



Working in Individual Faculty Offices

In light of public health restrictions during the COVID-19 pandemic, the university will continue to limit access to campus. All faculty are requested to work remotely as they prepare and deliver their courses virtually. Faculty who choose to work from their on-campus office must do so in compliance with the University's Return to Work ("RTW") plan which incorporates the California Department of Public Health (CDPH) guidelines for working in office spaces (<https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>).

To facilitate compliance with the Return to Work plan and CDPH guidance, this document describes the requirements by which Stanislaus State faculty who choose to work in their university office may do so. This document applies only to faculty members who seek approval to work in previously assigned individual offices. Faculty members who have been assigned shared office spaces should contact their department chair and dean to identify alternative campus locations in which they can work in isolation, although it may not be possible to identify such alternatives.

A separate document applies to faculty members who come to campus to teach approved face-to-face courses as outlined in the RTW plan.

1. For each faculty office under consideration, the faculty member and department chair shall establish a site-specific written COVID-19 prevention plan and perform virtually, a risk assessment of the work area. These plans shall be submitted to the college dean for approval as part of the Dean's RTW Department Risk Assessment and Mitigation Plan. (Attached to this document is a template to facilitate the creation of prevention plans between the faculty member and department chair.)
2. Faculty shall be responsible to implement the plan for their office and shall regularly evaluate their office workspace for compliance with the plan and CDPH guidelines. They shall document deficiencies and changes in the plan and work with their chair and dean to correct deficiencies.
3. Faculty working in their university offices agree to only have access to other areas in the building explicitly included in the Department's RTW Risk Assessment and Mitigation Plan. Janitorial and sanitation services will not be provided on a regular basis to faculty offices.
4. Faculty will only work in person with students and other people who are part of the work that is approved in the Department's RTW Risk Assessment and Mitigation Plan.
5. Faculty working on campus shall maintain a contact log using the provided form, to document any close contact with other people on campus (i.e., within six feet for 10 minutes or more). This requirement is intended to facilitate contact tracing, should it become necessary.
6. Any COVID-19 illness among faculty working in their university office may result in further restricting faculty access to university offices.
7. Failure to adhere to these guidelines could result in workplace illnesses that may result in further limiting access to campus.
9. Faculty choosing to work in their university offices shall complete the assigned COVID-19 training through CSU Learn that includes self-screening, self-care, ingress and egress to the building and their offices, sanitation, disinfection, the use of appropriate personal protective equipment, and other relevant safety topics before they return to campus.

This document is effective August 1, 2020, and it will be re-evaluated at the beginning of each semester. If guidelines from the CDPH are more stringent than this document, then the CDPH guidelines will be implemented immediately.