

# COVID-19 Exposure Protection Plan for Silicon Valley University

## **IDENTIFIED PANDEMIC**

[Coronavirus \(COVID-19\)](#) is a new illness that makes people sick with flu-like symptoms. The illness spreads easily. People can catch coronavirus from others who have the virus. This happens when an infected person sneezes or coughs, sending tiny droplets into the air. These can land in the nose, mouth, or eyes of someone nearby, or they can be inhaled. People also get infected if they touch an infected droplet on a surface and then touch their own nose, mouth, or eyes. Some signs of coronavirus are cough, fever and shortness of breath. Washing hands often with soap and water can help stop viruses like COVID-19 from spreading. Our workers may have on the job exposure to COVID-19. We have implemented this written plan to reduce our workers risk of catching and spreading these infections and to respond in a timely manner when exposure incidents occur.

## **COVID-19 PANDEMIC EXPOSURE PLAN**

Silicon Valley University has developed this plan to help prevent workers' exposure to the Coronavirus (COVID-19). The plan was created on 07/20/2020. Our plan will be updated based on operational needs and/or safety and health agency updates.

## **DESIGNATION OF RESPONSIBILITY**

Simon Au and Dr. Jerry Shiao have the overall authority and responsibility for implementing this plan.

## **PLANNING CONSIDERATIONS**

Silicon Valley University will consider how best to decrease the effect of COVID-19 in their workplace. Some of the key considerations when making decisions on prevention measures will include:

- Learn how the coronavirus has affected our workplace and communicate that with employees.
- Consider how the [coronavirus can cause some workers](#) to become seriously sick.
- Prepare for larger number of [workers not coming to work due to being sick](#) or their family members being sick, schools closures, etc.
- Evaluate what job duties are necessary and how we will be able to continue them during the pandemic.
- Discuss and plan how we will respond in the event of an outbreak and ongoing changes.
- Considering flexible schedules, work hours and working from home to [increase space between our workers](#).
- Different ways to reduce the spread of germs between workers, and between the public and workers.
- Different ways to hold work related meetings and events.
- Reviewing Personal Protective Equipment (PPE) that can help reduce the spread of the coronavirus.

## **TRAINING**

Training will be given to all workers on COVID-19 illness and infection prevention methods. Training in the following will be given to all supervisory and non-supervisory workers with expected risk exposure:

- [Coughing and sneezing](#) into a tissue or your elbow.
- [Washing hands](#) frequently for at least 20 seconds.
- [Avoiding close contact with people who are sick.](#)
- Keeping your hands out of your mouth, nose, and eyes.
- Not sharing personal items with coworkers (i.e. office supplies, pens, tools).
- Providing tissues, no-touch disposal trashcans, and hand sanitizer for use by workers.
- Personal Protection Equipment.
- Control measures.

Students, staff, and faculty will be notified of new policies and changes prior to resuming operations.

### **SUPERVISOR AND MANAGEMENT RESPONSIBILITIES**

All supervisors and managers will be familiar with our plan. The plan includes how to recognize the coronavirus illness, what to do if a worker becomes sick, our company work practices to prevent the spread of germs, review and use of coronavirus personal protective equipment, and instructions on cleaning and disinfecting the workplace.

Prevention measures will include:

- Knowing what [coronavirus \(COVID-19\) is and how it spreads](#), and communicating that to employees.
- Encouraging sick workers to stay home.
- Sending workers with cough, fever and/or shortness of breath home immediately.
- [Providing information and training to workers as identified in the training section of this plan.](#)
- Keeping things clean that we touch at work like equipment and furniture.
- Advising workers to check [CDC's Traveler's Health Notices](#) to travel.

### **WORKER RESPONSIBILITIES**

In order to minimize the spread of the virus at our workplace we are asking our workers to help with our prevention efforts while at work. Workers will review our plan. The plan includes how to recognize the coronavirus symptoms, what to do if a worker becomes sick, work practices to prevent the spread of germs including review and use of coronavirus personal protective equipment and instructions on cleaning and disinfecting the workplace.

If workers have any questions, please contact your supervisor directly.

Prevention measures will include:

- Knowing what [coronavirus \(COVID-19\) is and how it spreads](#).
- [Staying home if you are sick and/or have cough, fever and shortness of breath.](#)
- If you are infected with COVID-19 stay home and follow [CDC's guidelines](#).
- Information and training as identified in the training section of this plan.
- Keeping things clean at work like equipment and furniture.
- Checking the [CDC's Traveler's Health Notices](#) to travel.

## **COVID-19 ILLNESS AND PREVENTATIVE MEASURES**

- Cough, fever, and shortness of breath may appear 2-14 days after exposure.
- [Early symptoms may include](#) chills, body pains, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you show any symptoms, contact your employer and **DO NOT GO TO WORK**. Stay home.
- [Practice good hygiene](#). Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol.
- [Cover your mouth](#) and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.

## **WORK CONTROL MEASURES**

[Physical Distancing](#) is maintaining a six-foot distance from others and shall be practiced at all times.

- Access to the workplace will be limited to only those necessary for work.
- All meetings/trainings shall be conducted by phone or other electronic means if possible.
- Provide additional seating to allow employees to take breaks while staying at least six feet apart.
- Enforce contact-free deliveries by establishing a location to receive packages away from high traffic areas.
- Signage will be posted to discourage crowding in shared spaces.
- Limit the capacity of the restroom. Consider using floor markings to ensure physical distancing.
- Space seats/desks at least 6 feet apart in classrooms.

## **Control Measures and Practices**

- Assess the workplace to determine if engineering and/or administrative controls are needed. These may include barriers, floor markings to identify six-foot spacing, and establishing if one-way pedestrian traffic routes, are feasible.
- Staircase will have designated directions going up and down to allow for social distancing.
- Place hand sanitizer or other hand cleaning devices at the entry and exit of the workplace.
- Post [signage](#) regarding hand washing, social distancing, cleaning, and disinfecting, throughout the workplace.
- Pre-screen all visitors to ensure they are not [exhibiting symptoms](#).
- Ask employees, contractors, and visitors to leave the workplace and return home if they are showing symptoms.
- Provide training on personal protective equipment (PPE) to address pandemic exposure.
- Communicate your response plan with other business partners
- Do not share tools, water bottles, PPE or any other equipment with your co-workers.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Consider eliminating shared common areas for eating and drinking (snacks, beverages, water, coffee, etc.)
- Encourage employees to keep windows and doors open when possible to increase airflow.

## **CLEANING AND DISINFECTING PROCEDURES**

- [Use products that meet EPA's criteria for use against SARS-CoV-2](#), the cause of COVID-19, and are appropriate for the surface.

- Do not mix different EPA registered chemicals together. The combination could be toxic.
- All items should be allowed to dry thoroughly following cleaning.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Clean shared spaces such as break/lunchrooms after use but no less than once per day.
- Clean and disinfect restrooms regularly (at least twice per day and possibly after times of heavy use).
- Provide single-use paper towels in restrooms.
- Ensure handwashing supplies in restrooms are fully stocked.
- Trash must be removed frequently by someone wearing disposable gloves.
- Maintain a record of sanitary work practices to ensure that restrooms are cleaned routinely.
- Books and other paper materials are not considered a high risk for transmission and do not need additional cleaning.

### **PERSONAL PROTECTIVE EQUIPMENT**

- Select PPE based on function, fit, and availability.
- Explain to all employees when and why PPE is necessary.
- Train employees on the proper procedure for putting on and removing PPE.
- Employees required to wear a respirator in the workplace (N95, ½-face elastomeric APR, etc.) must abide by the [Respiratory Protection Program](#).
- Face masks, such as surgical masks and homemade masks/face coverings, are not respirators and do not fall under the Respiratory Protection Program.

### **INSTRUCTION/LEARNING ENVIRONMENTS**

- Consider developing a physical distancing plan for each course, classroom or lecture hall which may include number of students/faculty per session, length of session, nature of activities, process for symptom checks (see below), physical distancing, face coverings, enhanced cleaning, and good hygiene.
- Modify the layout of classrooms to allow for physical distancing.
  - Space seating/desks at least 6 feet apart (when feasible).
  - For large lecture halls, consider taping-off seats or rows to allow for proper physical distancing.
  - Limit the number of in-person attendees; conduct smaller classes in larger classrooms to allow for proper physical distancing/spacing.
  - Consider offering a combination (hybrid) approach of some distance learning and some in-person learning to reduce the number of in-person attendees. Consider creating multiple sections/shifts to reduce the number of in-person attendees.
  - Consider outdoor learning, when feasible.
- Consider staggering class schedules to reduce the density of students in high traffic areas. Consider touchless entry for buildings, classrooms, or lecture halls.
- Avoid sharing objects such as electronic devices, books, pens, demonstratives, or other learning aids. Discourage the use of shared items that are difficult to clean or disinfect.
- Develop specialized plans for courses/instruction where physical distancing is not possible, or that involve high contact activities.