



CAL MARITIME COVID-19 HEALTH AND SAFETY PLAN For Resumption of Instructional Operations

July 2, 2020

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1 Introduction

This *Health and Safety Plan*,* developed by the CSUM Health and Safety Task Force, is meant to guide Cal Maritime when certain campus activities, including instruction, are reinstated. The purpose is to provide a framework for reducing the risk of infection and spread of COVID-19 when on-campus activity is renewed. Following the guidelines of this Safety Plan does not guarantee that COVID-19 infection cannot occur if there are activities involving multiple people on campus, but it does actively reduce risk to students, faculty, staff, and the public. This Plan assumes that there is no effective vaccine fully implemented in the population, and that managing a return to campus mandates an array of actions designed to reduce risk of infection through protocols detailed by federal and state health agencies combined with additional procedures that are more specific to the Cal Maritime campus. A return to some campus activities includes classroom and laboratory activities with students and faculty, administrative activities, facilities management and other select campus operations.

The plan does not guarantee that COVID-19 infections will not occur: after reviewing the steps needed for managing COVID-19 safely, Cal Maritime may not wish to continue certain activities, so the Plan does not guarantee that any particular activity may be maintained. 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 an effort to work with the protocols.

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 invoked for individuals who undermine the health of our campus community by not adhering to any requirements set by the Administration for safe return to campus and creating undue risk. As information from Federal and State authorities develops and changes, and as directives, regulations, and legislation progresses and changes over time, this plan will be updated as appropriate in response to new information and requirements.

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' education on-track and on-time, completing instructional sessions of the Spring 2020 semester to facilitate summer instruction including training and commercial ship sea terms.
3. Constantly assess and re-assess the progression of the COVID-19 virus and make decisions based upon conditions and not the calendar.

There are other operational plans (including, but not limited to: cadet Move-In procedure, daily screening procedures, testing procedures, etc) that are much more detailed and will be issued independently. A condensed "quick reference guide" version of this plan will also be distributed.

* This plan draws heavily from many sources, including National, State and County advisory reports, Sacramento State's Draft Safety Plan, The American College Health Association's COVID Report, and others – see "[References](#)" section.

2 Necessary Conditions for Arrival

The health and wellness of cadets, faculty and staff remain the highest priority. The local environment and surrounding area of Solano County must remain at, or improve, the conditions which allowed for Phase Two of the Governor's Plan to go into effect. Cadets will sign an agreement, which outlines the essential and mandatory steps needed for success, such as wearing a face mask, social distancing, proper hygiene, daily temperature/survey requirements, and required isolation when needed. Faculty and Staff will not be required to sign any agreement. A Health screening form ([Return to Campus Screening Form](#)) is to be completed 3 days prior to return to campus.

The "Resumption of Instructional Operations," includes four phases:

- Phase 1: Return of senior cadets to complete coursework for graduation
- Phase 2: Dockside steaming on TSGB for students to complete sea-time
- Phase 3: Return of all other cadets to complete spring 2020 courses to advance in class
- Phase 4: Return of students for Fall 2020 term.

It is probable, and expected, that conditions and elements will change throughout the summer that will require changes to this health and safety plan. As of now, the rules, regulations, and provisions herein apply to the first phase – that of returning seniors in June-July. Another iteration of this plan will be issued prior to phase two.

Regarding Phase 1:

There will be a three-day period just prior to instruction in order to bring students on to campus in phased sequences to allow proper management of the move-in process. These days will also be used for COVID testing and PPE training.

3 Health and Safety Campus Regulations

While many of these rules and regulations will be discussed in greater detail in the following sections, it is important to understand upfront that specific conditions have been put into place, and will be enforced, in order to maximize safety.

- A. All students returning to campus for face-to-face instruction must live on campus, regardless of their prior housing status.
- B. All students, faculty, and staff who are authorized to return to campus for the instructional period must follow all PPE protocol as outlined in later sections of this Plan.
- C. All students, faculty, and staff who are authorized to return to campus for the instructional period must be tested for the COVID virus as detailed in Section 6.
- D. Any faculty or staff member that initially tests positive for the COVID virus will not be allowed to return to campus nor participate in the instructional program. Any student that initially tests positive for the COVID virus who does not live locally will have to be quarantined on campus and will not be allowed to participate in the instructional program.
- E. All students, faculty, staff, campus community and members of the public who are NOT authorized to return to campus for the instructional period will be restricted from entering campus for the duration of this period. Exceptions can be made on a case-by-case basis, provided the campus member does not interact with students, faculty, and staff engaged in the instructional program. If a campus community member needs to retrieve documents or material from campus, plans can also be made for delivery of material to a designated area (parking lot) for retrieval. In any case, requests for entering campus must be made through the appropriate vice-president. [See Section 22]
- F. There will be no extraneous travel in and out of campus during the instructional period, including, including but not limited to lunch, personal errands, etc.

4 OSHA COVID Risk Exposure Levels

Cal Maritime will follow the Occupational Safety and Health Administration's "*COVID risk exposure levels*" for health and safety planning purposes: "To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels."

It has been determined that faculty, staff, and students returning to campus would fall into the lower exposure risk and/ medium exposure risk levels. Cal Maritime protocol, therefore, will meet or exceed OSHA protocols for medium exposure risk levels.

From OSHA's "Guidance on Preparing Workplaces for COVID 19": Medium Exposure Risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

5 Return to Campus Period Prior to F2F Instructional Days (R-Days)

There will be three days prior to the Instructional Program in order to safely check students into the residence halls; provide orientation to campus health and safety procedures for students, faculty, and staff; and to administer COVID tests. Students will quarantine on campus while awaiting the results of their tests. A plan for different waves for check-in and PPE orientation will be created akin to the timed-entry plan previously used for students checking out of the dormitories. Some health and safety orientations for faculty and staff will be online.

Health and Safety Orientation (both as a required online workshop and additional optional in-person trainings) will include the following:

- Instructions on use of PPE, including cloth/dust mask, glove, and eye protection campus requirements
- Instructions on daily surveys using a modified health screening
- Social Distancing protocol; including after-hours distancing
- Role of Health Center for urgent needs
- Limitations on social gathering and non-essential trips

6 COVID Testing Plan

COVID *Testing* is defined here as a viral test to determine if one currently has an infection. Viral tests check samples from the respiratory system (such as swabs of the inside of the nose) to tell you if you currently have an infection 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 1-2 days once received by the lab.

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 experience, travel history in recent weeks, and exposure to someone who has been confirmed to have COVID-19. Screening also includes a temperature check.

Faculty/staff/students are allowed to bring in their own test results as long as they were signed by a physician and were conducted in the time frame previously agreed upon in the forthcoming testing memo.

The testing protocol was developed in concert with Dr. Matyas of Solano County Public Health Department, Dr. Bruce Wilbur of Cal Maritime, Avellino Laboratories, and Global Medical Resources. A more detailed testing protocol will be issued separately based on specific contingencies.

In brief, all students, staff, and faculty will be testing upon arrival prior to the instructional period. Students will temporarily self-quarantine until results become available. Faculty and Staff will be allowed to return home, but are expected to adhere to appropriate Shelter-in-Place protocol. Those with negative tests can continue to 'self-quarantine' but start participation in F2F instruction with precautions including face coverings, social 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 by the Solano County Health Department. A follow-up test will be done after 14 days for those initially testing negative (to detect those that developed an asymptomatic infection after an initial negative test) For Phase One participants, this will be June 29. Any student who finishes their instruction under 14 days, a departure test is optional.

7 Daily Screening Protocol

All staff, faculty, and cadets on campus will be screened daily. Screening consists of temperature check and 3 wellness questions. The Health Center will address out-of-tolerance cases

A key symptom of COVID-19 infection can be elevated temperature above 100 degrees Fahrenheit. Some individuals may be infected, but not have symptoms such as elevated temperature. Testing is not widely available and individuals with an elevated temperature may not have a COVID-19 infection. But if the temperature is elevated the chance of COVID-19 infection is too significant, and must be addressed by prohibiting access to campus. In other words, those with an elevated temperature must stay home, and away from campus.

It is in the interest of the entire campus community that persons with elevated temperature should not come to campus, or leave immediately if they develop the temperature while on campus. In order to manage this issue of interest, the University has many options to implement. Cal Maritime will enforce "rigorous control," being defined as "anyone entering campus must go through a temperature checking station at some point, and have their temperature taken, and if elevated, turned away and sent home."

Screening stations will be set up in numerous open places around campus. A more detailed memo outlining screening protocol will be issued before each instructional phase. Using a non-touch thermometer, staff trained from the Health Center will check that the individual's temperature is below 100°F. If below 100°F, the individual will receive a daily color wristband. This wristband will be good all day, and confer access into any building, classroom, or food service. Wristband color changes each day. Those without a wristband will be refused entry into controlled buildings.

8 Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID, PPE will also be used to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, protective eye wear, face shields, face masks, and respiratory protection, when appropriate. According to OSHA, during an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the [OSHA](#) and [CDC](#) websites regularly for updates about recommended PPE.

All types of PPE must be:

Regularly inspected, maintained, and replaced, as necessary.

Selected based upon the hazard to the worker.

Properly fitted and periodically refitted, as applicable

Consistently and properly worn when required.

Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

All faculty, staff, cadets, and administrators on campus will wear a face covering

Gloves will be made available after the daily health screening and placed in instructional spaces. The use of gloves is contingent on the instructional space and the use of equipment in those instructional spaces. Additional orientation on the use of gloves can be provided.

Definitions and Characteristics of some PPE

Paper dust mask. Also called surgical masks, they are designed to stop liquid droplets and aerosols from coming out of the wearer's mouth, not filter the air coming in.

Face Covering. Face coverings generally refer to a piece of material used to cover the nose and mouth, often in the form of a homemade cloth mask. The aim is to form a barrier to virus-filled droplets that are coughed, sneezed or simply breathed out when talking.

Respirator. A device designed to protect the wearer from inhaling hazardous atmospheres, including fumes, gases and particulate matter such as dusts and airborne microorganisms. There are two main categories: the air-purifying respirator, in which respirable air is obtained by filtering a contaminated atmosphere, and the air-supplied respirator, in which an alternate supply of breathable air is delivered. Within each category, different techniques are employed to reduce or eliminate noxious airborne contaminants

Latex gloves. Offer best protection against bacteria and viruses.

Nitrile gloves. Made from a synthetic rubber compound for those who have a latex allergy. More puncture-resistant than latex gloves.

Glove Use: The CDC guidelines recommend glove usage by food servers and people engaged in cleaning/sanitation. There is no mention of general glove use in the University guidelines nor in the guidelines for Maritime Pilots. The wearing of gloves is not a general requirement of students and faculty. There may be specific classroom settings where gloves may be appropriate, but this should be up to the discretion of the instructor. Gloves are not to be used in all situations. Gloves should be changed immediately when they are punctured. Please consult the PPE orientation for additional information.

Eye protection. The eye protection chosen for specific work situations depends upon the circumstances of exposure, other PPE used, and personal vision needs. There is wide variety in the types of protective eyewear,

and appropriate selection should be based on a number of factors, the most important of which is the nature and extent of the hazard. Eye protection must be comfortable and allow for sufficient peripheral vision and must be adjustable to ensure a secure fit. It may be necessary to provide several different types, styles, and sizes. Selection of protective eyewear appropriate for a given task should be made from an evaluation of each activity, including regulatory requirements when applicable.

All coursework will ensure that labs and shipboard instruction have the regular safety gear required (i.e. coveralls, face shields, eye protection, ear protection). The use of eye protection is contingent on the instructional space and the use of equipment in those instructional spaces. Additional orientation on the use of eye-wear can be provided.

SEE [APPENDIX C](#)

9 Social Distancing

Social Distancing is one of the key requirements of the COVID-19 risk mitigation. 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. These droplets of varying sizes become airborne and can typically travel up to about 6 feet, according to Public Health Agencies. By keeping social distancing, individuals reduce the risk of being contaminated with these droplets.

The issue of social distancing and reducing risk is complicated by time. If the contact is for a long period of time, such as a continuous 15 minutes or more, there is a greater risk of transmission than if the interaction was brief, a few seconds in passing. But there is no evidence or information to assess the actual difference in risk in more than general terms. In most cases, if multiple people are going to be in the same room on campus, they must immediately and continuously practice social distancing, assisted through either floor markings, chair spacing, or other administrative means.

- a. Space planning will be used to reduce the transmission of contagious diseases through social distancing.
- b. Public safety codes, building codes, applicable laws, and security requirements will not be compromised to achieve social distancing.
- c. Precautions and social distancing measures when possible:
 - i. 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.
 - ii. If 6 feet of passing space is not possible, consider One-way circulation routes
 - iii. Mark increments of locally acceptable social distance on floors where groups form
 - iv. Individual seating/desks spaced with 6 feet left-right, and front-back
 - v. Close/forbid the use of some meeting and study rooms where social distancing is not possible
 - vi. Calculate the maximum capacity of each room and post temporary signage
 - vii. In locations where lines form, monitors must be present to assist in queuing and spacing markers must be on the floor

10 Residence Halls

For Phase One, all campus residents will be consolidated into a minimum number of residence halls (primarily Maritime North due to private bathrooms) – dependent on the number of single-occupancy rooms available.

A move-in plan to transit students into single-room occupancy in the res halls will be communicated to impacted cadets. If cadet roommates for dual occupancy are both returning for F2F, they will be separated

Lounged and community spaces will be closed and locked to prevent social gathering. Signage in residence halls will be posted for social distancing and proper handwashing information.

See [Appendix D for Custodial RE-opening Cleaning Plan](#)

11 Library

The Library building will be closed and locked during the upcoming late spring face-to-face instruction period, for the following reasons:

- Our library is designed for student collaborative work, with most seating located at shared tables. We will not be able to enforce safe social distancing at this time.
- Library lead Help Desk staff member is restricted from working on campus for health reasons. Library student assistants will not be available to staff the Help Desk.
- Coursework offered during this period is less dependent on a wide variety of library resources. While library resources will be provided to support STCW and lab courses, it is a small collection needed during this phase, so we will make these resources temporarily available in digital form as needed. We anticipate below average demand for laptops, calculators, and other circulating equipment.

Library staff/MPP (Mark Stackpole and Michele Van Hoeck) in the building 2-3 alternating days per week. Library staff will provide the following public services:

- Check out equipment and other materials to students by appointment
- Digitize materials needed by faculty and students
- Process book and equipment returns
- We will lengthen equipment loan periods to maximize social distancing and minimize shared contact with equipment. Returned equipment is always cleaned upon return and this practice will continue.
- We will continue to provide librarian research and consultation services remotely via email and Zoom.

12 Instructional Spaces

Instructional spaces vary widely on campus in the square footage and the type of equipment used. All protocol for social distancing, when possible, will be followed. All appropriate PPE will worn. The instructor has the authority to make more stringent safety protocol as he or she deems necessary. Instructors may have students disinfect (with wipes and sprays provided) the equipment prior to, and after each use. Care needs to be taken when using wipes around sensitive electronic equipment, so the appropriate type of cleaning produces will be provided. See Section 14 for sanitizing protocol in instructional spaces. There will be cleaning kits placed in every instructional space.

13 Dining Services

The following process and protocols inform the Dining Services during the return to instructional period:

- Regular 3 Meal Service
- The Bistro will remain closed to limit service areas – Morrow Cove to-go only
- Social Distancing – Compass Room to remain open to allow spacing
- Adjust dining schedule as Academic schedule is updated
- To-go order strongly encouraged facilitated through Morrow Cove
- Reduce amount of seating on main floor and encourage migration to 2nd and 3rd floor of dining center
- Adequate hand sanitizing stations will be placed near the dining center
- Signage on Dining Center to encourage social distancing
- All outdoor tables/benches will be off limits to encourage social distancing

- Johnny on the spot – hand stations placed in front of dining locations
- PPE – Campus to provide PPE for Dining Center employees

14 Cleaning & Sanitizing

- Custodians will initiate a “Start of a New School Year” cleaning and sanitizing program of classrooms, laboratories, offices, rest rooms, 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 (CDC’s recommendations) are needed.
- Conduct proper personal hygiene
 - Always wash hands for 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 alcohol-based hand sanitizer that contains at least 60% alcohol may be used. 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 than hand sanitizer and it is easier to stay supplied with soap.*
- The bathroom doors [when possible] shall be propped to prevent people from touching the door.

[SEE APPENDIX D](#)

Other Recommended Individual Sanitizing Processes:

- Each workstation shall have a canister of disinfecting wipes and hand sanitizer, as well as facial tissue
- Personal workstations are wiped down with disinfecting wipes at the beginning and end of each person’s day or immediately after use if to subsequently used by someone else.
- Entire desktop (including sit/stand keypad)
- 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
- Wiped down when used by a person who uses:
 - Printers/Copies
 - 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

15 Waste management -Sustainability

- Proper disposal of gloves and masks, sanitizing wipes. Standard trash, not bio-hazard waste.
- Disinfecting Wipes cannot be flushed
- Campus restrictions on various plastic utensils and similar regulations may need to be relaxed temporarily

16 Daily Health Services

The Student Health Center remains open during the summer. Due to the COVID-19 pandemic, we are scheduling phone appointments rather than in-person appointments whenever this is appropriate. 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, a provider from the Health Center is available for a phone appointment. Please call SHC at **(707) 654-1170**. 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/web/health-services/>

Solano County COVID-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

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.

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

Additional Resources

- Health Center: For Health Related concerns, cadets can contact Student Health Center at 707-654-1170
- Academic Advising: For academic advising, leaves, or withdraws cadets can contact Katie Hansen (khansen@csum.edu) or Krystal Loera (kloera@csum.edu)

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 Kristen Tener (ktener@csum.edu), submit a student of concern report through Maxient, or submit an alert in The Passport (see info below).
- *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 social 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 social 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 social 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.

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.
 - 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
- 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

How to Issue an Alert on a Student Using The Passport

Staff or faculty can issue an alert on a student at any time. Alerts are a way to notify a department of a student who might need additional support for a variety of reasons (i.e. attendance concerns, financial aid questions, tutoring support, etc.). Below is a list of reasons staff or faculty may issue an alert for a student and the department that receives the alert:

- Academic and Resources Support (University Advisors)
- Attendance Concern (University Advisors)
- Basic Needs (Student Engagement)
- Career Services
- Corps Support (Commandant's office)
- Financial Aid
- Residential Life/Housing
- Social or Engagement Concern (Care Team – confidential)
- Tutoring Support (Tutoring Coordinator)

Issuing an Alert

To issue an alert, log into your [Passport](#) account. Once logged in, search for the student you'd like to issue the alert for using the magnifying glass icon in the upper right corner.



On the student's overview page, select the blue "Issue an Alert" link under menu on the right side.

The screenshot shows a user interface for 'Actions'. Under the heading 'I want to...', there is a button labeled 'Issue an Alert' which is highlighted with a yellow circle.

Select the reason for the alert and if the alert is regarding a specific course (optional). Add comments and details that will be helpful for the assigned department to know when they reach out to the student.

Please remember! Any information saved in The Passport is part of the student's official file, and can be pulled at any time for audit purposes.

Once you have completed the alert form, click submit, and the alert will be sent to the assigned department for follow-up.

18 Employee travel/Field Trips

All University travel during the Summer F2F instructional period is currently restricted to that authorized by Vice Presidents. All field trips are currently prohibited.

19 Contractor COVID-19 Safety Plan

The Health and Safety Task Force recommends that all contractors coming to campus for any purpose self-certify on a daily basis that their employees are free of symptoms and they know and will follow our safety protocols.

20 COVID Outbreak Containment Plan

If a student, faculty, or staff member tests positive upon returning to campus in the three-day period prior to the beginning of the instructional program, the student and/or faculty/staff member will be quarantined per Section 6 of the Health and Safety Plan.

The following actions will take place if someone falls sick or tests positive *after* the beginning of the instructional period. Any student, faculty or staff who suspects they may be ill should contact Health Services as noted in previous sections. Once the case is confirmed as a COVID-19 case OR if the Health Service has sufficient reason to believe that a suspected case warrants it, then the 48-hour stand-down will be enacted. This entails:

- Pause of F2F Instruction for 48 hours.
- 48-Hour Stand-Down message sent to campus
- Contract tracing performed by American Medical Response & Solano County Health Department
- Isolation & Quarantine protocols begin
- For quarantined cadets , F2F would not continued
- Cleaning and Sanitizing by third party
- Additional COVID-19 testing for cadets impacted
- If staff or faculty have been impacted:
 - They would leave campus
 - They would see their private physician for treatment and care

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>)

Advise Sick Individuals of Home Isolation Criteria

Sick faculty, staff, or students should not return to in-person classes or IHE facilities, or end isolation until they have met CDC's criteria to discontinue home isolation.

Isolate and Transport Those Who are Sick

Make sure that faculty, staff, and students know they should not come to the IHE if they are sick, and should notify IHE officials (e.g., IHE designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick. IHEs may follow CDC's Guidance for Shared or Congregate Housing for those that live in IHE housing.

Work with IHE administrators and healthcare providers to identify an isolation room, area, or building/floor (for on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. IHE healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.

Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

Clean and Disinfect

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting

Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products external icon, including storing products securely away from children.

Notify Health Officials and Close Contacts

In accordance with applicable federal, state and local laws and regulations, IHEs should notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)external icon, FERPA or and other applicable laws and regulations.

Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Furthermore, the Solano Co. Public Health Department would provide guidance and contact tracing related to those who test positive or show symptoms of COVID-19

For Cal Maritime's Isolation Plan, [see Appendix B](#)

Equipment Needs for F2F Instructional Period This is a blended list of general supplies and SHC supplies. Quantities Based on the original 21- Day Duration/800 Campus Population; quantities will be revised as necessary.

- Dust Masks Daily Use – 16,800
- Fabric Face Covering (Washable) – 1,600 (2 to each member)
- N95 Masks - 600
- Standard Latex Gloves – 1,000 Small, 1,000 Medium, 1,000 Large
- Surgical Masks – 1,000
- Handwashing Stations – 8 to 10
- IR Non-Contact Thermometers – 6 (Ordered placed; Expected Delivery 5/6/20)
- Gowns - 400
- Shoe Coverings – 1,000
- Nitrile Exam Gloves- 600 Small, 1,200 Medium, 400 Large
- Face Shields - 125
- Safety Goggles – 20
- Thermometers Probe Covers – 1,000
- Disinfectant Wipes Industrial Size Containers - 50
- Hand Sanitizer 18oz Pump Bottle - 75
- Hand Sanitizer 4oz Personal Bottle – 1,000

22 Campus Access & Policy

Subject: Campus Temporary Policy: Restricted Access during COVID-19 Pandemic

Upon recommendation of the COVID-19 Planning Group and until further notice access to Cal Maritime campus grounds and facilities will be restricted to authorized persons performing essential work 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 provide an authorization email of having been granted permission to enter and remain on campus or in any campus facility. In addition, 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, and eye wear if necessary. If you do not have PPE available, it will be provided to you
- Adherence to the rules of physical distancing (maintaining 6 feet of distance between persons, as a means of minimizing the transmission of pathogens)
- Must show an approved campus Portpass and/or government issued identification.

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.

23 COVID-19 Emergency Response Team

The COVID-19 Emergency Response Team is an on-campus group who prepare for and respond to an emergency incident, such as an interruption of campus business operations. A team will consist of

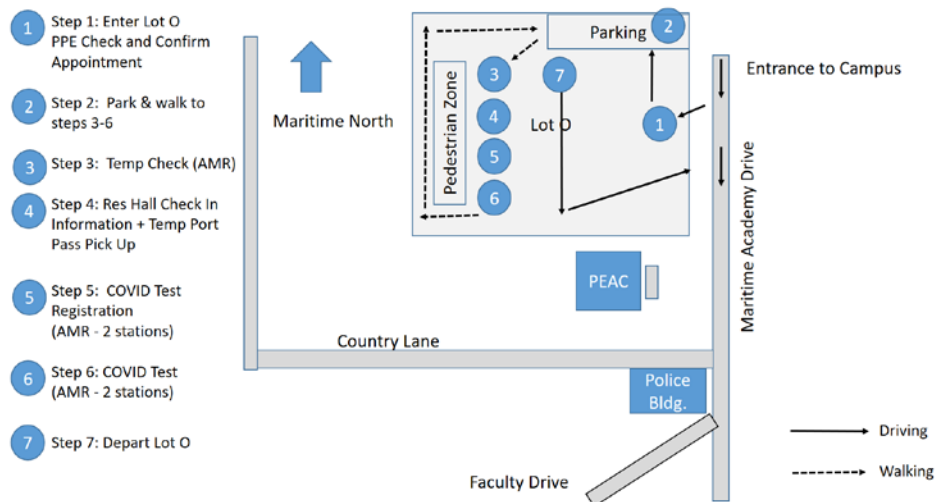
operational, communications, safety and managing supervisors. In conjunction with COVID-19 incidents, the team will work with internal and external entities to address and maintain campus health and safety by utilizing guidelines from State and local officials, along with CDC, Public Health and Solano County.

24 From Planning to Implementation

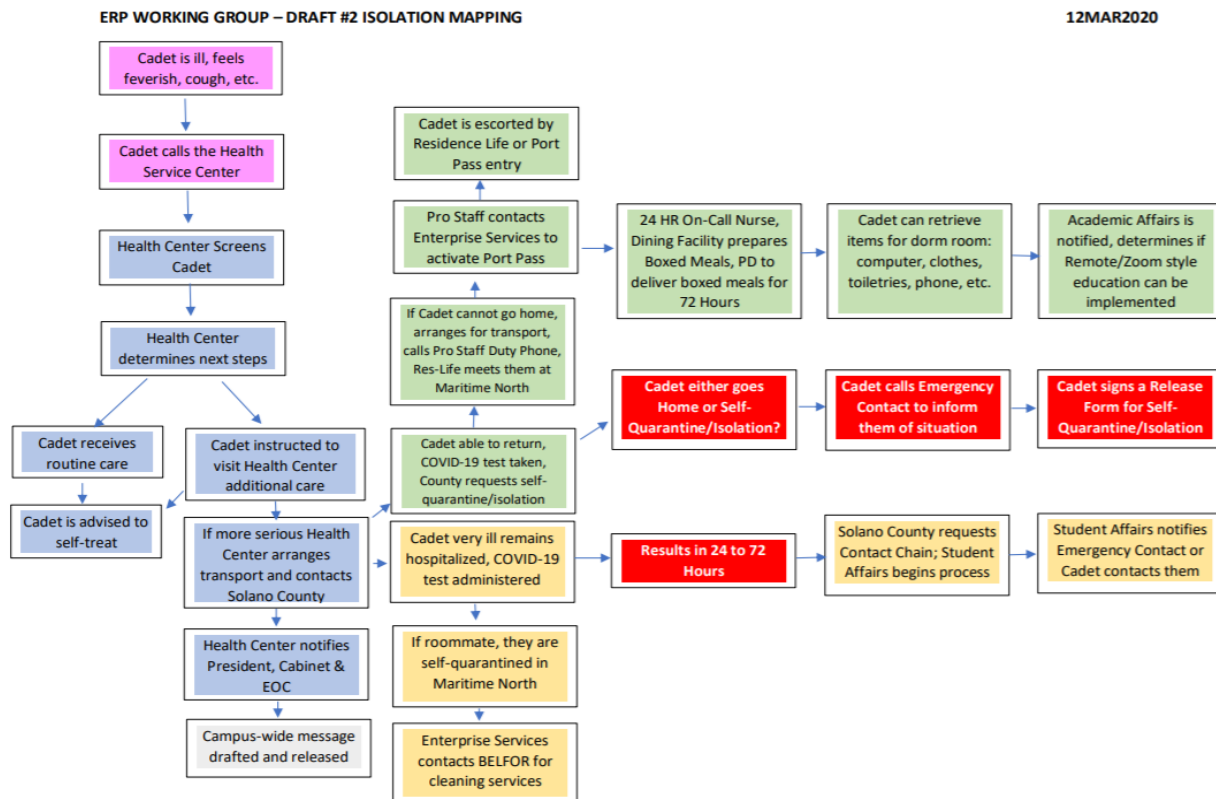
This plan has articulated requirements and regulations for the return of instruction and has made recommendations for particular practices. The process of moving from planning to practice involves the identification and coordination of specific individuals, groups, and departments – the “who, what, where, and when” to make health and safety a reality. The previous sections covered many different areas necessary for continued health and safety; this section identifies specifics form implementation.

What	Who (Lead & Support)	When	Where	H&S Section
Dining Facility	Enterprise Services	Breakfast Lunch Dinner	Dining Hall & Morrow Cove (Meals to Order)	Section 13
Cleaning & Sanitizing Instructional Spaces	Facilities & Faculty	Daily	Classrooms, Labs, etc.	Section 14
COVID Testing	Avellino Labs & Global Health Services	June 14 th , 22 nd & Jul 2 nd	LOT O	Section 6
Daily Screening	Health Center & Global Health Services	Daily	LOT O for Vehicle in Traffic & Residence Halls	Section 8
Campus Access & Campus Policy	Police Services & Administration	Daily	Police Station as Main Access Artery	Section 23
Waste Management	Facilities	Daily	Campus-wide	Section 15
Daily Health Services	Health Center	Daily	Health Center	Section 16
Contact Tracing	Global Health Services	As Needed	GHS Location	Section 6
Mental Health	Health Center	Daily	Health Center & Virtual	Section 18
Contractors & Visitors	Administration	Daily	Administration Bldg.	Section 19
PPE Supplies & Procurement	Office of the Commandant	As Needed	Office of the Commandant	Section 21
OSHA Requirements	Facilities	Daily	Campus-wide	Section 4
Campus Response to Positive COVID-19 Case	Health Center & COVID-19 Emergency Response Team (C-ERT)	As Needed	Health Center & COVID-19 ERT	Section 22

Appendix A: Campus Arrival Protocol Summary For Testing



Appendix B: Isolation Protocol



Appendix C: PPE Training



Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear a Cloth Face Covering



Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

[CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

FAQs

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

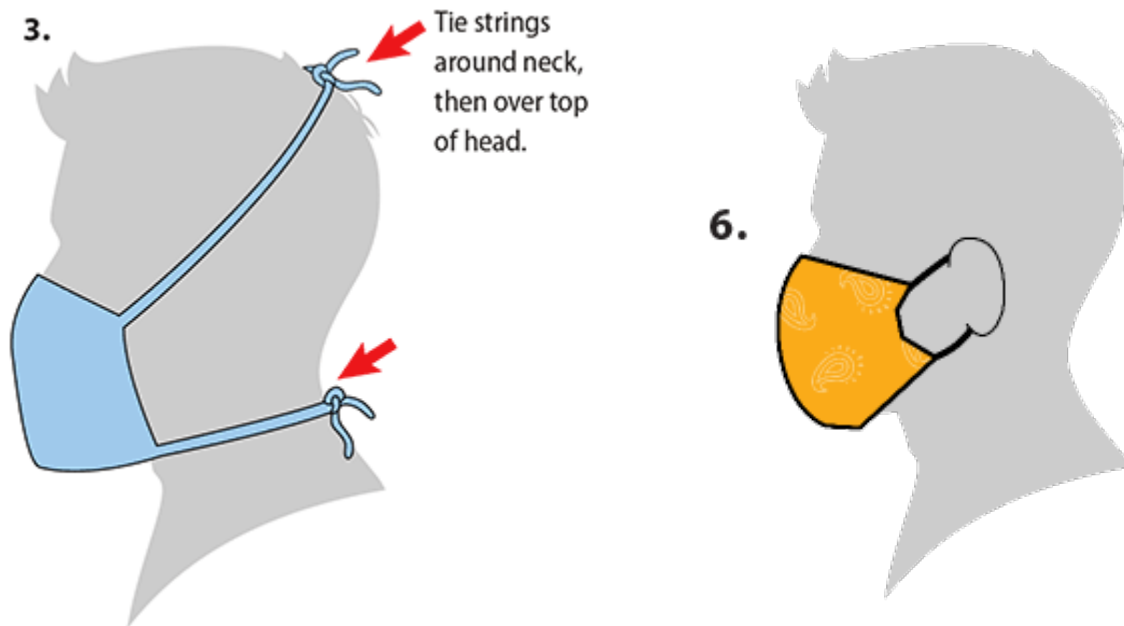
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\)](#), [Division of Viral Diseases](#)

Use Personal Protective Equipment (PPE) When Caring for Patients with Confirmed or Suspected COVID-19

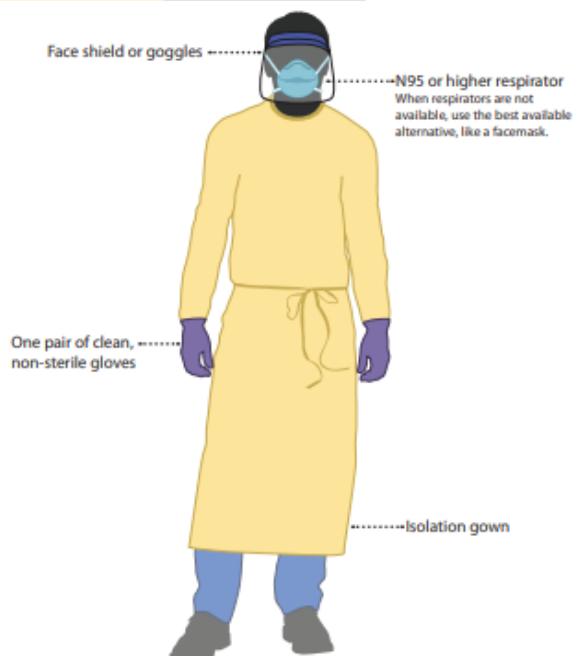
Before caring for patients with confirmed or suspected COVID-19, healthcare personnel (HCP) must:

- **Receive comprehensive training** on when and what PPE is necessary, how to don (put on) and doff (take off) PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.
- **Demonstrate competency** in performing appropriate infection control practices and procedures.

Remember:

- PPE must be donned correctly before entering the patient area (e.g., isolation room, unit if cohorting).
- PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas. PPE should not be adjusted (e.g., retying gown, adjusting respirator/facemask) during patient care.
- PPE must be removed slowly and deliberately in a sequence that prevents self-contamination. A step-by-step process should be developed and used during training and patient care.

Preferred PPE – Use N95 or Higher Respirator



Acceptable Alternative PPE – Use Facemask



CS 316124-A 03/30/2020

www.cdc.gov/coronavirus

Donning (putting on the gear):

More than one donning method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of donning.

1. **Identify and gather the proper PPE to don.** Ensure choice of gown size is correct (based on training).
2. **Perform hand hygiene using hand sanitizer.**
3. **Put on isolation gown.** Tie all of the ties on the gown. Assistance may be needed by another HCP.
4. **Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available).** If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.*
 - » **Respirator:** Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.
 - » **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
5. **Put on face shield or goggles.** Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
6. **Perform hand hygiene before putting on gloves.** Gloves should cover the cuff (wrist) of gown.
7. **HCP may now enter patient room.**

Doffing (taking off the gear):

More than one doffing method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of doffing.

1. **Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
2. **Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.*
3. **HCP may now exit patient room.**
4. **Perform hand hygiene.**
5. **Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
6. **Remove and discard respirator (or facemask if used instead of respirator).*** Do not touch the front of the respirator or facemask.
 - » **Respirator:** Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.
 - » **Facemask:** Carefully untie (or unhook from the ears) and pull away from face without touching the front.
7. **Perform hand hygiene after removing the respirator/facemask** and before putting it on again if your workplace is practicing reuse.

**Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.*

When to wear gloves

[Print Page](#)

For the general public, CDC recommends wearing gloves at these times.



When cleaning

When you are routinely [cleaning and disinfecting your home](#).

- Follow precautions listed on the disinfectant product label, which may include-
 - wearing gloves (reusable or disposable) and
 - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- [Wash your hands](#) after you have removed the gloves.



When caring for someone who is sick

If you are providing care to someone who is [sick at home or in another non-healthcare setting](#)

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- [Wash your hands](#) after you have removed the gloves.



When gloves aren't needed

Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.



Other ways to protect yourself

COVID-19 is a respiratory virus and is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks. You can protect yourself by keeping [social distance](#) (at least 6 feet) from others and washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) at [key times](#), and practicing [everyday preventive actions](#).



Gloves in the workplace

Guidelines and recommendations for glove use in [healthcare](#) and [work settings](#) will differ from recommendations for the general public.

Page last reviewed: May 9, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

Technique for donning and removing non-sterile examination gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

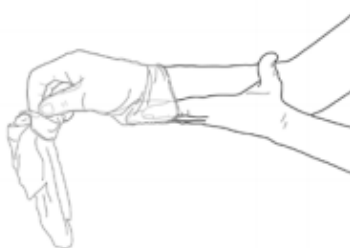


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

Appendix D: Custodial Cleaning Memo for Reopening Campus

May 5, 2020

To: Franz Lozano, VP & CFO Administration and Finance

From: Mark Goodrich, Associate Vice President Enterprise Services

Audun Aaberg, Associate Vice President Facility Services

Re: Custodial Cleaning Plan for Re-Open

Monday, May 4th, after the students have completed their move out, we will begin cleaning (including sanitizing and disinfecting) all student rooms. We will complete cleaning no later than Friday, May 8th. Once students move back onto campus, we will resume the work below on a daily basis. Along with cleaning, all staff will be required to wear the proper PPE, including but not limited to:

- Face Coverings. Face coverings must comply with Center for Disease Control (CDC) applicable Federal, State and Local requirements. Face covering may include disposable masks, washable masks or bandanas. Face coverings must be assigned to individual staff and shall not be shared.
- Eye Protection. Eye protection is required during cleaning activities and may consist of face shields or goggles.
- Hand Protection. Disposable gloves are required and may consist of either nitrile, rubber or latex.

The use of an all-purpose cleaner will be used on a daily basis on most high touch surfaces consisting of wiping counter tops, desktops, floors, walls, etc. The product used will be Product Central 130 Peroxide Multi-Surface Cleaner.

If a degreaser is necessary, the product that will be used will be Stetson Product Central 106 Citrus Degreaser or other EPA approved disinfectants. The application of this product can be used on floors/walls, desktops and counters. There will be no rinsing required of this product after application; direct spray and wipe is the application method.

Glass items will be cleaned using Product Central 101 Neutral and Glass Cleaner product or other EPA approved disinfectants. This product is to be applied to only glass surfaces and will remove grease, grime, soap film, finger marks and smoke. As with the degreaser, no rinsing is required with this product, direct application and wipe is the preferred application method.

For disinfecting, we will use Product Central 103 Disinfectant or other EPA approved disinfectants. This is a broad spectrum hospital grade product used for shower stalls, general bathroom sanitizing, desktops when required and floors. As with other products, no rinsing is required, the preferred method of application is direct application and wipe.

For areas where odors are in need of absorption, we will use Saving Scent 24x11oz or other EPA approved disinfectants. This product will be directly applied to soiled surface and extracted through either a vacuum or carpet extractor.

Specifically for the residence halls in the areas of dishwashers, steam tables and surfaces which are prone to lime build up, we will be using a product Kaboom Pro Descaling Cleaner or other EPA approved disinfectants. Direct application is applied from this product and strict manufacture directions will be followed to remove scales.

On a regular cycle, we will perform the following tasks in an effort to ensure cleanliness and sanitation.

Clean minimal hand-contact hard surfaces:

- Clean hard surfaces that have minimal contact with a disinfectant
- Methods for disinfecting hard floors include wet mopping and wet vacuuming.
 - Disinfectant solutions used for mopping must be replaced regularly, after every three or four rooms, at no longer than one-hour intervals.
 - Replace soiled cloths and mop heads with clean ones every time the disinfectant solution is replaced, after every three or four rooms.
 - A source of contamination in the cleaning process is the cloth or mop head. Never leave cloths or mop heads to soak in dirty cleaning solutions.
 - Cloths and mop heads must be decontaminated by immersing in 10 percent bleach solution for a contact time of 20 minutes. Then rinse mop heads and cloths with cool water and allow to dry completely before reuse.
 - Single-use, disposable cleaning cloths and mop heads can also be used as an alternative.

If using disposable cleaning cloths and mops, place into a plastic bag before disposal.

- After cleaning, remove all disposable PPE and place into a plastic bag before disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Disinfect frequent high hand-contact surfaces:

- For counters, doors, handrails, bathrooms and other hard surfaces such as plastic, glass or metal, pour an EPA-registered disinfectant gently into a cleaning cloth or use disinfectant wipes and wipe down the surfaces. Allow the surfaces to dry completely.
- Place disposable wipes in plastic bags for disposal.
- After cleaning or disinfecting, remove all disposable PPE and place in a plastic bag for disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Cleaning soft surfaces

- Surfaces that are soft or made of cloth, such as furniture maybe cleaned using an EPA disinfectant applied using a hand or back-back type of sprayer.
- The cloth surfaces are sprayed and allowed to dwell per manufacturers recommendations. Excess disinfectant may be removed after the specified dwell time has been achieved.

• Trash and recycling receptors

- PPE is required to empty trash and recycling receptors.
- Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag.
- Replace plastic liners only when soiled or otherwise needed.
- Wipe clean receptors with a disinfectant
- Note: Remove lunch trash immediately following lunch.

For all other areas, the following daily, weekly and monthly schedule is anticipated:

Entryways and corridors should be swept as often as necessary to avoid buildup of dirt. Entryway floor mats must be cleaned periodically with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying.

Daily:

- Empty waste receptacles, remove debris.
- If floor is resilient tile, dust mop the floors. Pick up soil from floor dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Disinfect drinking fountains. (*see following procedures*)

- Clean entrance door glass and handles.

Weekly:

- Dust the tops of fire closets, extinguishers and window casings. (Low dusting, below 5 feet.)
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean, using a disinfectant, finger marks and smudges on walls, door facings, and doors.
- Dust furniture.
- Restore floor finish on non-carpeted floors.

Monthly:

- High dust vents, lights, pipes, venetian blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5 feet.)
- Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean, as necessary.

Attachment: (1) Checklist for Routine Schedules Pc: Ruby Grover, Operations Manager
Jalil Austin, Custodial Manager

Check List for Routine Schedules:

Residence Halls/Classrooms/Office Spaces:

- ☐ 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 table tops 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

Appendix E: Watchstanding Protocol

COVID-19 STUDENT SECURED WATCH ADDITIONAL PROTOCOL

While campus is closed during to COVID-19, cadet watch standers on the *TS Golden Bear* must follow additional procedures before, while on, and after duty, every time a watch is stood, found below. These additional protocols must be reviewed prior to standing the cadet's first watch with the CM/CHENG. **These protocols are for the health and safety of all onboard.**

I. BEFORE ASSUMING THE WATCH

- a. Continually monitor personal health. **IF YOU FEEL UNWELL OR EXPERNEICE COVID-19 SYMPSTOMS, DO NOT COME TO WATCH.** Symptoms typically include, but are not limited to, “fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all” (OSHA). According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.
- b. Monitor personal temperature. If you have an **elevated temperature, DO NOT COME TO WATCH.**
- c. **Shelter in place** and avoid unnecessary interaction with others.
- d. Sanitize hands before boarding the ship.

II. ON WATCH

- a. Maintain a **vigilant secured watch** as normal.
- b. Maintain **social distancing guidelines**, remaining **6 feet apart** from others.
- c. When **not able to socially distance**, like during **watch relief** and during the 0730-0800 start and 1600 end of work days, **wear a mask.**
- d. **Wear gloves** when interacting with high-touch areas, such as the logbook, keyboards/mouse/computer accessories, door handles and dogs, alarm panel buttons, railings, light switches, etc.
- e. **Sanitize hands** often, wither by hand sanitized or washing hands with antibacterial soap for at least 20 seconds. Avoid touching your nose, eyes, and mouth.
- f. **Sanitize high touch areas**, including pens for the logbook, keyboards/mouse/computer accessories, door handles and dogs, alarm panel buttons, railings, light switches, etc, once you have completed watch.
- g. Practice **respiratory etiquette** including covering sneezes and coughs.

III. AFTER COMPLETING WATCH

- a. Sanitize hands after leaving the ship.
- b. **Shelter in place** and avoid unnecessary interaction with others.

I [watchstander] have discussed *TSGB* COVID-19 watch standing protocol with the CM/CHENG (circle supervisor) and understand the steps to take while on and off watch to limit disease spread and exposure.

WATCHSTANDER _____ SIGNATURE _____, DATE _____

Appendix F: Disinfection Protocol Post-Infection

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility.

Procedure:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

How to Clean and Disinfect:

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [herepdf iconexternal icon](#). Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipe able covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Appendix G: OSHA COVID Planning

Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance for “[Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2](#),” on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers’ and the public’s access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.

Appendix H: Pool Protocol and Marine Survival Courses

Marine Survival Program Aquatics Re-Entry Plan

Preparing to Re-Open CSUM Aquatics Center:

Major Pool Operation Equipment

Additional pool water disinfection system recommended by CDC/Model Aquatic Health Code

UV

Ozone

SALT

Materials

Signage

Upon entry

On deck

Program specific

MS/SPEL

Masters

Lap Swim

Upon exit

Dressing Rooms

Outside gate

Multiple Disinfection Stations

Upon entry

On deck

Upon exit

Dressing Rooms

Pool Disinfection

Recommendations for Facilities Department re: pool water disinfection chemicals/procedures exceeding CDC and Model Aquatic Health Code Requirements

Locker Rooms (*optional*)

Entry access (*two way-this is a Covid Safety Issue*)

Disinfection

Dedicated custodial to meet disinfection needs

Restrooms

2 Porta Potties

Porta Sink on deck-Hand drier?

Facing and opening towards deck wall (*leave doors propped open and spaced 6 feet apart for better ventilation/sanitation*)

Showers

Two on deck

Dressing tents-2

On deck (*under platform*)

Female and Male separate tents

Signs

Tents have a front entrance and a back exit

Astroturf floors-2

On Deck Disinfection

Disinfection stations on deck

Handrails
Ladders
Doors

Marine Survival Equipment/Materials
Lap Swim Equipment

Marine Survival Class

Entry to pool

During pool time

Marine Survival Class protocol

Exiting from pool

Marine Survival Protocol for COVID19

The following procedures will need to be implemented for marine survival classes at the pool during the COVID19 period. These procedures will unavoidably lengthen the duration of the class to some degree. Aquatics staff will do everything possible to minimize delays. We ask that students review these instructions to make this a smooth process and ensure that safety measures are enforced.

Basic Requirements

- One instructor and a maximum of 10 students.
- Minimum of 6 aquatics staff per class
 - 1 or 2 rescue swimmers (as appropriate for lesson)
 - 2 lifeguards on deck
 - 2 relief/emergency lifeguards
 - Additional lifeguards may be required based upon the number and duration of classes each day (including any makeup lessons)
- 24 hours ahead of time, instructor provides written roster and instructor name to the aquatics staff
- Students bring only what is required for class:
 - Swimsuit as their bottom clothing layer
 - Flotation clothes and shoes if required
 - A change of clothes for after the class and shoes
- Students will stand at distance markers on sidewalk outside the pool deck and wait for instruction
- No one can enter the deck without appropriate PPE (mask at a minimum). PPE will not be provided.
- Showers are required before and after class
- No observers or additional instructors on the deck during the class
- Student will pick up a PFD and an immersion suit off the deck to take with them to the training area
- PPE: Masks are required for anyone on deck
- The number of students allowed in the training area (deep end of the pool) is limited to the minimum quantity needed to perform a specific training task.

Entrance Procedure

- The instructor has (prior to arrival to the pool) distributed the Health Questionnaire's to the students, collected them and presented them to the AQ Staff to be filed at the pool. The instructor/AQ staff will take the Cadet's body temperature at the gate. If no fever is detected (over 100 degrees per Dr. Wilbur), the instructor proceeds to Station A (marked on deck)
- Questionnaire's collected from the instructor and the body temperature of each student is taken.
- One at a time, students enter the deck area through designated gate. Distances between students are maintained
- Equipment required for the class will be on deck at Station A
- Upon entering the facility, students are given a number indicating the location on deck where they are to wait for instruction
- Student chooses a PFD and immersion suit immediately upon entering
- Traffic flow will be specified by labels on the deck (diagrams to follow and will be provided to instructors, students, and aquatics staff):
 - Station A: Stand in queue outside the pool deck at 8-foot intervals and have temperature taken
 - Station B: Pick up PFD
 - Station C: Pick up immersion suit and 2 storage bags
 - Station D: Students go to assigned number location on the deck
 - Put PFD on deck
 - Put Immersion suit on deck, unzipped
 - Put change of clothes into a black storage bag
 - Wait for further instruction
 - Station E: Class overview provided by instructor
 - Description of each lesson and requirement
 - Description of class flow process to avoid potential contamination
 - Students remove flotation clothing and place it on deck
 - Station F: 2 Students shower and proceed to the next appropriate station
 - Station G through Station J:
 - Students stand at indicated locations on the deck and wait for further instruction
 - When directed, Students return to their designated locations

Lesson Procedure

NOTE: Lessons that require students to be in proximity will not be taught, this includes formations in immersion suits and formation swimming

Floating/Treading Water/ Clothing used as flotation

Configuration: 5 students on each side of the pool

- Lesson 1: Treading water
 - Requirements: 1 rescue swimmer and 1 lifeguard on deck for every 5 students
 - Students enter the water in front of their station and hold the wall
 - Students listen to instructor and leave the wall and approach the rescue swimmer
 - Students spread out in an arc around rescue swimmer so that nobody is within 6 feet of another person
 - Rescue swimmer engages students and monitors progress
 - Instructor/Aquatics staff verify skill executed
 - Students return to their designated station
- Lesson 2: Using clothing for flotation

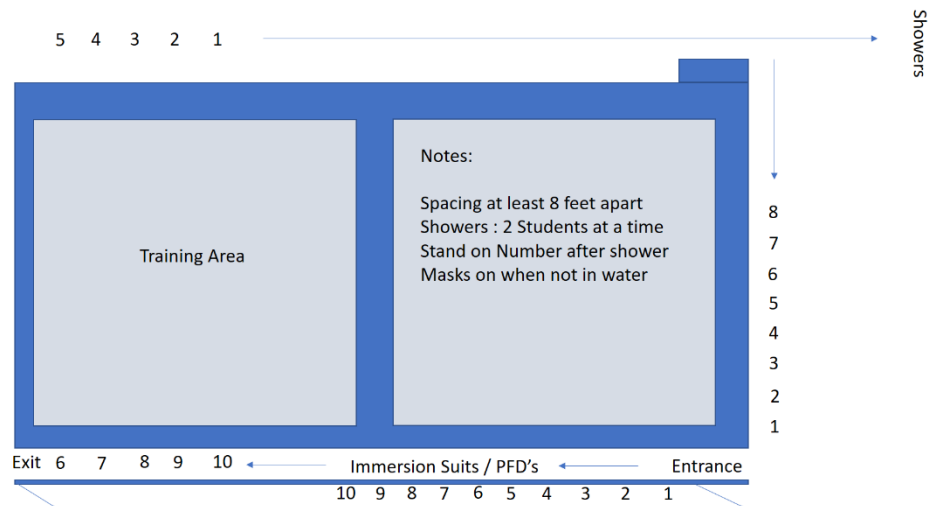
- Students retrieve their flotation clothing from their station and put it on
- Students enter water and hold the wall in front of their station and await instruction
- Requirements: 1 rescue swimmer and 1 lifeguard on deck for every 5 students
 - Required procedure described to students
 - (picture(s) of procedure shown to students)
 - Students execute the required skill
 - Instructor/Aquatics staff verify skill executed
- Lesson 3: PFD
 - Requirements: 1 rescue swimmer and 1 lifeguard on deck for every 5 students
 - Note PFD or immersion suit are required for all additional lessons
 - On deck, don PFD and verify PFD is appropriately fitted
 - In water:
 - Required procedure described to students
 - (picture(s) and demonstration shown to students)
 - Doff PFD
 - Swim underwater and tow PFD
 - Don PFD in water
 - Instructor/Aquatics staff verify skill executed
 - Student returns to designated location
- Lesson 3: Enter raft from Jacob's ladder
 - Requirements: 1 Rescue Swimmer, 1 lifeguard on deck, 1 tower guard
 - Student maintain 3-points of contact when descending ladder
 - Student enter raft and move to the back of the raft
 - Student verifies the water behind raft is clear of persons
 - Student exits raft into pool
 - Student returns to designated location
 - Instructor/Aquatics staff verify skill executed
- Lesson 4: Enter raft from water
 - Requirements: 1 Rescue Swimmer and 1 lifeguard on deck
 - Required procedure described to students
 - Students climb into raft
 - Students move to the back of the raft
 - Students exit raft to deck
 - Students return to their designated location
 - Instructor/Aquatics staff verify skill executed
- Lesson 5: Jump from tower and enter raft from water
 - Requirements: For every 5 students, 1 rescue swimmer/1 lifeguard on deck and 1 tower guard
 - Required procedure described to students
 - Instruction includes proper procedure to leave tower
 - Student uses walkway to ascend tower
 - Student receives direction from tower guard
 - Tower guard ensures only 1 student at a time
 - Student adopts appropriate exit position (Note: pictures)
 - Student step off tower
 - Student approach inverted raft

- Student grabs raft ladder
- Student puts foot into rung
- Student pulls ropes and climbs raft
- Student stands erect, holds ropes, and leans back
- As raft flips, student maintains hold on ropes
 - Student does not roll over under raft
 - Student does not release ropes
 - Student exits at appropriate location
 - Student climbs into raft
 - Student deploys sea anchor
 - Student exits raft into pool
 - Student returns to designated location
- Instructor/Aquatics staff verify skill executed
- Student waits for additional instructions

Additional Safety recommendations for Marine Survival course:

- Limit the number of students in the raft
- Will social distance, when possible (e.g. waiting on pool deck); Otherwise, students are in the pool as much as possible.
- Limit the number of sections at the same time (usually, two instructors per section);
- Option: 3 hours session to combine two sections;
- Need to stagger due to limited numbers in the raft
- Suits will be sanitized due to chlorinated water of pool
- Usually two lifeguards - one in water and one on the deck; Limit number of people on pool deck
- Note:
 - Approximately 30 minutes total time of student interaction (e.g. caterpillar swim, climbing down ladders, raft)
 - Faculty will use discretion to ensure health and safety of students and faculty in accordance with Health and Safety requirements.

Pool Flow Diagram



American College Health Association, “COVID-19 Resources and Alerts.” <https://www.acha.org/COVID-19>

Center or Disease Control “Considerations for Institutions of Higher Learning.”
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Institution for Health Metrics and Evaluation. “COVID-19 Resources”
<http://www.healthdata.org/projects>

Laborer’s Health and Safety Fund of North America. <https://www.lhsfna.org/index.cfm/lifelines/january-2019/the-difference-between-dust-masks-n95s-and-other-respirators/>

Occupational Safety and Health Administration, “Guidance on Preparing Workplaces for COVID-19.”
<https://www.osha.gov/Publications/OSHA3990.pdf>

Sacramento State Draft COVID Planning Guide

Solano County Public Health Department. <http://www.solanocounty.com/depts/ph/default.asp>

Cal Maritime Library Operating Principles in a Time of Pandemic

Based on CSU Library Operating Principles in a Time of Pandemic

I. Introduction/Guiding Principles for Operational Planning

[last CSU Libraries update 5/18/2020; last Cal Maritime Library update 7/1/2020]

Introduction

The California State University (CSU) Libraries are internationally recognized for enriching the learning environments of our campuses, informing and educating our communities, and transforming knowledge and scholarship by connecting people and ideas. During this unprecedented pandemic, the 23 CSU Libraries have mobilized rapidly in support of changing learning and research needs, adapting our shared mission of collaboration, innovation, and supporting learning and the public good to changing conditions through the provision of equitable services, expertise, and information resources. While temporarily reducing in-person operations in support of public health, we have expanded our robust slate of digital resources for learning and research and developed creative new modalities for critical library services including instruction, research support, course reserves, and resource sharing.

Providing accessible and engaging spaces for learning, research, and technology access is a central mission of all CSU libraries. As we begin to consider a "phased and incremental" return to in-person service provision in accordance with state, county, and local guidance and campus instruction modalities, providing safe environments for users and employees is of the utmost importance. This document frames guiding principles for a thoughtful return to physical library operations of the CSU Libraries based on a series of progressive operating scenarios, with the understanding that libraries may need to transition between scenarios in response to changing pandemic conditions, including transitions back to more restrictive conditions. At the same time, any discussion of reopening in-person library services and facilities must include campus financial and operational support for the safety and health of library employees and users.

Guiding Principles for Operational Planning

1. People first. Make decisions that protect students, employees, our communities, and public health.
2. Develop creative service models that are responsive to campus needs and emerging instructional models;
3. Focus on long-term enhancements to digital services and resources that further student success.
4. Operate library buildings safely and to the greatest extent possible to support learning and student basic needs,

5. Practice decision making that foregrounds [COLD strategic plan](#) and CSU Mission centered on teaching/learning and our unique student populations.
6. Adhere to policies and procedures at the state, local, and campus levels, and proactively inform associated interpretations and improvements to navigate new environments.
7. Follow most current and robust evidence-based guidance and experiences from higher education and libraries.
8. Make decisions in conjunction with campus partners, such as facilities and safety, and advocate for the agency of libraries as unique institutions and spaces.
9. Commit to compassion and flexibility. Recognize that the need to “pivot” rapidly between service models in response to shifts in pandemic and public health guidance will be continuous and from multiple sources.
10. Continuously assess and respond to the present environment. This is a living document. Cal Maritime library faculty and staff will review these principles and the operating matrix via a standing item on weekly department meetings. Changes to the operating matrix will be made based on staff input as well as external mandates. Flexibility in adapting the service matrix should operate at the group level, not the individual level.

II. Cal Maritime Operating Phase Matrix

Operating Phase	Phase 1	Phase 2	Phase 3	Phase 4
Service/Access Tier	Full digital	Staff only onsite	Minimal/Limited users onsite	Full onsite operations with precautionary measures
State/County Mandate	Stay at home order in place	Social distancing/Minimal grouping	Social distancing/Limited grouping allowed with guidance	Social distancing/No capacity limit specified
Campus Operating Mandate	Virtual with essential employees onsite	Virtual with essential and other employees onsite	Limited face-to-face instruction taking place on campus	Majority of instruction taking place face-to-face on campus.
Building Hours of Operation	Virtual	Virtual	Limited hours informed by times of courses held on campus and availability of library student workers	Regular hours, informed by onsite employee availability
Employees in Building, including students	With advance approval	Some employees report on-site for activities that cannot be conducted remotely, observing social	Designated employees report for modified shifts based on job requirements	Most employees report for regular shifts, with potential modifications

Operating Phase	Phase 1	Phase 2	Phase 3	Phase 4
		distancing and schedule modifications		
PPE Recommendation	Emphasize personal protective practices	Robust recommended PPE for all on-campus shifts	Robust recommended PPE for all on-campus shifts	Maintain recommended PPE for all on-campus shifts
Sanitization/ Cleaning Recommendation	Recommended enhanced sanitizing procedures based on employee building presence	Recommended enhanced sanitizing procedures based on employee building presence	Recommended significantly enhanced sanitizing procedures in employee workspaces, patron transaction areas, and available seating	Recommended enhanced sanitizing procedures in employee workspaces, patron transaction areas, and available seating
Book stacks	Digital only	Digital only	Digital or paging encouraged	Stacks open to public with social distancing measures
Reserves	Digital reserves only	Digital reserves only	Digital reserves preferred Longer-term loans for items with multiple copies	All Reserves available for checkout with sanitizing measures, digital reserves preferred
Circulating Equipment	Long-term loans only	Long-term loans only	Preference for long-term loans, with sanitizing measures between each use	Limited equipment available for shorter loans with sanitizing measures between each use Headphone and microphone checkout not recommended
Seating/Study	None	None	Limited and reconfigured seating, Monitoring Procedures for entry/exit	Open, possibly reconfigured seating but maintaining enhanced custodial/sanitizing practices
Group Study	None	None	Dependent on social distancing requirements	Open and social distancing encouraged, reduced seating as needed

Operating Phase	Phase 1	Phase 2	Phase 3	Phase 4
Computer Labs	None	None	Reduced capacity in accordance with distancing guidance and required sanitizing standards	Computer labs with station distancing and required sanitizing as needed
Restrooms	Open only to employees working in building	Open only to employees working in building	Open during business hours with enhanced sanitizing procedures	Open during business hours with enhanced sanitizing procedures
Transactional Safety	N/A	N/A Touchless for curbside	Touchless transactions recommended/Distancing signage and transaction barriers	Touchless transactions recommended/Distancing signage and transaction barriers
Check-Out Method	Digital Only	Digital or curbside	Touchless at service desk or curbside	Touchless check-out preferred/ Check-out at service desk available with precautionary measures
Materials Returns	Encouraged not to return/ Outdoor book drops open	Outdoor book drops open/ Quarantine materials for 3 days	Outdoor book drops open/ Quarantine materials for 3 days	All book drops open, all due dates enforced
Resource Sharing	Digital only	Digital or curbside only	Digital preferred, some limited pick-up	Digital preferred, some limited pick-up
Library Instruction	Video and digital	Video and digital	Video and digital; in person if social distancing possible	Video and digital, small group sessions, multiple sessions if necessary, observing remaining distancing guidance
Events and Outreach	Video and Digital	Video and Digital	Video and digital, minimal in-person informed by courses held on campus with social distancing measures employed and pre-registration required	Video and digital, small group programs, multiple sessions if necessary, observing any remaining distancing guidance

Operating Phase	Phase 1	Phase 2	Phase 3	Phase 4
Archives	Virtual service, employee on-site one day a week, any research conducted remotely	Virtual service, one site one day a week, virtual consultation on research	Mostly virtual service, appointment available max of 2 people	Return to regular operations with precautionary measures, materials accessible by appointment

III. Focus Areas:

Handling of materials that circulate within or outside the library

- Checking out materials
 - If the building remains closed to patrons but some employees are able to return, consider paging books and providing “curbside service” outside the building.
 - For partial reopening of some spaces and services, consider closing the stacks and paging books for patrons.
 - Upon full reopening of the stacks, use touchless check-out at Service Desk
- Course reserves
 - Consider purchasing electronic versions of texts whenever possible.
 - Reserve materials are among the most heavily circulated items in the library. Because returned reserve materials will need to be quarantined for a period of days, consider purchasing additional copies and/or working with the bookstore to rent copies of the most heavily used reserve items.
- Returning Materials
 - Encourage patrons to use book drops or to mail materials rather than returning items at the check-out desk.
 - Install production transfer-aiding materials (such as shelving) to reduce person-to-person production hand-offs.¹
- Sanitizing returned materials
 - Books and papers
 - Recent research focused specifically on library materials found the novel coronavirus (SARS-CoV-2) may persist on print and A/V materials for 1-3 days. As these materials cannot be sanitized without potentially damaging them, they should be isolated for three days before being returned to a space where patrons can handle them or check them out.²
 - Laptops and other electronic support items.
 - Laptops and other electronic support items that are checked out should be disinfected upon return.

¹ “COVID-19 Industry Guidance: Office Workspaces.” California Department of Public Health. <https://www.covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

² June 22, 2020 results from the ongoing REALM project (hardback and softback book covers, plain paper pages inside a closed book, plastic book covers, DVD cases). <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>. The Library will continue to monitor peer-reviewed response to this study and others, modifying book quarantine guidelines accordingly.

- While manufacturers' instructions for disinfecting specific products should be consulted to prevent damage, consider using a 70 percent isopropyl alcohol wipe, as per the CDC.³ [A study](#) has shown that 70 percent isopropyl (propanol) can disable the virus after an exposure time of 30 seconds.⁴

Public Access

Libraries have a variety of spaces (from service desks, to small study rooms and large open areas and everything in-between) with the potential for a high-level of contact between both the public and library employees. Public access to library spaces will depend on a number of factors including the ability to protect employees, the ability for the public to socially distance, accessibility to supplies and facilities for good hygiene, and the cleaning regimen of surfaces and equipment. The level of public access will depend on the previous factors as well as the type of space and activity. In general, beginning to introduce public access to the library best aligns with Stage Three of California's Pandemic Roadmap.

Library spaces should be reopened on a gradual basis with special consideration given to the unique requirements for overall size, types of activities expected, and the ability to maintain safety and hygiene.

- In open study spaces: Remove seats and move furniture to meet recommended distancing. Use table signage to remind users to maintain social distance.
- In study rooms: Depending on size, study rooms may remain closed until the final phase of reopening if social distancing cannot be safely maintained.
- In hallways, stairwells or escalators: CalOSHA guidance is to establish one-way traffic, where possible, to eliminate people passing each other. Post signs to allow six feet between each person
- In elevators: Post signs to designate max number of persons in the elevator, in order to maintain six feet distancing. Require face coverings and frequently clean high-touch surfaces.
- In classrooms/labs: Remove and/or reconfigure furniture and equipment to maintain the recommended 28 square feet around each person. Consider using a reservation system and/or signage to limit to one user per workstation. Personal protective equipment may also be warranted depending on campus guidelines and the type of activity taking place. Clean and disinfect shared items (e.g., computers) between uses is a best practice.⁵
- In specialized spaces, such as food services areas, family rooms, meditation spaces, maker spaces, and innovation centers: Depending on size and the ability to sanitize in between users, specialized spaces may remain closed until the final phase of reopening if social distancing

³ CDC. (2020, February 11). *Coronavirus Disease 2019 (COVID-19)—Environmental Cleaning and Disinfection Recommendations*. Centers for Disease Control and Prevention. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
How to clean your Apple products. (n.d.). Apple Support. Retrieved May 5, 2020, from <https://support.apple.com/en-us/HT204172>

⁴ Other disinfectants proven to be effective in deactivating the virus and their corresponding exposure times are outlined in the document [Cultural Resources and COVID-19](#), produced by the National Center for Preservation TEchnology and Training.

⁵ The draft CDC report [Interim Guidance for Schools and Day Camps](#) and CalOSHA [COVID-19 Industry Guidance: Office Workspaces](#) both recommend cleaning and disinfecting shared objects / equipment between uses.

cannot be safely maintained. Maker spaces and innovation centers that support scheduled class activities will need to abide by standards for labs, with an emphasis on cleaning shared surfaces/equipment between uses.

Library services should also be reviewed on a case-by-case basis with a phased approach based on the ability to maintain safety and hygiene with regard to physical distancing and equipment handling.

- At service points where materials are checked out and/or face-to-face services are provided, provide
 - Transaction barriers.
 - Personal protective equipment, including masks, face shields, and gloves.
 - Hand sanitizing dispensers at service points.
 - Tape or printed decals on the floor and signs to enforce six-foot distancing.
 - Workstation monitors at service points can be turned toward the user.
 - Consider alternate methods of providing services that reduce physical employee/patron interaction, such as remote services, self-service models, or contactless services (e.g., paging items then placing them in book lockers for the patron to retrieve.)
- For in-person instructional sessions and reference/consultation services in a hybrid environment:
 - Consider dividing up classes and scheduling half in-person and half virtual sessions.
 - Consider extending virtual instruction services until Phase 4.
 - Consider extending virtual reference and consultation services until Phase 4.
- Communication plan required for implementing and upholding social distancing and hygiene:
 - Determine how to enforce these rules by consulting with the campus emergency team.
 - Floor and wall signs throughout the building
 - Social media and website posts
 - Outreach to student government and/or directly to students

Faculty/Staff

- A Phased Reopening
 - Phase One: Library building closed to patrons and employees. All online resources and services remain available, including research assistance and information literacy instruction via remote modalities. Aligns with campus closures for all but essential employees, remote instruction, and Stage One of [California's Pandemic Roadmap](#): Safety and Preparedness.
 - Phase Two: Library building remains closed to patrons. Employees who can perform their duties remotely will not return to campus. Some employees will return to the library to provide limited service for activities that cannot be performed outside of the building (e.g., require the handling/use of physical materials that cannot be feasibly removed from the building). On-site employees should

limit physical interactions, avoid gathering in groups, and continue to follow recommendations about hygiene. If employees share a space that does not allow for at least a 28 square-foot allotment per person (i.e., a circular area with at least a 3-foot radius surrounding each person)⁶ in order to maintain six feet of social distancing, as per the CDC's recommendations, and no other space is available/adequate, then a staggered work schedule may be instituted so that employees work on-site and from home at different days/times.⁷ This may require that only every other cubicle be occupied simultaneously. Aligns with a partial campus closure and remote instruction and Stage Two of [California's Pandemic Roadmap](#): Lower Risk Workplaces.

- Phase Three: The Library building is partially open with limited operations in order to maintain social distancing while also resuming access to some spaces (e.g., computer labs) and services (e.g., checking out materials). Physical interaction with patrons should be limited (reduced service points, discourage extended interactions) and feature enhanced safety (e.g., plexiglass partitions at service points). Aligns with a hybrid model, where some instruction is online and some is conducted face-to-face on campus and Stage Three of [California's Pandemic Roadmap](#): Higher Risk Workplaces.
- Phase Four: Library building is open to the public and all employees who are not part of vulnerable groups. Some employees may continue to work from home if they can do so effectively or to have alternating/staggered schedules, but the majority of employees will return to work to focus on regular operations within the context of enhanced cleaning and social distancing measures. Stage four aligns with a model in which the majority of campus operations, including instruction, have returned to normal and Stage Four of [California's Pandemic Roadmap](#): End of Stay-At-Home Order.

- Safety Guidelines and Protective Equipment

Until the crisis is resolved, employees will maintain social distancing measures and follow all federal, state, and local health and safety guidelines. Personal protective equipment (gloves and masks), which are of particular importance in situations where employees are interacting with the public, will be provided to ensure the safety of on-site employees. Hand sanitizer will be available at all entrances, by all service desks, and in other high traffic spaces or where people are likely to touch the same surfaces (e.g., by elevators). High traffic areas should also receive regular extensive cleaning from custodial staff. Time intervals for this type of cleaning will be determined in coordination with campus guidelines for sanitizing high use public areas. Employees who handle materials that have been checked out to patrons should do so wearing gloves. Service desks where six feet of social distancing cannot be easily maintained will be equipped with plexiglass or the like to provide a barrier between employees and patrons.

⁶ <https://www.density.io/blog/how-to-plan-conference-room-usage-in-the-age-of-social-distancing/>

⁷ Note that alternating teams of people who work a week on and a week off is preferable to daily alternating schedules for the purpose of contact tracing, should someone become ill.

Hygiene

General hygiene measures to consider before reopening the library to keep staff and users safe (adapted from: [IFLA - COVID-19 and the Global Library Field](#) and [CDPH & Cal/OSHA - COVID 19 Industry Guidance: Workplaces](#), and [OSHA Guidance on Preparing Workplaces for COVID-19](#)):

- Encourage staff and users to stay home or not enter the library if feeling unwell,
- Require temperature and/or symptoms screening for all staff and users when entering libraries,⁸
- Require all staff and users to wear masks in the library,
- Provide hand-sanitizer at service counters and at strategic locations throughout the library,
- Adhere to social distancing in public areas and service desks,
- Frequent sanitizing and cleaning of facilities in public areas,
- Install high-efficiency air filters and/or increase ventilation rates in the work environment⁹
- If the number of seats and other spaces needs to be limited, consider restricting library access to primary users.

5.15.2020 Draft prepared for the CSU Council of Library Deans (COLD) by:

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⁸ Per the CalOSHA document, "COVID-19 INDUSTRY GUIDANCE: Office Workspaces," <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>: Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening. If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines.

⁹ [OSHA Guidance on Preparing Workplaces for COVID-19](#), p. 12.



**Submission to Chancellor's Office
2020-2021 Academic Year Planning in the Context of COVID-19**

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INTRODUCTION

The intent of this document is to update the Chancellor's Office on the preliminary Fall 2020 Plan for CSU Maritime Academy (hereafter referred to as "Cal Maritime") in consideration of COVID-19. The information presented represents the current status of the planning but may be subject to change based on the evolving situation with the COVID-19 pandemic. The plan follows the guidance from the CSU Chancellor's Office based on the "CSU Policy, Procedure and Considerations for the 2020-2021 Academic Year Planning in Consideration of COVID-19" document dated May 25, 2020. This document communicates Cal Maritime's COVID-19 response planning structure and current status of planning for the Fall 2020 semester.

Cal Maritime is located in Vallejo, along the Carquinez Strait in the northern part of San Francisco Bay. The campus serves about 900 undergraduate cadets in seven majors: Global Studies and Maritime Affairs (GSMA), Facilities Engineering Technology (FET), International Business & Logistics (IBL), Marine Engineering Technology (MET), Marine Transportation (MT), Mechanical Engineering (ME), and Oceanography (OCN). In addition, Cal Maritime offers an online graduate program through the Office of Extended Learning, which will not be impacted by any COVID-19 planning changes.

Three of the undergraduate majors (MET, MT, ME) require cadets to earn a National merchant mariner's license (Third Mate of Unlimited Tonnage or the Third Engineer of Unlimited Horsepower) issued by the United States Coast Guard (USCG) and governed by the rules of the International Maritime Organization (IMO). The IMO regulations, referred to as the Standards of Training, Certification, and Watchkeeping (STCW), dictate the competencies that must be delivered and assessed in-person.

In addition to the core educational component, the University offers a unique cadet experience, which includes participation in the Corps of Cadets. The Corps of Cadets mission "is to develop in each cadet traits of professionalism, teamwork, pride, and self-discipline to become future leaders in maritime and other industries." The Corps structure aligns with the academic majors offered at Cal Maritime and creates opportunities for mentoring among cadets. Cadets in the licensed programs must also complete a defined set of sea-time hours that are earned through in-person instructional hours, standing watch aboard the Training Ship *Golden Bear* (TSGB), and sailing during the summer semesters. Cadets also are required to stand a rotation of four-hour "watch" during campus operations from 1600-0800 the following morning. For cadets in the license programs, these watches have been identified by USCG as sea-time hours.

The 2019-2020 academic year can be best summarized by disruption.

In October 2019, the Morrow Cove fire burned a large section of the campus. Although most of the campus infrastructure was spared from damage, campus operations were disrupted for 1.5 weeks while key infrastructure was repaired. In mid-March of 2020, the campus transitioned to virtual instruction due to COVID-19. The campus converted many courses to the virtual modality so cadets in some programs could complete the semester. However, some courses could not be completed virtually due to USCG and/or IMO-STCW requirements, including required sea-time hours.

As a result, the COVID-19 response planning for this campus required addressing completion of Spring 2020 in-person courses, alternate options for Summer in-person courses (cruise/co-ops) while concurrently looking ahead to the Fall semester and beyond. In May 2020, based on the continuing safety concerns regarding the pandemic, the university (after conversations with the cadets, faculty, staff, *TSGB* personnel, CSU, and local health authorities) elected to cancel the Summer 2020 Training Cruise aboard the *TSGB*. All six other state and federal maritime academies also decided to cancel or modify their annual summer training cruise. Due to the decision to cancel the 2020 summer training cruise, cadets will still need to complete the necessary USCG and STCW assessments (including sea-time) in order to graduate. This situation created severe scheduling challenges in the current academic year and will continue for at least another three years for impacted cadets to satisfy both the assessments and sea-time requirements.

The campus then focused its efforts to complete the Spring 2020 courses that required in-person completion. The COVID-19 response planning teams (outlined later in this document) developed a plan to bring the affected cadets safely back to campus to complete their in-person instruction. As of June 17, 2020, approximately 70 graduating seniors returned to campus to complete courses over a two-week period. Twenty-three of those seniors will remain on-campus in early July to complete necessary sea-time and USCG assessments that would normally have been earned during the 2020 summer training cruise on board the *TSGB*.

In late July, approximately 350 cadets that still require in-person instruction from the Spring 2020 semester in the licensed programs will return. The timing of this instruction will allow those cadets to remain on campus and transition immediately into the Fall 2020 semester. Although extremely resource-intensive, Cal Maritime completed a planning process to bring cadets, faculty, and staff safely back to campus to finish Spring 2020 limited in-person instruction during the summer. The planning included extensive work done by the COVID-19 Health and Safety Task Force, which built a comprehensive Health and Safety Plan to mitigate the spread of COVID-19 during in-person instruction.

We have learned a lot from our March 2020 and Summer 2020 (finishing Spring 2020 in-person classes) experiences including how to move cadets in and out of in-person/online courses and residence halls in a safe and orderly fashion. We will inform the cadets this summer that if we need to pivot to all virtual instruction then we will teach those (small) parts of licensure courses

that we can in a virtual modality, but that the cadets will have to finish the STCW, etc. parts of their courses at a later date, e.g., January/February/March.

Furthermore, the planning teams are now focusing on lessons learned from the 2019-2020 academic year in the development of the plans for the 2020-2021 academic year. For Fall 2020, all courses have been carefully evaluated and determined to be capable or incapable of being delivered virtually by the faculty, department chairs, Deans, Academic Senate, and the Administration. Fall planning considerations include not only the projected second wave of COVID-19 but also the impact of the wildfire season, including any associated Public Safety Power Shutoff events by PG&E.

The planning teams are currently working on modifying the pace of instruction during the Fall semester in order to complete all in-person instruction as early in the fall semester as reasonably possible. The timeline to complete in-person operations is estimated to be prior to the Thanksgiving holiday. Upon completion of the Fall semester planning, groups will pivot to the Spring 2021 semester. However, throughout this entire process, the teams are assessing the current environment and information available to inform and adjust the planning to ensure the health and safety of the campus community.

BACKGROUND AND CONTEXT FOR CAMPUS COVID-19 RESPONSE PLAN

Guiding Principles

All planning related to the campus's Fall 2020 response to the COVID-19 crisis is governed by three guiding principles:

1. Guard the health and safety of our campus community - faculty, staff, and cadets.
2. Keep cadets' education on-track and on-time
 - a. Maintain the highest quality of instruction possible for both in-person or virtual instruction.
 - b. Operate within the constraints of key constituencies, such as the USCG and the Chancellor's Office
3. Constantly assess and re-assess the progression of the COVID-19 virus and make decisions based upon conditions and not the calendar.

COVID-19 Response Planning Organizational Structure

The organizational structure of the COVID-19 response planning for Cal Maritime can be found in Figure 1. The chart illustrates the campus planning process starting with specific workgroups and culminating with adoption by the President and the Cabinet. The yellow box around the entire process represents the bodies that are consulted throughout this process. The Academic Senate Executive Committee serves as the elected representative body for the faculty. The Triad, representing cadets, consists of student leaders from the three major student groups: Associated Students of Cal Maritime Academy (ASCMA), the Corps of Cadets, and Housing and Residential Life.

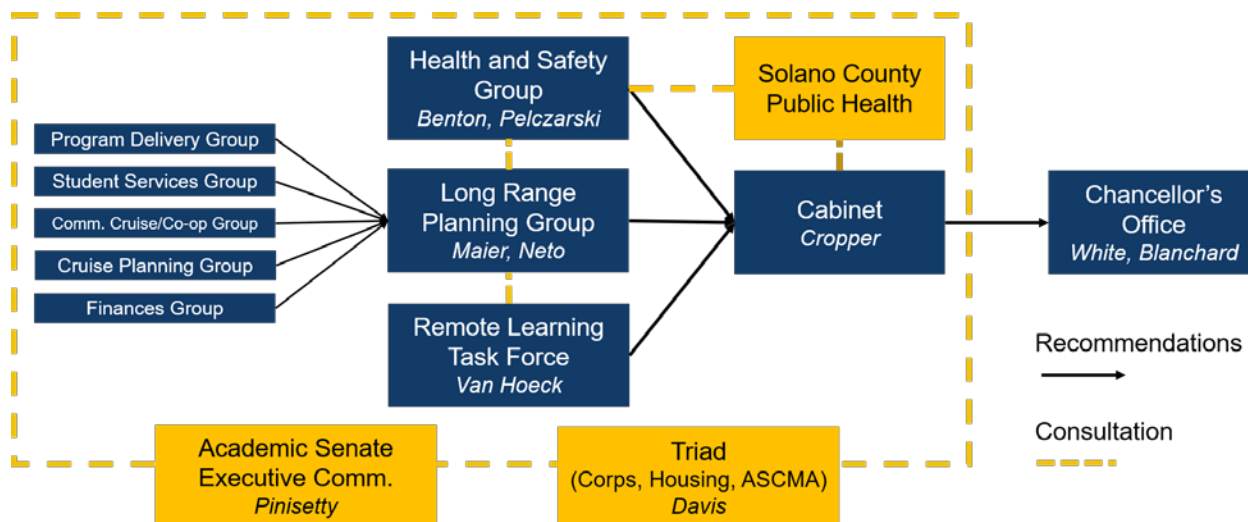


Figure 1. Organizational chart for Cal Maritime COVID-19 response planning.

The Health and Safety Task Force (HSTF) is responsible for the development and implementation of all health and safety related procedures. The charge of this task force extends from establishing general policy to providing guidance for the health and safety procedures within individual classrooms. Further complicating the taskforce's responsibilities, several classrooms, such as the simulators and "small vessels", cannot fully maintain social distancing. This group continuously works with campus stakeholders to address these requirements and challenges to guard the health and safety of the campus community. Additionally, this task force consults with the Solano County Public Health Office.

The Long-Range Planning Group (LRPG) is responsible for the development of the academic affairs component of the response. This group consists of 13 representatives (including faculty and a cadet leader) from the various campus divisions since plans impact areas across the entire campus. This group developed the academic plan for the return of cadets to complete required in-person courses that ended abruptly during the Spring 2020 semester. The group is currently engaged in academic planning for the Fall 2020 semester.

The Remote Learning Taskforce (RLT) is responsible for helping the campus prepare for remote instruction for the fall 2020 semester. The RLT includes the Dean of the Library and Learning Services, the Director of Academic Technology, the Faculty Development Coordinator, the Chair of the Curriculum Committee, and three other faculty members. After a review of campus data collected from the Spring 2020 semester, the RLT has identified training, support, equipment, and other resources needed to help faculty transition from in-person classes to online instruction or other remote modalities of instruction. The RLT has also assessed cadet technology needs, to prepare for a hybrid fall semester, with a focus on equitable access. The RLT has made a budget-based recommendation to the President's Cabinet, indicating actions needed to prepare the campus for remote instruction. About half of the request has already been approved by the President's Cabinet with the rest to be considered in mid-July.

All recommendations from these three groups are submitted to the Cabinet for review. The Cabinet then consults with the Solano County Public Health as well as the bodies that represent the faculty and the cadets. The Academic Senate Executive Committee and the Triad are consulted and provide feedback for recommendations before a final recommendation is passed to the President for approval, implementation, or when needed, to present to the Chancellor's Office.

1. EXECUTIVE SUMMARY OF STRATEGIES TO ENSURE CAMPUS SAFETY

The section below summarizes the Health and Safety Plan being implemented for the conclusion of Spring 2020 in-person classes that are currently underway at Cal Maritime. This plan forms the base for the Health and Safety Plan for the Fall 2020 semester, which will include the lessons learned from the current campus operations.

Strategies to Address Safety and Welfare

Beginning in mid-March, Cal Maritime convened a campus-wide Health and Safety Task Force with membership from the Student Health Center, Human Resources, Police and Safety, Academic Affairs, Student Affairs, and the Commandant's Office. This Task Force created a "Health and Safety Plan" (See Attachment I) to help guide the campus through different instructional phases:

- Phase 1: return of seniors needing face-to-face instruction as necessitated by US Coast Guard licensing requirements. [Note: We were able to execute this phase of the plan beginning on June 15 which successfully concluded on June 30th with no outbreak on campus.]
- Phase 2: return of seniors who need to accrue "sea-time", satisfy STCW competencies and completion of CRU 300/350 aboard the Training Ship *Golden Bear* in order to graduate,
- Phase 3: return of undergraduates needing additional face-to-face instruction that could not be completed in the spring for them to advance in class and not delay graduation.

The Health and Safety Plan is an iterative document that will evolve as the campus scales up through the summer and approaches the Fall Term. Some components of the plan will remain in place for all phases of instruction. These components, include, but are not limited to, the following:

Necessary Conditions for Arrival

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. Access to campus is limited to one road. The health and wellness of cadets, faculty, and staff remain the highest priority. The local environment and surrounding area of Solano County must remain at, or improve, the

conditions which allowed for Phase Two of the Governor's Plan to go into effect. Cadets will sign an agreement, which outlines the essential and mandatory steps needed for success, such as wearing a face mask, social distancing, proper hygiene, daily temperature/survey requirements, and required isolation when needed. A Health Screening form is to be completed 3 days prior to their return to campus.

[OSHA COVID Risk Exposure Levels](#)

Cal Maritime will follow the Occupational Safety and Health Administration's "*COVID risk exposure levels*" for health and safety planning purposes: "To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels."

Faculty, staff, and cadets returning to campus fall into the lower exposure risk and/medium exposure risk levels as defined below. Cal Maritime protocol, therefore, will meet or exceed OSHA protocols for medium exposure risk levels.

From OSHA's "Guidance on Preparing Workplaces for COVID 19", *Medium Exposure Risk* jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

[Daily Screening Protocol](#)

All staff, faculty, and cadets on campus will be screened daily. Screening consists of a temperature check and three wellness questions. The Health Center will address out-of-tolerance cases.

A key symptom of COVID-19 infection can be elevated temperature above 100 degrees Fahrenheit. Some individuals may be infected but not have symptoms such as elevated temperature. Testing is not widely available, and individuals with an elevated temperature may not have a COVID-19 infection. But if the temperature is elevated, the chance of COVID-19 infection is too significant and must be addressed by prohibiting access to campus. In other words, those with an elevated temperature must stay home and away from campus.

In the interest of the entire campus community, persons with elevated temperature should not come to campus, or leave immediately if they develop the temperature while on campus. In order to manage this issue of interest, the university has many options to implement. Cal Maritime will enforce "rigorous control," defined as "anyone entering

campus must go through a temperature checking station and have their temperature taken and, if elevated, turned away and sent home.”

Screening stations will be set up in numerous open places around campus. A more detailed memo outlining screening protocol will be issued before each instructional phase. Using a non-touch thermometer, staff trained from the Health Center will check that the individual's temperature is below 100°F. If below 100°F, the individual will receive a daily color wristband. This wristband will be good all day and confers access into any building, classroom, or food service. Wristband color changes each day. Anyone without a wristband will be refused entry into controlled buildings.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID, PPE will also be used to prevent certain exposures. While correctly using PPE can help prevent some exposures, PPE should not take the place of other prevention strategies.

Examples of PPE include gloves, protective eyewear, face shields, face masks, and respiratory protection when appropriate. According to OSHA, during an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Cal Maritime staff will check the [OSHA](#) and [CDC](#) websites regularly for updates about recommended PPE.

All types of PPE must be:

- Regularly inspected, maintained, and replaced as necessary.
- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable
- Consistently and properly worn when required.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

All faculty, staff, cadets, and administrators on campus will wear a face covering. Gloves will be made available after the daily health screening and placed in instructional spaces. Gloves will be used by staff conducting screening as well as in some instructional areas where cleaning the equipment is problematic. The use of gloves is contingent on the instructional space and the use of equipment in those instructional spaces. Additional orientation on the use of gloves will be provided.

Physical Infrastructure

Instructional spaces vary widely on campus in the square footage and the type of equipment used. All protocols for social distancing, when possible, will be followed. All

appropriate PPE will be worn. The instructor has the authority to make more stringent safety protocols as deemed necessary. Instructors will have cadets disinfect (with wipes and sprays provided) the equipment prior to, and after each use. Care needs to be taken when using wipes around sensitive electronic equipment, so the appropriate type of cleaning products will be provided. Section 14 outlines the sanitizing protocol in instructional spaces. Cleaning kits will be placed in every instructional space.

Individual plans are also in place for the Library, for the Dining Center, for Common Areas, and other physical spaces on campus. Signage is posted around campus, various one-way ingresses and egresses have been established in walkways and hallways. In places where cadets or staff may have to wait in lines, floor markers have been placed to establish proper distancing. Specific cleaning protocols have also been established for the different laboratories, instructional spaces, and other spaces on campus.

[COVID Outbreak Containment Plan](#)

If a cadet, faculty, or staff member tests positive upon returning to campus in the three-day period prior to the beginning of the instructional program, the cadet and/or faculty/staff member will be quarantined per Section 6 of the Health and Safety Plan.

The following actions will take place if someone falls sick or tests positive after the beginning of the instructional period. Any cadet, faculty or staff who suspects they may be ill should contact Health Services as noted in previous sections. Once the case is confirmed as a COVID-19 case OR if the Health Service has sufficient reason to believe that a suspected case warrants it, then the following processes will be enacted:

- Contact tracing performed by Solano County Health Department
- Escalate messaging and communication on campus
- Additional cleaning and sanitizing measures implemented
- Isolation & Quarantine protocols begin if the sick person is a cadet
- Quarantined cadets would not be allowed to continue in F2F instruction
- Additional COVID-19 testing for cadets impacted
- If the sick person was a faculty or staff member they would be removed and restricted from campus and would coordinate with the Health Center and their primary care team for treatment.

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>)

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 invoked for individuals who undermine the health of our campus community by not adhering to any

requirements set by the Administration for safe return to campus and creating undue risk. As information from Federal and State authorities develops and changes, and as directives, regulations, and legislation progresses and changes over time, Cal Maritime's plan will be updated as appropriate in response to new information and requirements.

Health and Safety Resources

The following resources were also consulted in the creation of the Health and Safety plan:

- American College Health Association, "COVID-19 Resources and Alerts."
<https://www.acha.org/COVID-19>
- Centers for Disease Control "Considerations for Institutions of Higher Learning."
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- Institution for Health Metrics and Evaluation. "COVID-19 Resources"
<http://www.healthdata.org/projects>
- Laborer's Health and Safety Fund of North America.
<https://www.lhsfna.org/index.cfm/lifelines/january-2019/the-difference-between-dust-masks-n95s-and-other-respirators/>
- Occupational Safety and Health Administration, "Guidance on Preparing Workplaces for COVID-19." <https://www.osha.gov/Publications/OSHA3990.pdf>
- Sacramento State Draft COVID Planning Guide
- Solano County Public Health Department.
<http://www.solanocounty.com/depts/ph/default.asp>

2. ON-CAMPUS COURSES AND LEARNING ACTIVITIES

On-Campus Courses

A list of all currently proposed in-person courses can be found in Appendix 1. These 57 courses, which includes two mandatory swimming courses for all incoming cadets, represent approximately 38% of the Cal Maritime's 151 Fall 2020 course offerings, similar to the percentage of Fall 2019 in-person courses.

Provost Mahoney attests that the 57 undergraduate courses planned to be delivered on-campus were very carefully evaluated and determined to be incapable of being delivered virtually. Essentially all of these courses have in-person STCW (Standards of Training, Certification, and Watchkeeping) requirements (from the US Coast Guard and the International Maritime Organization) and must be taught in-person. Others have Navy in-person requirements.

The justification of the need for on-campus delivery of these courses can be found in Section 7. President's Attestation.

Other Student (Cadet) Learning Activities (Corps of Cadets)

Formation

The USCG requires all state and federal maritime academies to create, develop, and manage a structured regiment of cadets – referred to as the Corp of Cadets at Cal Maritime. Cal Maritime's Formation, which partially satisfies this requirement, emphasizes the connection of the professional practices and expectations of the maritime industry directly into the education experience through accountability, communication, and the proper wear of safety gear and uniforms.

During Fall 2020, Cal Maritime will hold Formation on Bodnar Field (which can serve as a full-size football stadium) for the estimated 600+ Cadets residing on campus or enrolled in on-campus instruction. However, not all 600+ cadets will be on Bodnar Field at the same time (as described below). In order to execute Formation for these cadets while adhering to the health and safety standards defined in our Health & Safety Plan, the following schedule and guidance will be followed:

- Scalable Formation by Corps Company and Division
 - Monday Formations: Deck Co. Cadets and Cadet Leaders (~307)
 - Wednesday Formations: Engine Co. Cadets and Cadet Leaders (~308)
 - Friday Formations: Cadet Leaders only (~93)
- Multiple points of entry and exit to and from the field
 - Deck Company to use McAllister-side gates, Engine Company to use North-side gates
- Temperature screening prior to entry onto field
 - Cadet leaders and Student Affairs staff to ensure physical distance mitigation while entering and exiting the field.

Cadets that are taking coursework off-campus (and not residing on campus) will meet virtually through pre-scheduled Zoom conferences.

Watchstanding

Daily watchstanding will continue to be included for the Fall semester for Cadets living on campus or those enrolled in face-to-face instruction. Watchstanding is also a licensure requirement of the USCG and IMO regulations. Approximately 10-12 cadets separately stand watch in multiple locations on-board the 500 foot T/S Golden Bear. Watchstanding safety protocols are in keeping with the guidance developed and enforced through Marine Programs.

Random Drug-Testing Program

Cal Maritime maintains an approved Department of Transportation random drug-testing program that will include all Cadets living on-campus and those enrolled in face-to-face classroom instruction. Cadets will be provided additional notifications and instructions

for where to report on campus on those days when they are randomly selected for drug-testing through the Commandant's Office.

Makerspace

Cal Maritime's Makerspace lab will focus on supporting coursework-related projects for Fall 2020. Skill or project workshops will emphasize remote tools, like online programs, or be held in small groups (four or less) outside, with no shared tools. To ensure social distancing in the room, three mobile workbenches will be moved, widening walkways. Additionally, seating will be reduced to 4 chairs and the group work corner will be broken up.

Workspace delineation will be made clear with signage and plexiglass dividers as appropriate. Workshops are limited to four people in the space at a time, including the single staff member. Upon entering the space, cadets will receive a disinfecting wipe to wipe down any tools before use and one to wipe the tools afterwards. Used tools will be set aside in a designated container to be more thoroughly sanitized by the staff member. A sink and soap are available in the room for proper handwashing. Workstations and tools will be available by reservation and supplementary workstations may be set up on the patio using folding tables and a pop-up tent.

Library Services

Library Services adapted the "CSU Library Operating Principles in a Time of Pandemic" (prepared for the CSU Council of Library Deans) to establish which Cal Maritime-specific services are available based on specific operating phases. Delivery of services range from virtual to in-person and are aligned with State/County and CSU Maritime mandates for operations (e.g., Shelter in Place, Social Distancing, etc.). Services provided by the Library will adjust as pandemic conditions change (or other disruptions to campus operations occur) to ensure optimal health and safety for campus stakeholders. (See Attachment II)

3. ANTICIPATED TOTAL NUMBER OF STUDENTS (CADETS) ON CAMPUS

The anticipated number of cadets is based on the number of cadets enrolled in the courses listed in Appendix 1. The breakdown of enrollment by cadets who will or will not require one of these courses can be found in the table below. Some (very few) cadets may be on-campus even though all of their courses will be delivered virtually. In summary, approximately 67% of the cadets enrolled at Cal Maritime are projected to return to campus for the Fall 2020 semester.

Table 1. Estimated numbers of incoming and returning cadets for the Fall 2020 semester

	First Year/Transfer	Returning	Total
Cadets Requiring In-Person Instruction	173	442	615
Cadets with Entirely Virtual Classes	108	201	309
Total	281	643	924

4. ANTICIPATED TOTAL NUMBER OF FACULTY AND STAFF

Approximately 40 faculty will need to be on campus during the Fall 2020 semester for in-person instruction.

Approximately 20 Academic Affairs (AA) staff members will be on campus to support the delivery of in-person instruction. (Provost, Associate Provost, AA Deans (4), Director of Learning Technology, Administrative Support (6), Instructional Support (2), Library (2), and Enrollment (3))

Approximately 27 Student Life and Cadet Development staff members will be on campus to support the delivery of in-person instruction. (VP Office (3), Commandant Office (5), Resident Life (3), Student Health (6), Career Services (5), Cadet Engagement (4), and Conduct (1))

5. ALTERNATE PLANS FOR EMPLOYEES AND STUDENTS (CADETS) DUE TO COVID-19 CONCERNS

Cases in which employees cannot safely travel to campus because of COVID concerns will be assessed on a case-by-case basis. Faculty and Staff will work with Human Resources (who will, if necessary, work with the Health Center under HIPAA guidelines) to identify which specific employees cannot return to work. HR will then coordinate with the specific departments or divisions to manage the operational aspects.

Cadets who cannot return or choose not to return to campus due to COVID-19 concerns, but have in-person courses, will need to work with their instructor and academic advisor to discuss the impact and potential steps forward. Due to the stringent requirements for licensure discussed in the Introduction and the President's Attestation, online alternatives are unavailable. When no online alternative exists, the cadet, with the help of their academic advisor and/or university advisor, will need to review their academic SmartPlan and determine an appropriate course of action to mitigate the effects of missing in-person classes in the Fall 2020 semester. These effects may delay the cadet's graduation date, depending on factors such as the frequency the course is offered and whether the course is a critical path course.

6. PREPAREDNESS FOR EARLY COURSE COMPLETION OR TRANSITION TO VIRTUAL

Cal Maritime's Long-Range Planning Group is developing the Fall 2020 academic calendar that includes planning for the transition to online classes in the event that there is a resurgence of COVID-19 cases or other major events that would impact campus operations (i.e., wildfire or major Public Safety Power Shutoff). The group is examining the Fall academic calendar to facilitate an earlier completion for on-campus classes. This may include altering the academic calendar to allow for prioritizing and increasing the frequency of in-person courses required for licensure. To prepare for the possibility of an earlier end in-person instruction, faculty will be advised to develop plans that address these possibilities. Faculty will be encouraged to front-load all in-person activities and assessments for courses required for licensure by the US Coast Guard. The recommendation to faculty will be to develop and communicate these contingencies

to the cadets on the first day of classes. Every effort is being made to mitigate the impact of disruptions on these in-person courses. However, should the disruptions be severe enough to significantly hinder in-person classes, cadets may experience a delayed graduation date, depending on factors such as the frequency the course is offered and whether the course is a critical path course. The impact of missing sea-time and STCW competencies for rising sophomores, juniors, and seniors is still unknown at this time.

The Remote Learning Task Force is actively working on preparing the campus for online operations in Fall 2020. These preparations are in addition to the support provided by the Faculty Development program that existed during pre-COVID-19 operations. All faculty are being provided with professional development opportunities to expand their preparedness. This includes three QLT training sessions this summer, with 54 (of our approximately 90) faculty enrolled, and two ACUE “Active Learning Online” courses, with approximately 15 Cal Maritime faculty enrolled. In addition, the task force is in the process of acquiring additional tools and equipment, such as webcams and document cameras, to better equip faculty for virtual teaching.

As stated earlier, we will inform the cadets this summer that if we need to pivot to all virtual instruction then we will teach those (small) parts of licensure courses that we can in a virtual modality, but that the cadets will have to finish the STCW, etc. parts of their courses at a later date, e.g., January/February/March.

7. PRESIDENT’S ATTESTATION

One of the cornerstones of the academic experience at Cal Maritime is experiential learning --- without it, we cannot fulfill our mission as many of our courses require on-site instruction, allowing cadets to work directly with equipment and hardware. These instructional experiences cannot be replicated in a virtual environment, and therefore, the in-person experience is critical to achieving learning outcomes in these courses. In the discussion below, these aspects, in addition to the requirements of licensure of our cadets, were weighed when carefully evaluating and determining which courses were incapable of being delivered virtually. An itemized list of the justifications for the courses can be found in Appendix 1.

Most of the courses are required for licensure by the USCG and/or to meet the STCW requirements established by IMO. By federal law, licensure is a requirement for graduation for our Mechanical Engineering (ME), Marine Engineering Technology (MET), and Marine Transportation (MT) programs. The requirements on how the material should be taught and assessed are governed by the USCG and the IMO. Regulations require that assessments occur in both lecture and laboratory courses which can only be conducted through in-person demonstration. Other courses have sea service requirements, where in-person attendance counts toward the number of required sea service hours a cadet must complete to earn their USCG license. In Appendix 1, the justification for these courses are listed as “On-campus instruction required for licensure by USCG and/or IMO.”

These courses also contain elements that require cadets to have access to facilities and/or equipment specific to the campus. For example, most of the engineering labs listed require equipment specific to certain labs. ET 250L Electrical Circuits, ET 350 Electrical Machinery, ET 350L Electrical Machinery Lab, and ME 350L Electromechanical Machinery Lab all require access to the Electronics Lab (Technology Building 103) in order to complete parts of the course. The specialized equipment, which includes 5 Hampden electric machine workstations, cannot be replicated virtually. These same restrictions apply to courses that use the deck simulators, steam plant simulators, and diesel simulators. Lastly, some courses require the Training Ship *Golden Bear* and/or the small vessels, which are especially unique to the Cal Maritime campus.

A subsequent review and iteration process followed, informed by Chancellor White's message to the CSU Board of Trustees on May 12 and further guidance from campus leadership. In the end, only those courses that strictly met the criterion, "classes with an experiential focus (e.g., labs and performance/studio arts classes)" were included in this submission.

Therefore, President Cropper attests that the course sections submitted for approval meet the Chancellor's standard for exception for delivery in-person.

Also, where appropriate, Cal Maritime will consult with its campus counsel with regard to the additional student and employee conduct/community expectations and regulations.

8. ON-CAMPUS HOUSING

Cal Maritime is looking at a repopulation plan that considers the health and safety of cadets, programmatic impacts, with added health protections following the guidance provided by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Solano Health and Social Services, and the State of California. We have concluded that we can manage the general well-being of 513 residential cadets in single occupancy rooms while implementing social distancing protocols and hygiene practices after both a rigorous self-assessment and a review of our planning by campus health experts. Our plan represents an overall residential occupancy reduction of 67% (F2019 vs F2020) was developed (See Appendix 2) which include the following:

1. Bed count/Methodology,
2. Programs/Services,
3. Health and Safety Protocols (including isolation procedures), and
4. Staffing impacts.

Based on the advantages mentioned and the demand for on-campus housing accommodations, Cal Maritime recommends providing 513 beds, with single room occupancy, in the fall semester 2020, which follows the phased approach utilized to complete the Spring 2020 in-person course requirements.

Goal

Our goal is to repopulate on-campus housing in order to promote and enhance:

- Health and well-being of residents and staff
- Housing opportunities for our most vulnerable cadet populations
- 2025 Graduation Initiative & USCG License Credentials
- Continuity of the Cadet experience.

Housing Program

Cal Maritime is a fully residential campus to facilitate components of the Cadet experience. Priority for the Fall 2020 semester will be based on:

1. Class Standing
 - o #1 First time Freshman students
 - o #2 Incoming transfer students
 - o #3 Returning Upper class students
2. Majority of in-person class instruction (rather than virtual class requirements)
3. Permanent residence more than 35 miles away from campus as a commutable distance.

Consideration will also be given to cadets who may have inadequate infrastructure to support online courses or severe personal issues that may need to be housed on-campus even though their courses may be taught online.

Enterprise Services Residential Housing Operational Staffing Plan

Staff resources for the residential housing program include:

- 12 full-time staff members (2 maintenance workers and 7 custodian workers) that are required for Housing Operations;
- A Residential Life staffing model of 24 Residence Hall Officers (RHOs); and
- 19 miscellaneous Cadet Workers and full time Residence Directors.

Residential Housing Cleaning Protocol

All non-occupied areas will be sanitized following guidelines from Professional Service Industries (PSI) specializing in industrial hygiene.

A cleaning checklist will be completed on a daily basis during Fall 2020, as directed by PSI in addition to all the closure of any common study and/or indoor recreational rooms. In addition, cadets are encouraged to utilize their private rooms for preparing light meals as each room is equipped with a mini-fridge and microwave.

Positive or Presumed Positive COVID-19 Isolation, and Cleaning Protocols

Cal Maritime will implement the following strategies in cases where a cadet becomes sick with COVID-19 symptoms, test positive for COVID-19, or has been exposed to someone with COVID-19 symptoms or a confirmed or suspected case within on-campus housing.

Isolation and Transportation for Those Who are Sick

Sick cadets will be moved into a self-isolation unit, if they are not already in a self-contained space. Sick cadets will be advised to not return to in-person classes or other on-campus facilities, or end isolation until they have met CDC's criteria to discontinue home isolation. Cadets will be directed to notify Student Health Services or designated Residential Life team members if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case. Student Health Services will determine if the cadet is able to self-isolate or needs to be referred to a healthcare facility, depending on how severe their symptoms are. The cadet will be provided with and be advised to follow CDC Guidance for caring for oneself and others who are sick. If a cadet needs to be transported to a healthcare facility, Student Health Services will call for appropriate medical transportation and alert the hospital that the person may have COVID-19.

Clean and Disinfect

Areas used by a sick person will be closed off and not used until after cleaning and disinfection have occurred using CDC Cleaning and Disinfecting protocols. Cleaning and disinfection shall occur at least 24-hours after use by a sick person, when plausible. Cleaning and disinfection products will be used as instructed to ensure safety and correct use and will be properly stored and secured.

Notify Health Officials and Close Contacts

In accordance with applicable federal, state, and local laws and regulations, Student Health Services will notify faculty, staff and cadets immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA or and other applicable laws and regulations. Student Health Services will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms and follow CDC guidance if symptoms develop.

9. DINING

Dining Services through the Sodexo Company will be providing meals to on-campus cadets up to a maximum of 201 for dine-in (including outdoor), which represents 36% of 2019 capacity and up to 234 to-go meals which represent 43% of 2019 capacity. Retail locations and meal exchange to-go will constitute the remaining 21% of 2019 capacity. We have reimagined the residential dining from an "all you care to eat" self-serve dining hall into individually served portions in an la carte style format. Three full meals a day Monday through Friday, two meals per day Saturday and Sunday; all residential meal plans. Meals will follow academic calendar, if classes are offered on Saturday, we will provide three meals on those days. Retail will be minimal and provide only to-go items.

Service will be facilitated through a combination of on-site and online ordering with meal service pickup at selected locations. Service improvements will include the implementation of meal kits,

meal prep, and pantry offerings which can be prepared and enjoyed back in the cadet's private room.

Food Safety in COVID-19 ERA

The following safety measures will be implemented to comply with COVID-19 safety:

- Signs will be posted at the entrance of each facility to inform all employees and customers that they should avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another, and not shake hands or engage in any unnecessary physical contact
- Installation of plexiglass around cash registers and additional sneeze guards in service locations
- Safety audit performed by management prior to bringing staff back. Employees will be instructed not to come to work if sick. Upon returning to work, there will be an employee health pre-screening prior to starting their shift
- All staff training performed prior to re-opening. Training to include various COVID-19 safety moments/topics, health reporting requirement, global health, safety and environment policy, handwashing and personal cleanliness policy and PPE training
- All staff to wear masks and practice handwashing and glove use procedures
- All staff self-monitor and report any possible COVID-19 symptoms or exposure
- Cashless point of sales at all locations including retail
- No Mask, No Entry in all areas
- Social Distancing enforced in all areas
- Extensive signage

Dining Service Social Distancing and Seating Solutions

Dining Center:

- Metered Entry into Dining Center, cadets can dine in or pick up online order
- 6' distance markers on exterior leading to the entrance of dining buildings
- Limited dine-in seating with a takeout option available
- Additional outdoor seating to increase dining space and maintain social distancing guidelines
- Social distance seating with chairs removed and placed 6' apart
 - First Floor: 75 seats
 - Mezzanine: 32 seats
 - Second Floor: 44 seats (Use only if needed)
 - Outdoor: 50 seats
 - Total Capacity 201 seats
- Cadets enter through front entrance and exit through southwest door in rear of Dining Center to avoid potential comingling with diners entering Dining Center and Morrow Cove
- Cadets retain backpacks and personal belongings to avoid returning to the lobby/storage area and mitigate any cross-traffic with diners entering the building

- All food items served on disposable service ware, pre-boxed for quick service or wrapped
- Prefixed limited menu options
- Beverages made available in beverage barrels except for attended coffee station
- Dining staff monitor floor and sanitize all points of contact throughout and after each service including all tables and chairs after each use
- Social distancing enforced on all floors of Dining Center during service time

Morrow Cove retail location:

- Secondary location for online order pickups
- Metered Entry into Morrow Cove, Grab & Go retail
- 6' distance markers on exterior leading to the entrance of dining buildings
- All food items pre-boxed or wrapped
- Removal of self-serve panini grill
- Social distance seating with chairs removed and placed 6' apart
- Expanded pantry and quick-serve food options stocked

The Bistro retail location:

- Limited hours of operation
- Metered Entry for Grab & Go experience
- Exterior traffic barriers as guides and 6-foot distance markers
- All food items pre-boxed or wrapped
- No dine-in option available
- Exterior Bistro/coffee Express Location provided for quick service
- The Bistro will be open with limited hours, a metered entry and provide all "to go" items. In addition, there will be an outside coffee cart, weather permitting, for express service.

Service enhancement options:

- Prepared group dinners
- Meal Prep To-go
- Meal Kits
- Fresh Point Seasonal Produce Box

Catering

- Simply to Go menu rollout
- No contact delivery
- Compostable service ware provided

Dining Staff Resources

At this time, we anticipate a total staff of 55 scheduled for varied shifts. We anticipate no more than 10-20 staff members are needed per shift to provide residential dining. This includes both (private) Sodexo and State workers.

Sodexo Staff	Cal Maritime State Workers
1 General Manager 1 Operations Manager 1 Floor Supervisor 1 Catering Manager 1 Executive Chef 2 Kitchen Supervisors 3 Cooks 5 Cook prep 8 Dishwashers 2 Kitchen Stewards 15 Food Service Workers	10 Cooks 5 Food Service Workers

Residential Dining Cleaning Protocol:

Cleaning checklist will be completed daily during Fall 2020, as directed by Professional Service Industries (PSI):

- Dishwasher water temperature check weekly
- Coordination with Ecolab and PSI to come out and provide materials for staff on chemical usage
- Disinfect all hotspots, including but not limited to, doorknobs, handrails, and light switch covers. Apply Clorox germicidal disinfectant daily
- Disinfect elevators, including buttons, handrails, and walls: apply Clorox germicidal disinfectant daily
- Apply Clorox germicidal disinfectant cleaner in bathrooms and bathroom fixtures daily
- Machine dispenser wipe down before and after each meal period
- Disinfect POS stations before and after each shift: apply Clorox germicidal disinfectant
- Glove wearing during shift - replacement of gloves hourly.

10. INTERCOLLEGIATE ATHLETICS

The Chancellor's Office has deferred a decision on intercollegiate athletics at this time. CalPac has deferred all fall sports until spring. deferred a decision

CSU Maritime Academy (Cal Maritime) plans for a limited number of intercollegiate athletics programs with reduced a travel/competition schedule for Fall 2020. Sailing (co-ed), men's/women's Cross Country, and men's golf are among the sports where we can provide safe and effective athletics programming. As a member of the NAIA and of the California Pacific Conference, we continue to discuss men/women soccer and how we can accommodate

shortened seasons, less athletic contact hours and a closer travel itinerary for COVID awareness and safety of student athletes. The teams would compete with a minimal non-conference game schedule due to travel restrictions of opponents.

Cal Maritime Athletics has worked in conjunction with the NAIA Athletic Trainers Association to draft guidelines that will keep student athletes safe. We remain in complete Title IX compliance. Staff and student participation data and other details are included in Attachment III.

11. CONTACT INFORMATION

Campus Liaison:

Dr. Michael K. Mahoney
Provost & Vice President of Academic Affairs
(interim through July 31, 2020)
CSU Maritime Academy
200 Maritime Academy Drive, Vallejo, CA 94590
Cell Phone: (714) 960-4093
Email: mmahoney@sum.edu

Dr. Lori Schroeder
Provost & Vice President of Academic Affairs
(beginning August 2020)
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Local Public Health Official:

Dr. Bela T. Matyas, MD, MPH
Health Officer/Deputy Director
Solano Public Health Administration
275 Beck Avenue, Fairfield, CA 94533
Phone: (707) 784-8600

12. AVAILABLE RESOURCES

Prior to the emergence of COVID-19 (coronavirus), Cal Maritime had developed a balanced budget for FY2020-21 through the campus annual and budget planning process that commenced in Fall 2019. The rapidly evolving threat around COVID-19 has impacted these efforts, and detailed review, analysis, and planning of the campus operational plans and fiscal implications are ongoing. As the campus prepares for Fall 2020, and in anticipation of the proposed reductions of 5-10% from the state, the campus will take appropriate cost-savings strategies and use one-time reserves while still ensuring that core operations continue.

For now, Cal Maritime's near-term FY2020-21 budget is balanced; however, a structural out-year deficit remains if partial face-to-face instruction continues beyond Fall 2020 and the campus is unable to return to face-to-face instruction for all academic programs.

Cal Maritime's Health & Safety Task Force developed a plan that outlines health and safety activities, actions, and guidelines to be followed during the COVID-19 environment, including the use of personal protective equipment (PPE). The campus, inclusive of its self-support and enterprise services, will provide faculty, staff, and cadets with the appropriate PPE. The campus will coordinate the procurement of appropriate PPE and related supplies required for Fall 2020.

Appendices

Appendix 1: Courses Applying for Exception for In-Person Instruction

This appendix contains a list of 57 courses for which Cal Maritime seeks an exception for in-person instruction. Please refer to the President's Attestation (Section 7) for summary and explanation of "required for licensure by USCG and/or IMO." Assessments for licensure are mandated by the USCG and/or IMO in both lecture and laboratory-based courses listed below. Based on current requirements, the lecture and laboratory courses must both be delivered in face-to-face mode for license approval. Cal Maritime is seeking approval by the USCG for a change in modality from face-to-face to online for other courses that are not included on this list. If that request to the USCG is denied, we will need to submit an amendment seeking approval for those additional courses.

Dept.	Course #	Course Name	Justification for Delivery on Campus
DL	105	Marine Survival	On-campus instruction required for licensure by USCG and/or IMO. Requires use of small vessels for instruction. Requires pool for ship evacuation training.
DL	105L	Marine Survival	On-campus instruction required for licensure by USCG and/or IMO. Requires use of small vessels for instruction. Requires pool for ship evacuation training.
DL	105X	Marine Survival	On-campus examination required for licensure by USCG and/or IMO. Requires use of small vessels for instruction. Requires pool for ship evacuation training.
DL	109	Industrial Equipment & Safety	On-campus instruction required for licensure by USCG and/or IMO.
DL	111	Ship Operations II	On-campus instruction required for licensure by USCG and/or IMO.
DL	115	Marlinspike	On-campus instruction required for licensure by USCG and/or IMO.
DL	225	Radar/ARPA	On-campus instruction required for licensure by USCG and/or IMO. Requires use of bridge simulator for instruction.

DL	225L	Radar/ARPA	On-campus instruction required for licensure by USCG and/or IMO. Requires use of bridge simulator for instruction.
DL	301	Navigation Piloting Lab	On-campus instruction required for licensure by USCG and/or IMO. Requires use of small vessels by cadets.
DL	305	Tug and Barge	On-campus instruction required for licensure by USCG and/or IMO. Requires use of small vessels by cadets.
DL	310	Marine Supervisory Lab	On-campus instruction required for licensure by USCG and/or IMO.
DL	405	Shipboard Medical	On-campus instruction required for licensure by USCG and/or IMO.
DL	405L	Shipboard Medical	On-campus instruction required for licensure by USCG and/or IMO.
DL	410	Ship Handling	On-campus instruction required for licensure by USCG and/or IMO. Requires use of small vessels for instruction.
DL	420	Watchstanding Simulation	On-campus instruction required for licensure by USCG and/or IMO. Requires use of bridge simulator for instruction.
ENG	100	Engineering Graphics	On-campus instruction required for licensure by USCG and/or IMO.
ENG	430	Naval Architecture	On-campus instruction required for licensure by USCG and/or IMO.
EPO	110	Plant Operations I	On-campus instruction required for licensure by USCG and/or IMO.
EPO	125L	Intro to Marine Engineering Lab	Required learning and assessment of shipboard systems (e.g., fuel, oil, HVAC) about the Training Ship <i>Golden Bear</i> .
EPO	210	Plant Operations II	On-campus instruction required for licensure by USCG and/or IMO.
EPO	213	Welding	On-campus instruction required for licensure by USCG and/or IMO. Requires use of the campus welding lab.
EPO	214	Boilers	On-campus instruction required for licensure by USCG and/or IMO. Requires use of steam simulator facility.

EPO	215	Manufacturing Processes I	On-campus instruction required for licensure by USCG and/or IMO. Requires use of the machine shop.
EPO	217	Shipboard Medical	On-campus instruction required for licensure by USCG and/or IMO.
EPO	230	Steam Plant Operations	On-campus instruction required for licensure by USCG and/or IMO. Requires use of steam simulator facility.
EPO	235	Steam Plant Watch Team Management	On-campus instruction required for licensure by USCG and/or IMO. Requires use of steam simulator facility.
EPO	312	Turbines	On-campus instruction required for licensure by USCG and/or IMO. Requires use of turbines in Power Laboratory
EPO	319	Facilities Engineering Diagnostics	Course requires cadet access to specialized equipment and hardware located in the Power Laboratory.
EPO	322	Diesels II	On-campus instruction required for licensure by USCG and/or IMO. Requires use of diesel simulator facility.
EPO	322L	Diesels II	On-campus instruction required for licensure by USCG and/or IMO. Requires use of diesel simulator facility.
ET	230L	Properties of Materials Lab	On-campus instruction required for licensure by USCG and/or IMO. Requires use of large-scale testing equipment in Materials/Mechanical Lab.
ET	250	Electrical Circuits	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Electronics Lab.
ET	250L	Electrical Circuits	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Electronics Lab.
ET	350	Electrical Machinery	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Electronics Lab. Final project for the course requires access to campus labs, including Electronics Lab,

			Makerspace, and Machine Ship. Fabrication processes and project integration cannot be done virtually.
ET	350 L	Electrical Machinery	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Electronics Lab. Final project for the course requires access to campus labs, including Electronics Lab, Makerspace, and Machine Ship. Fabrication processes and project integration cannot be done virtually.
ET	400	Instrumentation	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Instrumentation Lab.
ET	400L	Instrumentation	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Instrumentation Lab.
ET	442L	HVAC Lab	Requires hands on work with the refrigeration trainer equipment in the Power Laboratory and cannot be replicated online.
FF	200	Basic/Advanced Marine Firefighting	On-campus instruction required for licensure by USCG and/or IMO. Requires use of firefighting training facility.
ME	220	Computer Aided Engineering	On-campus instruction required for licensure by USCG and/or IMO.
ME	492	Project Design I	ME senior capstone projects require access to campus labs, including Electronics Lab, Makerspace, and Machine Ship. Fabrication processes and project integration cannot be replicated online. The first semester of this class includes in person CNC machine training.

ME	492L	Project Design I	ME senior capstone projects require access to campus labs, including Electronics Lab, Makerspace, and Machine Shop. Fabrication processes and project integration cannot be replicated online. The first semester of this class includes in person CNC machine training.
ME	349L	Fluid/Thermal Laboratory Lab	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Fluid/Thermal Lab (wind tunnel).
ME	350	Electromechanical Machinery	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Electronics Lab.
ME	350L	Electromechanical Machinery	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Electronics Lab.
ME	360	Instrumentation and Measurement Systems	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Instrumentation Lab.
ME	360L	Instrumentation and Measurement Systems	On-campus instruction required for licensure by USCG and/or IMO. Requires use of specialized equipment in the Instrumentation Lab.
NAU	102	Navigation I	On-campus instruction required for licensure by USCG and/or IMO.
NAU	102L	Navigation I	On-campus instruction required for licensure by USCG and/or IMO.
NAU	302	Advanced Navigation	On-campus instruction required for licensure by USCG and/or IMO.
NAU	302L	Advanced Navigation	On-campus instruction required for licensure by USCG and/or IMO.
NAU	320	Tanker Vessel Operations	On-campus instruction required for licensure by USCG and/or IMO. Requires use of tanker simulator for instruction.
NAU	335	ECDIS	On-campus instruction required for licensure by USCG and/or IMO.

			Requires use of bridge simulator for instruction.
NAU	335L	ECDIS	On-campus instruction required for licensure by USCG and/or IMO. Requires use of bridge simulator for instruction.
NSC	450	Advanced Midshipman Naval Training	Requirement for US Navy Strategic Sealift Office Program
PE	101	Swim Competency Exam	On-campus instruction required for licensure by USCG and/or IMO. All cadets must demonstrate ability to swim. Requires use of swimming pool.
PE	102	Beginner's Swimming	Any cadet unable to successful complete USCG swim competency exam is required to complete this course in order to complete the competency exam. Requires use of swimming pool.

Appendix 2: Fall 2020 Detailed Housing Repopulation Plan(s)

Our residence halls are set up as follows:

Maritime North Residence Hall: 136 private rooms with 136 private bathrooms. The ratio is 1 student per bathroom. Each room has its own personal bathroom.

McAllister Residence Hall: 68 single rooms with 34 shared bathrooms. The ratio is 2 students per bathroom, with a max occupancy of 1 student at one time. There is only one sink, one shower, and one toilet per bathroom.

Lower Residence Hall: 127 cadets in single rooms. Four cadets share one bathroom. The ratio is 4 students per bathroom, with a max occupancy of 2 students at one time. Middle sinks have been shut off for social distancing to increase the distance to more than six feet apart, leaving 2 sinks in each bathroom for use. Showers are individual stalls, which are not shared. There are two toilets in stalls per bathroom.

Upper Residence Hall: 104 cadets in single rooms. 16-22 cadets share one large bathroom. The ratio is 22 students per bathroom, with a max occupancy of 4 students at one time. Four of eight sinks have been shut off for social distancing to increase the distance to more than six feet apart. Two of four showers have been shut off for social distancing and are individual stalls which are not shared. There are five toilets in stalls

per bathroom. Urinals will be closed or shut off.

Training Ship *Golden Bear*: 98 cadets in single rooms. 20 cadets will have single rooms with private bathrooms. The ratio is 2 students per bathroom, with a max occupancy of 1 student at one time. There is only one sink, one shower, and one toilet per bathroom. Each bathroom has an individual lock.

Common Spaces: Common spaces such as study rooms and game rooms are closed. Only common laundry areas are open. We have cleaning protocols that meet the CDC guidelines which were created by PSI (Professional Services Industries, a consulting industrial hygienist). Housing cleaning staff use a daily check list and sign off on daily sanitized tasks.

Additional residence hall details are provided in the chart below. Signage will be posted in each bathroom with of all of the appropriate information. A bathroom schedule plan will be created for upper residence hall floor-by-floor. All of this will be posted abundantly in the residence halls and will be disseminated to each resident upon arrival.

Single Occupancy Configurations in 4 Brick and Mortar Buildings + Training Ship <i>Golden Bear</i>			
Bed Count/Methodology	Program/Service	Health & Safety Protocols	Staffing Impact
<p>513 Total Beds Singles: 513 (67% of Fall 2019)</p> <p><u>Priority:</u> Housing priority will be based on 1. Class Standing, 2. Face to Face vs. Virtual class requirements, and 3. Permanent residence more than 35 miles away from</p>	<p><u>Residence Halls:</u> Allows for use of single occupancy rooms in 4 Residential Buildings (Upper Residence Hall, Lower Residence Hall, McAllister Residence Hall, & Maritime North Residence Hall) and TSGB (training ship)</p> <p><u>Programming:</u> All cadets will have residential programming with some in person and some virtual offerings. All in person programs will have a maximum capacity and will follow</p>	<p><u>Isolation:</u> 20 rooms at Maritime North (each with their own bathroom) will be reserved for the isolation protocol. Units are pre- stocked with a full linen package, and a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.</p> <p><u>Daily Health Screenings:</u> Cadets & staff will participate in daily health screenings consisting of 3 screening questions & a temperature check. Cadets will participate in the screening process as a part of their formation</p>	<p><u>Residence Life Main Office:</u> Residence Life Coordinators will rotate between in-office and working from home to ensure social distancing and limit exposure.</p> <p><u>Housing Facilities/Custodial:</u> Housing facilities and custodial team members will work full-time (40 hrs/week) with full coverage Sunday - Saturday</p>

campus as a commutable distance	<p>campus health & safety protocols</p> <p><u>Student leaders (RHOs):</u> Residence Hall Officers (RHOs) will serve in a duty rotation for security checks, behavior management, and crisis intervention. They will complete community walks in the evenings, and answer phone calls via a department provided cell phone.</p> <p><u>Double Occupancy:</u> In order to be housed in a double-occupancy room, cadets will need to self-select the option and sign a waiver before arrival.</p>	<p>and staff will participate upon arrival on campus.</p> <p><u>Handwashing & PPE:</u> Face coverings must be worn in all public spaces. Hand sanitizer and hand sanitizing stations available in public and high-traffic areas.</p> <p><u>Bathrooms:</u> Maximum occupancy of each bathroom will be clearly posted and designated sinks & showers will be closed to allow for social distancing.</p> <p><u>Residential Live-in Staff:</u> Train on public health measures and signs/symptoms of COVID-19.</p> <p><u>Custodial:</u> Disinfect high-touch surfaces and objects such as tables, doorknobs, light switches, countertops, handles, desks, phones, etc. twice a day. Provide custodians PPE and training consistent with job duties.</p>	<p><u>Student Leaders (RHOs):</u> Residence Hall Officers (RHOs) will maintain a 1:21 ratio with residential cadets</p>
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Maintenance: Provide maintenance staff PPE and training consistent with job duties.

Move-in/Move-out:
Social distancing plan will be developed to minimize exposure.

Resident Room Entry:
Residents will be provided advance notice to vacate unit for the duration of any inspection or service requests needed.

Community Spaces:
Community space will be have posted and enforced maximum capacities that allows for proper social distancing. All study areas will be made accessible with social distancing guidelines in place.

Guest Policy: Residents living on campus may not have guests/visitors in their residential spaces (including personal space and community spaces such as lounges, study rooms, and outdoor recreation areas). We are defining guests as any persons not approved to live in on-campus residential communities.

Further, we are encouraging residents to limit entering personal spaces of other approved residents and implement suggested practices of

self-hygiene and social distancing in common spaces.

Dining: Signs will be posted at the entrance of each facility to inform all employees and customers to maintain a minimum six-foot distance from one another, and not shake hands or engage in any unnecessary physical contact. Employees have been instructed not to come to work if sick.

There will be an employee health pre-screening prior to starting their shift. All employees will be trained to maintain social distancing. No paper money will be accepted. Only cadets on the board plan will be allowed to eat in the main Dining Center.

Tables and chairs have been removed to allow customers to social distance. Social distancing markings will be placed at least six feet apart in customer line areas directing customers to use the markings to maintain distance.

		<p><u>Communication:</u> All faculty, staff, and cadets will participate in a mandatory orientation prior to returning to campus that outlines the health & safety plan as well as specific requirements for each group. There will be regular reminders in email, posters, and digital displays regarding proper hand hygiene, face coverings, and social distancing guidelines.</p>	
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A Campus of The California State University

Date: July 1st, 2020

To: Long Range Planning Committee

From: Health and Safety Task Force

Re: 2020-2021 Academic Year Planning in the Context of COVID-19

After reviewing the “2020-2021 Academic Year Planning in the Context of COVID-10 Report,” the Health and Safety Task Force endorses the actions and strategies contained therein, with the understanding that Cal Maritime will continue to operate under its three guiding principles for COVID planning – the third of which recognizes that we will constantly assess and re-assess the progression of the virus and make decisions based on conditions and not the calendar.

Sincerely,

Graham Benton; Associate Provost
Chair, Health and Safety Task Force

Health and Safety Task Force Members

Danielle Pelczarski, Deputy Commandant;
Co-Chair of Task Force
Audon Aaberg, AVP Facilities Management
Malinda Balfour, Lead Residential Life Coordinator
Connor Crutchfield, Student Representative
Donny Gordon, Chief of Police
Ruby Grover, Operations Manager, Enterprise
Services
Jennifer Hembree, Director of University Affairs
Heather Hutchinson, Nurse Practitioner
Lindsay Long, Marine Programs Representative
Franz Lozano, Vice-President of Administration and
Finance

Michael Martin, AVP, HRSRM, Diversity and
Inclusion
Elizabeth McNie, Faculty Representative
Rebecca Miller, Interim Director/Chief Medical
Officer
Barbara Reece, Human Capital Management
Manager
Steve Runyon, CFA Representative
Jennifer Sonne, Webmaster and Social Media
Specialist
David Taliaferro, Commandant
Kristen Tener, Associate Dean Student Engagement
Bruce Wilbur, Director/Chief Medical Officer (Ret)



To: Long Range Planning Group (LRPG)
Cabinet Members of the California State University Maritime Academy

From: The Academic Senate Executive Committee of the California State University
Maritime Academy

Date: July 01, 2020

Subject: Endorsement of Fall 2020 Plan to the Chancellor's Office

Dear Long-Range Planning Committee,

The Senate Executive Committee called an emergency meeting this afternoon in response to your request that we give feedback on the revised plan we received this morning. While we had a chance last week to review the bulk of this document, we were disappointed to see that major changes have been included regarding the housing plan with very little time to digest them.

In principle we **support the plan**, notably the restriction of face-to-face classes to those that *cannot* be taught virtually (in accordance with the Chancellor's order). We understand that "cannot fully maintain social distancing" is the same as "cannot maintain a minimum of six feet of distance between individuals." Faculty must be made aware of the increased risk since inability to "fully maintain social distancing" puts them at greater risk while providing instruction in small spaces.

Please consider that the following represents our very preliminary reactions to the new material provided by Housing and Enterprise Services:

- On Page 12 under the 'Goals' section, consider revising 'in order to promote and enhance:' as we are not repopulating the campus to enhance the Health and well being of residents and staff. A better way to present this may be, 'in order to promote:' and then start using appropriate noun/verb for each bullet point.
- Appendix 2 is extremely difficult to read. You may wish to reconsider the formatting.
- We recommend deleting the phrase "brick and mortar" (on page 21) lest we unwittingly imply that we have an earthquake hazard on our hands. We are



guessing that the phrasing is the result of trying to make explicit the difference between a building and a ship. We contend that the difference is already clear without the “bricks and mortar” rhetorical flourish.

- On page 24, the text in the table indicates that the TSGB will be used for housing, but to our knowledge, the Health and Safety Task force never approved the TSGB for housing, and *definitely did not approve* use of the lower berthing areas. We recommend it be stated explicitly that *only* single-occupancy state rooms will be used for student housing. However, we also have concerns about housing anyone on the ship given the lack of circulated air filtration. We wonder if double-occupancy rooms in buildings are being considered in lieu of using the TSGB, and whether the group has considered the risk of two people sharing a room in a residential hall compared to multiple people living in singles on the ship but breathing the same poorly circulated air.

Finally, we are concerned that the document does not include plans to test individuals. We are in favor of everyone getting tested upon returning to campus. We understand that it's only a moment in time and that there are false positives and negatives. However, given that someone tested positive in the very small group for phase 2, it seems prudent to test the larger group returning this fall. We understand that the expense would be substantial but hope that the planning groups will consider making it mandatory for all returning faculty, staff, and students to provide proof of a negative result within seven days of returning to campus (something like mandatory vaccination records).

Regards,

The Senate Executive Committee

Dinesh Pinisetty
Academic Senate Chair



July 2, 2020

To: Francelina Neto, Dean
School of Engineering

Donald Maier, Dean
School of Maritime Transportation, Logistics, & Management

From: Mark Goodrich, Associate Vice President
Enterprise Services

Re: Letter of Support for Chancellor Office Report

Enterprise Services has reviewed and supports the report that will be sent to the Chancellor's office in regards to the AY Fall 2020 semester.

Signature

07/02/2020

Date

CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY

200 Maritime Academy Drive, Vallejo, CA 94590-8181 • PHONE (707) 654-1000 • FAX (707) 654-1001 • www.csum.edu

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Monterey Bay • Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San Jose • San Luis Obispo • San Marcos • Sonoma • Stanislaus



Memorandum

Date: July 2, 2020

To: Long Range Planning Group

CC: Brigham Timpson, Associate Vice President of University Affairs and Chief of Staff
California State University Maritime Academy

From: Lachlan Davis, Corps Commander
Corps of Cadets, California State University Maritime Academy

Rebecca Masliah, President of Associated Students
Corps of Cadets, California State University Maritime Academy

Connor Crutchfield, Student Housing Director
Corps of Cadets, California State University Maritime Academy

Subject: 2020 Fall Campus Plan

The purpose of this memorandum is to provide an endorsement on behalf of the Corps of Cadets through the Triad cadet leaders. After reviewing the "CO Fall 2020 Campus Plan" the Triad endorses the overall plan with some reservations:

- Double occupancy in housing is allowed in order to create safe social bubbles for students.
- Off-campus housing decisions are sent to those who applied to go off campus for the 2020-2021 academic year soon so that those cadets can financially plan for the coming academic year.
- Completely online cadets are allowed to reside on campus if they choose.
- COVID-19 testing takes place on first return to campus as cadets will be returning from all over the country.
- Cadets are **not required** to live on campus in order to participate in face to face.

We recognize the magnitude of creating this plan for our campus and thank everyone involved in the process. In the spirit of shared governance and the inclusion of Cadets in the decision-making process, we are extremely grateful for the opportunity to represent the Corps of Cadets in these extremely uncertain times. We standby ready to support the Corps and campus leadership in all efforts regarding future planning.

Lachlan Davis
Corps Commander

Rebecca Masliah
President, Associated Students

Connor Crutchfield
Student Housing Director

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The Chancellor's Office has deferred a decision on intercollegiate athletics at this time.

CalPac has deferred all fall sports until spring, deferred a decision

Cal Maritime Proposed Campus Plans for Intercollegiate Athletics

(as of 6/30/2020)

CSU Maritime Academy is a member of the NAIA and a member of the California Pacific Conference. The Cal Pac Conference has rescheduled the Fall 2020 sport seasons to accommodate shortened seasons, less athletic contact hours and a closer travel itinerary for COVID awareness and safety of student athletes. The teams will compete with a minimal non-conference game schedule due to travel restrictions of opponents. CSU Maritime Academy is currently in complete Title IX compliance.

The California Pacific Conference has rescheduled the Fall season to accommodate the insurance of less travel and overnight stays for sports teams. Cal Maritime is respecting the safety regulations set forth by the State, the CSU and Solano County Public Health (SCPH). The NAIA and Cal Pac Conference will collaborate to uphold the local standards for participation. The guidelines will be attached to this document.

Employees required to staff athletic functions and number of student athletes		
	Fall 2020	Fall 2019
# of Employees	23	28
# of Student Athletes	195	214

The athletic staff will include full and part-time personnel, including game management students and coaches.

Cal Maritime Athletics has worked in conjunction with the NAIA Athletic Trainers Association to draft guidelines that will keep student athletes safe. A safe and effective athletics program will include:

- A. SCPH community standards will be followed. When a phase that allows physical activities to occur, and if campus facilities are deemed usable, personal protective equipment (PPE) and training for athletic trainers will be provided and established.
- B. Health assessment (pre-participation screening and evaluations) will be provided to student athletes.
- C. Facial coverings will be required in accordance with SCPH.
- D. Sanitation of facilities will be maintained to the highest level.
- E. Cal Maritime will support student scholarships and continue fund raising efforts in support of all student scholarships.
- F. Head coaches will support the advising, admissions recruitment, and support of student athletes. Coaches will be trained and tested in accordance to all college Health and Standard policies.

Cal Maritime Intercollegiate Athletics – Original Fall 2020 Projections

NAIA Sports			
Sport	Physical clearance/ tryouts	Practice/Game Schedule	# on Roster
Men's Soccer	August 19-26 th	August 26 th - Nov. 15 th	22
Women's Soccer	August 19-26 th	August 26 th -Nov. 15 th	22
Men's Cross Country	August 19-26 th	August 26 th -Nov. 15 th	15
Women's Cross Country	August 19-26 th	August 26 th -Nov. 15 th	15
Men's Golf	August 19-26 th	August 26 th -Nov.15 th	8
Men's Basketball	Sept. 1-8 th	Sept. 8 th – March 15 th	15
Women's Basketball	Sept.1-8 th	Sept.8 th -March 15 th	15
Intercollegiate Club sports			
Men's Rugby	October 1 st - 8 th	October 10 th - April 15 th	40

Cal Maritime Proposed Campus Plans for Intercollegiate Athletics
(as of 6/30/2020)

Men's Crew	August 19-26 th	August 26 th - April 15 th	25
Women's Crew	August 19-26 th	August 26 th -April 15 th	15
Men's Water Polo			20
Offshore Sailing	August 19-26 th	August 26 th - April 15 th	20
Dinghy Sailing	August 19-26 th	August 26 th -April 15 th	20

COVID-19 Procedures for Cal Maritime Athletics

The purpose of this document is to outline the procedures for the Cal Maritime Athletic Department to safely return to sport activities for Fall 2020. The health and safety of our cadets, faculty, staff, and administrators is the top priority. These procedures are subject to change and will be reviewed regularly to ensure alignment with the Cal Maritime Health and Safety Plan, and other local/state and/or NAIA guidelines recommend.

Identify and Create Athletic COVID-19 Action Team

1. Purpose: Ensure health and safety protocols are implemented within the facilities/spaces where athletic activities occur, and staff/athletes support the health and safety protocols.
2. Team members may include:
 - Athletic Director
 - Team Physician / Director of Health Services
 - Sports Medicine Staff
 - Weight Room Supervisor
 - Aquatics staff
 - Coaching representative
 - Student athlete representative

Education

Education is important throughout all phases of return to sport activities including before returning to campus. This education will provide staff and student-athletes with pertinent information on how to deal with and limit spread of illnesses, specifically COVID-19.

1. Who will be educated?
 - a. Athletic administrators, AD's, SID, ATC's, Admin assistant, Aquatics staff
 - b. Athletic Coaches, paid and volunteers
 - c. Facilities and custodial staff
 - d. Student assistants to include weight room supervisors, lifeguards, team managers, athletic training student assistants, and game day student assistants.
 - e. Student athletes
2. How will education occur?
 - a. A pre-participation form will be required for each student athlete to sign in order to get cleared to participate. The form will have pertinent information on COVID-19, signs and symptoms, transmission, prevention strategies, athletic procedures, as well as personal responsibility. This form will be housed in SportsWare. All non-student athletes will be required to sign a form confirming that they have received training and education regarding COVID-19.
 - b. All student athletes will sign an Assumption of Risk pertaining to the risks of COVID-19 associated with participating in collegiate athletics.
 - c. An educational presentation will be provided to student athletes during initial team meetings.
 - d. Coaches will be encouraged to reinforce education throughout the athletic season.
 - e. Training room monitors will support continuing education regarding COVID-19, proper hygiene techniques, and personal responsibility.

Cal Maritime Proposed Campus Plans for Intercollegiate Athletics
(as of 6/30/2020)

f. Signage will be placed throughout the PEAC and Bodnar Field to reinforce COVID education.

3. What topics will be covered?

- a. Pre-screening: Individuals who will be authorized to take student athlete temperatures for daily pre-screening will be required to undergo training from the Sports Medicine staff to properly administer the thermal check and how to properly document the result.
- b. Action Plans for Positive Tests: Athletic administrators and coaches will be required to complete training on action plans should a student athlete test positive for COVID, show signs or symptoms for COVID.
- c. PPE: All staff and student athletes will be educated and trained on proper use of PPE and when to utilize it.

Equipment and Facility Sanitation

1. Physical Education and Aquatics Center (PEAC):

- a. **Cardio Room** - All equipment will be cleaned after each use with an approved disinfectant. This will include rails, touch screens, handles, running boards, seats, backrests, and any area that is frequently contacted. No fans will be used in this area to prevent spread of droplets. A hand sanitizer unit will be placed at the entry of the room. Anyone who enters the cardio room will be required to wash their hands with hand sanitizer prior to signing in. All doors will be propped open during open hours. A thorough wipe down of all cardio room equipment will be done at the end of each employee's shift.
- b. **Weight Room** - All equipment will be cleaned after each use with an approved disinfectant. This will include all weights, rails, touch screens, handles, seats, backrests, and any area that is frequently contacted. No fans will be used in this area to prevent spread of droplets. A hand sanitizer unit will be placed at the entry of the room. Anyone who enters the weight room will be required to wash their hands with hand sanitizer prior to signing in. All doors will be propped open during open hours. A thorough wipe down of all weight room equipment will be done at the end of each employee's shift.
- c. **Training Room** - All equipment will be cleaned after each use with an approved disinfectant. This will include treatment tables, taping tables, all weights, bands, recovery modalities, touch screens, handles, seats, backrests, and any area that is frequently contacted. A hand sanitizer unit is located at the entry of the training room and hydrotherapy room. Anyone who enters the training room will be required to wash their hands with hand sanitizer prior to signing in. The main door to the training room will be an entrance only and the door from the hydrotherapy room will be exit only. All doors will be propped open during open hours. A thorough wipe down of all training room equipment will be done at the end of each employee's shift.
- d. **Restrooms** – Touchless faucets in the restrooms for hand cleaning. Recommended that toilets, urinals, and drying methods be touchless as well. Close off urinals to allow for social distancing. Post signage that if social distancing cannot be maintained in the restroom, users should wait outside restroom. Hand sanitizer station outside the restroom door.
- e. **Water fountains** - Shut off/tape off water fountains both upstairs and downstairs. Continue to use hydration stations for hands free access to water. Encourage individuals to bring a water bottle with them to work out with.
- f. **PEAC Lobby** - All furniture, including the bench that lines the weight room, will be cleaned with an approved disinfectant during every weight room supervisor's shift. Hand sanitizer next to all doors inside the building (main door, small gym, back door, main gym) and outside building at entrances.

Cal Maritime Proposed Campus Plans for Intercollegiate Athletics
(as of 6/30/2020)

g. Stair rails and building doorknobs - Will be regularly cleaned with an approved disinfectant. Utilize weight room supervisors to clean doorknobs and rails each shift. Hand sanitizer stationed at top and bottom of stairs.

h. Elevator – Limit use for those with mobility issues and when moving heavy items. Limit passenger capacity due to inability to socially distance.

i. Locker Rooms - Consider closing for the Fall, with the exception of the restrooms. Exceptions made for hosting basketball games and water polo tournaments / games. Limit number of people allowed in showers at a time to maintain social distancing.

j. Team Rooms - Consider closing for the Fall. Exceptions made for hosting basketball games and water polo tournaments / games.

k. Laundry Room - Laundry room / Equipment manager(s) will ensure all laundry is washed and dried in a timely fashion. Laundry bins will be cleaned daily with an approved disinfectant. Equipment managers will be provided disposable gloves when handling dirty laundry. All surfaces will be cleaned with an approved disinfectant at the end of each employee's shift.

l. Press box - All equipment and counter surfaces will be cleaned before and after use with an approved disinfectant.

m. Training Equipment - All equipment used for training will be cleaned pre and post practice with an approved disinfectant. This includes, but is not limited to, balls, cones, jump ropes, pads, etc.

2. Aquatics / Pool Area

a. Lifeguard room - All equipment and counter surfaces will be cleaned before and after use with an approved disinfectant. Setup a hand sanitizer station.

b. Pool deck – See Aquatics documentation

c. Water / filtration – See Aquatics documentation

3. Bodnar Field

a. Field House - All equipment will be cleaned after each use with an approved disinfectant. A hand sanitizer unit will be located at the entry of the field house.

b. Shed - All equipment will be cleaned after each use with an approved disinfectant.

c. Press Box - All equipment and counter surfaces will be cleaned before and after use with an approved disinfectant.

d. Restrooms – Limit one person in the restroom at a time. Recommend switching to touchless faucets and toilets. Hand sanitizer outside the restroom.

Pre-Participation Procedures

1. PPE and Medical History Screening

a. Additional medical history questions about COVID-19 will include:

i. Have you been around anyone who was been diagnosed with COVID-19?

ii. Have you previously been diagnosed with COVID-19?

iii. Are you currently experiencing any of the following: shortness of breath, fever, sore throat, and unusual fatigue, loss of appetite, taste or smell?

2. Because we do not perform pre-participation examinations for athletics on campus, we do not have control over when a student athlete or incoming 1st year student receives his / her physical.

a. Add health history questionnaire in SportsWare requiring student athletes to fill out this form when getting cleared through Sports Medicine department.

Pre-Screening Procedures

1. Who gets screened?

a. Athletes. All athletes will need to get screened before they participate in any organized athletic practice or competition.

Cal Maritime Proposed Campus Plans for Intercollegiate Athletics
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- b. Coaches, assistants, volunteers. All coaches, assistants, and managers will be required to get screened prior to any organized practice or competition.
- c. Staff to include facilities and custodial personnel.
- 2. How do we screen
 - a. Daily temperatures
 - i. Non-contact thermometers will used
 - ii. Re-take temperature if temperature if within +/-0.5 of 100.4 degrees Fahrenheit
 - iii. Red flag if temperature is 100.4 degrees Fahrenheit or above
 - b. Health history questionnaire (Per NAIA COVID doc): Red flag for any "yes" answers.
 - i. Any shortness of breath?
 - ii. Do you have a sore throat?
 - iii. Any unusual fatigue?
 - iv. Loss of appetite or loss of taste and/or smell?
 - v. Body chills?
 - vi. Persistent cough?
 - vii. Pain/difficulty breathing?
 - viii. Unexplained headache?
 - ix. Body/muscle aches?
 - x. Change of vision/eye discharge?
 - xi. Diarrhea?
- 3. Who can do the screening?
 - a. Sports medicine staff
 - b. Coaches
- 4. How do we document
 - a. Online documentation utilized for all events (practice and competitions) at Cal Maritime. This will be accessible by athletic trainers and coaches. This will ensure real-time documentation between both parties.
 - b. Any athlete or staff member that presents with ANY red flags will be removed from practice/game/work.
 - i. If screening was completed by the coach, the coach will then notify the athletic trainer.
 - ii. Once athletic trainer is notified (by coach or from positive screening), athlete/coach/staff will be removed from the environment and the SHC will be notified.
 - 1. If SHC is closed, the individual will be isolated. For staff, they will be sent home with recommendations of isolation until they can be seen by primary care. For students, follow institutional policy. For students and staff, follow institutional policy.
- 5. When do we do the screening?
 - a. Within 3 hours of practice / competition
- 6. Training Room
 - a. Temp check, hand sanitizer, and review of standardized questions prior to gaining access to ATR.
 - b. Athletes will be required to wait outside the ATR, spaced 6 feet apart until they are admitted to the training room.
- 7. Weight / Cardio Pre-screening
 - a. Students will be provided standardized questions and have temperature taken before signing into weight/cardio room
 - b. Only able to sign in if no red flags
 - i. Red flags will be referred to athletic trainers, follow procedure listed above

Return to Athletic Participation / Transitioning from Inactivity

1. First 2-4 weeks of training needs to focus on acclimatization to increased sport demands.
 - a. Follow CSCCa-NSCA Joint Consensus for training volumes, intensity, and workto-rest ratios as upper limits to protect against catastrophic injury
 - b. Avoid high volume submaximal exercises to fatigue, or performed within in a limited time frame
 - c. Emphasize 10-20 minutes of dynamic warm-up daily for reestablishing sport related movement patterns
 - d. Favor efficient training methods, limiting workouts to 2-3 non-consecutive days per week with gradual increase in volume as tolerated by athletes
 - e. Consider grouping athletes based on conditioning status
 - f. Plan and adjust workouts to match environmental factors (i.e., high heat, humidity)
 - g. Communicate regularly with medical staff about at-risk athletes (i.e., cardiac abnormalities, sickle cell, asthma, diabetes, etc.)
 - h. Do not perform physically exhausting drills for the purpose of developing “mental toughness”
 - i. During this period, refrain from using punitive physical activity

Social Distancing Considerations

1. Each coach will be responsible for planning practices/training with appropriate numbers and social distancing.
2. Social distancing challenges / procedures for the fitness rooms
 - a. Weight room –
 - i. Utilize scheduling system for individuals to sign up in order to maintain proper numbers in weight room.
 - ii. Evaluate spacing of weights and machines to determine safe distancing.
 - b. Cardio room –
 - i. Utilize scheduling system to maintain proper numbers.
 - ii. Evaluate spacing of cardio units to determine safe distancing.
3. Training Room
 - a. Masks or face shields will be required in the training room at all times.
 - b. Utilize scheduling system for treatment times.
 - c. Walk-ins will be permitted for acute injuries.
 - d. Illnesses and non-orthopedic issues will be screened via tele-medicine.
 - e. Arrange treatment tables to accommodate proper distancing.
 - f. Utilize satellite spaces for easier social distancing. (e.g. corner of the PEAC gymnasium and Bodnar Field in the Fieldhouse or on the field.)

Quarantine / Isolation Procedures

1. Need to align with campus policy
 - a. Work with Health Services and Housing
 - b. Quarantine policy for individuals living off campus
2. Athletics will have an isolation area at Bodnar Field and PEAC for individuals that exhibit symptoms while we notify chain of command
 - a. Athletic training staff when possible will initiate protocol
 - b. If unavailable, the coaching staff will notify chain of command
3. Contact tracing will be utilized via institutional policy
 - a. Athletic training staff will complete Certified Contact Tracing training via Johns Hopkins University

Cal Maritime Proposed Campus Plans for Intercollegiate Athletics
(as of 6/30/2020)

Sources:

1. NAIA ATA Guidelines: <https://www.naia.org/covid19/index>
2. CCCATA Resocialization back to Sport: <http://cccata.org/wp-content/uploads/2020/05/CCCATA-COVID-19-Workgroup-FINAL-DRAFT-5-22-2020-1.pdf>
3. NSCA Return to Training: <https://www.nsca.com/covid-19-return-to-training>
4. NCAA Core Principles to Resocialization to Collegiate Sport: <http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>
5. NATA Return to Campus Plan: https://www.nata.org/sites/default/files/icsm_return_to_campus_packet_covid19.pdf
6. ASHA Considerations for Reopening Institutions of Higher Education: https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf
7. CDC Guidelines for Cleaning and Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>