplace including:

1. Establishing a structure to ensure an effective means of [communication](#) to include methods for employees to report, without fear of reprisal, COVID-19 symptoms, COVID-19 exposures, and possible COVID-19 hazards at the workplace. A reporting tool was developed to allow employees to self report, or management or their representatives to report on employees behalf by completing the linked form below:
 - a. Symptom or Possible Exposure reporting tool
https://fresnostate.co1.qualtrics.com/jfe/form/SV_3falAsuC8CzuFjD?Q_FormSessionID=FS_UFJ902LXgDJbKeZ
2. Require management prior to returning employees to a workplace, to ensure a workplace hazard assessment has been conducted.
3. Require employees to [participate in daily screening requirements](#) prior to coming on campus.

MANAGERS AND SUPERVISORS

Managers and supervisors are responsible for ensuring:

1. The aspects of this program that apply to their respective areas are implemented.
2. Employees receive answers to questions about the program in a language they understand.
3. The workplace is inspected periodically using the inspection tool developed for that purpose to identify program shortcomings:
 - o <https://forms.gle/R4EjhF1TB5ATKsLH8>

ENVIRONMENTAL HEALTH, SAFETY, AND RISK MANAGEMENT

The Environmental Health, Safety and Risk Management (EHSRM) will be responsible for the following duties:

1. Develop, implement and maintain a campus-wide Written COVID-19 Prevention Program.
2. Provide a readily accessible copy of this plan to all employees.
3. Familiarize specialists asked to be involved with contact tracing and reporting requirements with current regulatory requirements for those activities.
4. Provide regulatory assistance and guidance to administration, managers, supervisors, or those delegated the responsibilities of managers or supervisors, and employees to meet requirements of this plan.
5. Specialists involved with contact tracing will report relevant COVID-19 Cases to Fresno County Department of Public Health through the red cap reporting system and also provide necessary information to the designated Human Resources representative for reporting positive cases into the Sedgwick database used to track outbreaks.
6. Maintain records in accordance with applicable regulatory requirements defined within scope of this document, employee monitoring records, and provide un-redacted copies of those records to those entities
7. Ensure appropriate training content containing all required program information is made available.
8. Provide compliance guidance to facilities management when appropriate related to ventilation requirements outlined by regulatory requirements within the scope of this program.

EMPLOYEES

It is the responsibility of all employees to:

1. Use safe work practices, follow all directives, policies and procedures, and assist in maintaining a safe work environment.
2. [Participate in daily screening requirements](#).
3. Take required appropriate assigned training.
Follow [screening commitments](#) including [notification requirements linked when symptoms of infection, potential or suspected exposure](#) to COVID occur.
4. Practice good hygiene including:
 - Wash their hands frequently throughout the day, for 20 seconds each time, with soap and water.
 - Cover their mouths while coughing or sneezing into the crook of their elbow rather than their hands.
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Avoid sharing food, cups or utensils.
5. Wear cloth face coverings in accordance with most recently [published University communications requirements](#) and public health guidelines whichever is most stringent.
6. Report concerns either to their supervisor or by submitting an inspection for example using this form:
 - <https://forms.gle/MiysBm5KHefhgGwx6>

FACILITIES MANAGEMENT AND FACILITIES PLANNING

Conduct an evaluation of all indoor locations 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.

HUMAN RESOURCES

1. Contact the employee to provide information regarding applicable leave benefit eligibility associated with employment related COVID-19 illness.
2. Enter data to the Sedgwick database for confirmed COVID-19 cases for employees at the worksite during their infectious period.
3. Work with EHSRM by providing essential contact information, if missing from the submitted "COVID-19 Reporting Form for Fresno State and Auxiliary Faculty, Staff, and Students."
4. Maintain leave and benefits information on their website at the following two locations:
 - a. <http://www.fresnostate.edu/adminserv/hr/benefits/leavesofabsence/index.html>
 - b. <http://www.fresnostate.edu/adminserv/hr/workerscomp/index.html>

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We implement the following in our workplace:

1. Conduct workplace-specific evaluation to identify hazards by managers, their designated representatives, or by employees reporting newly identified hazards using <https://forms.gle/pRMVnpLfM2Brd82V6>.
2. Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace using the methods described in this section.
3. Review applicable orders, general guidance, and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
4. Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
5. Conduct periodic inspections using the [form below](#) 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.
 - a. <https://forms.gle/MiysBm5KHefhgGwx6>
6. Additional identification and evaluation measures to prevent employee exposure:
 - a. Individuals planning events have been asked to submit requests on a case by case basis for review/approval by the public safety department event review team:
 - i. https://docs.google.com/forms/d/e/1FAIpQLScjcgkGrz_p9O_VzzdN4GKv0YVGna4nXkswqMllxNyc6QQP6w/viewform?gxids=7628
 - b. Employees are [encouraged to participate](#) in the voluntary monthly COVID-19 testing (at no cost) for students, faculty and staff who have been approved to be on campus during that time frame.

EMPLOYEE PARTICIPATION

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

1. Become familiar with and [recognize symptoms of the](#) COVID-19.
2. Encouraged to conduct inspection of their workplace using the form below to identify problems with program implementation:
 - o <https://forms.gle/MiysBm5KHefhgGwx6>
3. Employees are [encouraged to participate](#) in the voluntary monthly COVID-19 testing (at no cost) for students, faculty and staff who have been approved to be on campus during that time frame.

EMPLOYEE SCREENING

Employees are required to complete a daily screening questionnaire before arriving at their work site each day. The screening form is available online at https://fresnostate.co1.qualtrics.com/jfe/form/SV_5n0jKg9SGdJcrGd.

In addition [employees are required](#) to have their temperature checked [at one of the on campus non-contact temperature screening checkpoints](#) daily prior to reporting to their assigned work areas:

- <http://www.fresnostate.edu/adminserv/police/images/dailyscreeningmap.jpg>

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions identified by employees or managers completing inspections, based on practices or procedures based on [CalOSHA guidance for higher education guidelines](#) will be documented using the inspection form listed below:

- <https://forms.gle/MiysBm5KHefhgGwx6>

PRIORITIZATION

Hazard correction responses will be prioritized in order as follows:

1. Areas where cases are known to have visited most recently.
2. Areas with highest expected occupant (employee and non-employee) load.
3. Areas where employees have been reported or witnessed not following program requirements listed in the employee responsibilities section of this document.

METHODS OF CORRECTION

1. Re-assignment of training when employees are witnessed following company protocol.
2. Use of respiratory protection may be implemented under CCR Title 8 section 5144 to address COVID-19 hazards, if 6 foot distance cannot be maintained for particular work activities. We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
3. We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected when warranted.
4. HVAC Problems
 - a. Work orders will be submitted by those EHS staff members assigned the task of reviewing submitted inspections through [Facilities Link](#) if not already submitted.

CONTROL OF COVID-19 HAZARDS

NON-EMPLOYEE CAMPUS VISITORS

- a. Outside sales representatives on campus for ***unsolicited sales visits are prohibited***. Signs prohibiting sales visits at locations where sales representatives were common prior to the pandemic, including Facilities Management, indicating outside sales representatives are prohibited from unannounced visits have been posted.
- b. For all students living on campus, authorized to be on campus and/or participating in campus-sponsored off-campus experiential learning (such as: service learning, internships and practicums).
 - Are asked to complete daily screening prior to visiting campus, then visit [one of the on campus screening locations](#)
 - https://fresnostate.co1.qualtrics.com/jfe/form/SV_5n0jKg9SGdJcrGd
 - Are encouraged to report symptoms and potential or confirmed exposure to COVID-19, the University is requesting that individuals (or a designee) complete the form below.
 - https://fresnostate.co1.qualtrics.com/jfe/form/SV_8epQFqblUjRp5aZ
 - For those attending courses on campus students are asked to complete COVID related training. Example of appropriate training offered include:
 - https://ds.calstate.edu/?svc=skillsoftstudent&org=csufresno&env=prod&uri=/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_spcentralsta_csufresno_covid19return
- c. Contract companies conducting business on campus in addition to their own company policy have been asked to complete a contractor screening:

- <https://docs.google.com/forms/d/e/1FAIpQLScjknLuhopjvKU1JfJOp1Bn6Sv5P2gtYSxMcUUpDs02NZ4gxQ/viewform>

PHYSICAL DISTANCING

1. In an effort to limit the spread of COVID-19, most campus offices that are required to conduct business through in-person with students are encouraged to continue to operate remotely through the end of Spring 2021.
2. Only a very limited number of courses are being offered in person on campus to further reduce employee exposure in comparison with normal campus activity prior to the pandemic. The vast majority of courses are being offered online.
3. Provide area separation as needed on a case by case basis, for example with plexiglass shields, for point of service locations for example reception desk areas.
 - a. Requests for barriers :
 - i. To be installed can be placed through Facilities Management at: <https://fresnostate.metabim.com/public/work/CreateCall.htm>
 - or
 - ii. To be created by the print shop at: <https://printshop.fresnostate.edu/PSP/appNet/Store/StoreHomeV12.aspx?StoreOrderId=0&CatID=112>
 - b. Requests for signage to maintain distance can be obtained from the print shop by using: <https://printshop.fresnostate.edu/PSP/appNet/Store/StoreHomeV12.aspx?StoreOrderId=0&CatID=101>
4. Where possible, Fresno State encourage employees to maintain at least six feet of physical distancing at all times when feasible.
5. Events are screened prior to approval using the public safety screening and event tool:
 - a. https://docs.google.com/forms/d/e/1FAIpQLScjcgkGrz_p9O_VzdzN4GKv0YVGna4nXkswqMllxNyc6QQP6w/viewform?gxids=7628
6. Individuals are encouraged to keep as far apart as possible when there are situations where six feet of physical distancing cannot be achieved and to reconsider those activities if they can be done at a later time.

FACE COVERINGS

[We provide clean, undamaged face coverings upon request to department offices](#) and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings can be ordered to departments for distribution to employees at no cost by filling out this form:

- <https://forms.gle/AQAKD7NQESFesmSy8>

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

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, has been maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other 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. Alternatives will be considered on a case-by-case basis.
5. Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

6. Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

ENGINEERING CONTROLS

We implement the following controls if determined to be feasible:

- For situations where Fresno State cannot maintain at least six feet between individuals:
 - Install solid partitions at point of service/sale locations.
- Maximize the quantity of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system.

CLEANING AND DISINFECTING

ROUTINE

We implement the following routine cleaning and disinfection measures for frequently touched surfaces:

1. Providing employees adequate supplies for the disinfection of work stations and shared resources and allow adequate time for it to be done properly.
2. Sharing of vehicles is minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.
3. During normal work/academic hours, full restroom disinfection in all on campus buildings have been increased to twice during these hours, in addition to nightly disinfection.
4. Childcare centers are disinfected between breaks that include surfaces, restrooms, and outdoor fixtures and play equipment.
5. Departmental offices, common areas are wet wiped and electrostatic misted with EPA N-list disinfectants nightly.
6. High touch areas are routinely disinfected throughout the day and nightly.
7. Areas not in use this semester have been entirely wet wiped and misted with EPA N-listed disinfectant.
8. Upon completion of the disinfection, rooms have been sealed using tamper-proof labels and notices have been placed on doors discouraging entry and a notification contact number in the case room must be entered.

SPACES OCCUPIED BY CONFIRMED CASES

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

1. When possible, individual offices are sealed for the maximum time possible to allow for any potential contamination to settle and minimize the chances of any potential airborne contamination.
2. Cleaning employees are equipped with PPE to minimize potential exposure.
3. Upon entering an area, any high touch areas such as door handles and door surfaces are "wet wiped" with either an EPA N-list disinfectant and microfiber towel, or with EPA N-listed disinfection wipes.
4. Once entering the area, disinfection using these methods continues on all high touch surfaces and areas of potential contamination used by the suspected individual.
5. Once these areas have had the recommended disinfectant dwell time, the cleaning crew will mist using electrostatic sprayers and an EPA N-list disinfectant.
6. Should the area be large and congested, a determination would be made to use the AeroClave 6110 to fog the area with an EPA N-list disinfectant.

SHARED TOOLS, EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools should not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by disinfectant application in accordance with manufacturer recommendations.

HAND SANITIZING

In order to implement effective hand sanitizing procedures, we:

1. Fresno State encourages employees to frequently wash their hands before and after all hand to mouth/face activity and allows time for employee handwashing.
2. [We provide non-methanol containing hand sanitizer upon request to department offices](#) and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol). Hand sanitizer can be ordered to departments for distribution to employees at no cost by filling out this form:
<https://forms.gle/AQAKD7NQESFesmSy8>
3. Additional hand sanitizing stations have been provided at locations where an evaluation occurred and handwashing facilities were not readily available prior to touching high touch surfaces such as doors to areas of high occupancy.

PERSONAL PROTECTIVE EQUIPMENT (PPE) USED TO CONTROL EMPLOYEES' EXPOSURE TO COVID-19

We evaluate the need for PPE by using the same form to identify hazards located here:

- <https://forms.gle/R4EjhF1TB5ATKsLH8>

INVESTIGATING AND RESPONDING TO COVID-19 CASES

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

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

Investigations will be conducted using the online spreadsheet generated by qualtrics that stores the data for the "COVID-19 Reporting Form for Fresno State and Auxiliary Faculty, Staff, and Students."

- EHSRM staff monitor the incoming reports of the form mentioned above and make contact with the employee to gather the following information, if applicable: date/time last on campus, date of onset of symptoms, department, date of test, date results received, locations on campus, and determine if there were any campus community close contacts.
- Information is reviewed with the employee or student to confirm dates in the report and to determine the appropriate dates for isolation or quarantine based on the current guidance from the local health department.
- Date range for isolation or quarantine are communicated with the employee and provided to Human Resources for follow-up regarding leave options.
- If there are any campus community close contacts, they are contacted and provided information about quarantining.
- A summary of the information is maintained in the qualtrics spreadsheet mentioned above and access is limited to the data. Information maintained in the qualtrics data includes the following: date/time report submitted, name, phone number, email address, date last on campus, date of symptoms, department, and supervisor name/number.

Employees their and their authorized representatives who had potential COVID-19 exposure in our workplace will be:

- Notified by email.
- Offered COVID-19 testing at no cost during their working hours. Information here:
 - <http://www.fresnostate.edu/president/coronavirus/communication/12-1-20-expandedscheduleforvoluntarytesting.html>
- Provided compensation information through the workers compensation website at:
 - <http://www.fresnostate.edu/adminserv/hr/workerscomp/index.html>

Independent contractors and other employers who had potential COVID-19 exposure in our workplace will be:

- Notified by email.

SYSTEM FOR COMMUNICATING

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

1. Employees have been advised through a variety of communication methods to report COVID-19 symptoms or potential exposures using the reporting tool developed for that purpose:
 - https://fresnostate.co1.qualtrics.com/jfe/form/SV_3falAsuC8CzuFjD?Q_FormSessionID=FS_UFJ902LXgDJbKeZ
2. Latest COVID Related Communication can be found here:
 - <http://www.fresnostate.edu/president/coronavirus/updates.html>
3. Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can contact the ADA coordinator, Kirsten Corey, is available for consultation for employees needing accommodation at kirstenc@csufresno.edu.
4. Information about COVID-19 hazards to employees may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures have been posted around campus and on the campus website www.fresnostate.edu.
5. Information about available testing.

TRAINING AND INSTRUCTION

Training required by 8CCR3205 will be provided through CSU Learn and shall contain the following:

1. Links to current California State University Fresno COVID-19 policies and procedures to protect employees from COVID-19 hazards.
2. Links to current California State University Fresno COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws.
3. All other specific training information explicitly required by 8CCR3205 will be included in the training content.
 -
4. Training records will be documented in CSU learn for all employees required to take this training while working on campus.
 - Course can be found at:
https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D44638%26UserMode%3D0

EXCLUSION OF COVID-19 CASES

Where Fresno State have a confirmed or suspected COVID-19 case in our workplace, Fresno State will limit transmission by:

1. Ensuring that confirmed or suspected COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, which include isolation and providing a medical release for symptomatic cases.
2. Employee Support Leave of Absence Options - Improving Program, Isolation, and Quarantine Compliance
 - Employees are provided support information following an order to isolate or quarantine by a human resources employee following being ordered not to report to work. In order to support leave of absence that may not be related to occupational exposure related to COVID where isolation or quarantine orders are in place that affect employees information to support their leave needs can be found at the link below:
 - i. <http://www.fresnostate.edu/adminserv/hr/benefits/leavesofabsence/index.html>
3. Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
4. Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This information may be obtained from workers compensation by contacting them or through their website at:
 - <http://www.fresnostate.edu/adminserv/hr/workerscomp/index.html>
5. Employees are provided information on available benefits at the time of exclusion by Human Resources.

REPORTING, RECORDKEEPING, AND ACCESS

We commit to:

1. 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.
2. Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
3. Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
4. Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

RETURN-TO-WORK CRITERIA

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

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 resolved.
3. At least 10 days have passed since COVID-19 symptoms first appeared.
4. COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
5. A negative COVID-19 test will not be required for an employee to return to work.
6. If the employee experiences symptoms a doctor's note shall be provided to Human Resources prior to returning to work.
7. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was

specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

Employees or students with COVID-19 exposure will be allowed to return to work once all the following have occurred:

1. Completion of a 10-day quarantine without any COVID-19 symptoms.
2. If symptoms occur the employee or student will need to begin an isolation period for 10 days starting on the first date of onset of symptoms.

REVISION HISTORY

Revision	Date	Revised By	Description