

# Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the UCM EH&S Director is responsible for implementing the CPP has carefully reviewed the following elements of the newly enacted temporary regulations:

- All of the elements required for ensuring COVID-19 prevention at the UCM as promulgated in Title 8 CCR, Title 8 Section 3205, COVID-19 Prevention Program including the subsections:
  - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - 3205.2, Major COVID-19 Outbreaks
  - 3205.3, Prevention in Employer-Provided Housing
  - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - **Additional Considerations** provided at the end of this program for applicability to the UCM workplace.
- The additional guidance materials are found at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# COVID-19 Prevention Program (CPP) for University of California, Merced (UCM)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur at the UCM workplace.

**Date: 12/7/2020**

## Authority, Roles and Responsibilities

The UCM Chancellor has overall responsibility for implementing the provisions of this CPP in our workplace. The UCM Chancellor has delegated authority to the UCM Public Safety EH&S Director to plan, implement, manage and maintain compliance with the regulatory obligations associated with the temporary, emergency regulatory standard, 8 CCR, Section 3205, *COVID-19 Prevention*. In addition, all UCM managers and supervisors assigning work to employees are responsible for implementing and maintaining the CPP for work assigned to their employees and for ensuring their employees receive training and instruction in the program elements and respond to questions they might have concerning the program in a language they understand.

All employees are responsible for following work instructions as given including following the specific work instructions provided in this CPP in order to protect themselves and others from potentially contacting and potentially transmitting the COVID-19 virus to others in the workplace.

## 1. System for Communicating

UCM's goal is to ensure that there is effective two-way communication with campus affiliates; the communication must be in a sent in a manner that will reach the intended recipients and can be readily understood. It includes the following information:

- To whom and how to report COVID-19 symptoms and potential transmission hazards. Symptom monitoring and reporting instructions can be found at: <https://doyourpart.ucmerced.edu/symptoms>
- Employee report forms associated with possible COVID-19 symptoms and illness for submittal to the CRC without fear of reprisal
- UCM policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- UC Merced's [HR Leaves Office](#) provides information for any employee seeking leave or accommodations in relation to COVID-19.
- Where COVID-19 testing is not required, information as to how employees can access COVID-19 testing should they wish to be tested
- Information on UC Merced COVID-19 testing for on-site personnel can be found here: <https://doyourpart.ucmerced.edu/covid-19-testing>. For those personnel, i.e., students and staff who are not living or working on campus, UCM recommends that these individuals schedule a test at Merced County's testing facility located on the site of the Merced County Fairgrounds.
- COVID-19 testing is free to all Merced County residents and COVID-19 testing can be booked [here](#)
- COVID testing in general and locations for testing throughout Merced County can be found on the [County of Merced website](#)
- In the event the Merced County Department of Health (MCDOH) identifies the UCM as a location of a COVID-19 outbreak or when there are three or more COVID-19 cases at the UCM workplace within a 14-day period, the UCM shall provide COVID-19 testing to all employees at the exposed campus workplace except for employees not present during the period of the outbreak. The CRC, in conjunction with campus leadership, shall develop, implement and communicate a plan for COVID-19 testing and inform affected employees of the reason for the testing as well as the possible consequences of a positive test in compliance with Title 8 CCR Section 3205.1.
- Information with regard to COVID-19 health hazards to UCM employees (as well as students and

visitors to the UCM) at the campus shall be developed and communicated to all students and employees including information regarding possible exposures to potentially infected individuals as well as individuals testing positive. In addition, information will be communicated as to who may have been exposed to a COVID-19 positive individual and what is being done to control those hazards.

## 2. Identification and Evaluation of COVID-19 Hazards

UCM has implemented the following controls including design controls (engineering), administrative controls and work practices and the provision and requirement for employee, student, vendors and visitors face coverings and assigned PPE as determined by job hazard analyses for employee work assigned by supervisors in the workplace (<https://doyourpart.ucmerced.edu/crc>):

- Evaluation of ventilation, dilution and filtration efficiencies in UCM buildings to maximize the quantity of outside air and recirculated air filtration efficiency
- Established and designated employee, student, visitor and vendor path of travel in UCM buildings with signage including entry and exits one way traffic signs, arrows with path of travel, circles delineating a minimum of 6' of spacing for areas where lines form, closure of drinking fountains and water cabinets, provision for hand wash sinks as well as hand sanitizer locations and instructions of emergency exit in all UCM buildings
- Identified high touch areas within UCM buildings, e.g., light switches and door handles, and implemented surface cleaning and disinfection frequencies as delineated in the COVID-19 Prevention Plan  
[https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm\\_-\\_fall\\_2020\\_-\\_c19\\_prevention\\_plan\\_10062020.pdf](https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm_-_fall_2020_-_c19_prevention_plan_10062020.pdf)
- UCM conducts workplace-specific evaluations of the potential for COVID-19 transmission and uses evaluations to design, implement and monitor ventilation and dilution controls, cleaning and disinfection protocols and the distribution of hand sanitizer for use by employees, students, vendors and visitors when entering UCM buildings or UCM Contractor shuttle busses to prophylactically protect employees and others from contacting the COVID-19 virus and subsequently transmitting the same to others at the UCM.
- UCM shall review and implement, as applicable, guidance found in CA OSHA regulations along with general and industry-specific guidance from the State of California, Cal/OSHA, and the City of Merced Department of Health related to COVID-19 transmission and infection hazards as well as prevention preparedness.
- UCM shall evaluate existing COVID-19 prevention controls in the workplace and assess their efficacy or the need for alternative or additional controls.
- The UCM COVID-19 Prevention Plan outlines and delineates roles and responsibilities for conducting departmental periodic inspections, as needed, to identify unhealthy conditions, unsafe work practices, or in order to correct the implementation of contamination control work procedures related to COVID-19 and to ensure compliance with the UCM COVID-19 Prevention Plan and implementing procedures.

### Employee Participation

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

- Providing both input and feedback to supervisors regarding employee health and safety associated with specific tasks performed as a part of employment, e.g., cleaning and disinfection of public areas

- Providing feedback to supervisors and the Workplace Safety Manager regarding observed unsafe acts or unsafe conditions

## **Employee Screening**

UCM employee screening begins with making the determination as to which employees are considered to be essential in their duties and their need to be onsite to support campus programs and operations. Those employees who are not deemed essential may be given the opportunity by their supervisor to work remotely where possible to minimize the time they spend on campus.

For essential employees who need to be on campus to support program operations and for non-essential employees who need to perform certain, select support tasks on campus as well as for students who live on campus and vendors who support the campus, the UCM CRC provides for screening employee health status via the use of a daily health check-in request (i.e., an email interactive form that requests individual health status).

This requested and required health status informational response either confirms or denies the presence or absence of individual COVID-19 symptoms or contact with a COVID-19 infected individual and provides the UCM CRC the information necessary to protect campus safety by preventing employees or students from entering and matriculating on campus in light of symptom identification or contact with COVID-19 positive individuals.

Those employees or students who respond to the symptom check indicating an absence of COVID-19 symptoms are sent a response email with a bright green background and a large check mark indicating the reported absence of COVID-19 symptoms and a reminder to practice social distancing, wear a face covering, wash and sanitize hands frequently and let someone know right away if they develop COVID-19 symptoms.

Access to the UCM campus is designed to funnel all traffic through a single, controlled-entry checkpoint that is operated Monday through Friday from 7 a.m. to 6 p.m.. UCM Employees and students with permission to be on campus are emailed daily at approximately 4 a.m. to request health status update regarding the presence or absence of COVID-19 symptoms and subsequently receive an email response either affirming reporting by asymptomatic individuals or confirming the presence of COVID-19 symptoms and informing that individual via response email to abstain from coming to campus and to notify their supervisor immediately.

Those individuals allowed to come onto campus will be screened for body temperature at the campus checkpoint. The temperature screening will help identify any employees, students, vendors or visitors who exhibit a at or above 100.4F as delineated by the US Centers for Disease Control as being a temperature at or above which is indicative of febrile symptoms.

In order to gain entry onto the UCM campus, all faculty, staff, students and campus visitors are required to provide proof of daily COVID-19 symptom health screening via the health check-in app/email sent in response to morning symptom monitoring status request. If an individual did not receive the status request email or failed to respond to the status request email, that individual will be directed to a symptom monitoring station and will be screened for COVID-19 symptoms through questioning and physical measurement of body temperature to ensure individual does not exhibit symptoms of COVID-19 prior to being allowed to enter onto the campus.

Informational signage is strategically located at campus entrances to direct employees, students, vendors and visitors to the single screening entrance as well as to explain that health screenings are required prior to access to the campus. Face coverings are required for all individuals during health screening; any individuals without a face covering will be denied access to the campus.

Upon entry, all vehicles drive through a COVID-19 symptom screening checkpoint. Individuals who are already using the campus health check-in app/email and can display a daily received, green screen indicating no COVID-19 symptoms and are subsequently directed to exit the screening checkpoint and

granted campus access.

Those individuals not using the daily health check-in app/email are directed through one of several screening rows in the campus parking lot. Drivers and passengers MUST remain in their vehicle; screeners conduct a symptom questionnaire and temperature check with no-contact thermometers for all occupants. Those who are symptom-free are granted access onto campus.

Bicyclists and pedestrians have a separate screening area in the same general location.

Those individuals with a measured body temperature of 100.4°F or higher are directed off campus. Faculty and staff with symptoms are directed to contact their campus dean or workplace supervisor in addition to contacting the COVID Response Center, at 209-228-0000. Students exhibiting COVID-19 symptoms are directed to contact the Student Health Center at 209-228-2273 in addition to the COVID Response Center. Approved vendors displaying symptoms are directed to contact their primary care provider and are not granted access to campus.

Those without specific reason to be on campus and without prior approval are not permitted entry.

### **3. Investigating and Responding to COVID-19 Cases**

The UC Merced COVID Response Center (CRC) was established to coordinate the UCM response to the spread of the COVID-19 virus at the university and to enact and enforce all COVID-19 prophylactic safety measures and ensure that UCM employees and students are informed and equipped to protect themselves and others from the spread of the COVID-19 virus. The COVID-19 Response Center (CRC) is the UCM operational entity responsible for planning and prevention of the spread of the COVID-19 virus at UCM as well as managing and mitigating the risks of COVID-19 exposure at UC Merced. Case investigations involving actual or potential COVID-19 cases are conducted by a select team within the CRC and case work is documented using the form found at:

<https://doyourpart.ucmerced.edu/crc>

Whenever a positive COVID-19 case is identified, the following notifications are made and response actions implemented:

- Merced County Department of Public Health is notified for all positive COVID-19 cases.
- The COVID Response Center contacts any and all individuals identified as having been exposed to an individual confirmed to have tested positive to COVID-19 as defined by CDC guidelines (i.e., an individual who was identified as having been within six feet of a confirmed COVID-19 infected individual for a minimum of 15 minutes).
- Instructions are sent out with regard to isolation or quarantine protocols by the COVID Response Center to UCM groups responsible for isolation, food delivery, waste pickup and management, cleaning and disinfection and finally authorization for return to the campus population
- Quarantine and Isolation procedures for campus residents are enacted, monitored and managed by the UCM Emergency Operations Center (EOC) and Residence Life teams

Campus stakeholders can find instructions for COVID-19 testing at:

<https://doyourpart.ucmerced.edu/covid-19-testing>, the university has a standard for COVID-19 testing frequency for all campus students and staff.

### **4. Correction of COVID-19 Hazards**

Control measures for providing and ensuring the safety of employees, students, vendors and visitors at the UCM are designed in accordance contamination control risk analyses and implemented via task specific control procedures including cleanup a disinfection practices for contaminated items or areas following hazard control hierarchy.

The UCM CRC sends out notification emails to UCM Department Managers and Supervisors regarding actual or potential COVID-19 infected individuals to request support and assistance with isolation, cleaning and disinfection to limit the potential for COVID-19 transmission.

## 5. Training and Instruction

UCM provides employee safety training and instruction regarding COVID-19 protection and prevention specific to the employee's position description, e.g., Custodial, Housing and Dining, Facilities Management (FM), Police Department (PD), etc., and exposure potential to the COVID-19 virus through the UCM online employee training portal ( <https://hr.ucmerced.edu/uclc>) specifically for COVID-19 Health and Safety Guide training and campus-wide communications that includes:

- UCM COVID-19 pandemic response program plans, policies and procedures in order to protect UCM employees as well as students, vendors and campus visitors from potential COVID-19 exposure hazards and provide campus specific information regarding prevention measures
- Information regarding COVID-19-related benefits to which UCM employees may be entitled to receive pursuant to UCM Human Resources Benefits with respect to applicable federal, the State of CA and local workplace health and safety laws and implementing regulations
- Information concerning the facts surrounding the COVID-19 virus transmissions routes, symptoms, health effects and available help and informational resources including:
  - 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 or surface and subsequently touches their face including their eyes, nose, or mouth
  - A COVID-19 infected individual may or may not exhibit COVID-19 symptoms
- Methods for physical distancing of at least six feet and the importance of combining physical distancing with wearing facecoverings
- The fact that droplets or aerosols containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and personal hygiene in order to be efficacious in preventing the spread of the disease
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when there isn't immediate access to a sink
- The proper use of face coverings and the fact that face coverings are not considered respiratory protective equipment; face coverings are primarily intended to protect other individuals from the wearer of the face covering by preventing the transmission of droplets and aerosols
- Information concerning COVID-19 symptoms and the importance of obtaining a COVID-19 test as well as not coming to work if the employee has COVID-19 symptoms

Information regarding protecting yourself and others from exposure to the COVID-19 viruses can be found at the UC Merced link:

[https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm\\_-\\_fall\\_2020\\_-\\_c19\\_prevention\\_plan\\_10062020.pdf](https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm_-_fall_2020_-_c19_prevention_plan_10062020.pdf)

## 6. Physical Distancing, Title 8 CCR Section 3205(c)(6)

Whenever possible, UCM Space Planning has designed occupancy to ensure a minimum of six feet of physical distancing between individuals at all times in the workplace by designing, implementing and maintaining physical separation within UCM buildings along with the following administrative controls:

- Individuals without specific reason to be on campus and with prior approval, are not permitted entry onto campus to minimize the potential for COVID-19 transmission  
[http://policies.ucmerced.edu/sites/policies.ucmerced.edu/files/documents/policies/interim\\_policy\\_on\\_physical\\_mitigation\\_and\\_reduction.pdf](http://policies.ucmerced.edu/sites/policies.ucmerced.edu/files/documents/policies/interim_policy_on_physical_mitigation_and_reduction.pdf)
- Employees and students are instructed in the UCM Interim Policy for Universal Requirements for Physical Mitigation and Reductions of the Transmission of COVID-19 to maintain at least six feet of

distance from each other and anyone else encountered on campus in the course of work activities; employees may temporarily work within six feet of other individuals when necessary, e.g., to accept deliveries, payments, or as otherwise necessary to perform work safely.

- The number of people in any indoor space on campus is design limited and posted at all locations to allow for a minimum of 6 feet of separation to the maximum extent possible.
- Kitchen areas are limited to only food preparation only and occupants are to remain 6 feet apart.
- Pedestrian pathway informational traffic signs and other markings have been placed to minimize congestion. Where lines or queuing occurs, markings have been established to ensure individuals remain at least six feet apart.
- Campus common areas (in student housing, administrative buildings, etc.) have been closed to the extent practical; seating in those areas have been taped off using caution tape to prevent individuals from occupying common areas in UCM buildings.
- There are no social events or activities permitted as per current local and state health officer orders.
- Elevator capacity is limited to the number of individuals that can be accommodated while maintaining a six-foot physical distance between riders. Markings on the elevator floor marks delineate passenger locations.
- Furniture in areas that may need to be open for public use (e.g., building lobbies, reception areas, or waiting areas) has been eliminated or greatly reduced to support physical distancing.
- Customer service windows or counters have been closed to the extent feasible. When open, users are required to maintain 6 feet from service personnel and engineering controls are in use.

Film production may be allowed on-campus for the purposes of sharing academic, instructional or cultural content that is not otherwise accessible to students or the community. COVID-19 transmission prevention protocols are delineated in the UCM COVID-19 Prevention Plan:

[https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm\\_-\\_fall\\_2020\\_-\\_c19\\_prevention\\_plan\\_10062020.pdf](https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm_-_fall_2020_-_c19_prevention_plan_10062020.pdf)

UC Merced's, Interim Policy for Universal Requirements for Physical Mitigation and Reduction of the Transmission of COVID-19 (see attached link) provides universal requirements applicable to all campus affiliates (including employees) and non-affiliates for physical mitigation and reduction of the transmission of COVID-19 at UC Merced facilities.

[UC Merced Interim Policy](#)

[The UCM COVID-19 Prevention Plan](#)

## 7. Face Coverings

**7.1 UCM provides employees face coverings and requires they are worn by employees covering the nose and mouth when employees are indoors, when outdoors and less than six feet away from another person, including non-employees. The face covering policy is delineated in the [UC Merced Interim Policy](#) and incorporates by reference the controls found in Health Orders from the California Department of Public Health (CDPH) and Merced County Department of Public Health (MCDPH). The UC Merced Interim Policy applies to all campus affiliates and non-affiliates as defined within the policy.**

The following scenarios are examples of exceptions to the use of face coverings in the workplace:

- When an employee is alone in a walled office with a door
- When an employee is eating or drinking at a designated area at the workplace and provided all other employees or individuals in the area are spaced at least six feet apart

- When employees are wearing respirators in accordance with CCR Title 8 section 5144
- When employees cannot wear face coverings due to a medical or mental health condition or disability, employees who are hearing-impaired, or employees who serve to communicate with a hearing-impaired person and need to have the hearing impaired employee able to read their lips (note: alternative communication or occupancy will be considered on a case-by-case basis)
- When employee specific tasks cannot feasibly be performed with a face covering and where employees or workplace individuals will be kept at least six feet apart

Link to UC Merced COVID-19 Prevention Plan:

[https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm\\_-\\_fall\\_2020\\_-\\_c19\\_prevention\\_plan\\_10062020.pdf](https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm_-_fall_2020_-_c19_prevention_plan_10062020.pdf)

## 8 Other Engineering Controls, Administrative Controls and PPE

### 8.1 Engineering Controls

UCM implements the following engineering control measures in situations where individuals cannot maintain a minimum distance of at least six feet:

Clear solid partitions are installed and utilized during temporary interactions at fixed workspaces where six feet distance cannot be maintained, e.g., at a point of sale at a University food facility

UCM will maximize, to the extent feasible, the maximum percentage of outside air along with the highest rated MERV filtration for outside air within UCM buildings and include the use of the following engineering controls:

- At the UCM, larger buildings with centralized HVAC systems have MERV-13 filtration efficiency while buildings with smaller, fan-coil units and packaged systems, have a minimum of MERV-8 air filtration.
- To the extent feasible, ventilation rates and filtration efficiencies have been increased within UCM buildings; this is consistent with recommendations from the CDC and in line with American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) standards.

### 8.1 Administrative Controls and Work Practices

#### 8.1.1 Cleaning and Disinfection Practices

The UCM has developed, implemented and continues to monitor and measure the cleaning and disinfection practices outlined in the COVID-19 Prevention Plan, Cleaning and Disinfection Protocols:

[https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm\\_-\\_fall\\_2020\\_-\\_c19\\_prevention\\_plan\\_10062020.pdf](https://doyourpart.ucmerced.edu/sites/doyourpart.ucmerced.edu/files/documents/ucm_-_fall_2020_-_c19_prevention_plan_10062020.pdf)

#### 8.1.2 Cleaning and Disinfection Procedures

Cleaning and disinfection procedures were and are established in conjunction with the Environmental Health & Safety (EH&S) department to ensure efficacy associated with increased cleaning of general areas and decontamination of suspected or known exposure areas as well as assuring safety to the workers involved.

These cleaning/decontamination procedures are specific to each area including common areas, critical/essential work spaces, dining areas, housing areas, laboratory area spaces, as well as vehicles and equipment. These cleaning and disinfection procedures specific to this work can be found on the [EH&S COVID-19 Cleaning Guidance Resources](#) website.

Whenever a contaminated or potentially contaminated space is identified, the preferred method for contamination control is to isolate the space, prevent entry and allow any potential, viable COVID-19 virus



particles to die off prior to having personnel enter the space for cleaning and disinfection. The time period for natural attenuation of the virus is conservatively calculated to be 7 days. After 7 days of isolation, including the isolation of the area air handling system, the area is deemed safe for entry and can be cleaned and disinfected without the use of the cleaning and disinfection protocols specific to the COVID-19 virus.

If a space cannot be allowed to sit idle and isolated for 7 days, the UCM Custodial staff team members are trained and instructed by the EH&S Biosafety team members to perform cleaning and disinfection procedures and will be monitored and work practices and controls will be evaluated and supported by EH&S, Facilities Management (FM), or UCM Housing, as applicable, in the event of a time dependent, critical need. If a space requires cleaning/decontamination before the specified isolation period is complete, custodial staff will be provided personal protective equipment, training and support from Housing or FM and supported by the EH&S Biosafety team.

If cleaning/decontamination cannot be conducted by UCM Housing or FM custodial staff and the space is critical to operations, an outside contractor will be utilized in a timely manner to provide the necessary isolation, cleaning and disinfection.

### **Utilizing Shared Tools and Equipment for Cleaning and Disinfection of Contaminated or Potentially Contaminated Spaces at UCM**

(Note: PPE, e.g., gloves, goggles and face shields, may not and must not be shared by individuals)

Employees are provided with face coverings in addition to personal protective equipment, depending upon the risk and hazards associated with their specific duties. The UCM has established policy, plans and implementing procedures as well as hazard specific employee training to assure PPE is worn as needed but never in lieu of the use of engineering controls, administrative controls and work practices.

Employees may be assigned their own tools or equipment to perform work or they may share tools and equipment. If tools and equipment are shared, they will be cleaned and disinfected between use with UCM supplied cleaning and disinfecting agents consistent with good hygiene health and safety standards. Sharing of workspaces, tools and equipment is minimized or eliminated to the extent practical consistent with health and safety standards.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) requires disinfection after use.

#### **8.1.3 Hand Sanitizing**

In order to design and implement effective hand sanitization procedures, the following elements have been put into place:

- Building entrances and exits as well as dining facility points of sale are equipped with hand sanitization products, including hand sanitizer and/or sanitizing wipes.
- Hand washing facilities are available within the building for building occupants. Hand sanitizer stations are located at common entry points and hand sanitizer vending machines are available at five locations across campus including: Kolligian Library, Yablokoff-Wallace Dining Center, The Pavilion, Science and Engineering 2, Administration Building. In addition, students, faculty and staff can choose to use their UCM Cat Card without charge to obtain two 4-ounce bottles of sanitizer per month.
- Sanitization supplies and services are provided to promote and assist cleanliness and disinfection and maximize, the extent practical, personal hygiene. Sanitization also includes the use facial tissues, no-touch trash can lids, hand soap dispensers, allowing adequate time for handwashing, alcohol-based hand sanitizers, regular surface cleaning and disinfection, disposable latex or nitrile gloves, and disposable towels.
- Employee training, campus-wide hazard control communications including best practices signage posted throughout campus to convey the importance of frequent handwashing with soap and water, including scrubbing for a minimum of soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees do not have access to a sink or handwashing station, per CDC guidelines).

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

in conjunction with EH&S and the UCM Emergency Manager, evaluates the need and application of employee PPE (e.g., gloves, safety glasses, goggles, and face shields) as required by the CA Code of Regulations (CCR) Title 8, Section 3380, *Personal Protective Devices*, and assists departmental managers and employee supervisors in helping to provide such PPE as needed.

When it comes to respiratory protection for assigned work, the employee supervisor, in consultation with EH&S, evaluates the need for PPE in light of the hazard control hierarchy and in accordance with CCR Title 8, Section 5144, Respiratory Protection and 8 CCR Section 3205, COVID-19 Prevention paragraph (c)(E). PPE is pursued whenever physical distancing requirements are not feasible nor maintained.

UCM supervisors provide and ensure employee use of eye protection and respiratory protection in accordance with Title 8 CCR Section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

**Appendix D: COVID-19 Training Roster.**

## 9 Reporting, Recordkeeping, and Access

Pursuant to the monitoring, measurement, record keeping and reporting requirements specified in the COVID-19 Prevention Plan regulation (8 CCR Section 3205, *COVID-19 Prevention*), the UCM EOC CRC and HR Department shall manage and maintain the following regulatory compliance obligations:

- Report information about COVID-19 cases at the workplace to the local health department whenever required by law, and provide any related information requested by the local health department
- 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 the place of employment or in connection with any employment
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b)
- Make the written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request
- Use the form found in **Appendix C: Investigating COVID-19 Cases**, to keep a record of and track all UCM COVID-19 cases. The collected information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed for privacy as allowed by regulation.

## 10 Exclusion of COVID-19 Cases

Where there is a COVID-19 case in the workplace, transmission will be limited by:

- Ensuring that COVID-19 cases are excluded from the workplace until the UCM return-to-work requirements are met
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Contact tracing for possible exposure to any other UCM employees, students or 3<sup>rd</sup> party contractors, consultants, vendors or visitors in order to make timely notification of the need to isolate, quarantine and get tested for COVID-19
- The closure of private spaces (offices, dorm rooms) for a minimum of seven days, and cleaning and decontamination procedures enacted immediately for shared spaces
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related. These functions will be managed by the [UC Merced's HR Leaves Office](#).
- Providing employees, at the time of exclusion, with information regarding available employee benefits. The UCM CRC will provide the employee the information necessary to contact the HR Leaves Office

as part of the exclusion procedures

## 11 Return-to-Work Criteria

- UCM employees or non-employees, e.g., students, testing positive for COVID-19 or those showing evidence of COVID-19 symptoms are not allowed to return to work or matriculate on campus until **ALL** the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved and,
    - A minimum of at least 10 days have passed since COVID-19 symptoms first appeared
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms (asymptomatic) 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 (note: A negative COVID-19 test will not be required for an employee to return to work)
  - If an order to isolate or quarantine an employee is issued by the local (Merced County) or state (CA) Health Department official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted, whichever comes first. If no quarantine or isolation time period was specified, then the period will be 10 days from the time the order to isolate was effective or 14 days from the time the order to quarantine was effective
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<https://doyourpart.ucmerced.edu/crc>.

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**UC Merced EH&S Director, Mal Donohue**

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**Signature and date**



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

## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Additional Control			
Additional Control			
<b>Administrative</b>			
Physical distancing			
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			
Additional Control			
Additional Control			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Additional Control			

## Appendix C: Investigating 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.

<https://doyourpart.ucmerced.edu/crc>

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**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):**



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

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

**Appendix D: COVID-19 Training Roster**

**Date:**

**Person that conducted the training:**

Employee Name	Signature

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- UCM will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in the 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 period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, UCM 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.
  - UCM will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

UCM will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

UCM will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the UCM CRC will 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
- UCM leave policies and practices and whether employees are discouraged from remaining home when sic.
- UCM COVID-19 testing policies.

Assessing ventilation controls including filtration efficiencies and maximizing single pass air UCM response to reporting and responding to any failure in maintaining COVID-19 potential transmission including the lack of physical distancing

Monthly updates from the CRC for the duration of the pandemic outbreak:

- Responding to any new or updated information regarding actual or potential COVID-19 transmission hazards
- Implementing necessary, enhanced contamination control measures to reduce the potential for transmission of COVID-19 based upon investigation and review

UCM will respond to new or changing COVID-19 actual or potential transmission hazards through the implementation of controls following control hierarchy, i.e., engineering controls, administrative controls, work practice and PPE:

#### **Notifications Made to the Merced County Department of Health**

- Notification of any COVID-19 outbreak will be reported as soon as possible once the outbreak has been identified and verified but not longer than 48 hours after learning of three or more COVID-19 cases in our workplace
- UCM will provide Merced County DOH the total number of COVID-19 cases and, for each COVID-19 case, the name, contact information, occupation, workplace location, business address, hospitalization status as applicable, report of any fatalities, along with the North American Industry Classification System (NAICS) Code 611310 for the report of any workplace COVID-19 case as well as any additional information requested by the Merced County DOH.

<https://doyourpart.ucmerced.edu/crc>

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

In response to extraordinary COVID-19 outbreak at the campus, i.e., 20 or more confirmed COVID-19 cases with a rolling 30-day period of time, UCM will implement twice weekly COVID-19 testing for all personnel in the affected area or more frequently if recommended or requested by the Merced County DOH. COVID-19 testing will be provided at no cost to employees and will be performed within an employees' working hours.

#### **Exclusion of COVID-19 cases**

The UCM CRC will ensure that any COVID-19 confirmed cases and any employees with COVID-19 exposure are excluded from the workplace in accordance with the UCM CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and in accordance with any additional control measures recommend or required by the Merced County DOH.

#### **Investigation of workplace COVID-19 illnesses**

UCM will investigate and perform contact tracing for all identified COVID-19 confirmed individuals and exclude symptomatic individuals from campus, monitor their health and require affirmation testing for the COVID-19 corona virus in accordance the requirements of the UCM CPP **Investigating and**

## **Responding to COVID-19 Cases.**

### **COVID-19 hazard correction**

In addition to the requirements of the UCM CPP **Correction of COVID-19 Hazards**, the University will review and monitor the efficacy of the following contamination controls:

- In buildings or structures with mechanical ventilation, UCM will consider increasing the filtration efficiency of recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if the increased pressure drop is amenable to the blower motors within with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the UCM will filter recirculated air using the highest compatible filtering efficiency.
- UCM will evaluate the efficacy of using other means of ventilation controls including the potential use of portable air filtration units with High Efficiency Particulate Air (HEPA) filtration air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- UCM will consider PPE controls including respiratory protection when engineering and administrative controls are not practical or they are in the process of implementation and in compliance with the UCM Respiratory Protection Program to address inhalation hazards with respect to the COVID-19 corona virus
- UCM will evaluate campus operations and determine whether to cease or modify some or all operations at the campus until identified, potential COVID-19 transmission hazards have been addressed
- UCM will review all dynamic changes and the potential for aerosolized disease transmission and respond accordingly to protect personnel at the campus

### **Notifications to the local health department**

UCM will notify the Merced County DOH as reasonably possible when identified outbreaks on campus occur and institute the necessary controls to address **Multiple COVID-19 Infections including COVID-19 Outbreaks.**

<https://doyourpart.ucmerced.edu/crc>

## Additional Consideration #3

### COVID-19 Prevention in Employer-Provided Housing

#### UCM Employer Provided Housing

The UCM provides housing to the University Chancellor as part of the Chancellor's position at the UCM. The house and property are located off campus. The University Facilities Management (FM) Department Building Manager manages all work at the home including plumbing, HVAC, electric, sewer, renovation, etc.

Whenever FM or contractors, including subcontractors, perform maintenance of the residence, they follow the same COVID-19 prevention protocol as followed on campus including physical distancing to the extent practical and the donning of face coverings when working around other individuals.

If anything changes with regard to UCM provided housing to UCM employees, this COVID-19 Prevention Program will change accordingly to reflect the additional UCM provided housing and subsequent COVID-19 prevention controls at the University provided housing.

#### Screening

The UCM will follow the same COVID-19 Prevention Plan contamination control protocol in the UCM provided housing as that in place on the campus. The UCM Chancellor will follow the same self-screening protocol as any other UCM employee when reporting to work at the main campus including self-monitoring of COVID-19 symptoms, daily reporting of system monitoring using the self-reporting app and subsequently receiving an affirmation of receipt of self-screen and either a green (green meaning all is well) or red image icon that will be used to notify checkpoint screening. The screening process from self-reporting through approved entry onto the UCM campus is managed by the UCM EOC.

#### COVID-19 testing

UCM will apply the campus EOC protocol for COVID-19 testing as delineated in the UCM COVID-19 Prevention Plan.

#### Isolation of COVID-19 cases and persons with COVID-19 exposure

UCM will follow the protocol in order to:

- Effectively isolate COVID-19 exposed residents from all other occupants, e.g., effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking/warming (microwave oven) and dining area
- Effectively isolate COVID-19 cases from all other suite/room occupants who are not COVID-19 quarantine cases; effective isolation will include housing COVID-19 cases in buildings housing only others who have been exposed to COVID-19 positive individuals. This isolation includes providing COVID-19 exposed and quarantined occupants with a sleeping area, bathroom, and area to dine and reheat food using a microwave oven. This room will not be shared with others and the isolation building(s) will be comprised of COVID-19-case occupants in isolation from others.
- Keep confidential any personal identifying information regarding health information including COVID-19 positive individuals, COVID-19 exposed individuals and individuals exhibiting COVID-19 symptoms; this will be done in accordance with UCM CPP **Investigation and Response to COVID-19 Actual and Potential Cases**.
- Determine the period of individual isolation and/or quarantine in accordance with UCM CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and in compliance with all applicable local or state health official orders.

## Additional Consideration #4

### COVID-19 Prevention in Employer-Provided Transportation to and from Work

#### 8 CCR Section 3205.4, COVID-19 Prevention in Employer Provided Transportation to and from Work

##### (b) Assignment of transportation

UCM provides students, staff and faculty the option of paying for a 3<sup>rd</sup> party shuttle bus firm for transportation to and from the UCM to select locations across the Merced metropolitan area. Of the three, prioritized transportation assignments delineated in paragraph (b), the UCM only provides transportation via the student/employee paid shuttle service via assignments (b)(2) and (b)(3), i.e., employees who work in the same crew or worksite and employees who do not share the same household, work crew, or worksite when no other transportation alternatives are possible.

##### (b)(2) Employees who share the same worksite

The UCM contracted shuttle bus services provide pickup and drop off for UCM employees as well as UCM students at select locations across the Merced metropolitan area. The controls outlined and delineated in Section (c) through (g) have been designed and implemented as discussed below in order to protect employees and students as well as the shuttle bus operator(s) from potential COVID-19 contamination through the following design and control measures:

##### (c) Physical distancing and face coverings

UCM has put into place the following contamination control measures:

##### 1. Distancing:

- 1.1 Reduced capacity from 70 passengers to 12 maximum
- 1.2 First row behind the driver is not available
- 1.3 1 passenger per row
- 1.4 No standees allowed

##### 2. Disinfecting:

- 2.1 Each shuttle bus is equipped with disinfectant, wipes and sprays
- 2.2 High touch surface cleaning 4-5 times/day during service hours
- 2.3 Pre/post shift full disinfecting

##### 3. PPE:

- 3.1 All transport drivers are required to wear a mask or face covering at all times
- 3.2 All passengers are required to masks or face coverings at all times on the shuttle bus
- 3.3 Masks and face coverings are available as needed
- 3.4 Hand sanitizer is available upon boarding and exiting the shuttle bus

##### (d) Screening

All UCM employees and students who are required to be on campus are also required to participate in the UCM health symptom and notification screening process as outlined in Section 2 of this COVID-19 Prevention Program, *Identification and Evaluation of COVID-19 Hazards*. All UCM employees and students riding upon the UCM contracted shuttle busses must complete a daily health check prior to accessing a campus shuttle bus and, if the employee or student responds **without** any evidence of COVID-19 symptoms nor exposure to a COVID-19 positive individual, the response, affirmation email sent by the CRC to that individual displays a bright green with a check mark and a reminder of the protective measures and distancing practices necessary to prevent potential infection and spread of



infection by asymptomatic individuals.

Conversely, those employees and students who respond to the UCM daily health check email with an affirmation of exposure of symptoms consistent with COVID-19 are not allowed to access the UCM nor any shuttle bus serving the UCM.

### **(e) Cleaning and disinfecting**

As described in Section 8.2.1, *COVID-19 Prevention Cleaning Practices* and Section 8.2.2, *COVID-19 Prevention Cleaning Procedures*, UCM Shuttle Bus contractor shall ensure:

- 1.1 Each shuttle bus is equipped with disinfectant, wipes and sprays
- 1.2 High touch surface cleaning 4-5 times/day during service hours
- 1.3 Pre/post shift full disinfecting

### **(f) Ventilation**

UCM, in conjunction with the UCM Shuttle Bus Contractor shall comply with recommended ventilation/dilution controls for minimizing the potential for passengers and drivers to potentially inhale the COVID-19 virus by ventilating the shuttle bus cabin and diluting the air within the cabin with outside air to the extent practical given the following constraints:

- The shuttle bus is equipped with a functioning air conditioning system for use when the outside temperature is greater than 90 degrees Fahrenheit.
- The shuttle bus has a functioning heating system for use when the outside temperature is less than 60 degrees Fahrenheit.
- Shuttle bus passenger and driver protection is needed from weather conditions, such as rain or snow.
- The shuttle bus is equipped with a cabin air filter for use when the U.S. EPA Air Quality Index (AQI) for outside air has a pollutant AQI for any measured pollutant that is greater than 100.

### **(g) Hand hygiene**

As described in Section (c), *Physical Distancing and Face Coverings*, the UCM shuttle bus contractor provides hand sanitizer for individual use in each shuttle bus for all patrons and drivers when entering and exiting the shuttle bus. Hand sanitizers with methyl alcohol are prohibited from purchase and use on any and all shuttle busses serving the UCM campus.