



CALIFORNIA STATE UNIVERSITY

Stanislaus

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Injury and Illness Prevention Program

*Per California Code of Regulations Title 8 §3203
Per CSU Chancellor's Office Executive Order 1039*

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Injury and Illness Prevention Program

PLAN REVIEW

This sheet should be completed each time the Injury and Illness Prevention Program (IIPP) is reviewed and/or modified. The Director for Safety & Risk Management is responsible to review and update this plan annually or more frequently as needed per CSU Chancellor's Office Executive Order 1039 and California Code of Regulations Title 8 §3203.

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1.0 Regulatory Authority

California Labor Code Section 6401.7 (Chapter 1369, Statutes 1989); California Code of Regulations, Title 8, Section 3203; CSU Occupational Health & Safety Policy (Executive Order 1039)

2.0 Administering Agency

California Division of Occupational Safety and Health, Department of Industrial relations (Cal/OSHA)

3.0 Background

In California, Senate Bill 198, adopted during the 1989 legislative session, reminded employers that they are accountable for the safety and health of their workers. SB198 was codified in the California Insurance and Labor Codes on October 2, 1989. Later, on December 13, 1990, General Industry Safety Orders (GISO) section 3203 in the California Code of Regulations was amended regarding workplace Injury and Illness Prevention Programs (IIPP).

The amendments require every employer to establish, implement and maintain an effective injury prevention program including, but not limited to, a written program for identifying and evaluating hazards; procedures for correcting unsafe conditions; a system for communicating with employees; regularly scheduled safety meetings; employee training programs; compliance strategies; on-going documentation/recordkeeping; and identification of a person responsible for the program.

In January of 2009, the Chancellor's Office of the California State University enacted Executive Order 1039 (EO1039) to establish practices that enhance the safety of the faculty, students, staff, and volunteers in the CSU. EO 1039 was updated in November of 2021 to provide a framework for Environmental Health & Safety (EH&S) processes, assessment, accountability, and reporting in order to be in line with the IIPP.

4.0 Scope

Although the provisions of this law and implementing regulations apply only to employees, the University is committed to providing for the health and safety of students and the public as well.

This program applies to all University employees, volunteers, students and visitors. It applies to all university programs and activities wherever they occur, whether on or off-campus, at any facilities owned, leased or controlled by Stanislaus State. University auxiliary and affiliate organizations are responsible for applying similar practices to their respective programs and activities.

5.0 Policy

- 5.1** Under this program the University is to maintain a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness, insofar as it is reasonably within its control to do so. No student or employee will be required to perform any task which is determined to be unsafe or unreasonably hazardous.

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- 5.2** To accomplish this, departments shall provide facilities and equipment that meet all federal, state and local safety laws and regulations, and will promulgate appropriate policies, standards and procedures for governing campus health and safety programs.
- 5.3** While the overall responsibility for campus health and safety rests with the President, the immediate responsibility for workplace health and safety belongs to each campus employee who performs a supervisory role. In addition, individual employees are responsible for preventing campus accidents. Accordingly, all faculty and staff are to ensure that safe and healthful conditions and practices are provided and followed within the areas under their control, and all members of the campus community are to cooperate fully with all aspects of the various campus health and safety programs.

6.0 Objectives

When properly designed and implemented, an effective Injury and Illness Prevention Program will assist management in determining what hazards exist in the workplace, how to correct hazards that may occur, and what steps to take to prevent them from recurring.

Stan State has established an effective system for injury and illness prevention to achieve the following objectives:

- 6.1** Management is able to prevent many hazards from occurring through regular self-inspections.
- 6.2** Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.
- 6.3** Workplace equipment is maintained and kept in safe and good working condition.
- 6.4** Management has established procedures to investigate workplace accidents, near-miss incidents and reported injuries and illness.
- 6.5** Hazards are corrected as soon as possible after they are identified.
- 6.6** The University has developed safe and healthful work practices for each specific job performed by its employees.
- 6.7** The University has established disciplinary procedures which help ensure that safety rules and work procedures are put into practice and enforced. Disciplinary action is pursuant to collective bargaining unit agreements.
- 6.8** The University has established a written plan for what employees will do in case of emergency.

7.0 Responsibilities [8 CCR 3203 (a) (1) & EO 1039]

7.1 University Administration

The ultimate responsibility for establishing and maintaining effective policies regarding environmental health and safety issues specific to campus facilities and operations rests with the

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University President. General policies which govern the activities and responsibilities of the EH&S program is thereby established under the final authority of the President. In accordance with EO 1039, the President designates the Director of Safety & Risk Management (S&RM) as the implementer and administrator of the Injury & Illness Prevention Program.

Because of the wide diversity of operations within the University and the necessary differences in organizational structure within various departments, it is recognized that certain responsibilities and expressed procedures in this program cannot be equally applied. There are, therefore, some details which might be impossible or impractical for one department chair or department head to implement as directed while another would have no difficulty in applying to everyone. Departments will, therefore, have some latitude in formulating and implementing alternative methods, when necessary, if the total Injury and Illness Prevention Program objectives are not compromised.

7.2 Vice Presidents and Provost [EO 1039]

It is the responsibility of senior leadership for ensuring environmental health and safety programs are established, implemented, and maintained for operations within their divisions and departments (including self-support and auxiliary organizations) as per EO 1039.

7.3 Campus Wide Health and Safety Committee [8 CCR 3203 (C)]

The purpose of this committee is to achieve and maintain continuing communications on issues relating to occupational health and safety; to discuss, research and seek resolution for problems referred to it by campus employees; and to provide employees with the opportunity to voice concerns relating to hazards without fear of reprisal.

The University will operate in full compliance with the California Code of Regulations Title 8 Section 3203 (c) describing the use of labor/management safety and health committee. The Committee is authorized to make recommendations for safety concerns that have been brought forward for discussion, will investigate, conduct research and provide proposals for resolution. In order to have a frank and open discussion, the Committee has no authority to settle any grievance being processed on campus.

Members of this committee will include members from a cross section of the various departments within the University and one individual from each of the employee unions represented by collective bargaining Units (as stipulated in Provision 23.8 of the Unit 2, 5, 7 and 9 contract, Section 28.9 of the Unit 6 contract, Section 37.8 of Unit 3 contract and 31.8 of Unit 4 contract). The committee will be chaired by the Director of S&RM, or a designee.

Updated information about the Safety Committee is located at: <https://www.csustan.edu/safety-risk-management/campus-safety-committee>

7.4 Safety and Risk Management (S&RM) [EO 1039]

It is the responsibility of S&RM through the Director to develop, maintain, and manage an Injury and Illness Prevention Program. As noted in Section 7.1, the Director of S&RM is responsible for the administration of the IIPP. Further responsibilities are outlined below:

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- a. Develop, implement and maintain the IIPP.
- b. Establish, implement, and maintain written EH&S programs as required by applicable laws, regulations, policies, and recognized needs of the campus. Written programs should be reviewed and/or updated as required by regulation, when circumstances change, or a minimum of every three years.
- c. Provide consultation to Deans, Directors, Department Chairs, and Coordinators regarding program compliance, including but not limited to issues of hazard identification and evaluation, procedures for correcting unsafe conditions, systems for communicating with employees, holding regularly scheduled safety meetings, providing employee training programs, regulatory compliance strategies, and recordkeeping.
- d. Provide centralized monitoring of campus wide activities, on a consultative basis, in the areas of biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, pest management, public health and sanitation, radiation safety, hazardous waste management, risk management, and safety education and training.
- e. Maintain centralized environmental and employee monitoring records, allowing employee access as directed by law.

7.5 Deans, Directors, Department Chairs, and Coordinators [EO 1039]

It is the responsibility of Deans, Directors, Department Chairs and Coordinators to develop departmental procedures to ensure effective compliance with the IIPP and other university health and safety policies as they relate to operations under their control. Specific areas include, but are not limited to, hazard assessment, employee and student education and training, maintenance and use of safety equipment, identification and correction of unsafe conditions, and hazardous materials management and record keeping. Specifically, these individuals will:

- a. Must attend/complete all required EH&S training and follow the procedures described in the training.
- b. Develop or adopt written departmental procedures and ensure that each supervisor adheres to adopted procedures.
- c. Develop or adopt and implement an education and training program designed to instruct employees and students in general safe work practices as well as instructions specific to their job duties. Such education and training shall take place prior to the employee or student being assigned to potentially hazardous work or task.
- d. Instruct or seek instruction for employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new

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job duties.

- e. Develop and maintain a system of recordkeeping to document all employee and student education and training activities, including a system of sharing such records with S&RM. Such records should include, but not be limited to, employee and student injuries, incident reports, and complaints or grievances involving safety issues.
- f. Develop and maintain an inventory of hazardous materials present in all work areas within the department.
- g. When ordering suspected hazardous materials or equipment, request a Safety Data Sheet (SDS) and establish an SOP (Standard Operating Procedure) for handling of the chemical. This SOP can be integrated into an SOP that was written for handling a group of hazardous chemicals.
- h. Post safety notices and procedures in a conspicuous location.
- i. Develop methods, as appropriate, to inform outside contractors' employees who work in areas under department jurisdiction of the hazards to which those employees may be exposed.

7.6 Principal Investigators and Supervisors [EO 1039]

It is the responsibility of first line supervisors and principal investigators to ensure all employees under their direction have been trained in the proper procedures for each job. Specifically, these individuals will:

- a. Must attend/complete all required EH&S training and follow the procedures described in the training.
- b. Develop or adopt local area procedures to ensure effective compliance with the IIPP as it relates to operations under their control. Specific areas of responsibility include, but are not limited to, hazard assessment, employee and student education and training, maintenance and use of safety equipment, identification and correction of unsafe conditions, and hazardous materials management and recordkeeping.
- c. Develop or adopt and maintain written safety procedures which conform to campus and departmental guidelines.
- d. Ensure that each employee adheres to adopted procedures.
- e. Report on any injury, incident, illness or near miss immediately upon notification.
- f. Instruct or seek instruction for employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.

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7.7 Department Safety Coordinators (DSCs) [EO 1039]

Department Safety Coordinators are appointed by each Dean, Director, Department Chair or Coordinator and are critical to the effective implementation of the IIPP. The DSC will:

- a. Must attend/complete all required EH&S training and follow the procedures described in the training.
- b. Serve as liaison with S&RM and other associated campus departments on health and safety issues.
- c. Arrange for education and training of employees as related to workplace hazards.
- d. Serve as a liaison for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, reports, technical consultants and as the primary department resource person for coordinating these activities.

7.8 Employees and Volunteers [8 CCR 3203 (a) (2) & EO 1039]

All University employees are subject to university health and safety regulations. Due to the number of potential hazards that may exist or be created in the work environment, employees must first use common sense and good judgment at all times to ensure their own safety and for promoting a safe, healthy, and environmentally-sound workplace. Responsibilities are as follows:

- a. Employees are responsible for reading and complying with procedures and guidelines provided by their supervisors.
- b. Employees are responsible for reporting any injury, incident, illness or near miss immediately after it happens.
- c. Employees are encouraged to inform their supervisors of workplace hazards without fear of reprisal, including the reporting of near-miss incidents.
- d. Employees shall attend/complete established education and training sessions and are expected to understand and comply with all applicable safety requirements. Failure to comply with established safety rules may be reflected in performance evaluations and may lead to disciplinary action. Disciplinary action is pursuant to collective bargaining unit agreements.
- e. Employees are responsible for asking questions of their supervisors when there is concern about an unknown or hazardous situation.
- f. Employees are responsible for other people within a reasonable expectation of safety.

7.9 Students [EO 1039]

Students are expected to always adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants, or other authorized individuals. They must attend/complete all required EH&S training and follow the procedures described in the training. They must also report workplace hazards that become known to them, to their supervisors or other responsible parties and are responsible for ensuring their own safety.

8.0 Compliance Guidelines [8 CCR 3203 (a) (2)]

The safety and welfare of every individual on this campus is of utmost importance. To help ensure that the health and safety policies and procedures are followed by everyone, normal disciplinary actions would be implemented against any individual (university employee or student) who disregards the safety of our campus community. The actions could include verbal or written reprimand and/or any other action up to and including termination or dismissal.

All employees shall adhere to healthy and safe work practices defined by established campus and departmental health and safety guidelines. Failure to do so may result in diminished performance evaluations and/or disciplinary action is implemented within authority and pursuant to collective bargaining unit agreements. Failure to comply with safe work practices may also lead to fines by Cal/OSHA, the EPA, and/or personal civil penalties.

9.0 Safety Communications [8 CCR 3203 (a) (3)]

Several methods of communicating with employees on matters relating to health and safety have been established. Managers and supervisors will encourage employees to report any unsafe or unhealthful conditions they discover without fear of reprisal.

9.1 Campus Wide Health and Safety Committee [8 CCR 3203 (C)]

The Campus Wide Health and Safety Committee has been established to achieve and maintain effective communications between labor and management and to resolve health and safety related problems. See the Campus Safety Committee webpage for further information:
<https://www.csustan.edu/safety-risk-management/campus-safety-committee>.

9.2 Department Safety Meetings (*optional*)

Non-mandatory Department Safety Meetings are generally implemented in Departments where potentially serious occupational exposures may exist on a regular basis. Such Departments will conduct periodic safety meetings at which safety and health issues are freely and openly discussed by employees of the department. Management will attempt to schedule the meetings at a time when most employees can attend and will keep minutes to document who was in attendance and what topics were discussed.

9.3 Employee Safety Training

The University provides general training programs for employees on an on-going basis (see section 13.0). Training provides employees with the most effective method of communicating

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safety concerns.

Departments provide specific training programs for employees either on a periodic basis or prior to assignment on a new job or when work assignments change.

9.4 Campus Safety Notices

S&RM provides departments with a variety of safety information. These notices could be in the form of our department webpage, campus wide emails, and/or periodic newsletters. When necessary, these notices should be posted in highly visible areas within the department or provided to employees as hand-outs.

10.0 Health and Safety Inspections [8 CCR 3203 (a) (4)]

Potential occupational health and safety problems may exist within any workplace on campus. Therefore, the entire campus is subject to periodic inspection and review. The purpose of inspections is to identify and correct potential problems before employees become injured or property is damaged. Every workplace shall be inspected on a regular basis. Those areas with potentially greater hazards will be inspected more frequently as necessary by request or through risk assessments.

Inspections may be conducted by departmental staff, members of the Campus Wide Safety Committee, S&RM staff, and/or regulators from federal/state/local agencies (such as Cal/OSHA, CalFire, or Stanislaus County Department of Environmental Relations).

Environmental health and safety inspections may be requested by contacting S&RM at risk@csustan.edu or (209) 667-3057. Inspection results will be sent to individual department authorities.

10.1 Scheduled Workplace Inspections

- a. It is the responsibility of each department to ensure that a regular and systematic inspection process is scheduled for all departmental areas. When appropriate, it is recommended that Department Safety Coordinators be involved in these inspections.
- b. The frequency of workplace inspections is left up to the department's discretion. S&RM recommends that all areas be inspected on a semiannual basis. Those departments engaged in hazardous operations are encouraged to conduct more frequent inspections.
- c. Inspection documents are available from S&RM or can be done using the Risk & Safety Solutions (RSS) online module.
- d. S&RM will conduct regular inspections of non-departmental public access areas (i.e., hallways, stairways, interior and exterior public assembly areas, classrooms, etc.)

10.2 Unscheduled Workplace Inspections

- a. Departments may conduct an inspection whenever new substances, processes, procedures or equipment which represents a new occupational health and safety hazard are introduced.

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- b. Departments may conduct an inspection whenever notification of a new or previously unrecognized hazard is received.
- c. S&RM may conduct periodic unscheduled inspections of all workplaces to help ensure the maintenance of a safe and healthful workplace.
- d. S&RM, in conjunction with departmental representatives, will conduct a health and safety inspection in the event of an occupational injury, occupational illness, or exposure to hazardous substances as defined by Cal/OSHA.

11.0 Accident Investigation [8 CCR 3203 (a) (5)]

- 11.1** All injuries incurred on the job will be reported immediately to the direct supervisor of the injured employee who must complete a Supervisors Report of Injury online-form located at <https://www.csustan.edu/hr/employee-benefits/workers-compensation>.
- 11.2** “Serious” occupational injuries, illness or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to Human Resources (HR) immediately after they become known by the employer. A “Serious” injury or illness is defined as:
- inpatient hospitalization for a period in excess of 24 hours (other than medical observation or diagnostic testing)
 - in which an employee suffers a loss of any member of the body
 - loss of an eye
 - suffers any serious degree of permanent disfigurement
 - serious exposure (serious exposure includes exposure of an employee to a hazardous substance in a degree or amount sufficient to create a realistic possibility that death or serious physical harm in the future could result from the actual hazard created by the exposure.)

After notification from HR, S&RM or an HR designee will contact Cal/OSHA as required by law. S&RM, in conjunction with University Police Department (UPD) personnel, will investigate illness and injuries as required.

- 11.3** Supervisors may contact S&RM or the Workers’ Compensation Coordinator (WCC) to request health and safety investigation assistance.

12.0 Hazard Control Procedures [8 CCR 3203 (a) (6)]

Upon completion of scheduled or unscheduled inspections all findings will be prepared in writing and submitted to the department chair/head and S&RM. Corrective action and a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department. S&RM may assist by obtaining expert corrective assistance where appropriate and necessary.

12.1 Imminent Hazard Situations

Individuals conducting a safety inspection shall immediately notify the department chair/head or S&RM, as appropriate, if a condition exists that presents an imminent hazard to health or safety.

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The Department Chair/Head shall inform all employees of any such imminent hazard(s) that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent mishaps.

An **imminent hazard** is any condition or practice where there is a reasonable certainty that a hazard exists that can be expected to cause death or serious physical harm immediately or before the hazard can be eliminated through normal corrective measures, e.g., an employee is working on an electrical line without shutting off the power. A conspicuous notice will be attached to the hazardous condition prohibiting use by employees or students of the area, machine, or equipment which presents the hazard. The notice may not be removed until the hazardous condition no longer exists and required safeguards and safety devices are implemented. Only a UPD, S&RM, or Facilities Services official can remove a notice. Personnel who continue to use an item that has been so tagged, or who willfully remove a tag before the unsafe condition is corrected, are subject to disciplinary action pursuant to collective bargaining unit agreements. Entry or use may be allowed with the Director of S&RM's knowledge and permission for the sole purpose of eliminating the hazardous condition.

12.2 Serious Hazard Situations

Serious hazards under the right set of circumstances will cause physical injury or illness to students, employees and visitors. All serious hazards shall be either corrected or modified to a potential hazard within 48 hours unless a longer schedule has been agreed upon by S&RM and the department. All people affected by this hazard must be notified.

12.3 Potential Hazard Situations

Potential hazards can cause minor injuries or illnesses under the right set of circumstances. These hazards will be corrected in an agreed upon schedule or modified as determined by both S&RM and the department. Those affected by these hazards must be notified of existing conditions and procedures for avoiding an accident.

13.0 Employee Safety Training [8 CCR 3203 (A) (7)]

Effective dissemination of safety information lies at the very heart of a successful IIPP. It is necessary to provide training for employees concerning general safe work practices as well as specific instruction with respect to hazards unique to each employee's job assignment. It is the policy of the California State University to provide training for employees in compliance with regulatory requirements. The Environmental Health and Safety Training Plan is available at: <https://www.csustan.edu/safety-risk-management/environmental-health-safety/safety-training>

13.1 General Safe Work Practices

S&RM has access to training programs designed to meet general safe work practice requirements. These programs are elements of larger programs which service broad campus needs. These programs include but are not limited to (see section 15.0 for further description):

Biological Safety	Fire Safety	Medical Monitoring
Bloodborne Pathogens	General Office Safety	Public Health & Sanitation

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Chemical Hygiene	Hazard Communication	Respiratory Protection
Defensive Driver	Hazardous Materials Management	Workplace Violence
Emergency Preparedness	Heat Illness Prevention	
Ergonomics	Industrial Hygiene	

13.2 Specific Safe Work Practices

Specialized training sessions dealing with an employee's unique job assignment must be developed or arranged for by each supervisor. It is the responsibility of each supervisor to understand his/her employee's job tasks and related hazards. Supervisors should refer to the [Training by job classification](#) website for guidance on required training for his/her employees.

13.3 Scheduled Training

- a. Each supervisor will ensure that all new employees receive general and specific training prior to assignment on a new job.
- b. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which represent a new hazard or whenever the supervisor receives notification of a new or previously unrecognized hazard.
- c. All training will be documented in writing. Topics, participants and dates will all be recorded and kept on file within each department. Copies shall be provided to S&RM when requested.

13.4 Safety Training Plan

Completion of the required safety training courses ensures that all University personnel know basic employee procedures, the hazards associated with their jobs, understand the possible health and safety effects of exposure to those hazards, and know how to perform operations safely and in accordance with all environmental protection requirements. Some training requires a medical examination and approval before certification is issued (e.g., respirator training). Additional training and certification are required for work involving special hazards. These training courses are identified for everyone by their classification. S&RM will identify the necessary trainings required for each classification based on their job descriptions and assign the appropriate training through formal classroom training or CSU Learn, if applicable. Additional training may be assigned based on a job hazard analysis performed by employees and their supervisors.

14.0 Recordkeeping [8 CCR 3203 (A) (1) & (2)]

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illness, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational health and safety.

14.1 Campus Accidents, Injuries and Illness

It is essential that all accidents, injuries and illness occurring either on university property or at off-campus University sponsored events are maintained and analyzed by the UPD and S&RM departments. Complete records of all incidents involving bodily injury and property damage

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accidents involving students and/or visitors are maintained and analyzed for accident prevention and campus liability purposes by the UPD and S&RM. It is essential that all such incidents be reported immediately to the UPD.

Reports of accident and injury incidents may be generated by the UPD, Housing & Residential Life, Athletics Department, Student Recreation, auxiliaries, camp programs, academic labs/shops, and Student Health.

Information from these records is available to departments for use in accident prevention efforts. In addition, departments should also maintain and analyze records of accidents occurring in their own area of operations.

14.2 Occupational Injuries and Illness

- a. Supervisors are responsible for reporting all injuries, illness, and incidents using the online [Supervisor Report of Injury](#) immediately after being notified of said injury, illness, or incident.
- b. The University worker's compensation coordinator or S&RM will record and report immediately to Cal/OSHA every employee injury or illness which results in the following:
 - inpatient hospitalization for a period in excess of 24 hours (for other than medical observation or diagnostic testing), or
 - in which an employee suffers a loss of any member of the body,
 - including loss of an eye, or
 - suffers any serious degree of permanent disfigurement, or
 - serious exposure (serious exposure includes exposure of an employee to a hazardous substance in a degree or amount sufficient to create a realistic possibility that death or serious physical harm in the future could result from the actual hazard created by the exposure.)
- c. The University worker's compensation coordinator will maintain a log and summary of occupational injuries and illness.
- d. Records of occupational injuries and illness are kept in specified files and will be made available for review by Cal/OSHA at any time for a period of five (5) years. Data comes from accident, injury and illness reporting, investigation, and analysis program details.
- e. The Cal/OSHA injury and illness record for the previous year (OSHA Form 300 Log) will be posted in a conspicuous place on campus for review by employees between February and April of the following year.
- f. Employee injuries and illness will be recorded and analyzed periodically. These statistics are first submitted to the CSU Office of the Chancellor and from there to the Governor's Safety and Worker's Compensation Program in Sacramento.

14.3 Safety Data Sheets (SDSs)

SDSs for each material or chemical in the workplace must be on-site and readily available to all

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employees. While accessibility to computers and online databases are acceptable, binders of hard-copy SDSs are more readily available in most cases on campus. Faculty and Staff may access a web based SDS and label service at: <https://chemmanagement.ehs.com/9/8511b604-100d-449a-9a6b-366eff19da04/ebinder>. Supervisors of departments with access to chemicals for any work purpose are responsible for maintaining or assigning maintenance of the SDS binder for their area. The binder must be readily accessible and available for inspection at any time.

S&RM receives duplicate copies of any newly purchased chemicals and maintains a hard-copy binder categorized by responsible department.

14.4 Employee Exposure Records

Each employee exposure record will be preserved and maintained for at least the duration of employment plus thirty (30) years except for certain background data to workplace medical monitoring and certain biological monitoring results. Such records include: workplace medical monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; safety data sheets; and in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent in accordance the Proposition 65 statutes and the Cal/OSHA requirements as noted in Title 8, Article 110. Departments using any regulated carcinogens have additional reporting and recordkeeping requirements under Cal/OSHA.

The University recognizes that employees, their designated representatives, and authorized representatives of Cal/OSHA have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests, in writing, access to a record, the University shall assure that access is provided in a reasonable time, place and manner.

Employee exposure to hazardous materials medical records may be obtained by contacting the Director of S&RM. Any employee or designated employee representative may request, in writing, access to any legally obtainable information. The requested information will be provided within five (5) working days if available.

14.5 Medical Records

The medical record for each employee will be preserved and maintained for at least the duration of employment plus thirty (30) years except for certain health insurance claims records, first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment. Such records include medical and employment questionnaires or histories; the results of medical exams and lab tests; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints.

14.6 Employee Exposure and Medical Record Analyses

Each analysis using exposure or medical records will be preserved and maintained for at least the

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duration of employment plus thirty (30) years.

14.7 Documentation of Activities

Essential records, including those legally required for workers' compensation, insurance audits and government inspections will be maintained for as long as required. The University will also keep records of steps taken to establish and maintain the Injury and Illness Prevention Program. They must include:

- a. Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least five (5) years. Documentation of health and safety training for each employee; specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three (3) years.
- b. Training records will be kept in each department with copies provided to S&RM, as appropriate. Employee training records including hazardous waste training records will be maintained for the duration of employment plus three (3) years. Student training records will be maintained for three (3) years.

15.0 General Safety Resources

Programs incorporated into the overall campus Injury and Illness Prevention strategy exist for which S&RM has established oversight. This helps ensure that adequate environmental health and safety measures are taken. Existing programs are outlined below; specific elements are contained in the appendices noted. All programs and plans listed below can be located at <https://www.csustan.edu/safety-risk-management/environmental-health-safety/injury-illness-prevention-program>

15.1 Asbestos Control

The university has identified most locations on campus which contain asbestos. This information is available to university employees through S&RM. Annually a campus-wide notification of asbestos locations is distributed in the month of January. The annual notice can be found on the S&RM website located at <https://www.csustan.edu/safety-risk-management/asbestos-control>

15.2 Biological Safety

The biological safety program provides for the review of the University's teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of biohazardous agents. The program provides the University's assurance of compliance with applicable institutional policies, National Institute of Health Guidelines, and state regulations regarding the use of infectious agents and toxin-producing agents that have the potential for causing disease in healthy individuals, animals or plants. The Biohazardous Waste Handling Guidance Chart is available online at: <https://www.csustan.edu/safety-risk-management/biological-safety>

15.3 Chemical Hygiene & Lab Safety

Health & Safety Plans (HASP) are maintained by academic departments and include custom information on methods of safe handling and storage of reactive and toxic substances, as well as personal protection. Available toxicological information includes permissible exposure limits to certain chemicals, as well as effects of overexposure to various target organs. The University Chemical Hygiene Plan is available online at <https://www.csustan.edu/safety-risk-management/chemical-hygiene-lab-safety>

15.4 Defensive Driver Program

The privilege of driving for State University business is extended only to those who meet certain criteria, and it is necessary in the scope of their job at California State University, Stanislaus. Complete S&RM guidelines, forms and procedures for California State University, Stanislaus is available online at <https://www.csustan.edu/safety-risk-management/defensive-driver-program>. The complete University and Private Vehicle Use Guidelines can be found online at: <https://www.calstate.edu/csu-system/administration/business-finance/systemwide-risk-management/Documents/VehicleUseGuideBook.pdf>.

15.5 Emergency Preparedness

The campus Emergency Preparedness Program provides for a consistent and adequate means of handling a variety of emergencies. University personnel, students and the public are informed of and included in the preparedness and response strategy. The campus Emergency Operations Plan is available online at: <https://www.csustan.edu/emergency/emergency-operations-plan> outlines the actions to be taken by the University in response to emergency situations. The goals of this plan are the preservation of life, the protection of property, and continuity of campus operations. More information is available at: www.csustan.edu/emergency

15.6 Exposure Control Plan: Bloodborne Pathogens

The goal of the Exposure Control Program is to limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens which could lead to disease or death. The written campus Exposure Control Plan outlines the actions to be taken by the University in response to and prevention of employee and student exposure to infectious materials. The University Exposure Control Plan can be located at <https://www.csustan.edu/safety-risk-management/exposure-control-plan>

15.7 Fire Safety

The Fire Safety Program establishes practices and procedures to control potential fire hazards and ignition sources; installation and maintenance of fire protection equipment and systems; regular portable fire extinguisher inspections and maintenance; and employee training on the use of fire extinguishers and fire protection procedures. The University Fire Safety Program can be located at <https://www.csustan.edu/safety-risk-management/documents-forms#F>

15.8 General Office Safety

Each employee shall, at all times, observe safe working methods and procedures and assist in orienting new employees in these practices.

15.9 Hazard Communication Program

The written Hazard Communication Program describes hazardous substances used in each workplace, a system of labeling containers, SDSs for each hazardous substance used, and a comprehensive training program for employees who use hazardous materials. The University Hazard Communication Program is available at <https://www.csustan.edu/safety-risk-management/hazard-communication-hazcom>

15.10 Hazardous Materials Management

A written Hazardous Material Management Program provides that employees are trained in the safe handling and storage practices of hazardous chemicals; adequate safety equipment is provided in the workplace and properly maintained; employees are required to use personal protective equipment and clothing when handling chemicals; hazardous materials are properly labeled and stored; safe emergency response procedures have been established; ventilation equipment is properly used and maintained; and hazardous waste is managed in a safe and efficient manner. The University Hazardous Materials Management Program is available at <https://www.csustan.edu/safety-risk-management/hazardous-materials-management>

15.11 Heat and Illness Prevention Program

The objective of this program is employee awareness regarding heat illness symptoms, ways to prevent illness, and what to do if symptoms occur. This program applies to employees and supervisors working in outdoor places of employment during those times when the environmental risk factors for heat illness are present. The University Heat and Illness Prevention Program is available at <https://www.csustan.edu/safety-risk-management/heat-illness-prevention>

15.12 Industrial Hygiene

Industrial hygiene incorporates the consultation of third-party industrial hygiene experts for personal monitoring and environmental testing in order to identify, monitor and control potentially harmful substances and physical agents in the campus environment. Specific attention is paid to such areas as noise, personal protective equipment and clothing, medical monitoring, ergonomics, indoor air quality, and exposure to toxic materials.

15.13 Employee Medical Monitoring Program

The purpose for performing medical monitoring of employees is to detect physiological changes in an employee, which may be due to exposures to hazardous levels of physical, chemical or radioactive stresses the employee may experience on the job. Medical monitoring of employees is also used to measure the effectiveness of engineering and administrative controls and can involve biological monitoring. For more information: <https://www.csustan.edu/safety-risk->

[management/employee-medical-monitoring](#)

15.14 Public Health and Sanitation

The Stanislaus County Department of Environmental Resources regulates public health and sanitation including regular inspections of all housing and food establishments on campus to ensure that operations and facilities are in conformance with state and local public health codes.

Facilities Services staff monitor the swimming pool water to guard against the presence of harmful bacteria. A Food Use Policy directs the standards and practices for food service outside the contracted catering services for compliance with health and safety hygiene codes.

15.15 Respiratory Protection Program

The purpose of this program is to prevent exposure to hazardous atmospheres. The respiratory protection program provides information and guidance of the proper selection, the use and care of the equipment, medical evaluation, proper fit-testing requirements, and procedures for voluntary use. For more information: <https://www.csustan.edu/safety-risk-management/environmental-health-safety/injury-illness-prevention-program>

15.16 Workplace Ergonomics Program

The purpose of this safety program is to minimize exposures that have been determined to cause repetitive motion injuries (RMIs) and provide a safe and healthful workplace for its employees. For more information: <https://www.csustan.edu/safety-risk-management/environmental-health-safety/workplace-ergonomics>

15.17 Workplace Violence

This program is intended to make employees, including supervisors and managers, aware of the potential for violence in the workplace, to increase their abilities to recognize early warning signs of potentially violent situations, and to understand how to respond to actual or potential incidents. It identifies functional area experts who employees, supervisors, and managers can call on to help them assess, defuse, and/or resolve the situation

Addendum – COVID-19 Prevention Program [8 CCR 3205, 3205.1 and 3205.2]

PURPOSE

This document serves as an addendum to the Stanislaus State Injury and Illness Prevention Plan (IIPP) to provide specific guidance during the COVID-19 world pandemic period, in compliance with the REVISED [Cal/OSHA Emergency Temporary Standards \(ETS\) 8 CCR Section 3205\(c\), effective June 17, 2021](#).

INTRODUCTION

Stan State will phase-in the return of employees (faculty, staff, and student employees) to work on campus over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and compliance with state and local restrictions. These guidelines and expectations align with recommendations from the federal government (Opening Guidelines), US Centers for Disease Control (CDC), California and Stanislaus County Departments of Public Health (CDPH and SCHSA), San Joaquin County Public Health Services (PHS), Cal/OSHA, and the California State University (CSU), Chancellor's Office and will be updated as our knowledge and understanding of COVID-19 evolves. The President has authority to approve in-person or other campus activities if health and safety measures are taken that comply with this policy or as other safety considerations evolve.

PRIOR TO AUTHORIZING RETURN TO WORK ON CAMPUS FOR CRITICAL BUSINESS FUNCTIONS, STAN STATE WILL:

- Perform a detailed identification/evaluation of COVID-19 hazards and implement a site-specific risk assessment and safety plan in each department or unit that initiates a return-to-work request
- Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
- Implement individual control measures and self-screenings
- Implement cleaning and disinfecting protocols
- Maintain physical distancing guidelines per updated [CDC](#), [CDPH](#), or [Cal/OSHA](#) guidelines

EMPLOYEES APPROVED TO RETURN TO WORK ON CAMPUS WILL:

- Conduct symptom self-monitoring/screening every day before coming to work
- Wear face coverings while indoors on campus
- Wash hands and use hand sanitizer frequently
- Follow hygiene guidance for in-person work settings

Stan State has designated the Stan State COVID-19 Response Team to monitor all COVID-19 pandemic event-related response, planning, protocol, recovery, and communications. The Stan State Infectious Disease Response Team is responsible for implementation of safety and health guidelines.

SYSTEM OF COMMUNICATING

The goal is to ensure effective two-way communication with employees, in a form they can readily understand.

- Employees report COVID-19 symptoms and possible hazards to their appropriate administrator without fear of reprisal
- Employees report COVID-19 exposure or a positive test result using the online form: [COVID Reporting Form](#)
- Everyone may report non-urgent potential hazards and COVID-19 compliance concerns to (209) 664-6500, or by sending an email to covid-reporting@csustan.edu

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- Notification by email from Safety & Risk Management/COVID Response Team (CRT) is provided to all employees who are potentially exposed in the workplace
 1. CRT provides notification by email and/or telephone to employees defined as exposed in close-contact (within six feet of a COVID-19 case for total of 15 cumulative minutes or more over any 24-hour period without wearing a respirator) with information about required quarantine, access to workers' compensation provisions that may apply, information regarding pay and benefits, information regarding mandatory or voluntary COVID-19 testing, and additional resources
 2. CRT provides notification by email to employees' union representatives in cases of close contact
 3. CRT contacts the appropriate administrator of close-contact employees to coordinate required information associated with leaves, resources and return to work information
 4. Campus wide information is available on the Stan State website: [Stan State COVID-19](#)
- In the event Stan State is required to provide testing because of a workplace exposure or outbreak (three or more COVID-19 cases from a different household in an exposed workplace within a 14-day period):
 1. Affected employees will have access to no-cost onsite (9am-4pm M-F) testing.
 2. Affected employees will be notified by CRT and advised of the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
 3. The University will provide the testing during regular work hours and will provide paid time to the employee for testing if it is workplace exposure related.
- The [Stan State COVID-19](#) website and the COVID-19 Prevention Plan (this document) provides information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

- Departments must complete workplace-specific evaluations using the [Department Risk Assessment](#) prior to returning employees to in-person work
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department(s) related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls

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- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures

INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE

The Safety & Risk Management COVID-19 Response Team (CRT) will be responsible for investigating and responding to COVID-19 cases including:

- Coordinate compliance with the latest laws pertaining to COVID-19 prevention ([AB 685](#), [SB 1159](#), [Cal/OSHA](#), and others as implemented)
- Liaison with Stanislaus County Health Services Agency & San Joaquin Public Health Services and cooperate with contact investigations as needed
- Support and/or implement the investigation of any COVID-19 illness and determine if work-related factors could have contributed to the exposure
- Determination of outbreak (three or more cases from different households in one worksite location over a 14-day period), subsequent reporting to public health, and testing for potentially exposed employees

CORRECTION OF COVID-19 HAZARDS

Correction of COVID-19 Hazards Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

- Imminent hazards such as face cover requirements, or posted signage should be corrected by the observer through communication with the non-compliant persons at the time observed
- Hazards can be reported via email at: covid-reporting@csustan.edu or by calling (209) 664-6500
- The Stan State COVID-19 Response Team (CRT) will review and follow-up regarding any reported hazards
- The Stan State CRT will conduct safety audits and provide corrective action directives as needed

TRAINING AND INSTRUCTION

Training shall be provided online through the [CSU Learn Training Portal](#). Employee training is required before returning to work and will include all applicable CDC, CDPH, Cal/OSHA, [SCHSA](#), [PHS](#), and [CSU guidelines](#) as well as topics highlighted in this document. Topics include:

- Signage standards
- Symptom recognition and reporting
- PPE and face covering expectations and rights for requesting a respirator for voluntary use
- Hand washing techniques - COVID-19 vaccination effectiveness, requirements, access, tracking
- How to participate in the identification and evaluation of COVID-19 hazards in the workplace
- Info regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws including any benefits under legally mandated sick and vaccination leave or workers' compensation law
- How to access COVID-19 testing during work hours when required or voluntary

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PHYSICAL DISTANCING

Faculty, staff, and students are to maintain a minimum of 3 feet of physical distance in the workspace. In addition, faculty, staff, and student employees must maintain a minimum of 6 feet of physical distance when eating or drinking.

FACE COVERINGS

- “Face covering” means a surgical mask, KF94, KN95 or N95 respirator.
- Face coverings are not required outdoors except during outbreaks and when six feet of distance between people cannot be maintained.
- All employees are required to wear surgical, KF94, KN95 or N95 face coverings and will be provided with face coverings for use indoors or in vehicles around other people.
- The University provides clean, undamaged face coverings and must ensure they are properly worn by employees over the mouth and nose when required by orders from California Department of Public Health (CDPH) or local health department.
- All employees have the right to request and voluntarily use an N95 respirator in the workplace without fear of retaliation and at no cost
- Face shields are not a replacement for face coverings, although they may be worn together for additional protection
- The following are exceptions to the use of face coverings in our workplace:
 1. When an employee is alone in a room/office or vehicle.
 2. While eating and drinking at the workplace, employees are at least six feet apart
 3. Employees wearing respirators required by the employer and used in compliance with [CCR Title 8 section 5144](#).
 4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
 5. Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

ENGINEERING & ADMINISTRATIVE CONTROLS

It is possible for people to be infected through contact with contaminated surfaces or objects (fomites), but the CDC determines that risk is considered [to be low](#). Per the CDC, when no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.

Stan State implements the following cleaning and disinfecting measures for frequently touched surfaces:

- If no one with confirmed or suspected COVID-19 has been in a space, the space will be cleaned regularly to remove virus that may be on surfaces

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- If an infected person or someone who tested positive for COVID-19 has been in the workspace within the last 24 hours, the space will be cleaned AND disinfected
- Facilities Services will ensure proper building ventilation, indoor air quality and domestic water safety. These actions are in accordance with guidance received from the [Chancellor's Office](#).
- Antibacterial cleaning supplies will be made available in department spaces and classrooms for individual use on shared surfaces, materials, or equipment
- Provide hand sanitizer at entrances, in classrooms, and high-traffic areas.
- Cleaning in high traffic areas (doorknobs, elevator buttons, handrails, equipment, etc.) will be performed daily for occupied buildings with high traffic use.

REPORTING, RECORDKEEPING & ACCESS

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department
- Within one business day of the time the employer knew or should have known of the COVID-19 case, will provide the notice required by [Labor Code section 6409.6\(a\)\(2\) and \(c\)](#) to the authorized representative of any employee at the worksite during the high-risk exposure period
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b)
- Make this written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request
- Encourage employees, students, and contractors to immediately report positive cases through the [online reporting form](#) at the university COVID-19 information webpage
- Maintain records of and track all COVID-19 cases; the information will be made available upon request to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace, Stan State will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met; COVID-19 Response Specialist (CRS) will interview employees identified as having close-contact (within six feet for 15+ cumulative minutes within 24 hours) to confirm the need for exclusion
- CRS will advise affected employees about options for continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related
 1. Employees excluded from the workplace due to COVID-19 case have the right to continue and maintain earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job

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2. If an employee believes they may have contracted a COVID-19-related illness as a result of university employment, they may be entitled to Workers' Compensation benefits through the university; this may include hospital, surgical, and medical treatment, disability indemnity, and death benefits; for more information, employees should contact the [CRS assigned to Human Resources](#)
- Excluding from the workplace employees who had close contact with COVID-19 exposure from the workplace until the return-to-work requirements are met, with the following exceptions: for 10-days after the last known COVID-19 exposure to a COVID-19 case
 1. Employees who are up to date with the COVID-19 vaccination before the close contact and who do not develop COVID-19 symptoms; and
 2. COVID-19 cases who returned to work pursuant to return to work requirements and have remained free of COVID-19 symptoms, for 90-days after the initial onset of COVID19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90-days after the first positive test.

RETURN TO WORK

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications; and
- COVID-19 symptoms have improved; and
- At least ten days have passed since COVID-19 symptoms first appeared
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10-days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- When an unvaccinated employee or an employee who is not up to date with their COVID-19 vaccination is exposed and determined to be a close contact in the workplace with a COVID-19 positive person, the employee may return to work after 10-days exclusion from the workplace.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10-days from the time the order to isolate was effective, or 10-days from the time the order to quarantine was effective.