

**COVID-19 Prevention Plan for Virtual Instruction**

**Using University Labs, Studios and Other Teaching Spaces**

This is a COVID-19 Prevention Plan for room      , which will be used from virtual instruction in the course      . The faculty member understand that the university does not require that s/he conduct virtual instruction from room or facilities on campus.

The room will be used for virtual instruction by faculty member      , according to the following requested schedule:      . No other faculty member, staff member or student will be using the room during the academic term unless appropriate sanitation and cleaning takes place by a Facilities Services employee between uses.

Any need for staff on campus to assist with the delivery of virtual instruction will be done in accordance with the University’s Return to Work plan.

Staff member       will be assisting with the virtual instruction. When both the faculty member and staff member are in the room at the same time, each will wear appropriate PPE and maintain appropriate social distancing.

      will be responsible for implementing this plan and monitoring compliance. S/he will report to the college dean any variations in this plan. The Dean will discuss any variations with Safety and Risk Management.

The faculty member may need to access the restroom located at      . If so, s/he will avoid using the restroom while it is occupied by other people and will minimize touching doors and other surfaces when entering, exiting or using the restroom. S/he will wash her/his hands thoroughly after entering or using the restroom.

The faculty member may need to access room       for the following purpose:      . If so, s/he will avoid using the room while it is occupied by other people and will minimize contact with doors or other surfaces when entering, exiting or using the room. S/he will wash or sanitize her/his hands thoroughly after entering or using the room.

The faculty member will maintain a close contact log to keep for personal use in the event of close contact with other people (i.e., within six feet for 10 minutes or more).

The faculty member has received training on prevention of the spread of COVID-19 and the following safety checklist.

Other considerations for the 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)*