

**Faculty Office Use COVID-19 Prevention Plan**

This plan describes how I,      , will work on-campus in my university office,      , in accordance with safety guidance from the California Department of Public Health and the university. I acknowledge that the university does not require that I work on campus. This plan applies only to the fall 2020 semester, but may be extended if warranted by public health considerations.

My university office is unshared office space that can be easily accessed while avoiding close interaction with other people and with minimal contact with surfaces or objects outside the office. If needed, I will adjust the time at which I am in the office to further reduce close interactions with other people.

In accordance with the University’s RTW plan and [CDPH guidance](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf), I will wear face coverings at all times in both indoor and outdoor settings. I will wash my hands and/or use hand sanitizer frequently while on campus, including immediately after I touch surfaces or objects outside my office.

I may need to access the restroom located at      . If so, I will avoid using the restroom while it is occupied by other people. I will minimize touching doors and other surfaces when entering, exiting or using the restroom. I will wash my hands thoroughly after entering or using the restroom.

I may need to access room       for supplies, scanning, or photocopying. If so, I will avoid using the room while it is occupied by other people. I will minimize contact with doors or other surfaces when entering, exiting or using the room. I will wash or sanitize my hands thoroughly after entering or using the room.

I have completed the campus COVID-19 training and the following safety checklist.

Other considerations for office COVID-19 prevention plan include the following:

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| **Submitted By:** |  | **Date:** |       |
| **Approved by Department Chair:** |       | **Date:** |       |
| **Approved by College Dean:** |       | **Date:** |       |
| **Approved by Stockton Campus Dean, if applicable:** |       | **Date:** |       |



**COVID-19 Prevention Training/Checklist**

**COVID-19:** The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

**[ ]  STAY HOME IF YOU ARE ILL:** Do not come to work on campus if you have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if you or someone you live with has been diagnosed with COVID-19. Seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

**[ ]  PHYSICAL DISTANCING:** Maintain a distance of at least six feet between yourself and others. This includes appropriate spacing in the hallways, elevators and stairways.

**[ ]  FACE COVERINGS:** In accordance with the RTW plan and [CDPH guidance](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf), wear face coverings at all times in both indoor and outdoor settings. Wash or sanitize hands before and after using or adjusting face coverings. Face coverings should be washed after each use. Avoid touching your eyes, nose, and mouth.

**[ ]  HANDWASHING:** Wash your hands frequently soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station.

**[ ]  CLEANING AND DISINFECTING**: Wipe down shared office equipment such as copiers, printers, telephones, keyboards, staplers, etc. Wipe down any shared surfaces such as counter tops and reception areas.

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| **Reviewed and submitted by:** |       |

 *(faculty member name)*