# COVID-19 Prevention Program (CPP)

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Authority and Responsibility for the CPP</td>
<td>3</td>
</tr>
<tr>
<td>Identification and Evaluation of COVID-19 Hazards</td>
<td>3</td>
</tr>
<tr>
<td>Employee Participation</td>
<td>3</td>
</tr>
<tr>
<td>Employee Screening</td>
<td>4</td>
</tr>
<tr>
<td>Correction of COVID-19 Hazards</td>
<td>4</td>
</tr>
<tr>
<td>Control of COVID-19 Hazards</td>
<td>5</td>
</tr>
<tr>
<td>Testing</td>
<td>5</td>
</tr>
<tr>
<td>Face Coverings</td>
<td>5</td>
</tr>
<tr>
<td>Engineering and Administrative Controls</td>
<td>6</td>
</tr>
<tr>
<td>Cleaning and Disinfecting</td>
<td>6</td>
</tr>
<tr>
<td>Training</td>
<td>7</td>
</tr>
<tr>
<td>Shared items (Tools, Equipment and Personal Protective Equipment)</td>
<td>7</td>
</tr>
<tr>
<td>Hand Sanitizing</td>
<td>7</td>
</tr>
<tr>
<td>Personal protective equipment (PPE) used to control employees’ exposure to COVID-19</td>
<td>7</td>
</tr>
<tr>
<td>Investigating and Responding to COVID-19 Cases</td>
<td>8</td>
</tr>
<tr>
<td>System for Communicating</td>
<td>8</td>
</tr>
<tr>
<td>Training and Instruction</td>
<td>9</td>
</tr>
<tr>
<td>Exclusion of COVID-19 Cases</td>
<td>9</td>
</tr>
<tr>
<td>Reporting, Recordkeeping and Access</td>
<td>10</td>
</tr>
<tr>
<td>Return-to-Work Criteria</td>
<td>10</td>
</tr>
<tr>
<td>Multiple COVID-19 Infections and COVID-19 Outbreaks</td>
<td>11</td>
</tr>
<tr>
<td>COVID-19 testing</td>
<td>11</td>
</tr>
<tr>
<td>Exclusion of COVID-19 cases</td>
<td>11</td>
</tr>
<tr>
<td>Investigation of workplace COVID-19 illnesses</td>
<td>11</td>
</tr>
<tr>
<td>COVID-19 investigation, review and hazard correction</td>
<td>11</td>
</tr>
<tr>
<td>Notifications to the local health department</td>
<td>12</td>
</tr>
<tr>
<td>Major COVID-19 Outbreaks</td>
<td>12</td>
</tr>
<tr>
<td>COVID-19 testing</td>
<td>12</td>
</tr>
<tr>
<td>Exclusion of COVID-19 cases</td>
<td>12</td>
</tr>
<tr>
<td>Investigation of workplace COVID-19 illnesses</td>
<td>13</td>
</tr>
<tr>
<td>COVID-19 hazard correction</td>
<td>13</td>
</tr>
<tr>
<td>Notifications to the local health department</td>
<td>13</td>
</tr>
<tr>
<td>COVID-19 Prevention in Employer-Provided Housing</td>
<td>13</td>
</tr>
<tr>
<td>Assignment of housing units</td>
<td>14</td>
</tr>
<tr>
<td>Physical distancing and controls</td>
<td>14</td>
</tr>
<tr>
<td>Face coverings</td>
<td>14</td>
</tr>
<tr>
<td>Cleaning and disinfection</td>
<td>14</td>
</tr>
<tr>
<td>Screening</td>
<td>14</td>
</tr>
<tr>
<td>COVID-19 testing</td>
<td>14</td>
</tr>
<tr>
<td>Isolation of COVID-19 cases and persons with COVID-19 exposure</td>
<td>15</td>
</tr>
<tr>
<td>UC San Diego Field Stations and Research Vessels</td>
<td>15</td>
</tr>
<tr>
<td>COVID-19 Prevention in Employer-Provided Transportation to and from Work</td>
<td>15</td>
</tr>
<tr>
<td>Physical distancing and face coverings</td>
<td>15</td>
</tr>
<tr>
<td>Screening</td>
<td>16</td>
</tr>
<tr>
<td>Cleaning and disinfection</td>
<td>16</td>
</tr>
<tr>
<td>Ventilation</td>
<td>16</td>
</tr>
<tr>
<td>Investigating and Responding to COVID-19 Cases</td>
<td>8</td>
</tr>
<tr>
<td>System for Communicating</td>
<td>8</td>
</tr>
<tr>
<td>Training and Instruction</td>
<td>9</td>
</tr>
<tr>
<td>Exclusion of COVID-19 Cases</td>
<td>9</td>
</tr>
<tr>
<td>Reporting, Recordkeeping and Access</td>
<td>10</td>
</tr>
<tr>
<td>Return-to-Work Criteria</td>
<td>10</td>
</tr>
<tr>
<td>Multiple COVID-19 Infections and COVID-19 Outbreaks</td>
<td>11</td>
</tr>
<tr>
<td>COVID-19 testing</td>
<td>11</td>
</tr>
<tr>
<td>Exclusion of COVID-19 cases</td>
<td>11</td>
</tr>
<tr>
<td>Investigation of workplace COVID-19 illnesses</td>
<td>11</td>
</tr>
<tr>
<td>COVID-19 investigation, review and hazard correction</td>
<td>11</td>
</tr>
<tr>
<td>Notifications to the local health department</td>
<td>12</td>
</tr>
<tr>
<td>Major COVID-19 Outbreaks</td>
<td>12</td>
</tr>
<tr>
<td>COVID-19 testing</td>
<td>12</td>
</tr>
<tr>
<td>Exclusion of COVID-19 cases</td>
<td>12</td>
</tr>
<tr>
<td>Investigation of workplace COVID-19 illnesses</td>
<td>13</td>
</tr>
<tr>
<td>COVID-19 hazard correction</td>
<td>13</td>
</tr>
<tr>
<td>Notifications to the local health department</td>
<td>13</td>
</tr>
<tr>
<td>COVID-19 Prevention in Employer-Provided Housing</td>
<td>13</td>
</tr>
<tr>
<td>Assignment of housing units</td>
<td>14</td>
</tr>
<tr>
<td>Physical distancing and controls</td>
<td>14</td>
</tr>
<tr>
<td>Face coverings</td>
<td>14</td>
</tr>
<tr>
<td>Cleaning and disinfection</td>
<td>14</td>
</tr>
<tr>
<td>Screening</td>
<td>14</td>
</tr>
<tr>
<td>COVID-19 testing</td>
<td>14</td>
</tr>
<tr>
<td>Isolation of COVID-19 cases and persons with COVID-19 exposure</td>
<td>15</td>
</tr>
<tr>
<td>UC San Diego Field Stations and Research Vessels</td>
<td>15</td>
</tr>
<tr>
<td>COVID-19 Prevention in Employer-Provided Transportation to and from Work</td>
<td>15</td>
</tr>
<tr>
<td>Physical distancing and face coverings</td>
<td>15</td>
</tr>
<tr>
<td>Screening</td>
<td>16</td>
</tr>
<tr>
<td>Cleaning and disinfection</td>
<td>16</td>
</tr>
<tr>
<td>Ventilation</td>
<td>16</td>
</tr>
</tbody>
</table>

---

**UC San Diego Field Stations and Research Vessels**

- COVID-19 investigation, review and hazard correction
- Isolation of COVID-19 cases and persons with COVID-19 exposure
- COVID-19 testing
- Screening
- Cleaning and disinfection
- Ventilation

---

**COVID-19 Prevention Program (CPP)**

- Introduction
- Authority and Responsibility for the CPP
- Identification and Evaluation of COVID-19 Hazards
- Employee Participation
- Employee Screening
- Correction of COVID-19 Hazards
- Control of COVID-19 Hazards
- Engineering and Administrative Controls
- Investigating and Responding to COVID-19 Cases
- System for Communicating
- Training and Instruction
- Exclusion of COVID-19 Cases
- Reporting, Recordkeeping and Access
- Return-to-Work Criteria
- Multiple COVID-19 Infections and COVID-19 Outbreaks
- Major COVID-19 Outbreaks
- COVID-19 Prevention in Employer-Provided Housing
- COVID-19 Prevention in Employer-Provided Transportation to and from Work
Introduction

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in the 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 the university an exemplar of caring and responsible behavior. The 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 the 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 the 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 the 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, the 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 the 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 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 an exposure to COVID-19 have been informed not to 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 employees in the mandatory COVID-19 training.

Testing

UC San Diego has COVID-19 testing available at no cost to all faculty, staff and students. UC San Diego employees (staff, faculty, research, clinical) who report to work on campus and are not vaccinated or not up-to-date on their vaccination status must follow this: twice-weekly testing required (every 3-5 days), unless you've had COVID-19 in the last 90 days. Test will be provided for free and during normal working hours seven days a week.

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 can be obtained at the Bookstore. Employees must wear them over the nose and mouth when indoors and where required by orders from the Cal/OSHA - Division of Occupational Safety and Health.

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 campus requirements identified in the COVID-19 Prevention training provided to every employee.

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

Exceptions for indoor masking:

- Not required while driving in a car alone or solely with members of your household.
- Not required while working alone in a closed office or room.
- Not required for those who are obtaining a medical or cosmetic service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Not required for workers who wear respiratory protection, or persons who are specifically exempted from wearing face coverings by other CDPH guidance.
- Not required for persons younger than two years old.
- Not required for persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication or persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Not required for performers while actively rehearsing or performing, provided such performers are in compliance with the Theatre and Dance Maskless Rehearsal and Performance Protocol.

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. The University will supply one to the employee or non-employee. For more details and most current guidance, see https://returntolearn.ucsd.edu/return-to-campus/safety-requirements/index.html.
Engineering Controls

UC San Diego implements the following control measures where applicable:

- 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 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.

See more information here: https://blink.ucsd.edu/facilities/management/covid-19.html#Building-Ventilation-and-Water

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.
- Departments have access to disinfection supplies through campus procurement.
- 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.
FM will assist with disinfection of areas that exceed the capacity of the department. Email the FM Service Referral Desk for assistance at wsc@ucsd.edu.

For COVID-19 cases in the workplace, EH&S, with support from the Public Health team, will evaluate the areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period and coordinate the appropriate level of disinfection/cleaning for the exposed workplace with FM or HDH custodial teams. For a copy of the Campus Cleaning and Disinfection Protocols, contact the EOC at eoc@ucsd.edu.

Hand Sanitizing
In order to implement effective hand hygiene 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.

EH&S provides respirator certification and fit testing services. Additional safeguards and precautions are implemented to ensure the safety of both the program administrator and the customer during this process. For more information go to http://blink.ucsd.edu/go/respirator.

Upon request, UC San Diego will provide N95’s for voluntary use to all employees who are not fully vaccinated. Unvaccinated campus employees who choose to wear N95-respirators on campus must follow these guidelines https://blink.ucsd.edu/safety/occupational/PPE/respiratory/unvaccinated-n95.html
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 the workplace receive information on leave, pay, benefits and work arrangements. This information 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.

Employees can report symptoms, possible close contacts and hazards without fear of reprisal.

Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations at hrdcc@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
- Campus Notices
- 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
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. Campus 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, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
  - The conditions where face coverings must be worn at the workplace.
  - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
  - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on campus COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Each employee that works on-site is required to take the UC San Diego COVID-19 Prevention training [https://blink.ucsd.edu/safety/resources/public-health/covid-19/index.html](https://blink.ucsd.edu/safety/resources/public-health/covid-19/index.html) through the UC Learning Center.

COVID-19 training rosters are maintained by EH&S

Exclusion of COVID-19 Cases who had a close contact


Fully vaccinated UC San Diego campus employees and students who have been exposed to someone with COVID-19 are not required to quarantine at home after their exposure, as long as they meet the following guidelines.
1. They complete the daily screener and they do not have any symptoms of COVID-19 (fever, cough, sore throat, runny nose, loss of taste and/or smell).

2. The exposure was 14 days after completing their initial vaccination series (14 days after the second dose of two-dose vaccinations such as Pfizer/Moderna, 14 days after receiving a single dose-vaccination such as Janssen) or 7 days after their booster shot.
   - Employees or students exposed within 14 days of their initial vaccination series or 7 days within their booster, or have not received complete doses of the vaccine, will be required to quarantine.

Fully vaccinated campus employees and students who are exposed to COVID-19 will:

1. Continue to complete the daily symptom and exposure screener.
2. Schedule a PCR test upon notification of exposure and on Day 5.
3. Must mask at all times on campus, both indoors and outdoors, and must eat alone.
4. If any symptoms develop, complete the daily symptom and exposure screener, stay home or call the Testing Support Line at (619) 543-8260 to speak with a nurse.
5. Receive instructions for returning to work from COEM. During your 10-day monitoring period, you can attend class, work, campus activities and use University transportation while masked at all times, including indoors, outdoors, and enclosed spaces. The only exception is when eating or drinking, which should be done only when alone and outdoors.
   - Fully vaccinated exposed students cannot participate in club sports.
   - Division I athletes may participate as long as their daily antigen test is negative.

Unvaccinated or not fully vaccinated UC San Diego campus employees and students who have been exposed to someone with COVID-19 are required to quarantine for 5 days after their exposure. Test upon notification of exposure AND on Day 5 after exposure.

Quarantine may end if:

- Day 5 test is negative AND
- Symptoms are improving (or no symptoms) AND
- Have had no fever for at least 24 hours (that is one full days of no fever without the use of medicine that reduces fevers),
- Continue to mask for an additional 5 days (10 days total)

If Day 5 positive: isolate immediately, do not return to work or school, and fill out the daily symptom and exposure screener.

If no test: quarantine for 10 days.

Students and campus employees will:

1. Report exposure using the daily symptom and exposure screener or call the Testing Support Line (TSL) at (619) 543-8260 to speak with a nurse.
   - Students or employees will self-schedule, preferably, a PCR test using the link provided after filling out the daily symptom and exposure screener.
   - Continue to monitor and report new symptoms using the daily symptom and exposure screener.
2. During quarantine, employees and students are not allowed to return to work or classes.
   - For employees, COEM will provide Return to Work clearance via email.
3. If you are unvaccinated or not fully vaccinated and develop symptoms during quarantine:
   - Stay home and complete the daily symptom and exposure screener or call the Testing Support Line at (619) 543-8260 to speak with a nurse.
   - Testing for new onset of symptoms will be required and quarantine may be extended or isolation may be required if the COVID-19 test is positive.
   - Residential students will be relocated to no-cost campus quarantine housing.
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 the 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 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 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 employee 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.

**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 Prevention Program (CPP)

- 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.
- COEM issues a return-to-work clearance date.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

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 10-day period, the following actions will be taken.

COVID-19 testing

UC San Diego will have COVID-19 testing available for all employees in an exposed workplace. 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 an exposed workplace will be encouraged to take a COVID-19 test right away and a second test 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 make COVID-19 testing available to 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 the workplace for a 10-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 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 CPP Investigating and Responding to COVID-19 Cases.

COVID-19 investigation, review and hazard correction

In addition to 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 take into consideration the following:

- Investigation of new or unabated COVID-19 hazards.
• Campus leave policies and practices and whether employees are discouraged from remaining home when sick.
• Campus 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 deemed 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.
• For 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.
• 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 the 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 the workplace for a 10-day period.

Major COVID-19 Outbreaks

In accordance with Cal/OSHA section 3205.2, in the event there are 20 or more COVID-19 cases in an exposed group that visited the workplace during their high-risk exposure period within a 30-day period, the following actions will be taken. This shall apply until there are fewer than three COVID-19 cases detected in the exposed group for a 10-day period. The campus will continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks response criteria, in addition, COVID-19 testing, regardless of vaccination status, will be made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.
COVID-19 hazard correction

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

- UC San Diego will provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2): [https://blink.ucsd.edu/safety/occupational/PPE/respiratory/unvaccinated-n95.html](https://blink.ucsd.edu/safety/occupational/PPE/respiratory/unvaccinated-n95.html) and determine the need for changes to the respiratory protection program under section 5144 to address COVID-19 hazards.

- Any employees in the exposed group who are not wearing the required respiratory protection will maintain six feet of distance, or as far apart as feasible.

- UC San Diego will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

UC San Diego will comply with the requirements of the 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
Assignment of housing units

UC San Diego, will to the extent feasible, reduce employee exposure to COVID-19 by assigning employee residents to distinct groups and ensure that each group remains separate from other such groups during transportation and work. 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 workplace will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or workplace will be housed in the same housing unit only when no other housing alternatives are feasible.

Ventilation

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.

Residents are advised to not share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.

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 implements and maintains 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 quarantine residents who have had a close contact from all other residents. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area, with the following exceptions:
  - Fully vaccinated residents who do not have symptoms.
  - COVID-19 cases who have met the return-to-work criteria and have remained asymptomatic, for 90 days after the initial onset of symptoms, or COVID-19 cases who never developed symptoms, for 90 days after the first positive test.
- Effectively isolate COVID-19 cases from all residents who are not COVID-19 cases. Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19-case residents.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with the CPP Investigating and Responding to COVID-19 Cases.
- End isolation in accordance with the 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 onboard.

COVID-19 Prevention in Employer-Provided Transportation

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:

Face coverings

- Face Coverings are required for vehicle operators and passengers while inside work vehicles, shuttles, and buses.
Screening

UC San Diego implements and maintains 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 vehicles and shuttles are cleaned and disinfected regularly. Buses, carts and van interiors are cleaned with sanitizing solution each night. Drivers treat cart and van interiors with sanitizing solution and clean high-touch surfaces on buses throughout the day.

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 when applicable. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning or heating in use when the outside temperature is excessive and creates a hazard to employees.
- 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, Director of EH&S

*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)]

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

**COVID-19 Prevention Program (CPP)**
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]

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barriers/partitions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional room air filtration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[add any additional controls your workplace is using]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[add any additional controls your workplace is using]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[add any additional controls your workplace is using]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[add any additional controls your workplace is using]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE (not shared, available and being worn)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face coverings (cleaned sufficiently often)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face shields/goggles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory protection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[add any additional controls your workplace is using]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
- Employees are 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 should self-isolate and promptly update their daily symptom screening and are encouraged to contact COEM.

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

| Case Name: |  |
| DOB: |  |
| UCSD Affiliation: |  |
| Phone #: |  |
| Case Record ID: |  |
| Student PID: |  |
| MRN: |  |
| Date Interviewed: |  |
| Symptom Onset Date and Summary: |  |
| Test Collection Date: |  |
| Received Test Results: |  |
| Contact Elicitation Window: |  |
| Vaccine Info: |  |
| Isolation Period: |  |
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.

In outbreak situations (3 more cases in a 10 day period in the same exposed workplace), EH&S investigates reports of positive COVID-19 cases in the workplace to determine exposure details such as workplace conditions that could have contributed to the risk of COVID-19 exposure, exposure reduction measures, ventilation, and ensures local health department notifications are made.
EH&S coordinates decontamination appropriate to the level associated with the case. EH&S tracks positive employee cases.

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.