



# COVID PREVENTION PLAN

Prepared by COVID-19 Health & Safety Task Force January 21, 2021

## TABLE OF CONTENTS

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Introduction.....	1
President.....	2
President's Cabinet .....	2
Long Range Planning Group (LRPG).....	2
COVID-19 Health and Safety Task Force .....	2
Faculty and Supervisors.....	2
Staff.....	2
Section Two - Hazard Control.....	3
Campus Access .....	3
Covid Testing Plan.....	3
Daily Screening.....	4
Engineering Controls .....	4
Personal Protective Equipment and Personal Hygiene .....	4
Face coverings .....	5
Hand Washing- .....	5
Hand Sanitizer.....	5
Physical Distancing.....	5
Cleaning and Sanitizing .....	6
Clean at Hello and at Goodbye .....	7
Section Three – Communication and Services .....	9
COVID-19 Health and Safety Task Force .....	9
Training.....	9
Student Health Services .....	10
Mental Health Support.....	11
Resources .....	11
Resources for faculty/staff who are concerned about a cadet .....	11
Prevention and Support Strategies .....	12
Shelter in Place Order .....	13
Section Four – COVID Case Management.....	14
Cadet and Employee Case or Symptom Reporting.....	14
Clean and Disinfect.....	14
Return to Work and Normal Activities .....	15
Persons who have had COVID-19 symptoms or a positive test: .....	15

Persons who have been identified as a Close Contact .....	15
Section Five – Reporting, Recordkeeping, and Access .....	16
Glossary of Terms.....	17
References.....	20

## INTRODUCTION

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This *COVID Prevention Plan (CPP)* was developed pursuant to the Emergency Temporary Standard for COVID-19 (CCR, Title 8, section 3205(c)). This document was designed to minimize the potential of SARS-COV-2 to be introduced onto the campus through employee screening, ongoing evaluations of the workplace, and mitigation of hazards as identified. This plan describes processes to respond to possible and confirmed cases including, but not limited to communication, contact tracing, and cleaning. The roles and responsibilities, requirements, measures, and guidance will be described in this plan. The goal is to reduce the risk of introducing or spreading infection of COVID-19 when on-campus to the extent possible while continuing the mission of educating our cadets.

The plan does not guarantee that COVID-19 infections will not occur: The program and campus operations will continue to be evaluated and modified as needed. There is also an **essential element of personal responsibility for every individual** who returns to campus to follow the COVID-19 safety protocols. Expanding on-campus activities cannot happen unless every individual assists the collective good and takes significant responsibility for their own protection and the protection of others. This includes mandatory training in COVID-19 safety and strict compliance with this plan.

The President can overrule any decision for activity on campus in the interest of health risk to anyone in the campus community. Disciplinary action may also be taken for individuals who undermine our campus community's health by not adhering to any requirements set by the Administration for safe return to campus and creating undue risk.

The creation of this plan was predicated on three guiding principles, which have governed all campus planning during the COVID crisis:

1. Guard the health and safety of our campus community - faculty, staff, and cadets.
2. Keep cadets' educational offerings as robust as possible through Spring, Cruise, and Fall of 2021.
3. Continuously assess and re-assess the progression of the COVID-19 virus and make decisions based upon conditions and not the calendar.

## **PRESIDENT**

The President has overall responsibility and authority for this plan. He has approved this plan and allocates the resources necessary to carry out the requirements and delegated responsibilities as outlined below. He can overrule any decision for campus activity as deemed necessary for the campus community's health and safety.

## **PRESIDENT'S CABINET**

Responsible for reviewing, advising, and approving all aspects of the plan.

## **LONG RANGE PLANNING GROUP (LRPG)**

Responsible for coordination of efforts across Cal Maritime's operations. LRPG coordinates the vision and goals of the President and President's Cabinet to develop plans, strategies and synthesize efforts across campus toward established goals. For purposes of this plan, this body evaluates plans, recommendations, brings recommendations forward to Cabinet, and coordinates resources, and to carry out mission.

## **COVID-19 HEALTH AND SAFETY TASK FORCE**

Comprises representatives from across the organization and includes faculty, management, staff, labor representatives, and cadets. This task force is responsible for the development of this plan. This body provides guidance and recommendations to LRPG for improvement and implementation of this plan while providing guidance to campus regarding the plan's implementation. Members of this task force are expected to bring concerns and information from their respective constituencies or peer group to the task force and communicate information from the task force back out.

## **FACULTY AND SUPERVISORS**

- Ensure all aspects of this plan are adhered to within their specific areas of responsibility.
- Ensure direct reports are accountable for compliance with all aspects of this plan.
- Identify and report hazards and deficiencies as observed.
- Correct deficiencies where possible.
- Monitor to ensure identified hazards have been addressed in a timely manner.

## **STAFF**

- Ensure all aspects of this plan are adhered to within their specific areas of responsibility
- Identify and report hazards and deficiencies as observed.
- Correct deficiencies where possible.
- Monitor to ensure identified hazards have been addressed in a timely manner.
- Communicate opportunities for improvement.

## SECTION TWO - HAZARD CONTROL

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### CAMPUS ACCESS

Cal Maritime campus grounds and facilities will be restricted to approved persons only. Authorization to enter the grounds of Cal Maritime, including any campus building or structure on the property, requires an employment or educational need to have physical access to the campus at this time. All persons seeking to enter the campus must be granted permission to enter and remain on campus or in any campus facility by their respective cabinet member or dean. Additionally, to enter, every person must comply with the following requirements:

The proper wearing of Personal Protective Equipment (PPE) that minimally includes a face cover that covers the mouth and nose is required. If you do not have PPE available, it is available throughout the campus or by requesting it from your supervisor or campus contact.

Adherence to the rules of physical distancing (maintaining at least 6 feet of distance between persons, as a means of minimizing the transmission of pathogens) whenever possible

Authority for this directive may be found in CA. EC 89031, PC 602.6, PC 626.4, PC 626.6, Title 5 CCR 42200, 42353.1, 42354. Employees and students who violate the restricted access mandate will be asked to comply immediately. Those who refuse will be directed to leave campus and may be subject to disciplinary action. For members of the public, a refusal to comply with this policy will be subject those persons to expulsion from campus property and/or criminal prosecution for Trespassing (CA. PC 602.6). Requests for further information about this policy should be directed to Cal Maritime Chief of Police.

### COVID TESTING PLAN

COVID *Testing* is defined here as a viral test to determine if one is currently carrying the SARS-CoV2 virus. Viral tests check samples from the respiratory system (such as swabs of the inside of the nose) or through saliva collection to tell you if you are currently carrying or are infected with SARS-CoV-2, the virus that causes COVID-19. Some tests are point-of-care tests, meaning results may be available at the testing site in less than an hour. Other tests must be sent to a laboratory to analyze, a process that takes 1-3 days once received by the lab.

Faculty/staff/students are allowed to bring in their own test results as long as they are provided by an accredited laboratory or signed by a physician/nurse practitioner/physician's assistant and are conducted in the time frame stipulated in this plan.

The testing protocol was developed in concert with Dr. Bela Matyas of Solano County Public Health Department and is updated to reflect, at a minimum, CDC and Public Health recommendations.

In brief, all students, staff, and faculty that will be on the physical campus will be tested upon arrival prior to the instructional period. All faculty, staff, and students are authorized and invited to have their COVID test administered by their personal health care provider, County Health Department, or other State approved testing facility, the results of which would be shared with Human Resources for faculty and staff and Student Health Services for cadets. Additional testing throughout the semester will be made on an ad-hoc basis, contingent on changing CDC guidelines, state guidelines, or shifts in the internal or external environment.

Students will temporarily self-quarantine until results become available. Faculty, staff, and students living off-campus will be allowed to return home but are expected to adhere to appropriate quarantine protocol, which will be communicated by Student Health Services. Those with negative tests can continue to ‘self-quarantine’ but start participation in face-to-face (F2F) instruction with precautions including face coverings, physical distancing, when possible, and hand hygiene. Those with positive tests will not be able to participate in F2F instruction. Cadets will remain in isolation until cleared, as described in Return to Work and Regular Activities (e.g., F2F classes).

## DAILY SCREENING

COVID *Screening* is defined here as a series of questions asked to determine a person’s risk for COVID-19, which include questions about symptoms being experienced, including each person checking their own temperature and exposure to someone who has been confirmed to have COVID-19.

All staff, faculty, and cadets on campus or planning to come to campus will complete daily online self-screening PRIOR TO ENTERING PUBLIC SPACES. Screening consists of a checking one’s own temperature and wellness questions. The Health Center will address out-of-tolerance cases for cadets, and Environmental Health & Safety (EH&S) and Human Resources will address faculty and staff.

Per the CDC COVID-19 symptoms may include: 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. Some individuals may be infected but not have any symptoms. Testing is widely available, and individuals with symptoms or were in close contact with a COVID-19 positive case **must stay home and away from campus** until either COVID-19 is ruled out by a medical professional or they have completed isolation or quarantine. If positive for COVID the requirements of Return to Work and Regular Activities must be met and approved by Student Health Services for Cadets or Human Resources or EH&S for faculty and staff prior to return.

## ENGINEERING CONTROLS

Engineering controls are specific measures that, when properly implemented, physically reduce or remove an identified hazard. Some of the main engineering controls used on campus are as follows:

- Plexiglass dividers at service desks to create a physical barrier reducing the possibility of airborne contaminants traveling into a stationary worker’s breathing zone.
- Blocking off every other handwash sink in restrooms to support physical distancing.
- Blocking off or turning off all drinking fountains and only allowing water bottle filling stations to prevent cross-contamination from fountain surfaces.
- Closing off building air recirculation, where possible, so air is brought in directly from outside and exhausted directly back outside to create single-pass airflow.
- Installing MERV 13 (high-efficiency air filters) or the highest each building system is capable of using.

## PERSONAL PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE

While engineering and administrative controls are considered more effective and implemented where possible, personal protective equipment (PPE) is a critical tool in providing protection where other controls cannot entirely eliminate the hazard. Correctly

using PPE can help prevent exposures and is used in addition to different prevention strategies.

The primary PPE is face masks or coverings. Eye protection and gloves may also be appropriate in more specialized applications. Please see [OSHA](#) and [CDC](#) websites regularly for updates about recommended PPE.

Face coverings are required to be made of tightly-woven material, and cloth material must be a minimum of two layers. The goal of the face-covering is to keep aerosolized liquids from being expelled into the air and to prevent any aerosolized materials already in the air from being inhaled. For this reason, face-covering must cover the nose and mouth at all times.

Face coverings are available to all employees and cadets on campus and are located throughout campus. You may also request them from your supervisors.

***All faculty, staff, cadets, administrators, and visitors on campus will wear a face covering. Please note that masks with unfiltered exhalation valves, single layer material, or loosely woven materials are NOT acceptable face coverings.***

**Hand Washing-** Viruses enter the body through the eyes and respiratory system (nose and mouth). People frequently touch objects and then inadvertently but repeatedly touch their face, ESPECIALLY WHILE WEARING FACE COVERINGS. This is why thorough and frequent handwashing or sanitizing is so essential.

Regularly wash your hands throughout the day. Always wash hands for at least 20 seconds immediately after removing gloves and after incidental contact with any person.

**Hand Sanitizer:** If soap and water are not available and hands are not visibly dirty, an isopropyl alcohol-based hand sanitizer that contains at least 60% alcohol may be used. **Methyl alcohol is prohibited.** If hands are visibly dirty, washing hands with soap and water is preferred.

Handwashing needs to happen:

- After touching a shared item with exposed skin (e.g., refrigerator, microwave, door handle)
- At the end of a break/lunch, if left station at any time
- When leaving the restroom
- Before putting gloves on and after removing and disposing of gloves

***Reminder – handwashing is a superior sanitizing method to using hand sanitizer, and it is easier to stay supplied with soap.***

Gloves will be made available as needed, but the primary hand or dermal protection is frequent handwashing, hand sanitizers, and disinfecting high contact surfaces. This includes disinfecting objects when first picked up and again when returned.

**Physical Distancing** is another key requirement in protecting one and other from COVID-19. A major form of transmission and infection are droplets that naturally emit from the nose and mouth of people when they breathe, sneeze, or cough. According to Public Health Agencies, these aerosolized droplets of varying sizes become airborne and can typically travel up to about 6 feet. By maintaining physical distance, individuals reduce the risk of being contaminated with these droplets.

The issue of physical distancing and reducing risk is complicated by time. If the contact is for a longer period of time, such as a continuous close contact for 15 minutes or more over a 24-hour period, there is a greater risk of transmission than if the interaction was brief, a few seconds in passing. In most cases, if multiple people are going to be in the same room on campus, they must continuously practice physical distancing to the extent possible, assisted through either floor markings, chair spacing, or other administrative means.

Space planning will be used to reduce the transmission of contagious diseases through physical distancing.

Public safety codes, building or fire codes, applicable laws, and security requirements will not be compromised to achieve physical distancing.

General guidelines to maintain physical distancing measures when possible include, but are not limited to:

- Circulation spaces - the direction of foot-traffic in main circulation paths: corridors, stairs, and entries all provide 6 feet of space for people to pass.
- If 6 feet of passing space is not possible, consider One-way circulation routes
- Mark increments of locally acceptable physical distance on floors where groups form
- Individual seating/desks spaced apart by at least 6 feet left-right, and front-back
- Close/forbid the use of some meeting and study rooms where physical distancing is not possible
- Calculate the maximum capacity of each room and post temporary signage
- In locations where lines form, monitors must be present to assist in queuing, and spacing markers must be on the floor or ground
- For Residence halls, only three people(one on either bed and one sitting in a chair in the middle) are allowed in a room with the door and windows propped open, all residents following health and safety guidelines and proper sanitization occurring.
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## CLEANING AND SANITIZING

As with other Phases, for the beginning of the Spring Term:

Custodians will initiate a “Start of a New School Year” cleaning and sanitizing program of classrooms, laboratories, offices, restrooms, PEAC, shops etc.

The cleaning and sanitizing evolution will be in accordance with CDC’s recommendations.

Custodians will wear personal protective equipment (PPE) as recommended by the Manufacturer Safety Data Sheets (SDS) when using cleaning materials.

Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products and the mitigation of “splash-back” onto personnel.

Increased safety measures will be taken if cleaning and disinfecting buildings or facilities if CDC recommendations are changed.

Handrails, doorknobs, and light switches are cleaned daily.

Contact information for requests for additional cleaning, or additional cleaning supplies, or additional PPE, will be posted in every instructional space.

The bathroom doors [when possible] shall be propped open to prevent people from touching the door.

**Clean at Hello and at Goodbye** -In shared use spaces such as classrooms, labs, vehicles, and other spaces where surfaces, equipment, handtools, etc are required to be used during a period and then returned, it is essential to sanitize and disinfect between every use. Cal Maritime has adopted the phrase, “clean at hello and at goodbye” as a simple easy to remember verbal cue that EVERY shared object from keyboards and mice to oars and ear muffs MUST be sanitized and disinfected by EACH INDIVIDUAL USER before use and before returning the equipment.

#### Residence Halls/Classrooms/Office Buildings:

- Disinfect all hotspots, including but not limited to doorknobs, handrails, light switch covers, and water fountains.
- Disinfect elevators, including buttons, handrails, and walls
- Disinfect community space furniture, including but not limited to all tabletops and chairs
- Apply germicidal disinfectant cleaner in all restrooms and restroom fixtures
- Check and restock all soap and paper dispensers in all restrooms
- Check and refill hand sanitizing stations

#### Dining Center:

- Disinfect all hotspots, including but not limited to doorknobs, handrails, and light switch covers
- Disinfect elevators, including buttons, handrails, and walls
- Apply germicidal disinfectant cleaner in restrooms and restroom fixtures daily
- Check and restock all soap and paper dispensers in all restrooms
- Machine dispenser wipe down before and after each meal period
- Disinfect POS stations before and after each shift
- Check and refill hand sanitizing stations

#### Other Recommended Individual Sanitizing Processes:

- Each workstation shall have a canister of disinfecting wipes and hand sanitizer, as well as facial tissue
- Personal workstations should be wiped down with disinfecting wipes at the beginning and end of each person’s day or immediately after use if potentially used by someone else.
- Entire desktop
- Entire chair (arms, back, seat – top and bottom, front and back)
- Phone (including headset cord)
- Mouse
- Keyboard
- Computer Monitors – protective screen and plastic parts of monitors.
- Door handles
- Wipes canister, hand sanitizer bottle, and Kleenex box
- Shared spaces/items
- To be wiped down when used:
- Printers/Copiers
- Dry erase board pens/eraser

- Shredders, scissors, tape dispenser, and other shared office tools
- Conference room when used as a workspace (door, tables, chairs, computer, etc.)
- Any other table or cabinet not regularly used/listed here
- Shared items in class settings such as oars, simulators, and other equipment

#### On-Campus Living Guidelines

With the current situation with COVID-19, there are additional procedures and policies for cadets residing on campus. Please note these procedures may be evaluated and modified as needed.

- Housing assignments will remain in single-room occupancy in the residence halls for Spring 2021.
- Residents are required to wear masks at all time on campus except for when alone in personal bedroom space.
- Residents are only allowed to have visitors in the residence halls from on-campus Cal Maritime residents.
- Cal Maritime off-campus students are not permitted to visit any residential buildings.
- Non-Cal Maritime affiliates are not permitted to enter residential buildings (including family members). They may pick resident up from a residence hall, but resident must meet them outside the building.
- No more than 3 Cal Maritime residents in a room at any given time. If there is more than one person in a room, face masks and social distancing are required.
- Common lounges and community spaces will be closed to prevent social gathering.
- Any violations of the items above will be documented and an incident report will be submitted to the Conduct Review Board.

## SECTION THREE – COMMUNICATION AND SERVICES

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### COVID-19 HEALTH AND SAFETY TASK FORCE

The health and safety task force is the campus-wide communication hub for COVID related information. The task force membership is described under the Roles and Responsibilities section of this plan. In addition to receiving and disseminating information, reviewing proposals for programming, and providing recommendations to minimize COVID risks, the task force issues a regular update to the entire campus via email, named “Weekly COVID-19 Update”. Providing timely information, hazard mitigation updates such as statistics on community members in isolation or quarantine, and other important news.

The newsletters, minutes from the meetings, and other information is available and regularly updated at <https://www.csum.edu/alert/covid-19/>. Including the most current version of the plan and links to additional resources.

As mentioned above, for the limited events that are conducted on or off-campus during this time, there is an event form and proposal process on the above-referenced website that ensures any gatherings are carefully planned to create the safest experience possible.

### TRAINING

We will provide effective training and instruction that includes:

- Cal Maritime specific measures to protect employees as outlined in this plan.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable Federal, State, or local laws.

The facts:

- COVID-19 is an infectious disease that can be spread through the air.
- Additional variants of the virus have been identified in several geographic locations. At least one of those variants appears to be more transmissible.
- COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- An infected and contagious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment
  - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- If an individual has COVID-19 symptoms, it is important to obtain a COVID-19 test and not to come to work.

## STUDENT HEALTH SERVICES

Student Health Services remains open during normal business hours. Due to the COVID-19 pandemic, we are scheduling video or phone appointments rather than in-person appointments whenever possible. The Student Health Center continues to see cadets for primary care, urgent care, physicals, and labs. The SHC provides prescription and over-the-counter medications at the provider's discretion.

**If a cadet develops symptoms suggesting a possible COVID-19 infection, please contact the Student Health Center as soon as possible at (707) 654-1170.** We are testing symptomatic cadets for COVID-19 and following CDC guidelines to isolate and quarantine cadets to protect the campus community. **Rapid onsite testing is now available to allow for results in less than an hour.** Student Health Center office hours are 8:30 am to 5:00 pm Monday through Friday, closed from 1 to 2 pm for lunch. For after-hours urgent medical or psychological concerns/symptoms, call (707) 654-1170 and select option 1 to be connected to an advice nurse.

If necessary, the Student Health Center will help cadets to access care from nearby providers. Additionally, we have updated the SHC website with information regarding COVID-19 and how to access information and care.

[https://www.csum.edu/student-health-center/Solano County COVID-19](https://www.csum.edu/student-health-center/Solano%20County%20COVID-19) Warmline for advice (707) 784-8988.

Solano County Family Health Services: (707) 553-5509

Kaiser Permanente Vallejo: (707) 651-1000

Sutter Solano Medical Center Vallejo: (707) 554-4444

For life-threatening emergencies, call 911

Clinic Location:

Entrance off of the Dining Hall truck service road, next to the Student Center.

Hours & Contact Information

Email: [healthcenter@csum.edu](mailto:healthcenter@csum.edu)

Phone: (707)654-1170

Fax: (707) 654-1171

For After Hours Psychological & Medical Assistance Line, please call (707) 654-1170 and listen to the menu options.

## MENTAL HEALTH SUPPORT

### Resources

#### *Counseling & Psychological Services (CAPS)*

For Cal Maritime students, CAPS is working to provide webinars, mindfulness/stress reduction sessions, and webcam/telephonic counseling.

Webinars: Coming soon to the CAPS webpage.

Topics include: Mindfulness practices, stress reduction, sleep hygiene

Mindfulness/Stress Reduction Sessions:

Mindfulness Mondays often are scheduled on Mondays via Zoom from 1200-1230

Stress Reduction with the MakerSpace via Zoom

Counseling:

Both 1:1, as well as group sessions, are available via webcam/telephonically. Cadets can contact the Student Health Center at 707-654-1170 to book an initial appointment for 1:1 counseling.

If cadets have already been seen by a CAPS counselor, please contact Andrea Schneider, LCSW at [aschneider@csum.edu](mailto:aschneider@csum.edu) for 1:1 / group support.

CAPS Hours For Summer and Fall 2020: Monday – Friday, 8:30am-5pm, but closed for lunch 1-2pm

Can also reach out to their RHOs for resources both on and off-campus

### Additional Resources

Health Center: For Health-related concerns, cadets can contact Student Health Center at 707-654-1170 or [healthcenter@csum.edu](mailto:healthcenter@csum.edu)

Academic Advising: For academic advising, leaves, or withdraws cadets can contact Katie Hansen ([khansen@csum.edu](mailto:khansen@csum.edu)) or Krystal Loera ([kloera@csum.edu](mailto:kloera@csum.edu))

Residential Life/Enterprise Services: For On-Campus Housing facilities concerns, reach out to either the Office of Residence Life ([707-654-1400/housing@csum.edu](mailto:707-654-1400/housing@csum.edu)) or fill out a work order request.

### Resources for faculty/staff who are concerned about a cadet

CARE Team: The CARE (Campus Assessment, Response and Education) Team is a multidisciplinary group of professional staff & faculty members that come together to provide support and resources to students. The goal of the CARE Team is early intervention for at-risk individuals through collaboration and effective communication with campus departments.

The CARE Team reviews, assesses, and responds to student issues that may present barriers to their personal and academic success, such as food and housing insecurity, emotional distress, health concerns, or other personal challenges.

The CARE Team also responds to referrals involving individuals that may be exhibiting concerning behaviors that may be disruptive, erratic, or threatening. The role of the CARE Team is to provide a supportive resource for students, address student concerns, and maintain a safe campus environment.

The CARE Team should be contacted about individuals who may be exhibiting behaviors of concern in relation to their personal, physical, or emotional wellbeing, as well as individuals whose behavior may be negatively impacting others.

To make a referral, faculty/staff/cadets can email David Taliaferro ([dtaleafarro@csum.edu](mailto:dtaleafarro@csum.edu)), submit a student of concern report through [Maxient](#), or submit an alert in Passport, [staff or faculty](#) or [cadet](#).

*The CARE Team should not be contacted first if there is an immediate threat or concern for someone's health or safety. If there is an emergency please call 911.*

### **Prevention and Support Strategies**

Although the physical distancing and sheltering-in-place are designed to keep everyone healthy and safe, it can feel isolating to not be able to connect with friends and fellow students in the manner in which we were accustomed.

#### ***Mindset***

Keep in mind that this pandemic, and subsequently, the time of physical distancing/shelter-in-place is temporary.

Try to compartmentalize your stress. Focus on what you can control and release that which you cannot. You can control how you protect yourself from exposure to germs by physical distancing and wearing a mask. You can focus on book-ending your day, from the moment you wake up to the moment you go to bed. That's what you have, right in front of you.

Keep your mind on long term goals post-pandemic. Envision what life will look like with your degree in hand and job opportunities on the horizon in that future chapter ahead. You are well trained at Cal Maritime for an amazing career, so let's make sure you and your peers get to succeed and enjoy it.

Recommended Strategies - Practice mindfulness based strategies to stay in the here and now, like deep breathing, yoga and meditation. Many of these can be found on Youtube.

Get outside and get some sunshine -- the Vitamin D is good for your immune system, and so are the endorphins from exercise.

Maintain good nutrition, exercise, and good sleep - these helps restore serotonin in the brain...which in turn prevents depression and anxiety and helps keep your immune system strong.

Stay active and exercise every day – even going for a walk or stretching.

Stay hydrated and well nourished. Don't over-do with caffeine, alcohol or other substances.

Get good sleep and practice good sleep hygiene.

Take a break from social media and turn off your cellular device. Go on a walk around campus, read a book or enjoy the sunset, are among many of the things you can do.

Meet with people outside around campus while following all Health and Safety Guidelines to chat & catch up. We may not be able to have 'normal' in-person conversations but that shouldn't stop us!

Make time for creative expression to release stress. This could be listening to music, playing an instrument, sketching/drawing, knitting. Expressive arts have the same meditative value as yoga and other mindfulness based endeavors.

If you feel like you are struggling emotionally, you are not alone. Going through a global pandemic is a global trauma, no matter what age you are. Contact CAPS for emotional support. If you think you have a mental health emergency, call 9-1-1. National Suicide Prevention Lifeline: 1-800-273-8255 National Domestic Violence Hotline: 1-800-799-7233

For further information and resources, visit Cal Maritime's Resiliency web page;  
<https://www.csum.edu/resiliency/>

## **SHELTER IN PLACE ORDER**

As of the Spring semester start, Cal Maritime recognizes the Shelter-In-Place Order initiated on December 17, 2020, for our region, is still in effect. A careful review of infection rates, hospital capacities, and other factors indicates conditions are improving. With this plan and best practices in place, the semester will start for programming that must be completed in person, and conditions will be continuously monitored and adjustments made as necessary.

Should conditions change requiring the termination of the limited campus programs, the following actions will take place:

The immediate stoppage of F2F instruction

Muster campus

Campus messaging regarding Shelter in Place

Police Department will assist with the stoppage and conduct rounds as needed

Uniformed exit by cadets, staff, and faculty

Cadets requiring later scheduled departure (flights, family/friend pick up, etc.) will be allowed to stay on campus

Residence Life will ensure cadets will remove all personal property from residence halls

Cadets requesting to stay will submit a formal request to the Office of Residence Life

Campus messaging regarding repopulation

Long Range Planning Group & Health and Safety Task Force evaluates the impact and develops way ahead

## **SECTION FOUR – COVID CASE MANAGEMENT**

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### **CADET AND EMPLOYEE CASE OR SYMPTOM REPORTING**

Cadets and employees are expected to inform the Student Health Center or Human Resources, respectively, if a positive COVID test is received or symptoms are experienced. Employees are also expected to contact their personal health care provider. Prompt notification will ensure that the proper steps are taken to care for the positive case as well as ensure that necessary notifications are made to close contacts within 24 hours. Additionally, based on the locations that the case visited on campus so they can be disinfected.

The following actions will take place if three employee COVID cases happen within 14 days or 20 cases within 30 days. The above contact tracing will be for all cases as well as weekly testing for all employees working on site until such time that two consecutive rounds of testing demonstrate no new cases.

Cal Maritime will conduct contact tracing only to the extent of on-campus cadets or employees. Solano County Public Health will be informed of all positive cases, potential cases, and close contacts will be isolated or quarantined as required.

Cal Maritime will also adhere to the practices as outlined in the CDC's "Considerations for Institutions of Higher Learning" (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>)

### **CLEAN AND DISINFECT**

The following actions will take place to clean and disinfect areas used by someone diagnosed with COVID-19:

- Close off areas used by the person who is sick.
- No need to close operations or building, if the affected areas can be closed off.
- Open outside doors and windows to increase air circulation in the area, if possible.
- Wait 24 hours before cleaning or disinfecting.
- If 24 hours is not feasible, wait as long as possible. Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
- Once the area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that Cal Maritime normally uses to maintain a healthy environment

## **RETURN TO WORK AND NORMAL ACTIVITIES**

Cal Maritime will follow the CDC protocol for students and Cal/OSHA requirements for employees returning to work after having symptoms, tested positive, or identified as a close contact of a positive person ([CDC Guidelines For Return](#))

Cal Maritime guidelines will be modified as CDC guidelines are modified. As of January, 2021 the following actions will be taken:

**Persons who have had COVID-19 symptoms or a positive test:**

It is recommended that symptomatic people obtain COVID testing through their healthcare provider or County Public Health. If the exposure was related to a workplace outbreak, then Cal Maritime will provide testing at no cost.

If a person has tested positive, then they must be excluded from the workplace for ten days since the positive test was administered or since symptoms first appeared AND 24 hours have passed with no fever without the use of fever-reducing medications

AND symptoms (e.g., cough, shortness of breath) have improved.

Employees shall not be required to receive a negative COVID test prior to returning to work if they were confirmed positive for COVID.

For students who received a positive test, please coordinate with Student Health Services so they can best monitor your health and advise on isolation requirements. Most people do not require testing to determine when they can be around others; however, if your healthcare provider recommends testing, they will manage your care and provide a medical release when cleared to resume normal activities.

**Persons who have been identified as a Close Contact** require the following:

14-day quarantine from date of potential exposure and

If symptoms are identified, then have a COVID test administered through their healthcare provider or County Public Health.

Even if no symptoms are experienced, it is advised that a COVID test be administered at the end of the quarantine period and before returning to work. Once a negative test result is received, the employee can then return unless otherwise instructed by a personal physician or County Public Health.

For more detailed information, refer to the CDC guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

## **SECTION FIVE – REPORTING, RECORDKEEPING, AND ACCESS**

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It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.

## **GLOSSARY OF TERMS**

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- A. Case** – a person who has tested positive for COVID-19. For the purpose of this document, a “case” will include a “qualifying individual,” as defined in Assembly Bill 685 (Cal. Labor Code §§ 6325, 6409.6, and 6432).
- B. Close contact** – a person who has been within six feet for 15 minutes or more during a 24-hour cumulative period of a person who has tested positive for COVID-19. This definition applies regardless of the use of face coverings.
- C. COVID-19 exposure** – being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the infectious period defined below. This definition applies regardless of the use of face coverings (8 C.C.R. Chapter 4 Subchapter 7 § 3205 (b)).
- D. COVID-19 tests** – screenings that identify the virus in the body using polymerase chain reaction (PCR) tests, also called molecular tests. These tests give a sign that the virus is reproducing within a person’s cells. The test must have been (1) approved by the United States Food and Drug Administration (FDA) or have an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus and (2) administered in accordance with the FDA approval of the FDA Emergency Use Authorization, as applicable (Cal. Labor Code §3212.88(m)(2)).
- E. Exposed workplace** – any work location, working area or common area at work used or accessed by a COVID-19 case during the infectious period (defined below), including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings, areas, or facilities not entered by a COVID-19 case (8 C.C.R. Chapter 4 Subchapter 7 § 3205 (b)).
- F. Face cover/mask** –a tightly woven fabric, or non-woven material with no visible holes or openings, which covers the nose and mouth. Wearing a cloth face covering helps reduce the spread of COVID-19 by reducing the spread of respiratory droplets. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including physical distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces (8 C.C.R. Chapter 4 Subchapter 7 § 3205). Face coverings with unfiltered exhalation valves are prohibited.
- G. Incubation period** – the time from when a person is infected with COVID-19 until symptoms develop.
- H. Infectious Disease Response Team, COVID-19 Coordinator, Co-Coordinator or COVID-19 Point of Contact** – person or persons responsible for receiving, managing and investigating COVID-19 reported exposure(s) and illness as it pertains to members of the on-campus community, such as students, staff, faculty, visitors, vendors/contractors and students participating in off-campus experiential learning programs.
- I. Infectious period** –the time during which someone infected with COVID-19 (symptomatic or asymptomatic) can transmit the virus to other people. People are infectious before they become symptomatic and during their illness. The COVID-19 infectious period usually lasts from 2-14 days, but is typically most potent five days after infection, and starts two days prior to symptoms. (California Department of Public Health: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>)

Time	Symptomatic	Asymptomatic
<b>Begins</b>	<ul style="list-style-type: none"> <li>Two days before an individual first develops symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Two days before the specimen for the first positive COVID-19 test was collected</li> </ul>
<b>Ends</b>	<ul style="list-style-type: none"> <li>10 days have passed since symptoms first appeared, AND</li> <li>At least 24 hours have passed with no fever (without use of fever reducing medications), AND</li> <li>Other symptoms have improved</li> </ul>	<ul style="list-style-type: none"> <li>10 days after the specimen for the first positive COVID-19 test was collected.</li> </ul>

**J. Injury** – a COVID-19 infection is considered a work-related injury for the purposes of Workers' Compensation law (Cal. Labor Code §3212.88 (b)) when: i. The employee tests positive for COVID-19 within 14 days after a day that the employee performed labor or services at the employee's place of employment at the employer's direction;

ii. The day referenced in paragraph (i) on which the employee performed labor or services at the employee's place of employment at the employer's direction was on or after July 6, 2020. The date of injury shall be the last date the employee performed labor or services at the employee's place of employment at the employer's direction prior to the positive test;

iii. The employee's positive test occurred during a period of an outbreak at the employee's specific place of employment. (See "outbreak" definition below.)

**K. Isolation** – separates people infected with COVID-19 (symptomatic or asymptomatic) from others, even within a household. For persons with COVID-19 infection, isolation and precautions can be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms. (California Department of Public Health: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>.)

**L. Outbreak** – three positive cases of COVID-19 in a 14-day period at a specific workplace (8 C.C.R. Chapter 4 Subchapter 7 § 3205.1).

**M. Major outbreak** – 20 or more positive cases of COVID-19 within a 30-day period at a specific workplace (8 C.C.R. Chapter 4 Subchapter 7 § 3205.2).

**N. Physical distancing** – keeping a safe space of at least six feet, or about two arms' length, between yourself and other people who are not from your household, in both indoor and outdoor spaces. (Also called "physical distancing.")

**O. Qualifying individual** – for the purposes of this document, a qualifying individual is the same as a "case," including any person who has any of the following:

- i. A laboratory-confirmed case of COVID-19, as defined by the California State Department of Public Health;
- ii. A positive COVID-19 diagnosis from a licensed health care provider;
- iii. A COVID-19-related order to isolate provided by a public health official;
- iv. Died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county.

**P. Quarantine** – separates from others, and restricts the movement of, a person who was exposed to a COVID-19 case to reduce the spread of the communicable disease. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick (pre-symptomatic) or if they are infected with the virus without feeling symptoms (asymptomatic). People in quarantine should stay home per federal, state and local requirements, whichever are most restrictive. At the time of this writing, California Department of Public Health quarantine recommends exposed individuals quarantine for 10 days with additional self-monitoring and PPE suggestions. The person in quarantine should separate from others, monitor their health, and follow directions from the CDC and their state or local public health department. Individuals who live with, or are unable to isolate from, someone who is infected with COVID-19 must add 14 days of quarantine after the infected person completes isolation.

**Q. Specific place of employment/specific workplace** – the building, store, facility, agricultural field or other location where an employee performs work at the employer’s direction during the infectious period of a COVID-19 case. “A specific place of employment” does not include the employee’s home or residence, unless the employee provides home health care services to another individual at the employee’s home or residence.

## REFERENCES

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- American College Health Association, “COVID-19 Resources and Alerts.”  
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<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- COVID-19 Industry Guidance: Institutions; of Higher Education. August 7, 2020.  
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- Institution for Health Metrics and Evaluation. “COVID-19 Resources”  
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- Occupational Safety and Heath Administration, “Guidance on Preparing Workplaces for COVID-19.” <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
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