



## Cal Poly Campus Repopulation and Return to Work Plans

### Introduction

Despite the current circumstances, the principal place of conducting business remains the campus. Our goal over the next few months is to return to as much on-campus work as can be performed safely, in accordance with CDC guidelines and relevant safety protocols. Cal Poly's policies and protocols for responding to the COVID-19 pandemic are rooted in California's Roadmap to Resilience and Blueprint for a Safer Economy, and in maintaining the safety of our students, employees, and community. In collaboration with the CSU Chancellor's Office, state and county health officials, and campus leadership, the following plan provides for a phased return of employees to campus following vaccination deployment, continued safety protocols, and approval to return to a majority of in-person activities on campus, while continuing to prioritize student success and the health and safety of the Cal Poly community.

In the interest of maintaining the health and safety of students, employees, guests and all members of campus communities, the California State University (CSU) intends to require faculty, staff and students who are accessing campus facilities at any university location to be immunized against SARS-CoV-2, the virus that causes COVID-19. The COVID-19 vaccination requirement would allow for employees to seek an exemption based on medical or religious grounds. This requirement will be conditioned upon full approval of one or more vaccines by the U.S. Food and Drug Administration (FDA), as well as adequate availability of the fully approved vaccines. This requirement is expected to become effective at the beginning of the fall 2021 term, or upon full FDA approval of the vaccine, whichever occurs later.

If public health conditions deteriorate and associated federal, state, and/or local guidance dictate, we will return to virtual operations as necessary. Even in the most positive health conditions that allow for greater in-person courses and services, there may still be students, staff, and faculty who cannot participate in person for health reasons. Qualified members of our community will be accommodated to the extent reasonably possible.

These plans anticipate that most staff and faculty (employees) will return to work on campus by the fall quarter of 2021. Between now and September 1, 2021, employees, with the approval of their appropriate administrator, may continue to telecommute full- or part-time depending on the needs of their work assignments. The appropriate administrator will assess which services and activities need to transition back to an on-campus work assignment to fulfill the needed operations and will work with Human Resources (HR) to develop a timeline for the return to on-campus work. Employees who are being required to return to a full or partial on-campus work assignment will receive direction from their appropriate administrator at least 21 days prior to return or notice consistent with an applicable systemwide memorandum of understanding.

Some staff and management may be able to continue to perform full or partial telecommuting arrangements beyond September 1, 2021, if they can successfully perform those duties and they



have the approval of their appropriate administrator. In order to continue telecommuting beyond September 1, 2021, the appropriate administrator will work with non-faculty employees to file a new telecommuting request form that includes the terms of their telecommuting arrangement. Depending on the ongoing needs of the campus or an employee's inability to successfully perform the duties of the position while telecommuting, the appropriate administrator may review and possibly discontinue telecommuting arrangements in effect. Additional information regarding telecommuting beyond September 1, 2021, will be forthcoming in the Campus Telecommuting policy currently under revision.

Employees who are asked to return to work on campus but cannot do so due to health, personal, or other reasons should meet with HR to be advised of available options. For more information regarding accommodations please contact Shelly Giesmann, Disability Programs Analyst-Specialist, Human Resources ([sgiesman@calpoly.edu](mailto:sgiesman@calpoly.edu) or 1-805-756-5395).

### **Key Considerations:**

- Public health guidance, scientific knowledge, and clinical best practices will continue to change, and these guidelines may require associated updates based on the evolving situation. Returning to an active on-campus environment will depend upon approval from the CSU Chancellor's Office, vaccination availability, continued safety protocols, and ongoing COVID-19 surveillance testing. The timing of campus repopulation decisions will be made based on state guidelines, and in consultation with the CSU Chancellor's Office, state and county Public Health officials, and campus leadership.
- Between now and the start of the fall quarter, the timing of the resumption of on-campus services and activities will vary for each position based on the department's operational needs as the campus re-opens. We anticipate that most employees will return to working on campus or have an updated telecommuting agreement in effect by the start of the fall quarter.
- Ongoing adherence to public health safety protocols remains extremely important for successful campus repopulation, including hand hygiene, any required physical distancing, proper cough/sneeze etiquette, regular disinfection of common and high traffic areas, symptom assessment, and adhering to any facial covering or other personal protective equipment (PPE) requirements.

### **Fall 2021 Instructional Planning Guidelines and Strategies**

We are planning for the majority of our courses and academic services to be in-person for the fall quarter. This scenario assumes that the vaccine has been widely distributed; that faculty, staff, and students adhere to current campus and public health safety protocols; that K-12 schools are back in person; and that there are minimal to no physical distancing requirements that unduly limit our classroom capacity.



To prepare for the courses and experiences that are the hallmark of our educational experience, it is necessary to be intentional in scheduling. Building the course schedule should be informed by what we have learned about various teaching modalities and the corresponding impact on students, faculty and staff over the past year. Department heads and chairs should work with the deans on specific course and scheduling questions. Deans will, similarly, work through questions with the provost.

Planning for fall 2021 can be another step towards longer term discussions of how we continue to innovate our Learn by Doing approach to education and provide accessible, cutting edge learning and teaching experiences. A key consideration in scheduling for fall 2021 should be *how could or should this course be taught to optimize student learning and success in a Learn by Doing environment?* Another key question is *what can we do to ensure that every student who wants to attend some classes in person will have the opportunity to do so across the curriculum?*

**Timeline:** Our goal is to maintain the typical May timeframe for student registration for the fall quarter to provide some measure of course scheduling stability for students. We asked all departments to develop their fall instructional plans based on the following guidelines and they provided those plans to University Scheduling in March of 2021.

**Planning Strategies:** The choice of face-to-face, online/virtual, or hybrid teaching modalities is informed by pedagogy and best practices that provide for the greatest opportunities to enhance student success. There may be a mix of course modalities within departments and colleges. College deans and department heads and chairs, following consultation with their faculty, determined fall 2021 course modality based on the following considerations to meet the needs of the department and support student success. We are exploring ways to inform students of the anticipated modality for each class so that they can make appropriate planning that supports their success. Students who have an approved accommodation that does not allow them to return to face-to-face instruction in the fall can seek assistance via the DRC. The DRC will work with the appropriate faculty and department head/chair to find a virtual section of the course if available, an approved course substitution, an alternate course to make progress to degree, or other reasonable accommodation. In some cases, alternate accommodations may not be available.

#### Modalities

- **Face-to-Face:** Courses that are best delivered in person for pedagogical reasons will be built into the schedule first. These might include, but are not limited to, labs, hands-on activities courses, studio courses, performance courses, major seminars, special cohorts, HIPs, FYEs, courses required for graduation and key pipeline courses required for progress to degree.
- **Virtual/Online:** Courses which worked well *for students* in online or virtual format over the past year will be considered next. This determination should be linked to assessment data to the extent possible. This might include courses that the experiences over the past year have shown can be taught effectively virtually. These may be courses for which there are innovative ways to approach in virtual format and contribute to overall student success. We encourage faculty and departments to prioritize synchronous content delivery whenever possible. Similarly, we advise



that when asynchronous course offerings are considered, that this be done in close coordination between departments and the deans' offices. Asynchronous course offerings should provide students numerous opportunities to connect directly with faculty.

- **Hybrid:** Courses which could be effectively delivered in a hybrid format that provides students with some components of the course in-person and other components of the course in a virtual format will be considered. In designing these courses, it will be helpful to make note of the relative mix of in-person and virtual content delivery in descriptions and the syllabi. This can also be an option for courses intended to be face-to-face, if there are physical distancing requirements that require decreased room capacity.

The following types of courses were suggested to the deans and department heads and chairs for face-to-face or hybrid delivery. If physical distancing necessitated decreased room capacity, then considerations were made for hybrid models where groups of students alternate face-to-face and virtual activities.

- 100-level courses or courses for first-year students, especially in math, English, and first-year learning communities
- Introductory, lower-division courses in the major for first year and second year students
- Laboratory and field-based courses
- Fine arts courses with a performance component
- Graduate classes, especially those with experiential components
- Courses that must be in-person to promote on-time graduation or completion of graduation requirements or required learning experiences
- Other courses with material which cannot be taught in solely online modes

Courses with multiple sections are also good candidates for offering at least one section in a virtual or hybrid format. This will allow options for both faculty and students to teach or take virtual courses if necessary.

Large lecture classes (>70 planned enrollment) are good candidates for offering virtually/online or in hybrid mode.

### **A few additional assumptions used to help guide planning:**

- Student success, pedagogy, course goals, and our experiences over the past several quarters should guide the planning process.
- Course schedules should be set within the context of typical department offerings, student access, and course availability to meet students' academic needs for timely progress to degree.
- Decisions about course scheduling are the responsibility of the department chair and ultimately the dean, who will approve the plans or request further revisions, should it not be clear how or why



the modalities are balanced as proposed.

- We can use classrooms/facilities at normal capacity without physical distancing, or with minimal physical distancing. If necessary, we will adjust classroom/facility capacity per health and safety standards, with adjustments to schedule and notice, prior to fall.
- Campus Leadership will extend, through fall 2021, the special ability to schedule courses to be taught in a virtual modality without going through the online course approval process. This is consistent with the spirit of AS-903-20 which suspended the requirement for curricular review for courses offered virtually due to COVID-19 through spring 2022.
- This plan assumes that our accrediting body (WSCUC) will extend its [temporary authorization of distance education](#) through fall. We are awaiting updated guidance from WSCUC.

## **Summer and Fall 2021 Student Affairs Services and Planning Guidelines and Strategies**

### University Housing

University Housing plans to repopulate on-campus housing close to pre-COVID capacities, with double rooms and likely triple-occupancy in our larger room layouts. What room types are offered for 2021-22 depends on enrollment and public health conditions. We anticipate some first-year students may be housed in private rooms in campus apartments.

The two-year living requirement will expand to all newly enrolling first-year students from CAED, CAFES, CENG, student-athletes and Cal Poly Scholars enrolling in the fall. Cal Poly offers housing grants to eligible students. These cover a portion of the housing fees.

The new student housing application opened to newly admitted first-years and transfer and grad students on April 8, 2021. All students are strongly encouraged to secure housing by May 7, the last day to edit application preferences. Students who are required to live on campus and who do not apply for housing by May 7 will be assigned where space is available. Transfer/grad spaces are limited, so transfer/grad students should apply as early as possible.

University Housing move-in for first-year students will be on Tuesday and Wednesday, September 14-15, 2021. Campus parking will be significantly limited during the event. More information about move-in will be provided closer to the event date. Due to the change in the academic calendar to shift the first day of instruction to Monday, September 20, 2021, continuing students with housing contracts will have their dates and fee rates adjusted to reflect the new move-in date. University Housing will communicate with students that have already submitted their housing application.

### Immunization Requirements for Students

The Chancellor's Office requires that all incoming students (first-year, transfer, and graduate students) must satisfy the immunization requirements and complete the Tuberculosis risk assessment. See our list of required immunizations. We encourage students to start this process



as early as possible as some vaccines require multiple doses and may take six months to complete. Students who are not fully compliant with all mandatory TB & immunization requirements by the first day of the first quarter may not be allowed to register for their second quarter.

On April 22, 2021, Chancellor Castro announced that the CSU intends to require students accessing campus facilities at any university location to be immunized against SARS-CoV-2, effective the first day of classes or full Food and Drug Administration (FDA) approval of one or more vaccines, whichever occurs later. Upon commencement of this requirement, it is anticipated that students who have medical or religious exemptions from the vaccination requirement will be required to be tested regularly in Fall 2021, similarly to the current requirements. Final decisions about COVID-19 testing requirements for non-vaccinated individuals will be made close to the start of fall and will be based on public health conditions at that time. Vaccinations are currently available to students through Campus Health and Wellbeing and throughout the County.

### Student Health and Wellbeing Services

For enrolled students there is no additional visit fee or in-house lab charges that apply. Students will be responsible for outside lab fee(s), prescriptions, and specialty clinic fees. Per Executive Order 943, the university will provide general medical care via Campus Health and Wellbeing services to all matriculated students who have paid the appropriate mandatory Health Services Fee. Cal Poly cannot pay for off-campus care; therefore, an individual is responsible for those charges.

Counseling services are free, confidential, and available to all currently enrolled students. Food Pantry is available to all enrolled students who are experiencing food insecurity due to a financial struggle. Students can visit the food pantry as often as needed, no questions asked. Safer offers holistic services to the entire campus community regarding gender- & power-based violence.

### Open House

Open House was held April 8-15, 2021, in a virtual format for our prospective students and their supporters. All programming and events will be delivered virtually including SLO showcase, Academic Day, University Welcome and a virtual club fair and wide variety of presentations from student clubs, organizations, and other campus resources.

### SLO Days and Week of Welcome (WOW)

SLO Days and WOW registration opens on April 8, 2021. Participation in these orientation events are mandated to all first-year (freshmen) and transfer students. Fee reductions are based on individual students need. They are assigned directly to the student's reservation system and do not require any additional action on the student's part for the reduction to be applied. New Student & Transition Programs works closely with Financial Aid to make sure the maximum number of students will be covered.



SLO Days will be offered to first-year students in a virtual format during July sessions, with a few options for in-person programming during August sessions. The Transfer Orientation Experience and SLO Days advising session will be in a virtual format only. All supporter sessions will be offered virtually in July and August. All in-person events and activities will be guided by the university guidelines and public health safety measures.

WOW will be hosted in-person on September 15-19, 2021. Students will meet their WOW Leaders, engage in campus tours, and share meals with their fellow students. All in-person events and activities will be guided by the university guidelines and public health safety measures.

### **Information regarding COVID-19 Symptoms and Risk Factors**

**Symptoms of Coronavirus listed by the Center for Disease Control and Prevention (CDC)**  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

People with COVID-19 have had a wide range of symptoms reported, ranging from mild or no symptoms to severe illness. It is known that asymptomatic and pre-symptomatic transmission occurs. Symptoms in people that have COVID-19, the disease caused by the coronavirus, may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

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

This list does not include all possible symptoms; the CDC will continue to update the list as they learn more about COVID-19.

**Follow these steps if a student or employee begins exhibiting any of these symptoms, or feels ill** during the day, or informs you that they have received a positive test result for COVID-19:

- Immediately separate them from other people.
- Send them home and instruct them to follow up with a healthcare provider.



- If possible, close off all areas that the ill person was using and report the possible exposure to EH&S. (Facilities will refer to the CDC guidance for cleaning and disinfecting the area when someone is ill).

## Conditions for Increased Risk of Severe Illness by the Center for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Adults of any age with certain underlying medical conditions are at increased risk for severe illness from the virus that causes COVID-19. Severe illness from COVID-19 is defined as hospitalization, admission to the ICU, intubation or mechanical ventilation, or death.

Adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Down Syndrome
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
- Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

Employees whose ages or health conditions fall within one of the CDC increased risk factors for severe illness should consult their medical doctor before returning to on-campus work.

Employees who cannot return to work for medical reasons should speak with Human Resources to explore available options. For more information regarding leave options or accommodations please contact Shelly Giesmann, Disability Programs Analyst-Specialist, Human Resources (sgiesman@calpoly.edu or 1-805-756-5395).

Information related to Employee Leaves of Absence is available at:

<https://afd.calpoly.edu/hr/employee-resources/leave-programs/>

Information related to employee accommodations is available at:

<https://afd.calpoly.edu/hr/employee-resources/requesting-accommodation>

## **REPOPULATION CONSIDERATIONS AND PRECAUTIONS FOR EMPLOYEES**





## **Vaccination Requirement for Faculty and Staff**

On April 22, 2021, Chancellor Castro announced that the CSU intends to require faculty and staff at all university locations to be immunized against SARS-CoV-2, effective upon the first day of classes or full Food and Drug Administration (FDA) approval of one or more vaccines, whichever occurs later. Prior to the implementation of any changes to the [CSU's existing immunization requirements](#), the CSU will engage the California State Student Association, the CSU Academic Senate and labor unions. The COVID-19 vaccination requirement would allow for employees to seek an exemption based on medical or religious grounds. The policy and related implementation details are under development and will be made available once the consultations have concluded. Vaccinations are currently available to faculty and staff at public vaccination sites and pharmacies throughout the County.

## **Cal/OSHA COVID-19 Emergency Temporary Standards and Contact Tracing**

Cal Poly complies fully with the Cal/OSHA COVID-19 Emergency Temporary Standards and the General Industry Safety Orders (California Code of Regulations, Title 8, Section 3205 et seq.), which detail COVID-19 Prevention in the workplace and establish definitions for “COVID-19 case,” “COVID-19 exposure,” “High-risk exposure period,” etc. Pursuant to these regulations, Cal Poly developed a robust contact tracing system wherein the Environmental Health and Safety Department conducts contact tracing for faculty, staff, contractors, and vendors (additionally, Campus Health and Wellbeing conducts contact tracing for students). Accordingly, upon notification of a COVID-19 case wherein an employee may have been exposed, the campus determines who may have been exposed and, in such a way that does not reveal any personal identifying information of the COVID-19 case, gives notice of the potential COVID-19 exposure within one business day to all employees who may have been exposed, as well as their union representatives and any independent contractors and others present at the workplace during the high-risk exposure period. To limit transmission of COVID-19 in the workplace, in accordance with these guidelines, employees with COVID-19 are excluded from the workplace. Cal Poly maintains these employees’ pay and benefits in accordance with the Cal/OSHA guidelines or a governing MOU between the CSU and the union (if applicable).

The Cal/OSHA guidelines also set forth guidelines for physical distancing, face coverings, cleaning and disinfecting minimal standards, and personal protective equipment that Cal Poly is required to provide to and for employees. These currently include: maintaining a minimum of six-foot physical distance from others; wearing a face covering when around others; washing hands frequently; cleaning and disinfecting common surfaces and high-touch points; increasing outside air supply into occupied spaces; avoiding sharing tools and equipment; working from home when practical; staggering arrival times and breaks to reduce the number of people and time spent together indoors; moving dining, studying, and socializing activities to outdoor venues where feasible; and not coming to work if you are sick. As conditions improve, we anticipate that restrictions outlined in Cal/OSHA regarding some of these protocols may diminish. The campus will keep current with Cal/OSHA standards and local public health



guidance to repopulate the workplace and permit people to congregate as it becomes safe to do so, in accordance with these guidelines, and as detailed in this plan.

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## **Employee Screening**

Employees should self-screen for COVID-19 symptoms (listed above) according to the latest public health guidelines. Any employee who experiences COVID-19 symptoms should not come to work and should notify Cal Poly Human Resources by submitting the online [COVID-19 Reporting Form for Cal Poly Faculty and Staff](#); or, by calling Human Resources at 805-756-2236.

## **Employee COVID-19 Testing**

Employees can access COVID-19 testing on campus at designated testing sites, via SLO County Health or through their primary healthcare provider. In the event of a workplace exposure or outbreak, Cal Poly will provide the employee with no-cost COVID-19 testing during their work hours.

Information related to COVID-19 testing is available at:

<https://coronavirus.calpoly.edu/employee-testing>

## **Employees Who Test Positive for COVID-19**

Employees who test positive for COVID-19, are experiencing symptoms, or were exposed to a known positive case should notify Cal Poly Human Resources by submitting the [online COVID-19 Reporting Form for Cal Poly Faculty and Staff](#); or, by calling Human Resources at 805-756-2236. Supervisors must notify Human Resources if an employee reports testing positive for COVID-19.

Employees testing positive will be excluded from the workplace and interviewed to determine if there are other potential exposures. Employees identified as exposed to a known positive case will be instructed to quarantine for 14 days, monitor their health for related symptoms, and not return to work until 14 days have passed. Information on benefits available to employees who test positive for COVID-19 are available on the university's COVID-19 Human Resources' Webpage.

## **Return to Work Criteria for Employees Who Tested Positive for COVID-19**

Commensurate with current [California Department of Public Health guidelines](#), individuals who are diagnosed with COVID-19 may return to work when: (1) at least 10 days have passed since COVID-19 symptoms first appeared; AND (2) at least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications; AND (3) other COVID-19 symptoms have improved. Persons who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test is not 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.



Information related to the Cal Poly COVID-19 Prevention Program is available at:  
<https://afd.calpoly.edu/hr/docs/coronavirus/ehs-covid-prevention-plan.pdf>

**Employee Assistance Program (EAP):** The EAP is available to faculty, staff and their household members to assist with personal and workplace challenges, and life management services. To access *LifeMatters* by Empathia you may visit [mylifematters.com](http://mylifematters.com). In order to access all of the site's capabilities, users are required to enter "calpoly" when they sign in. *LifeMatters* is available 24 hours a day, every day of the year by calling: 1-800-367-7474, through the LifeMatters app, or by visiting [mylifematters.com](http://mylifematters.com).

**Website:** [mylifematters.com](http://mylifematters.com), Sign in with "calpoly"

**Telephone number:** 1-800-367-7474

**Training:** Trainings are available to employees related to returning to on campus work and COVID-19 Prevention include:

- CSU [COVID-19 Training Bundle](#)
- Returning to on campus work (to be scheduled)
- Remote Work (to be scheduled)
- COVID-19 Prevention Plan (in development)

## **Personal Safety Practices**

### **Physical Distancing**

- Public Health guidelines currently recommend maintaining a minimum distance of 6-feet from others (including vendors, students, faculty, staff and coworkers) whenever reasonably possible. Cal Poly will continue to monitor state and county public health guidance for minimum distance required on campus, which is currently 6 feet from others. (If CDPH or County Public Health reduce the minimum required distance to 3 feet, the campus will follow suit.)
- Offices, workspaces, breakrooms and work schedules shall be configured in a manner consistent with minimum physical distancing requirements.
- Meetings and group gatherings: Cal Poly will continue to adhere to and in some cases exceed state and local guidelines regarding the recommended maximum group gathering size for indoor and outdoor spaces and the recommended PPE for such situations.

### **Face Coverings**

- Appropriate use of face coverings is critical in minimizing risks to others near you. Individuals may spread COVID-19 to others even if they are asymptomatic, and it is unknown at this time whether vaccinated persons can transmit it. Currently, the face covering is not a substitute for physical distancing. Cal Poly will continue to monitor



state and county public health guidance for updates to our requirement to wear face coverings on campus.

- **At Cal Poly, people must wear face coverings when:**
  - Inside of, or in line to enter, any indoor public space (unless exempted by state guidelines for specific public settings). This includes **classrooms, common areas of residence halls**, and public areas of campus academic and administrative buildings.
  - Obtaining services from the health care sector, including the Cal Poly Health Center (unless directed otherwise by a healthcare employee or healthcare provider).
  - Waiting for or riding on **public transportation** or while in a taxi, private car service or ride-sharing vehicle. This includes **waiting at campus bus stops** and it includes any Cal Poly students or employees who use vanpool services or local public buses to travel to and from campus.
  - Engaged in work, whether at Cal Poly or performing work off-site, when:
    - Interacting in-person with any member of the public, including students and any other non-employees.
    - Working in any space visited by members of the public (students and non-employees), regardless of whether anyone from the public is present at the time.
    - Working in a space where food is prepared or packaged for sale or distribution to others.
    - Working in or walking through common areas, such as hallways, stairways, elevators and parking facilities.
    - In any room or enclosed area where other people — except for members of the person’s own household or residence — are present when unable to physically distance.
  - Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
  - See <https://coronavirus.calpoly.edu/stay-healthy> for more information and exceptions.
- Acceptable face coverings must:
  - Cover the nose and mouth openings.
  - Fit snugly against the face with secured ties/ear loops.
  - Allow breathing without restriction.
  - Be clean and undamaged.

According to Cal/OSHA, the following are exceptions to the face coverings requirement:

1. When an employee is alone in a room.



2. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air is supplied to the area, if indoors, spacing should be maximized to the extent possible.
3. Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Employees must contact HR and provide required documents to obtain a reasonable accommodation.
5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.

NOTE: (A) CDPH has issued guidance for employers that identifies examples when wearing a face covering is likely not feasible. (B) Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.

## Hygiene

- Wash hands frequently with soap and water for at least 20 seconds.
- Use hand sanitizer when hand washing is not possible.
- Avoid touching eyes, nose or face at all times.
- Cover coughs/sneezes with disposable tissues or other means of covering the mouth/nose such as your inner elbow.
- Stay at home when sick except to seek medical care after first contacting your physician.

## **Phased Staffing Prior to Fall 2021:**

- As we approach the fall quarter of 2021, Cal Poly will assess expanded staffing based on operational needs and the necessity to access on-site resources and support in-person activities. These decisions will be based on California State guidance, CSU approval and San Luis Obispo Public Health. Once safe and approved by campus leadership, planning will commence and be communicated through divisional vice presidents. It is anticipated that employee repopulation may begin as early as June 1, 2021.
- The need to increase the number of employees on campus will continue to be assessed throughout the spring and summer.
- Expanded on-campus staffing will be coordinated through the appropriate manager and HR to mitigate potential risks and ensure the safety of employees, as well as the community. Departments will assess and adjust staffing levels to support necessary on-



site operations. Employees will receive direction from their appropriate administrator at least 21 days prior to being required to return to a full or partial on-campus work assignment, or consistent with a governing MOU between the CSU and the union (if applicable). Upon returning to campus, employees will be required to follow the safety protocols detailed in this guide.

- Some employees may need technical support as they bring computers back to their work locations and should schedule time with the appropriate IT staff for assistance. Similarly, employees should work with their managers on the process and timeline for returning other equipment and materials to the workplace.
- After September 1, 2021, telecommuting on a part-time or full-time basis must be approved in compliance with new campus telecommuting guidelines and will be permitted only if authorized for an employee under a telecommute agreement.
- Faculty and staff with medical restrictions or limitations related to working on campus should consider consulting a medical doctor and if appropriate contact Human Resources to discuss reasonable accommodations and available leave programs.

### **On Campus Shift Scheduling Considerations:**

Managers may consider flexible shift scheduling options while transitioning back to on-campus operations.

- **Scheduling Options:**
  - **Alternating days:** In order to limit the number of individuals and interactions among those on campus, departments may decide to schedule partial staffing on alternating days. Staffing levels must be maintained to meet the services and operational needs of the units.
  - **Staggered reporting/departing times:** Department managers may approve varying beginning and end of the workday times necessary to meet the services and operational needs of the units. Staggering reporting and departure times may allow more flexible telecommuting arrangements for department employees.

### **Telecommuting Guidelines and Agreement**

- Guidelines – See attached.
- Agreement – See attached.

Until the department determines that on-campus staffing is necessary to support operations, or until September 1, 2021, whichever occurs sooner, staff employees currently telecommuting should continue to do so. Staff employees will receive direction and 21 days' notice from their managers if they are required to return to campus to work.



The University supports the use of a telecommuting work option in positions where appropriate and beneficial to the University and the employee. The Telecommuting/Remote Work program recognizes the benefits available through a planned and managed telecommuting program. Such an option can save commute time and expense for staff, relieve some of the congestion on campus, provide opportunities for disabled or mobility impaired staff, and offer some uninterrupted time for concentrated work.

The opportunity to participate in a telecommute program is offered only with the understanding that it is the responsibility of the employee to ensure a safe and proper work environment is maintained (e.g., dependent care arrangements are made so as not to interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.). Failure to maintain a safe and proper work environment provides cause for an employee's immediate termination from this program.

Telecommuting opportunities are based upon program requirements as determined by the appropriate vice president. Eligibility of represented employees may vary from bargaining unit to bargaining unit, depending upon negotiated agreements.

New telecommuting guidelines and forms will be posted on the HR webpage.

### **Facilities Planning and Preparation for Return to Work**

Facilities Operations has evaluated and taken action in accordance with state and CDC guidelines to improve conditions in preparation for repopulation of campus. This includes installation of sanitation stations, signage and hundreds of plexiglass barriers at service counters and in other locations as appropriate where person to person close interaction occurs. Once staff members have been instructed to return to work on campus, departments must implement protocols and equipment to maintain social distancing requirements within buildings and workspaces.

- **Facilities Preparation: Cleaning**
  - Following CDC guidelines, thoroughly clean occupied spaces.
  - Clean offices, classrooms, restrooms, and other workspaces on a regular basis based on planned and approved occupancy.
  - Continue use of our COVID cleanup Standard Operating Procedure (SOP)
  - Custodial services team will provide ongoing area cleaning/touchpoint disinfecting of high traffic areas (entrances/ hallways/elevators/lobbies).
  - Maintain stock of "sanitation stations" in some labs/classrooms as requested.
- **How will classrooms and lab spaces be cleaned and sanitized in the 2021-22 academic year?**
  - Cal Poly's Facilities Operations team is planning for all utilized classrooms to be thoroughly cleaned once per day, following [CDC guidelines](#). Lab spaces will have trash pick-up and touch point disinfection performed each day with a more thorough cleaning performed weekly.





- Hand sanitizer will continue to be provided via dispensers in prominent locations of occupied buildings and offices.
- Dayshift custodial teams will continue with some area cleaning and touch point disinfecting of high traffic areas (restrooms, doors, elevators, etc.). Staffing assigned and frequency will be based on resource availability and building occupancy.
- Additionally, Sanitation Stations (including disinfectant cleaner, paper towels, disposable gloves, sterilized wet wipes, and hand sanitizer) will be provided and maintained as requested by college leadership.
- Some classroom or lab spaces may have different cleaning routines depending on the nature of the course (i.e., workstations used exclusively by one student throughout the quarter).
- **Facilities Preparation: Air Quality**
- Regarding actions for ventilation of campus buildings for Fall Quarter, 2021 as they apply to COVID-19 Safety, Facilities Operations will continue to take a multi-pronged approach based on Guidance from ASHRAE, the CSU Mechanical Review Board, as well as the CA Higher Education COVID-19 safety guidance.
  - Facilities has increased outside air percentages for Building HVAC systems according to equipment capability and inhabitant comfort guidelines.
  - Facilities has reviewed all Campus Building HVAC system equipment.
  - The Engineering Services Team continues to make repairs/replacements to keep them at best operational condition and continues to do routine preventive maintenance.
  - Many buildings already had MERV 13 or greater filters pre-Covid. For those that did not, Facilities procured and installed replacement MERV 13 filters except where unavailable due to equipment limitations.
  - All classrooms/labs COVID Safety Plans include discussion of and stress the need for “opening of windows/doors” as added safety precaution for ventilation improvement when possible.
- **Guidance for Specific Workplace Scenarios**
  - Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, students, and other community members as required by state and county public health.
  - For campus spaces not already prepared for the reopening, department heads/managers should review departmental office spaces and consider placing visual cues such as floor decals, colored tape or signs to indicate to students or community members where they should stand while waiting in line.
  - Department heads/managers should consider placing one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.



- Consider designating specific stairways for up or down traffic if building space allows.
- If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings should be worn at all times. Face coverings should be worn by any employee or visitor in a reception/receiving area.
- Face coverings must be used when required as described in the *Personal Safety Practices-Face Coverings* subsection included above. Face coverings should be used when inside any Cal Poly facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.
- Where feasible, meetings may continue to be held wholly or partially using collaboration tools (e.g., Zoom, telephone, MicroSoft Teams, OneDrive, etc.). Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

To request service, use the Facilities Management link <https://planon.calpoly.edu/home/BP/WebClient?16>, also available via the Cal Poly portal. If the issue is a safety hazard, the appropriate priority will be assigned for the proper response timeframe.

### **Promote and Post Prevention Strategies:**

- Signage to wash hands frequently.
- Signage to maintain physical distance requirements.
- Signage with the “Know the signs and symptoms of COVID-19 and what to do if symptomatic”:
  - Stay home or leave work when you become sick and notify your manager.
  - Limit your movement on campus and wear a face covering in public.
  - Follow your health care provider’s instructions regarding return to work.

COVID-19 signage is available to campus departments via University Graphic Systems (UGS), including downloadable PDFs. Departments that need additional signage for specific classrooms, labs, or offices may place an order request through UGS at [ugs.myprintdesk.net](https://ugs.myprintdesk.net).

### **Initiation of Repopulation**

#### **Communications Strategies**

University Communications and Marketing (UCM) will consult with HR regarding messaging, tone and content as they develop the first-draft communication materials supporting the initialization of the campus repopulation plan. UCM will review, edit and refine draft materials as needed to ensure consistency of message and overall efficacy of communications. UCM will



also assist in ushering the communications materials through the prescribed EOC approval process.

### **Manager and Department Head/Chair Repopulation Responsibilities**

Managers and Department Heads/Chairs must first review the Cal Poly Repopulation Plan before bringing employees back to campus. Prior to bringing employees back to work on campus, department managers, heads and chairs must review and complete the **Manager/Department Head/Chair's Department Workplace Evaluation & Checklist** (see table below) of preparations and readying the work environment. Deans may assign associate deans the responsibility to oversee and sign off on the facilities review and **Manager/Department Head/Chair's Department Workplace Evaluation & Checklist** for their departments. Deans are encouraged to schedule with work in the spring quarter so faculty and heads/chairs are available for consultation and planning.

Any questions should be directed to Cal Poly's Emergency Operations Center (EOC) or Human Resources. By signing this form, the department managers/heads/chairs acknowledge the need to comply with the guidance provided in the Cal Poly Repopulation Plan. Managers/heads/chairs will be required to regularly review subsequent campus guidance and applicable local and state guidance documents to ensure their department remains in alignment with current safety standards.

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**Manager’s Department Workplace Evaluation & Checklist**

<b>Implemented by Department</b>	<b>Category of State Requirements and/or Guidance</b> (Review details: <a href="https://covid19.ca.gov/roadmap">https://covid19.ca.gov/roadmap</a> )	<b>Notes if related measures not fully implemented</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Performed a detailed assessment of the work environment that employees would be returning to and implement a site-specific plan in accordance with the Cal Poly Repopulation Plan.	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Reviewed and assigned any required/relevant COVID-19 or repopulation trainings or meetings.	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Reviewed any ongoing telecommuting requests and if approved communicated any requirements employees need to know including a review of any needed equipment, security protocols, and how to set up and maintain a safe work environment.	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Implemented any needed personal protective measures, office cleaning and disinfecting protocols for phones, keyboards, shared equipment like copiers, etc., ensuring appropriate supplies/materials are available.	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Implemented physical distancing guidelines.	

Managers and Department Heads/Chairs must also review the Cal Poly Repopulation Plan and the minimum physical distancing requirements and verify that all shared offices, conference rooms and other departmental spaces meet all requirements. The **COVID Office Evaluation Checklist** (included below) should be used to verify the requirements have been prepared for repopulation.

**COVID OFFICE EVALUATION CHECKLIST**

<b>Department:</b>
<b>Building:</b>
<b>Room:</b>
<b>Facilities Operations Evaluator (if consulted):</b>
<b>Environmental Health &amp; Safety Evaluator (if consulted):</b>
<b>Department Manager/Head/Chair:</b>
<b>Date:</b>

Office Area Evaluation – Purpose: evaluate social distancing within the office environment as part of the repopulation planning process. Managers must complete and maintain “Office Readiness Form.” All materials needed will be put on the COVID Office Materials order form (attached).



## **Lobby / Common Areas:**

- Identify quantity of floor markings needed to indicate a required physical distancing for line queues or directional guidance.
- Evaluate any service counters which may need barrier(s) Plexiglas needed to separate employees from students/visitors. If YES, identify size and quantity information.
- Identify any required furniture removals, relocations, or removed from use actions.
- Evaluate and/or remove any unnecessary informational materials or equipment that may be shared use (e.g., kiosks, computers, pens, forms, etc.)
- Identify quantity of wipes and/or cleaner needed for applicable open areas.
- Identify signage for sanitation/wipe-down protocol (before and after each use).
- Identify nearest location and signage required for sanitizer and wipe dispensing stations.

## **Private Office(s) and Cubicles:**

- Identify personnel seating in workstations/cubicles less than required physical distancing.
- Identify barriers (Plexiglas) needed for office/cubicles where appropriate.
- Identify a direction of travel that eliminates or mitigates counter-passing foot traffic as needed.
- Identify any required furniture removals, relocations, or removed from use actions.
- Identify quantity of wipes and/or cleaner needed for applicable open areas.
- Identify signage for sanitation/wipe-down protocol (before and after each use).
- Identify nearest location and signage required for sanitizer and wipe dispensing stations.
- Evaluate other office spaces such as waiting areas, etc. using above criteria.



## **Workrooms / Lab Tech Spaces:**

- Evaluate work room area for required physical distancing.
- Determine number of employees who can occupy the space during their routine tasks.
- Identify signage on door indicating number of occupants.
- Identify quantity of wipes and/or cleaner needed for applicable open areas.
- Identify signage for sanitation/wipe-down protocol (before and after each use).
- Identify nearest location and signage required for sanitizer and wipe dispensing stations.

## **Conference Rooms:**

- Evaluate conference room for required physical distancing.
- Determine number of staff who can occupy the space having meetings/routine tasks.
- Identify signage needed on door indicating safe number of occupants and entrance/exit procedures.
- Identify location for room occupant behavioral signage on physical distancing, face covering, and other preventive measures.
- Identify any required furniture removals, relocations, or removed from use actions.

## **Break Rooms/Kitchenettes:**

Create a cleaning plan for any shared appliances typically found in breakrooms such as refrigerators, microwaves, coffeemakers, washable cups and utensils.






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