

UC San Diego



COVID-19 Prevention Program (CPP)

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Introduction

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Key components of the pioneering [Return to Learn](#) program (RTL), Research Ramp-Up, and the [Injury and Illness Prevention Program](#) (IIPP) directly support the aims of the CPP at UC San Diego. The guiding principles in the UC San Diego approach that support onsite work activity follow the CDC’s Hierarchy of Controls:

<https://www.cdc.gov/niosh/topics/hierarchy/default.html>.

UC San Diego is 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)). The following elements shall be implemented and included in this CPP, described in detail throughout the program:

- Communication to employees about the employer’s COVID-19 prevention procedures
- Identification, evaluation and correction of COVID-19 hazards
- Physical distancing
- Face coverings
- Hazard controls (engineering, administrative, and personal protective equipment as required to reduce transmission risk)
- Investigation and response procedures to COVID-19 cases in the workplace
- COVID-19 training to employees
- Provide testing to employees who are exposed to a COVID-19 case, and in the case of multiple infections or a major outbreak, implement regular workplace testing for employees in the exposed work areas
- Exclusion of COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk
- Return to work criteria
- Maintenance of records of COVID-19 cases and report serious illnesses and multiple cases to Cal/OSHA and the local health department, as required

The UC San Diego RTL is guided by three evidence-based pillars: risk mitigation, viral detection, and intervention. These guidelines, including wearing a face covering and physical distancing, can help reduce the risk of contracting or spreading COVID-19 when used consistently. To protect all students, faculty and staff, UC San Diego has developed [enhanced safety requirements](#) for individuals arriving, learning, working, and living on all UC San Diego campus properties and locations. Policies focused on mandatory face coverings, physical distancing, daily symptoms check, exposure screening, and regular testing have been implemented and will be continuously reevaluated. A comprehensive plan has been established to ensure UC San Diego can respond rapidly to emerging COVID-19 trends.

For most campus employees who are currently working remotely, they will continue to do so until the next phase of the Return to Learn Program is initiated. Employees are notified of changes from campus leadership. There will continue to be a low-density population on campus to provide plenty of space for effective physical distancing. While UC San Diego cannot remove all risk, the campus is dedicated as a community to make our university an exemplar of caring and responsible behavior. Our plan is designed to be flexible to accommodate changes and modifications to the plan as the pandemic evolves and offers the university the ability to respond quickly should state and county public health guidelines or conditions change.

The following CPP outlines how the campus has implemented measures to control exposures to the SARS-CoV-2 virus that may occur in our workplace. It has been prepared in compliance with AB685 and the Cal/OSHA Emergency Temporary Regulation for COVID-19 Prevention Requirements (8 CCR 3205).

Authority and Responsibility for the CPP

Environment, Health & Safety (EH&S) has overall authority and responsibility for implementing the provisions of this CPP in our workplace.

All campus departments, 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. Please see UC San Diego Policy and Procedure Manual policy number [516 – Environment, Health & Safety](#) for additional language regarding roles and responsibilities of supervisors and employees.

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

The following procedures are being implemented in our workplace:

- Conduct workplace-specific evaluations utilizing the UC San Diego Resources and Guidelines and Return to Campus as a protocol to be onsite. This includes the development of health and safety plans for all campus buildings with onsite activity with assistance from department leadership and representatives. All employees must review and adhere to their finalized plan.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review and incorporate applicable Public Health Orders along with general and industry-specific guidance from the State of California, Cal/OSHA, and the County of San Diego Health Department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections in the workplace 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 and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by developing their own department/unit specific COVID-19 prevention plan. Additionally:

All employees must review and complete the mandatory COVID-19 training. See the [UC San Diego](#)

[Return to Campus](#) guidelines for more details.

Faculty, staff, and students have an obligation to understand and follow the laws, regulations, policies and procedures that govern university academic and business practices, and to assure that violations are handled appropriately.

The University of California Hotline, (800) 403-4744, provides an avenue for reporting concerns anonymously. Employees are also encouraged to discuss concerns about possible improper activity directly with their supervisors or department heads, and to use other campus reporting mechanisms currently in place.

Employee Screening

Under the RTL, all UC San Diego staff, faculty, student employees, and on-site UC San Diego-employed independent contractors, as well as non-affiliates, who are reporting to campus or any other physical UC San Diego location for work must conduct a [daily self-screening](#) for COVID-19 symptoms. Employees can report symptoms and hazards without fear of reprisal.

Remote employees with symptoms of COVID-19 or an exposure to COVID-19 are encouraged to complete the daily symptom and exposure screening tool. They will be contacted by the dedicated COVID Nurses line. Employees may also contact them directly at 619-543-8260.

On-site employees with symptoms of COVID-19 or and exposure to COVID-19 have been informed to not report to their worksite. Employees at UC San Diego worksites that develop symptoms must retake the symptom screening immediately and call the dedicated COVID Nurses line at 619-543-8260 to speak with a healthcare professional who will assist you with determining if you should be tested. Their supervisor will send them home. If an employee working on campus tests positive for COVID-19, a notification to Center for Occupational and Environmental Medicine (COEM) at COEMexposure@health.ucsd.edu and to the Emergency Operations Center (EOC) at eoc@ucsd.edu must be made to support contact tracing, notification, and disinfection efforts.

UC San Diego-employed non-affiliates (e.g., independent contractors, etc.) are required to meet all campus COVID-19 protocols: [daily symptom screening](#), enable CA Notify technology on mobile devices, and adhere to all campus COVID-19 health and hygiene measures. It is recommended that these employees also receive COVID-19 testing at the same frequency as the campus. If the non-affiliate tests positive and visited the campus, they must contact the EOC at eoc@ucsd.edu, so contact tracing, notification, and disinfection efforts can be coordinated.

Correction of COVID-19 Hazards

All unsafe or unhealthy work conditions and practices must be stopped and corrected immediately to protect employees and anyone else onsite from the COVID-19 pandemic. Identified issues and corrections shall be documented on the Appendix B: COVID-19 Inspections form. All hazards must be addressed as soon as possible.

UC San Diego has instituted the controls identified in Appendix B across the campus. EH&S, in conjunction with Department officials and Principal Investigators, will conduct hazard assessments in the workplace, and correct hazards in a timely manner when deficiencies are reported through spot checks, complaints, referrals, or reports of positive COVID-19 case reports. Anyone can report safety concerns to EH&S via the [Report Safety Concerns and Near Misses](#) website or by calling 858-534-3660. Any issue concerning a student can be reported to: studentconduct@ucsd.edu, or (858) 534-6225.

In addition to the above, any workplace hazards and/or concerns associated with COVID-19 are encouraged to be reported through using [this form](#) or contact the [Whistleblower Hotline](#). Additionally, the EOC has a dedicated phone line), 858-246-4841, for those with questions or concerns, as well as a general email, eoc@ucsd.edu.

Control of COVID-19 Hazards

UC San Diego has instituted multiple COVID-19 hazard controls, which are detailed below and which are explained to our employees in the mandatory COVID-19 training.

Physical Distancing

UC San Diego ensures at least six feet of physical distancing at all times in our workplace by:

- Whenever possible, UC San Diego eliminates the need for workers to be in the workplace by creating alternative programs such as telework or other remote work arrangements. UC San Diego has implemented extensive telework/work remote programs that allow 75% of the campus employee population to work from remote locations.
- Reducing the number of persons in an area at one time (e.g. posting room occupancy limits).
- 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.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.
- Where six feet of physical distancing cannot be achieved, a documented risk assessment with alternative mitigation measures and approval by the department and EH&S will be in place.

Testing

All faculty, staff and student employees are eligible to schedule a no-cost asymptomatic COVID-19 test. UC San Diego employees (staff, faculty, research, clinical) who report to work on campus are and **not vaccinated** required to get a COVID-19 test on a [weekly basis](#) unless they had COVID-19 in the last 90 days. [Tests will be provided for free](#) and during normal working hours. Employees should consult with and coordinate with their supervisors about when they will be tested with the goal of minimizing disruptions to campus operations.

For more information on the testing program, see the [Testing and Screening](#) website.

Face Coverings

UC San Diego has issued [guidance](#) and policy requiring face coverings in any building or facility owned or operated by UC San Diego in San Diego county in [PPM 516-30](#). Nothing in this Policy limits more protective rules and regulations promulgated by the UC San Diego Health System for appropriate conduct, including face coverings, social distancing, and other behaviors, within the hospital or other facilities where clinical care and related activities take place.

In addition, the campus provides clean, undamaged face coverings 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 Cal/OSHA - Division of Occupational Safety and Health. Additionally:

The campus provides a cloth face covering all employees. Face coverings are distributed at the campus Bookstore. Additional face coverings are provided by the employee's department upon request.

Employees are responsible for the care and cleaning of their face coverings, and may wear other face coverings not provided by UC San Diego if the face coverings comply with the [County of San Diego Health Order](#) and campus requirements identified in the two trainings provided to every employee.

Employees and non-employees observed to not be wearing a face covering appropriately will be asked to wear one unless they have an exemption as described below. If they do not have access to a

face covering, the University will supply one to the employee or non-employee.

Engineering and Administrative Controls

UC San Diego implements the following control measures where applicable:

- Physical barriers (partitions) - Structural configuration/reconfiguration of spaces (labs, dining, housing, classrooms, etc.) have been installed where feasible. FM has resources on campus to fabricate barriers and install them as needed. Impermeable physical barriers have been installed at cash registers in dining halls and at the Sunshine Market; at the mail center, passport office, and at select administrative offices; and sneeze guards are in place at the restaurants at the University Center. Transportation installed barriers to protect vehicle drivers.
- HDH/Dining: All payments will move to cashless transactions and near-field communication card readers for reduced contact at point of sale for students and employees.
- Physical guides and cues, such as tape on floors or sidewalk and signs, have been placed in locations on campus where people might line up to keep people 6 feet apart.
- HDH/Dining: Physical distancing aids will be placed at food platform queue lines and facility entry points to avoid congestion.
- In buildings or structures with mechanical ventilation, UC San Diego 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 with the ventilation system, UC San Diego will use filters with the highest compatible filtering efficiency. UC San Diego 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 implement their use to the degree feasible.

UC San Diego maximizes, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Setting outdoor air handlers to 100% outdoor air where feasible, with reduced, or no recirculation of air.
- Installing MERV13 filters in building air handlers where feasible.
- Advising employees to open exterior windows for better ventilation where feasible.

Cleaning and Disinfecting

UC San Diego implements the following cleaning and disinfection measures:

- Cleaning and disinfecting procedures are outlined in the Facilities Management (FM) [Enhanced Cleaning](#) section and the Housing, Dining and Hospitality (HDH) [Enhanced Precautionary measures](#). HDH and FM among other groups (University Centers, Recreation, etc.) are responsible for daily disinfection of common-touch surfaces in public areas of campus buildings. Departments are responsible for disinfection in areas they maintain. All individuals are required to disinfect their personal workspace surfaces.
- Departments have access to disinfection supplies through campus procurement.
- Frequency of disinfection must be at least daily, except that personal equipment must be disinfected before and after use.
- Potentially contaminated surfaces will be disinfected by employees in the course of their work as instructed in the campus COVID-19 training. UC San Diego only uses disinfection solutions listed on the [EPA List N - Disinfectants for Coronavirus](#).

EH&S can assist with disinfection of areas that exceed the capacity of the department. Email the EOC for assistance at eoc@ucsd.edu.

In the event that extensive disinfection is required that exceeds the capabilities, an outside contractor will be deployed as selected.

Additional information can be found at:

- <https://hdhhome.ucsd.edu/hdh-covid-19-faq.html#Enhanced-Precautionary-Measures>
- <https://blink.ucsd.edu/facilities/management/covid-19.html#Enhanced-Cleaning-%E2%80%93-Building-Se>
- [Sanitation Protocol: https://blink.ucsd.edu/safety/resources/public-health/covid-19/sanitation-protocol.html](https://blink.ucsd.edu/safety/resources/public-health/covid-19/sanitation-protocol.html)

For a copy of the Campus Cleaning and Disinfection Protocols, contact the EOC at eoc@ucsd.edu.

Training

Each employee is required to take the UC San Diego COVID-19 Prevention training <https://blink.ucsd.edu/safety/resources/public-health/covid-19/index.html>. This training explains how the virus spreads, necessary preventative measures, social distancing and sanitation protocols, and how to keep safe when working with the public or suspected COVID positive people. It is standard practice to assume that everyone is COVID positive and to use the mandated precautions at all times and during all interactions.

Shared items (Tools, Equipment and Personal Protective Equipment)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, such as research laboratory equipment, those items will be disinfected between users.

Sharing of vehicles will be 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: <https://blink.ucsd.edu/safety/resources/public-health/covid-19/index.html>.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, UC San Diego will:

- Provide employees with an effective hand sanitizer, and prohibit the use of hand sanitizers that contain methanol (i.e. methyl alcohol). Hand sanitizing stations are provided at campus building entrances, and to departments through FM distribution. Hand sanitizer solutions meet minimum requirements for effectiveness.
- Encourage and allow employees to wash their hands regularly for at least 20 seconds each time. Hand washing facilities are available in all campus restrooms.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

UC San Diego evaluates the need for PPE (such as N95's, gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provides such PPE as needed.

UC San Diego provides eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

When it comes to respiratory protection, UC San Diego evaluates the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. Consultation with EH&S to determine if N95 respirators are appropriate for the type of work when other measures such as elimination, substitution, engineering or administrative controls do not prevent or remove the hazard. Use of N95s in these cases is deemed mandatory use; personnel must be medically cleared to wear an N95 and must be fit tested by EH&S to ensure proper fit, use, and care for the mask.

The UC San Diego Emergency Operations Center, in collaboration with Procurement and Facilities Management, provides a one-time “Welcome Kit” to all returning departments so that they are able to meet the required sanitation and health protocols. The kits include operational PPE for research units, an allotment of reusable face coverings and hand sanitizer for all returning employees, as well as self-cleaning supplies to enable those returning to clean their workspaces on a daily basis.

Investigating and Responding to COVID-19 Cases

UC San Diego has developed a robust and comprehensive process for investigating and responding to COVID-19 cases. The program is described in Appendix C: Investigating and Responding to COVID-19 Cases.

Employees who had potential COVID-19 exposure in our workplace receive the following:

- Information on leave, pay, benefits and work arrangements is available on the [Worksite Notification](#) page.

System for Communicating

The campus goal is to have effective communication with employees throughout this period while keeping all employees safe and engaged.

The campus has a comprehensive [Notification Program](#) in place. Daily campus email notifications from the VC RMP Office are sent to inform employees of the most recent COVID-19 locations, in addition to [wastewater viral detection](#) occurrences.

Workplace hazards associated with COVID-19 can be reported using [this form](#) or contact the [Whistleblower Hotline](#). Additionally, the EOC has a dedicated phone line (24 hours) for those with questions or concerns, as well as a general email eoc@ucsd.edu.

The UC San Diego [Dashboard](#) provides updated COVID-19 related-data on students and campus employees, as well as possible exposure locations.

Other communication platforms include:

- [Town Halls](#)
- Emails from the Chancellor’s Office and EOC
- Triton Alerts
- Campus signage

Additional COVID-19 communication resources are available at the following websites:

- returntolearn.ucsd.edu
- blink.ucsd.edu/safety/resources/public-health/covid-19/index.html
- rmp.ucsd.edu/policy-records/notices.html#Campus-Notices
- <https://blink.ucsd.edu/safety/resources/public-health/covid-19/notifications.html>

- blink.ucsd.edu/HR/services/covid-19/symptom-screening/index.html
- blink.ucsd.edu/HR/services/covid-19/required-testing.html
- blink.ucsd.edu/HR/services/covid-19/symptom-screening/index.html#COVID-19-Symptom-and-Exposure-S
- health.ucsd.edu/specialties/occ/Pages/default.aspx

Training and Instruction

UC San Diego has provided extensive guidance to promote the health and welfare of employees and limit the introduction and spread of Covid-19 on campus and in the community. Our programs meet or exceed the guidance of the County and State. The training includes but is not limited to:

- UC San Diego COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

COVID-19 training rosters are maintained by EH&S.

Exclusion of COVID-19 Cases

UC San Diego's program to exclude COVID-19 positive cases from the workforce include:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Ensuring that COVID-19 cases are excluded from the workplace until our 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.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever demonstrated that the COVID-19 exposure is work related.

- Information on employee benefits is available under the Benefits section of the [Worksite Notification](#) page.
- Providing employees at the time of exclusion with information on available benefits.

Employees excluded from work but otherwise able and available to work shall continue to maintain all employee rights and benefits as if they had not been removed from their job, and employers may use sick leave benefits for this purpose. There are two exceptions, however: (1) for periods of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission; and (2) where the employer demonstrates that the “COVID-19 exposure” is not work-related.

In addition to posting and sharing information with regards to governmental leave benefits, UC and UC San Diego have implemented additional supplemental leave programs to support the health and well-being of employees and the community.

Reporting, Recordkeeping and Access

The UC San Diego policy is as follows:

- Report information about COVID-19 cases at our workplace to the local health department (County of San Diego) 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 our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- 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.
- Use the Appendix C: Investigating COVID-19 Cases to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- EH&S and COEM will maintain a record of all case reports.
- The campus will notify all employees, unions and contractors, of positive COVID-19 case reports at UC San Diego facilities via email that links to a dashboard listing the workplace locations and date of knowledge when a positive test is known. Positive COVID-19 case reports will be communicated within one-business day.
- UC San Diego tests wastewater for COVID-19 and provides reports to the campus community on the RTL dashboard and via email.

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work 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.
- At least 10 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days has passed since the date of specimen collection of their first positive COVID-19 test.
- 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 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 14 days from the time the order to quarantine was effective.

Multiple COVID-19 Infections and COVID-19 Outbreaks

In the event that three or more positive COVID-19 cases are identified in the same workplace within a 14-day period, the following actions will be taken.

COVID-19 testing

UC San Diego 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 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 period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, the campus 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.

The campus will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

UC San Diego 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

UC San Diego 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, UC San Diego will 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 include:

- Investigation of new or unabated COVID-19 hazards.

- Our leave policies and practices and whether employees are discouraged from remaining home when sick.
- Our COVID-19 testing policies.
- Ventilation.
- Insufficient air filtration.
- Lack of physical distancing.
- Lack of proper face coverings use
- Insufficient workplace disinfection

UC San Diego will update 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. UC San Diego 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 (may include occupation density reductions)
- Use of respiratory protection.
- Other applicable controls as deemed necessary.

Notifications to the local health department

In accordance with AB-685, UC San Diego will immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, contact the Designated Public Health Authority for guidance on preventing the further spread of COVID-19 within the workplace.

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.

Major COVID-19 Outbreaks

In the event there are 20 or more COVID-19 cases in the same workplace within a 30-day period, the following actions will be taken.

COVID-19 testing

UC San Diego will provide twice a week COVID-19 testing, or more frequently if recommended by the Designated Public Health Authority, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

UC San Diego will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

UC San Diego will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 hazard correction

In addition to the requirements of our CPP Correction of COVID-19 Hazards, UC San Diego will take the following actions:

- In buildings or structures with mechanical ventilation, UC San Diego 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 with the ventilation system, UC San Diego will use filters with the highest compatible filtering efficiency. UC San Diego 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 implement their use to the degree feasible.
- UC San Diego 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.
- UC San Diego will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

UC San Diego will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

COVID-19 Prevention in Employer-Provided Housing

This section addresses workers in employer-provided housing. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in Title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:

- The employer is a government entity; or
- The housing is provided temporarily by a private employer and is necessary to conduct the

emergency response operations.

Assignment of housing units

Housing assignments for on-campus residents and staff are typically single-occupancy during the pandemic. UC San Diego will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

The University makes every effort to provide single-occupant housing accommodations where feasible.

Physical distancing and controls

UC San Diego will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increased filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

All employees are provided face coverings and may request additional ones as needed. All residents have been provided information on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

UC San Diego will ensure that:

Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected routinely to prevent the spread of COVID-19. Cleaning and disinfecting must be done in a manner that protects the privacy of residents.

Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

Under the RTL, all UC San Diego staff, faculty, student employees, who are living in university provided housing must conduct a [daily self-screening](#) for COVID-19 symptoms. Employees can report symptoms and hazards without fear of reprisal.

COVID-19 testing

UC San Diego will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

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

UC San Diego will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.
- End isolation in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any applicable local or state health officer orders.

UC San Diego Field Stations and Research Vessels

UC San Diego Field Stations maintain their own COVID-19 Site-Specific Plans (SPP). Onsite staff live (with families in some cases) in their own homes. Field station housing assignments are single rooms, or single tents for visitors and researchers. Any group housing will follow the instructions in this CPP, including controls, including maintaining a living space for isolation with a private bathroom. All [field plans](#) must be reviewed prior to any trip.

[Research vessels have developed protocols](#) for in-port and underway operations for research vessels that:

- Define practices in an effort to minimize the possibility of COVID-19 being spread aboard a ship
- Describe how to immediately respond to a suspected case of COVID-19 on board.

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

UC San Diego does not provide employee transportation to and from work, however, the campus does provide a campus shuttle service that employees may use to travel various campus locations. During COVID-19, boarding is restricted to UC San Diego students, faculty and staff. Passengers must show the driver their “green thumb” result from the daily symptom screener when boarding. If a printout is used, instead of a handheld device, a UC San Diego identification card is also required. Transit follows the instructions in this CPP, including the following:

Physical distancing and face coverings

UC San Diego will ensure that the:

- Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
- Vehicle operators and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operators and any passengers are provided and wear a face covering in the vehicle as

required by our CPP Face Coverings.

Screening

UC San Diego will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation. Employees are required to complete the Daily Symptom Screener and may be asked to present their clearance certificate upon request of the vehicle operator before boarding the shuttle.

Cleaning and disinfection

UC San Diego will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- UC San Diego provides sanitizing materials, training on how to use them properly, and ensure they are kept with an adequate supply on hand.

Ventilation

UC San Diego will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use when the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use when the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use when the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

Hand sanitizer must be in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

Learn more about the procedures by visiting the [Transportation page](#).

This COVID-19 Prevention Program is formally approved by:

Corey SINGLETON

Corey Singleton, Director of EH&S

20 JAN 2021

Date

*This plan will be reviewed and updated periodically in accordance with regulations and updated guidance.

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. UC San Diego will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

As per campus reopening guidelines, under the direction of the Chancellor, buildings and operations have been evaluated by campus committees to determine feasibility of occupation, operation, and essential functions that support the University. This includes a review of COVID-19 precautionary measures identified by several authorities, including the CDC and the County of San Diego Public Health Officer. Every effort has been made to provide a safe workplace for employees.

Continuous safety improvement is encouraged by all employees, departments, and units. To that end, this Appendix A: Identification of COVID-19 Hazards worksheet is included in this CPP for reference and can be used by any campus unit. EH&S is available to assist with hazard evaluations.

Person conducting the evaluation: [enter name(s)] Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

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

This form is an example of the COVID-19 protocols to review at campus worksites. Departments or University officials can use alternate tools and forms that cover this criteria to complete inspections. Additional information is available on the [Cal/OSHA COVID-19 Guidance page](#). EH&S conducts inspections of labs, shops, buildings and other worksites to determine compliance with the County of San Diego Health Order, and follow guidance by the CDC and the State of California.

Date: [enter date] Name of person conducting the inspection: [enter name(s)] Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
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			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: 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 UC San Diego 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.

When an employee tests positive for COVID-19, the following procedure is followed:

- UC San Diego Medical Teams are notified and the procedures regarding contact tracing are initiated;
- UC San Diego medical staff review the case with the positive individual and perform contact tracing, which includes identifying and following up with any potential close contacts of the positive individual. The current Center for Disease Control (CDC) guidelines defines close contacts as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test results) until the time the patient is isolated. All close contacts are notified as soon as possible.
- The individual is advised of their right to file a claim should they later come to realize that they indeed were exposed to, or contracted, the virus at work or during the commission of work duties. An [Occupational Incident Report](#) is offered.

Those who are positive or suspect that they have been in contact with someone who is positive are encouraged to contact [COEM](#).

Student Health Services (SHS), COEM/contact tracing team and EOC collect information on reports of positive COVID-19 cases. This includes the following information:

- Where the infected person worked or visited on campus during the infectious period
- The last date the person was at the workplace
- The infectious period as it relates to potential exposure of others in the workplace
- The date the person was tested for COVID-19, or became symptomatic
- The date the person's positive test result was obtained
- If the infection could have been acquired in the course of work

COEM/contact tracing identifies and contacts potentially exposed persons and determines who might need testing or self-quarantine. Incidents of workplace exposure are investigated through an interview with the appropriate manager or supervisor with workplace oversight responsibilities to determine what workplace conditions could have contributed to the exposure, and any corrective actions required. EH&S will notify Cal/OSHA in the event of a serious employee illness or fatality per established protocols.

EH&S investigates reports of positive COVID-19 cases in the workplace, regardless of how the infection

occurred. In addition, the EOC coordinates decontamination appropriate to the level associated with the case.

Appendix D: COVID-19 Training Rosters

Training rosters are maintained by EH&S online using the Learning Management System (LMS) for employees who have completed the online UC San Diego COVID-19 Training. Training records are available upon request.