



Injury and Illness Prevention Program (IIPP) COVID-19 Infection Prevention Program Addendum

This document is an Addendum to WesternU's IIPP and is intended to supplement that document as applicable. It addresses WesternU's measures to prevent the spread of COVID-19. It will remain in place until WesternU receives further direction from local, state and/or federal government officials and will be revised as needed.

Infection Prevention Program (IPP)

WesternU is committed to preventing workplace hazards that could result in employee injury and/or illness, and to complying with all applicable state and local occupational health and safety regulations. The following COVID-19 Infection Prevention Program has been temporarily established to help make sure affected employees understand the dangers of COVID-19 and how to prevent spread of this disease in the workplace. Implementation of our COVID-19 Infection Prevention Program is consistent with our existing IIPP. This program applies to all locations where WesternU operates and is available for review by any employee.

HAZARD ASSESSMENT

Environmental Health & Safety, along with Student-Employee Health will:

- Monitor local public health department (PHD) reports related to COVID-19 infection; review PHD orders, e.g., Public Health Officer, quarantine, isolation, instructions for institutions of higher education; implement and maintain infection prevention and control measures recommended/mandated by local and state PHD and CDC.
- Relay recommendations to university administration for evaluation and implementation
 - Work with University Administration, Operating Unit administrators and Campus Security in implementing safety measures, ensure education is provided to campus community and ensure compliance
- Work with Facilities and Plant Operations to
 - Increase HVAC operations, e.g., increase hours it runs each day, increase filter changes
 - Clean all classrooms, offices, public areas, research labs undergo detailed cleaning and sanitizing, e.g., ensuring all high touch areas are cleaned every day, vacuum with HEPA filters, misting with antibacterial/antiviral spraying device to ensure all areas of the room is clean/sanitized
- Monitor the workplace for employees and visitors for signs or symptoms of COVID-19.
- Implement diagnostic measures to assess for COVID-19 symptoms, e.g., completion of electronic health questionnaire which includes questions about cough, fever, shortness of breath, exposure to someone who has tested positive in the past 14-days, and random daily temperature checks.

OPERATING UNIT ADMINISTRATION RESPONSIBILITIES

Operating Unit (OU) administration will ensure their staff will comply with infection prevention and control measures which include, but are not limited to:

- Limit the number of persons in the department by implementing measures including, but not limited to assigning alternate days working on campus, staggering shift start times, break times, allowing nonessential personnel to work from home, and those that do come into work, are able to maintain a minimum of 6 feet distance from a co-worker at all times
 - Work with Facilities, to determine how to safely socially distance to ensure desk occupancy is supporting safe social distancing.
- IPP signage is posted for all employees, vendors, and guests to review and adhere to.
- Face coverings are being worn at all times while on campus or inside any building.
- Hand hygiene is performed by staff throughout the day with either soap and water for a minimum of 20 seconds or alcohol based hand sanitizers that contain at least 60% isopropyl alcohol or 70% ethyl alcohol.
- Workstations are sanitized with disinfecting wipes provided by the university at beginning of shift, upon return from lunch, and at the end of the shift.
- Lunchrooms are restricted to 1 or 2 persons at a time (space determines final number) and can only be used to store food in refrigerator and heat food up, wash used eating utensils.
- Employees and visitors are instructed not to share personal items including, but not limited to, mobile phones, other electronic devices, personal tools, office supplies, dishes, and other food utensils.
- Employees are advised to stay home or go home if they begin to develop or have COVID-19 symptoms
- OU administration will instruct the employee to complete a [COVID-19 Symptoms/Exposure Reporting](#) form. This form will be reviewed by the university's Contact Tracing Task Force to determine if further action is needed.

EMPLOYEE TRAINING

Train employees on COVID-19 symptoms and appropriate measures to mitigate spread as provided by [LA County Public Health COVID-19](#) response webpage

Provide training to employees on measures to use to mitigate and help stop the spread of COVID-19, including but not limited to:

- Ensure that all personnel and visitors wear face coverings while on site.
- Respiratory (cough and sneeze) etiquette
- Hand hygiene
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose, and mouth with unwashed hands
- Avoiding sharing personal items with coworkers, e.g., phone, keyboards, mouse, cell phone
- Safe use of cleaners and disinfectants (60%+ alcohol) on surfaces and objects by following label directions and wearing proper personal protective equipment

EMPLOYEE EXPECTATIONS

Employees must adhere to following expectations:

- Stay at home if you have a cough or fever or if showing other signs of illness and avoid close contact with others
- WesternU will provide the necessary personal protective equipment to mitigate the spread of COVID-19, including but not limited to items such as: cloth face coverings, procedure masks, N95 Respirator Masks, gloves, eye goggles or face shield, etc., in addition to sanitizing wipes, and other recommended cleaning/disinfecting agents
- Face coverings are mandatory and must be worn while on any WesternU property
- Socially distance (at least six (6) feet), when possible, from fellow employees and students
- Wash hands with soap and water for at least 20 seconds and sanitize hands throughout the day with an alcohol based hand sanitizer, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom
- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and perform hand hygiene
 - If no tissues are available, cough/sneeze into your shoulder or elbow and then perform hand hygiene
 - Avoid touching mouth, nose, and eyes
 - Refrain from shaking hands, hugging, or touching others
- Clean work surfaces, e.g., computer keyboard, mouse, telephone, arm rests and other frequently touched surfaces in your immediate work area or when using shared equipment, e.g., copier
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, phones, etc.).

EMPLOYEE CLEANING AND DISINFECTING WORKSTATIONS

- WesternU has provided readily accessible handwashing and alcohol based hand sanitizing stations throughout the campus
- Managers have been instructed to allow employees sufficient time to perform hand hygiene throughout their workday.
 - All employees and visitors should frequently wash hands with soap and water for at least 20 seconds, or
 - Use alcohol based hand sanitizers that contain at least 60% isopropyl alcohol or 70% ethyl alcohol
- Clean and disinfect workplaces, equipment, furniture, frequently touched surfaces, and common areas at the beginning of the shift, upon return from lunch, and at the end of the day, at minimum, using the sanitizing wipes provided by the university
- EH&S maintains [Safety Data Sheets](#) (SDS) for all disinfectants and chemicals onsite



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CLEANING AND SANITATION PERFORMED BY FACILITIES STAFF

WesternU has a routine schedule to clean and disinfect common surfaces, areas, and objects in the workplace in accordance with current CDC guidelines. These cleaning and disinfecting tasks include, but are not limited to:

- Work surfaces including counters, tables, chairs, benches, door handles, knobs, break room tables, offices, chairs, refrigerators, and trash cans
- Hand hygiene areas and surfaces are cleaned and restocked as needed
- Restrooms are cleaned and sanitized regularly, and supplies are re-stocked as needed
- Housekeeping staff assigned to sanitize and disinfect surfaces are trained on the hazards and manufacturer's recommended safety precautions of all cleaners and disinfectants, are expected to use them in a safe manner, follow label directions, and wear proper personal protective equipment when being used.

VENDORS AND NON-WESTERNU VISITORS

Access to WesternU property and/or facilities is limited to employees.

Vendors and other non-employee visitors must adhere to the following expectations:

- Vendors must be approved before arriving.
- Individuals displaying COVID-19 symptoms will not be allowed to access the any building
- Personal interaction with vendors and other non-employees should be limited to no more than 6-feet social distancing, face coverings must be worn, at minimum
- Visitors who must enter the facility are expected to follow respiratory and hand hygiene protocols, as well as social distancing practices outlined in the **WORKER PERSONAL RESPONSIBILITIES** section above
- To the extent possible, outside deliveries are dropped off at the university's central Receiving Dock located on the north side of the Health Education Center, 701 E Second Street, Pomona.