



## College of Engineering Reopening Preparedness Plan

### Overview

This document will serve as a guideline for the safe and healthy reopening of College of Engineering (CoE). Because the CoE operates within the County of Santa Clara, much of the guidance and operational directives emanate from these two entities, but direction also comes from the State, CSU Chancellor's Office, and local health officials. The approach will necessarily be phased and tailored to specific locations, personnel, and activities. These guidelines are considered to be a working document that will change with new health data, new directives, a better understanding of each situation, and as we learn from experience.

We have moved from Phase 1, as determined by SJSU's Phased Adaptation Plan for RSCA COVID-19, in which only essential personnel were allowed on campus, and are currently in Phase 2. This document will help inform all those in the CoE who are returning to the campus of the rules and considerations necessary to reduce the risk of spreading COVID-19.

The SJSU's Phased Adaptation Plan for RSCA COVID-19 is the document that governs researchers, including faculty, students and RF employees. This document applies to CoE faculty and staff who are asked by their supervisors to return to SJSU campus to support and prepare for research and/or in-person courses. In addition, it applies to students who are coming back to the SJSU campus for the purpose of RSCA activities and to attend in-person classes. The information in this document will be communicated to appropriate CoE personnel, and will be updated when there are new or changing conditions. Supervisors will be responsible for ensuring that their personnel are familiar with and adhering to these guidelines. The Dean, or their designee, is responsible for the overall implementation of this Plan.

**Goal:** To reduce the risk of spreading COVID-19 while increasing access to the CoE in a phased approach.

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## CoE Reopening Overarching Principles

1. To adhere to SJSU directives and policy while following the relevant local, state, and federal public health authority directives to shelter-at-home and implement physical distancing.
2. To promote the health and safety of the CoE Community.
3. To implement a fair and transparent process for granting access, while ensuring appropriate resources are available for cleaning and disinfecting, and physical distancing can be achieved
4. To maintain the ability to reverse or adjust access when conditions change.

## SJSU RSCA Four Phases

San José State University has established a phased process for determining level of risk, occupancy density and allowable activities. Each section below will indicate what activities are appropriate given the particular phase. Currently we are in Phase 2.

- Phase 1 (CSU phase 1) - Restricted: Critical work and maintenance of infrastructure by essential personnel only. State and County Shelter in Place Orders active.
- **Phase 2 (CSU phases 2 & 3) - Low Density (30-50% capacity): Critical and deadline-driven research with physical distancing & other public health measures in place. County Shelter in Place Order still in effect, but some sectors relaxed.**
- Phase 3 (CSU phase 4) - Moderate Density (Max 70-80% capacity): Physical distancing & continued public health measures in place. Additional easing of public health directives. Additional RSCA allowed gradually by Dean and VPRI.
- Phase 4 (CSU phase 5) - (RSCA gradually reaching 85-100%): Return to Unrestricted Operations: public health advisories lifted.

## Universal Workplace Requirements to prevent the spread of COVID-19

These requirements are in place for all personnel returning to the CoE and in all areas unless specific written exceptions have been granted by the CoE. If such cases occur, the CoE will provide detailed provisions to minimize risk.

- Follow any shelter-in-place orders from the county public health department or state government.
- Wear face coverings on campus at all times. If you don't have a mask, go to the sanitation station located on each floor of the engineering building near the lobby to get one. Alternatively, please contact Neil Peters at [neil.peters@sjsu.edu](mailto:neil.peters@sjsu.edu) or call or text at 408-568-5030.
- Practice physical distancing by maintaining a distance of at least six feet between yourself and others.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, and mouth.

- Cover your mouth when you cough or sneeze with a tissue or use the inside of your elbow; immediately throw the tissue in the trash and wash your hands with soap and water for at least 20 seconds.
- Refrain from shaking hands.
- Clean and disinfect frequently touched objects and surfaces.
- If soap, hand sanitizer or paper towels are not refilled or you need cleaning supplies, please contact Neil Peters at the Central Shop. If these supplies are not available, operations and access may be reduced to ensure an adequate cleaning level can be maintained.
- Remain at home if you or anyone in your household are sick (more details below).
- Avoid close contact with people who are sick.
- Consult with Xiao Su if you believe any operations require exceptions to any Universal Workplace Requirements.

## **General Considerations**

### **1. Risk of Exposure**

- Workers should not return to work if they can conduct work from home, are identified as part of a high-risk group, or need to provide care for family members.
- In all CoE rooms, only one person per 200 square feet will be allowed, and people must stay at least six feet apart, in line with university requirements.
- Work with your supervisor to develop a plan for how critical job functions will be covered by cross-training staff.

### **2. Sources of Potential Exposure**

- Contact with co-workers or students.
- Interactions with sick or asymptomatic individuals or high-risk individuals, such as travelers or people with direct exposure to sick individuals.
- Non-occupational risk factors at home or in community settings, such as family members working in health care, a sick family member, people who frequent public places, such as stores, etc.

### **3. Additional Infection Prevention and Safety Measures**

- The CoE will remain closed to visitors who do not have approval from the Dean until Phase 4. The visitors and outside collaborators who are approved to come should adhere to the same Universal Workplace Requirements as stated above.
- Review of CoE Safety Procedures:
  - Research personnel must have reviewed their approved RSCA Project Plans, EH&S RSCA and Laboratory Risk Assessment Template and Return to Operation Plan for COVID-19 forms, and completed COVID-19 Safety Training Video in CSULearn.
  - CoE employees must document completion of the COVID-19 Safety Training Video in CSULearn and that they have read, understood and will abide by the instructions in this document.

- In-person courses, classrooms and research labs:
  - Beginning in Fall 2020, a number of CoE lab courses will be taught in person in the Engineering Building.
  - Occupancy of classrooms is determined by dividing the square footage of the room by 150. For example, a 900sf room has a maximum occupancy of 6 people, including the instructor. Occupancy of research labs is determined by dividing the square footage of the room by 200.
  - For in-person labs and approved RSCA projects, instructors and faculty PIs are responsible for staggering students' arrivals to classrooms by observing the COVID-19 room occupancy found on this sheet, depending on if it is for in-person lab activities or approved RSCA projects:  
<https://docs.google.com/spreadsheets/d/14YLqn1vJ7TKcONzIEraWJyv1kf8jYO9IVR/WoYufwmGQ/edit?usp=sharing>
  - For senior and master project activities in engineering rooms, the department is responsible for maintaining signup sheets and for scheduling students' usage of the rooms by observing the COVID-19 room occupancy found in the above sheet.
  - All personnel and students must wear face masks. If you don't have a mask, go to the sanitation station located on each floor of the engineering building near the lobby and main elevators to get one.
  - All classrooms and labs that have in-person meetings and research labs with approved RSCA Project Plans will be stocked with 70% alcohol spray bottles, paper wipes, gloves and hand sanitizers.
  - Students are required to wipe down all surfaces with alcohol at the beginning and the end of their in-person meetings or their research activities. Students should follow standard compliant cleaning protocol to spray alcohol, wait 30 seconds, and wipe all the surfaces of their stations at the beginning and end of their work. The lab instructors and project PIs are responsible for ensuring that their students will follow the above sanitization protocol.
  - Classrooms will remain closed and unavailable for use by researchers or staff until further notice, unless personnel are preparing for an in-person course.
- Shared spaces and sanitizing:
  - Work out a plan with your supervisor in which you work from home whenever possible. Come to campus only when you need to complete tasks on campus, and return home when you are finished, or during long breaks.
  - Work out a plan with your supervisor to stagger shifts to the extent that is practical to increase physical distancing.
  - The study areas in the lobby of each floor will remain closed and unavailable for use by students and employees.
  - Do not use break rooms that are shared by personnel that work in different rooms.
  - Remove and/or do not use shared appliances in common areas, such as coffee pots, water pitchers, mini fridges, and microwaves.
  - Abide by the maximum occupancy of all rooms you enter, including common equipment rooms and other shared spaces.
  - Check that paper towels and touch-free trash receptacles are available, and report to Neil Peters if they are not.
  - Disinfect your work station and all surfaces that you will touch thoroughly at the beginning and end of each shift.

- Whenever possible, do not use the same equipment, phones, pens, computers or tools as others. If equipment or other items must be shared, disinfect any touched surfaces before and after use. This also includes such items as door handles, copy machines, printers, desks, and chairs.
- Choose EPA-approved cleaning chemicals and procedures (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- Restrooms, stairways, elevators and hallways:
  - The majority of restrooms in the CoE will be single-occupancy. For those restrooms with greater than single occupancy, the restroom occupancy will be controlled by taping off stalls, urinals and sinks as determined by County guidelines. In both cases, a waiting area will be indicated by a floor decal for situations when the bathrooms are full.
  - On stairwells, occupants should ascend the stairs on the right and descend on the left. Maintain physical distance while using the stairwells.
  - The main elevators in the CoE will be double-occupancy. The freight elevator will have an occupancy limit of four persons. There are floor decals on all the elevators in the COE indicating where persons should stand.
  - There should be custodial support for cleaning and sanitizing hallways and bathrooms, but alert Neil Peters if you find that this is not the case in a certain area.
- Taking your temperature each morning and when to stay home:
  - Everyone must take their temperature before coming to the CoE, and stay home if they have a temperature of 100.4 F or above.
  - You must also stay home if you feel sick or have any COVID-19 symptoms, which according to the CDC include fever, coughing, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.
  - You must also stay home if you have come in contact with someone with COVID-19 or have returned from an international trip in the last 14 days.

#### **4. Policies and Procedures to Promptly Identify, Isolate, and Support Sick People**

It is critical to be able to identify and isolate potentially infectious individuals to protect faculty, staff and students. Ensuring everyone knows the signs and symptoms of COVID-19 is essential to this end.

- The CDC states that symptoms of COVID-19 can include fever, coughing, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.
- Personnel and students should self-monitor for signs and symptoms of COVID-19.
- Personnel and students must tell their supervisor when they are sick or experiencing symptoms of COVID-19. Those who test positive for COVID-19 must report the case via the report-a-case form: <https://www.sjsu.edu/healthadvisories/report-a-case.php>
- Once a case has been reported, it will be assigned to a Report Case Manager (RCM). The RCM will contact the individual on the form and provide guidance and support to the affected individual. The RCM will make recommendations to the person depending on whether they have been infected or in close contact with someone who has been infected. The RCM will identify any SJSU close contacts and will contact those individuals to alert

them of their potential exposure and offer them guidance and support on the best path forward. The RCM will complete the case management form. Any spaces where an infected person occupied will be closed and cleaned and will remain closed for 24 hours with windows and/or doors open (depending on the location and where security permits).

- If a person begins to feel ill while on campus, they should go home as soon as possible, and seek medical care for assessment. If they must wait for transportation, the COE has an isolation room located on the 1st floor, ENG163. The affected person will be placed into this room until they are able to be transported home by their designated contact. If the student lives in University housing, the student should go to their dorm room. University Housing staff will be notified by the CoE to alert them that a sick student is on the way. Housing contacts are Lennon Prothro-Jones 415-948-3141 and Bonnie McGahee 202-631-9898
- Inform your supervisor if you need to stay home to care for a sick family member.
- Inform your supervisor if you need assistance with leave, healthcare, insurance or other issues pertaining to working at home or on campus. (More information is provided at <https://www.sjsu.edu/healthadvisories/>)
- A student or worker may return to work or class after receiving a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker or student has had no fever (without the use of fever reducing medications) for the last 24 hours. A worker or student without symptoms who was diagnosed with COVID-19 can return to work or class only if 10 days have passed since the date of the first positive COVID-19 test.
- If a student, faculty, or staff have been notified that they have been in close contact with someone who has COVID-19, they must self-quarantine for 14 days from their last contact with the COVID-19 positive individual. If they cannot effectively self-quarantine from the sick individual, they must begin their 14 day self quarantine after the isolation period of the sick individual has ended.

### **Current guidance based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19**

<ul style="list-style-type: none"> <li>● Individual who has had close contact (&lt; 6 feet) for ≥15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>● Person with COVID-19 who has <a href="#">symptoms</a> (in the period from 2 days before symptom onset until they meet criteria for <a href="#">discontinuing home isolation</a>; can be laboratory-confirmed or a clinically compatible illness)</li> <li>● Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any</li> </ul>	<ul style="list-style-type: none"> <li>● Stay home until 14 days after last exposure and maintain physical distance (at least 6 feet) from others at all times</li> <li>● Self-monitor for symptoms <ul style="list-style-type: none"> <li>○ Check temperature twice a day</li> <li>○ Watch for fever, cough, or shortness of</li> </ul> </li> </ul>
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	<p><a href="#">symptoms</a> (in the 2 days before the date of specimen collection until they meet criteria for <a href="#">discontinuing home isolation</a>).</p>	<p>breath, or other <a href="#">symptoms</a> of COVID-19</p> <ul style="list-style-type: none"> <li>● Avoid contact with <a href="#">people at higher risk for severe illness</a> from COVID-19</li> <li>● Follow <a href="#">CDC guidance</a> if symptoms develop</li> </ul>
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● **Discontinuing Home Isolation**

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- Other symptoms have improved.

**5. Informing Personnel on Policies and Procedures**

- Personnel and students must read this document, take the CSU COVID-19 Safety Training, and document this prior to returning to campus.
- Changes and updates to policies and procedures will be highlighted and disseminated widely.
- Identify and promulgate any specific procedures required for cleaning your common use areas.
- If you have concerns about safety, please contact Neil Peters or Xiao Su.
- Develop a plan to ramp down activities within a day if health orders, disease spread, or insufficient supplies require it.

**6. Training, Compliance and Correcting Deficiencies**

- Supervisors will inform staff if they should return to campus and when.
- All returning technical staff must read this document and watch the CSU COVID-19 Safety Training video to learn about how the COVID-19 virus is spread, procedures in place to reduce the transmission of COVID-19, how to protect yourself and how to conduct cleaning in your work area.
- Supervisors must monitor workers for compliance to policies and protocols.

- The College of Engineering Safety Coordinator, Neil Peters, will conduct checks with the goal of assisting with compliance and correcting any deficiencies.
- Repeated deficiencies will be documented and personnel will be retrained on policies and procedures.
- Continued non-compliance will be referred to the College of Engineering Dean's Office.

## Specific Considerations

### 1. Common/Office Area Considerations

- Personnel who can successfully work from home either full or part time should continue to do so. For example, most office staff and staff not required on site to support research or in-person classes will continue to work from home until further notice.
- Front desk workers should continue to work from home to reduce the need for sharing the workspace.
- If you are asked to return to campus, discuss a plan with your supervisor to reduce and stagger on-campus work hours to reduce contact among workers.
- Personnel must wear face coverings at all times in CoE buildings. This is to protect others that may come into your room, including coworkers or custodial workers. The only exception to this is when the individual is in their own, private office with the door closed.
- Throughout Phase 1-4, Neil Peters will communicate processes and procedures on how daily support such as US Mail, deliveries and transactions will be handled.

### 2. Laboratory Space Considerations

- Minimize the number of lab workers to a level that is safe with respect to lab operations, equipment and chemical use, ability to maintain physical distancing, and successfully complete the work. SJSU has set the expectation that there will be at most one person per 150 square feet (sf) in each teaching lab room and at most one person per 200 square feet (sf) in each research lab. Rooms smaller than 200sf can only have one person.
- Minimize the use of hazardous materials. Do not order more than needed and do not make more reagents than necessary.
- Discuss a plan with your supervisor to stagger personnel work hours if it is safe to do so. Google calendars should be established for each shared space and common equipment room so that the proper number of users can be maintained and contact with others can be traced.
- Personnel are required to wear face coverings when on campus in addition to any PPE required to carry out laboratory operations.

### 3. Considerations for workers living or traveling outside California

- University related domestic travel is restricted for essential purposes with VP or University President approval.
- You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions (including [children](#)) pose a risk to your family,

friends, and community for 14 days after you were exposed to the virus. Regardless of where you traveled or what you did during your trip, take these actions to protect others from getting sick after you return:

- When around others, [stay at least 6 feet](#) (about 2 arms' length) from other people who are not from your household. It is important to do this everywhere, both indoors and outdoors.
- Wear a [mask](#) to keep your nose and mouth covered when you are outside of your home.
- [Wash your hands](#) often or use hand sanitizer (with at least 60% alcohol).
- Watch your health and look for [symptoms of COVID-19](#). Take your temperature if you feel sick.

#### 4. Vehicle Use Considerations

If you need to use a State vehicle, it is critical that you follow the outlined protocol provided here. *This procedure must be done every time a vehicle is used.*

- There should be no more than one person per vehicle.
- Other personnel should drive separately in their personal vehicles.
- Always wear your mask while in the vehicle to reduce contamination. You must limit touching outside and inner surfaces of the mask. Don and doff your face covering using the straps. Face coverings should be sterilized following CDC guidelines.
- Wash your hands thoroughly immediately before going out to the vehicle, and bring gloves, paper towels, disinfectant and Ziploc bags for dirty paper towels.
- Disinfect all door handles (inside and out), steering wheel, shifter, directional indicators, window and lock buttons. Let the solution sit for the appropriate contact time (which depending on the disinfecting agent may range from 30 seconds to 10 minutes) and then wipe off using a clean paper towel. Wear gloves and safety glasses when applying the spray disinfectant.
- Be sure to spray and rinse your lab/building keys, to minimize recontamination.
- Dispose of dirty gloves, paper towels in Ziploc bags when back at the CoE.
- Use hand sanitizer after cleaning all surfaces and before touching cleaned surfaces.

#### Resources

- *Federal Guidance* (OSHA 3990-03 2020, <https://www.osha.gov/SLTC/covid-19/>, CDC <http://www.cdc.gov/coronavirus/2019-ncov>)
- *State Guidance* (<https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>; <https://www.cdph.ca.gov/>)
- *County Guidance* (<https://www.sccgov.org/sites/covid19/Pages/public-health-orders.aspx>)
- *University Guidance* (<https://www.sjsu.edu/healthadvisories/current-update/index.php>, [SJSU's Adaptation Plan for RSCA | COVID-19](#))