



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

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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 2<sup>nd</sup> and 3<sup>rd</sup> 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](mailto:healthcenter@csum.edu)

**Phone:** (707)654-1170

**Fax:** (707) 654-1171

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

## 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](mailto:aschneider@csum.edu) for 1:1 / group support.
  - CAPS Hours For Summer and Fall 2020: Monday – Friday, 8:30am-5pm, but closed for lunch 1-2pm

#### 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](mailto:khansen@csum.edu)) or Krystal Loera ([kloera@csum.edu](mailto: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](mailto: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 web interface with a header 'Actions' in a grey box. Below it is a white box containing the text 'I want to...' and a blue link 'Issue an Alert' which is circled in yellow.

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



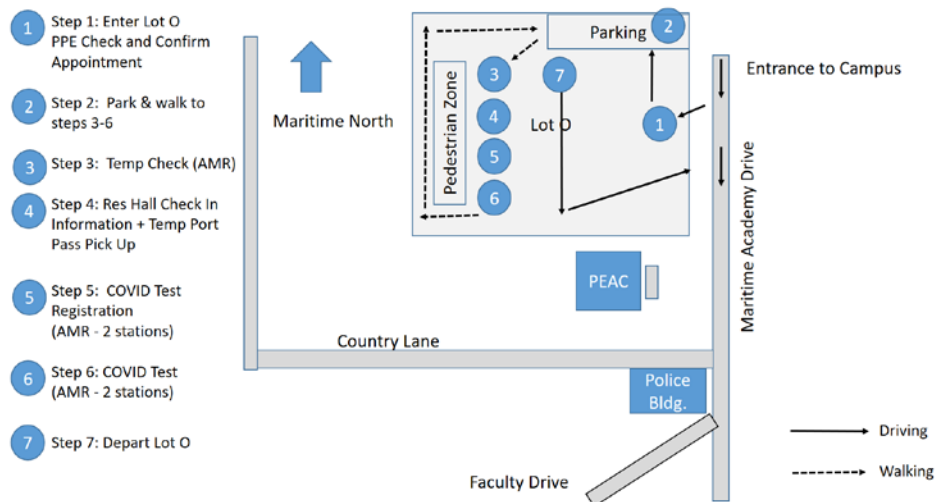
operational, communications, safety and managing supervisors. In conjunction with COVID-19 incidents, the team will work with internal and external entities to address and maintain campus health and safety by utilizing guidelines from State and local officials, along with CDC, Public Health and Solano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

## 24 From Planning to Implementation

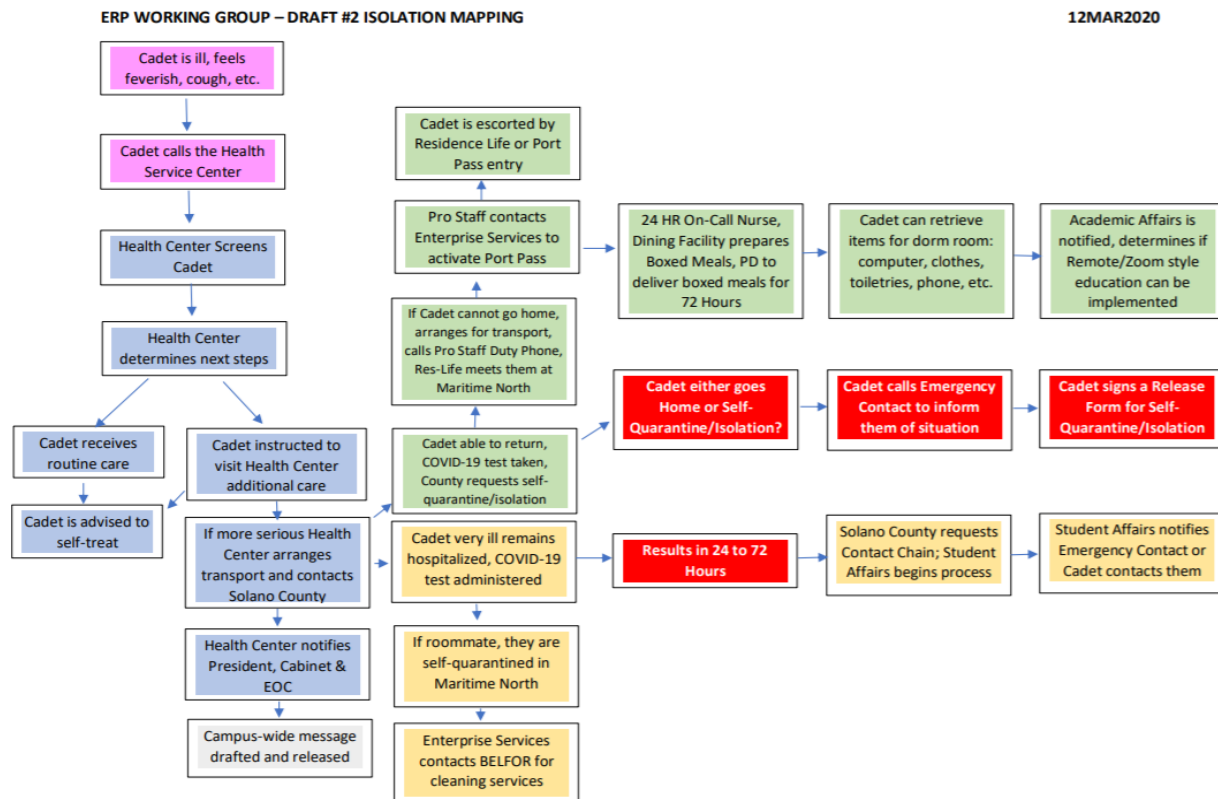
This plan has articulated requirements and regulations for the return of instruction and has made recommendations for particular practices. The process of moving from planning to practice involves the identification and coordination of specific individuals, groups, and departments – the “who, what, where, 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 <sup>th</sup> , 22 <sup>nd</sup> & Jul 2 <sup>nd</sup>	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?

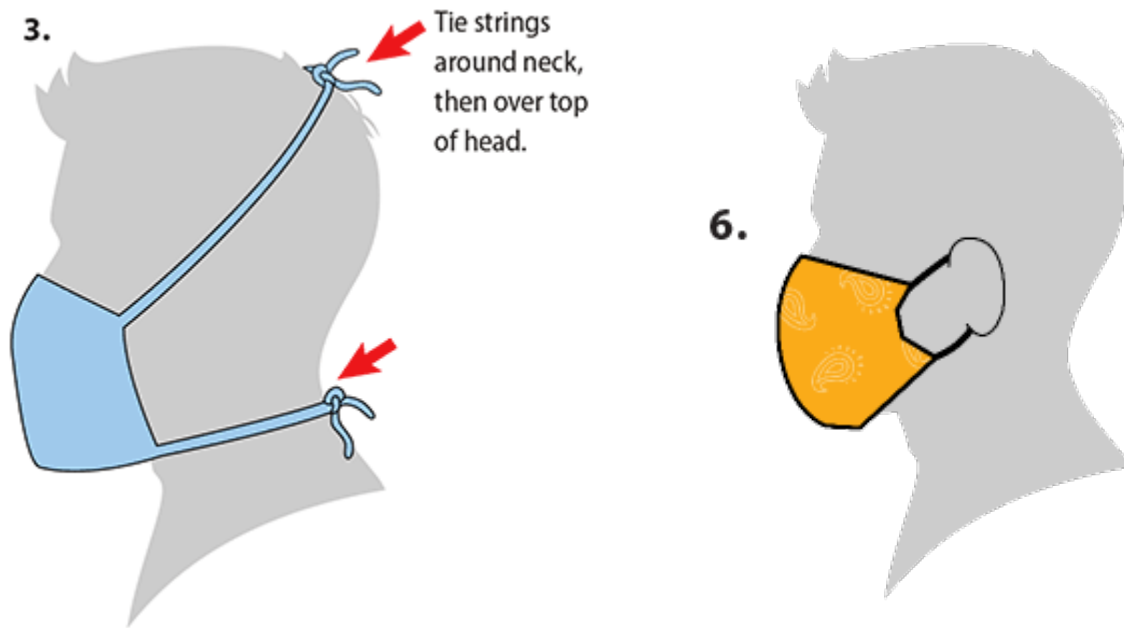
*Yes. They should be routinely washed depending on the frequency of use.*

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

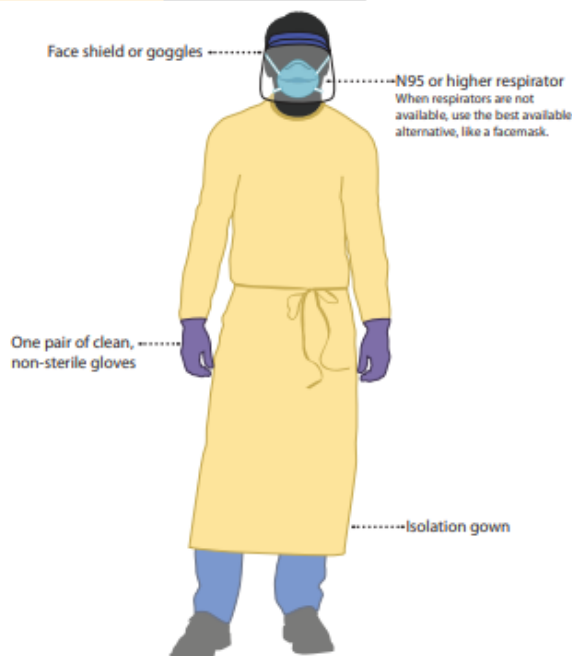
## Before caring for patients with confirmed or suspected COVID-19, healthcare personnel (HCP) must:

- **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](https://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

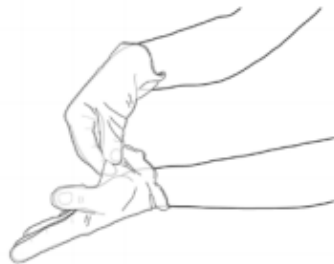


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

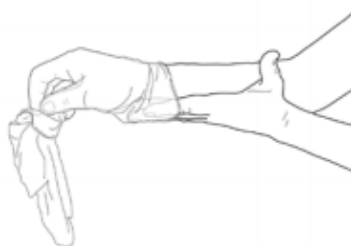


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

### 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

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Monday, May 4<sup>th</sup>, 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 8<sup>th</sup>. 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](http://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

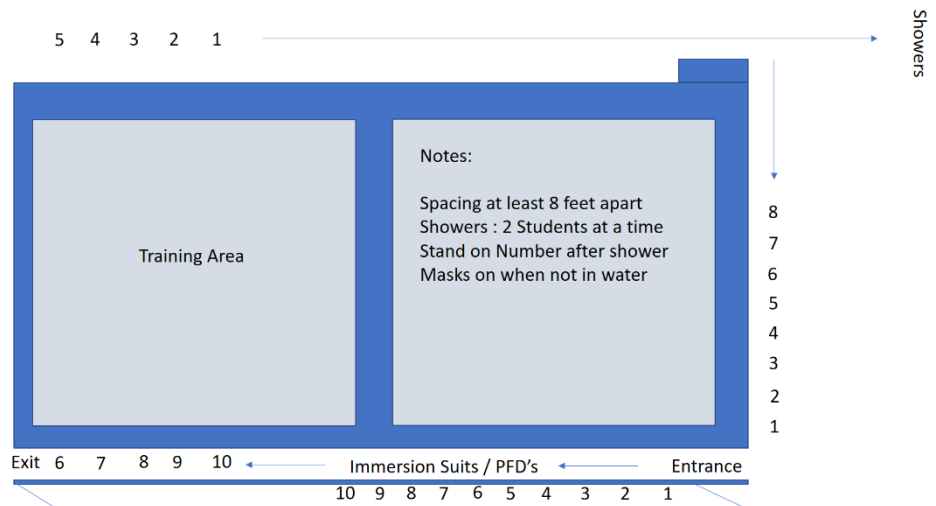
- Students retrieve their flotation clothing from their station and put it on
- Students enter water and hold the wall in front of their station and await instruction
- Requirements: 1 rescue swimmer and 1 lifeguard on deck for every 5 students
  - Required procedure described to students
    - (picture(s) 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>

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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

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