



CALIFORNIA UNIVERSITY

O F P E N N S Y L V A N I A

POLICY: COVID-19 Social Distancing and Masking Requirements

A. Purpose & Scope:

It is the policy of California University of Pennsylvania to protect all students, employees and visitors by following appropriate federal, state and local guidelines related to social distancing and the wearing of face coverings/masks. This policy applies to all University staff and faculty.

B. Definition(s):

1. **Social Distancing** is a public health practice designed to limit the spread of infection by ensuring sufficient physical distance between individuals. Taking measures to ensure social distancing decreases opportunities for close contact among persons, thereby decreasing the potential for disease transmission among people and slowing the spread of disease.

C. Policy:

The University will enact its Social Distancing and Masking Policy in an attempt to limit the spread of disease through human to human contact. Actions to minimize contact between infected and healthy individuals will follow a wide range of procedures as identified by federal and state authorities and outlined in this policy.

D. Procedure(s):

All employees will follow the guidelines described below:

1. **Masking Requirements** – Face coverings must be worn as follows unless there is a medical exception:
 - a. In all classrooms.
 - b. All public areas and common spaces.
 - c. When two or more people are in a vehicle.
 - d. When riding in an elevator.
 - e. In high volume customer service areas.
 - f. Whenever six (6) feet of social distancing cannot be maintained.
 - g. As directed by management to support those at high risk.
 - h. If face masks are unable to be worn due to documented medical reasons, employees will be required to wear a face shield. Employees who are

unable to wear a face covering because of a medical condition should contact Human Resources.

2. Office and work spaces:

- a. Employees should maintain six (6) feet of distancing. When not possible, employees should assure they are wearing face coverings, avoid contact and follow appropriate hygiene protocols outlined in number three (3).
- b. Common equipment and tools in addition to commonly touched areas (handles, doors, phones, etc.) should be sanitized after each use as an additional measure of protection to enhanced cleaning by custodial services.
- c. Whenever possible, employees should use cloth, sleeves or other material to touch door handles and office equipment.
- d. Employees should limit the sharing of tools and office equipment.
- e. Employees should only enter buildings and areas within buildings where they must perform work.
- f. Break areas should be used only to store and retrieve items and are not to be used for meal breaks where possible. Exceptions can be made for those employee who do not have a personal workspace. Employees should eat meals in their personal workspace, if available. Common office spaces (conference rooms) are not to be used for meal breaks.

3. Hygiene protocols:

- a. Employees should wash their hands with soap and warm water often for at least 20 seconds or use alcohol based sanitizer.
- b. Employees should avoid touching their face.

4. For individuals exhibiting COVID-19 symptoms:

- a. Self-report symptoms to their supervisor.
- b. Notify your supervisor and leave work immediately or do not report to work and follow appropriate call of procedures.
- c. Employees are advised to consult with their medical provider about options for testing and necessary treatment.

5. For individuals who have been exposed to COVID-19

- a. Immediately report to the Director of Human Resources if you know you have been exposed. Appropriate University policies regarding campus exposure will be followed.

6. Other Protocols

- a. The use of technology to conduct meetings is highly encouraged. When not possible, the masking and social distancing measures outlined in this document must be followed.
- b. No more than three (3) people may occupy an elevator.
- c. Adhere to social distance cues/signs.
- d. Schedule meetings in advance and by appointment and avoid impromptu meetings.

- e. Eliminate physical contact with others, such as handshakes.
- f. Avoid congregating (entrance ways, restrooms, shift changes, breaks, etc.).
- 7. Appropriate progressive discipline procedures, as outlined in the respective collective bargaining agreement, will be followed for employees not adhering to these procedures.

E. Effective date:

Adopted: 7/21/20

by: Cabinet

Amended Date: 7/28/20