Injury and Illness Prevention Program COVID-19 Addendum

Charles R. Drew University of Medicine and Science (CDU) will begin reopening our campus to faculty, staff and student who are approved to be on campus to perform essential business functions or for coursework or training that is essential for completing certification, licensure, or educational requirement for essential workforce. CDU has always maintained an Injury, Illness and Prevention Plan (IIPP) based on the elements listed in section 3203 of the California Code of Regulations, Title 8. In order to address COVID-19 and since California Occupational Safety and Health Administration (Cal/OSHA) along with the Centers for Disease Control now consider COVID-19 to be a workplace hazard that employees are exposed to, CDU has developed an addendum to our IIPP following Cal/OSHA Guidelines. CDU will provide all regulated Personal Protective Equipment (PPE) in order to help control the spread of coronavirus.

Employee Training

CDU will provide regular training and forums for employees on the following topics using interactive methods that are easy to understand, including verbal, visual, audiovisual, and picture-centered handouts and other resources:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical distancing guidelines
- Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available.
  - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or items, before and after wearing masks or gloves, and after blowing nose or sneezing.
- Methods to avoid touching eyes, nose, and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants
  - Reading labels, wearing proper personal protective equipment (PPE), hazard review, and steps to minimize harm to employees using those products.

Procedures to Help Prevent the Spread of COVID-19

- At the entrance of our campus building, CDU will automatically be taking employees’ temperatures on a daily basis, maintaining those daily logs confidential and if an employee has a fever of 101 degrees Fahrenheit or greater, the employee will be sent home.
- All faculty, staff and students on campus are required to complete daily screening of employees’ health - if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis. This is completed electronically and maintained. Approvals are required prior to entering the campus.
- If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, the company will do the following:
  - Provide resources including how to seek medical care information
  - CDU will send the employee home that is exhibiting any symptoms; the employee will be sent home until such time that the employee will provide information showing negative results. Employees are compensated for the time off through sick time or other allowable time.
  - CDU provides and requires testing for all employees every 14 days.

- If informed that an employee tests positive for COVID-19, CDU will provide notice to health officials in the county/city in which they are working to provide CDU with further guidance. Information includes but is not limited to:
  - The employee's work location, work hours, general and specific work duties, if the employee has traveled to multiple sites recently with timing, and the last day the employee was at work. Identify who has been in contact with the employee. The employee’s name will not be disclosed unless asked to by the health officials.
  - CDU has established a routine schedule to clean and disinfect common surfaces and objects in the workplace. This includes but is not limited to:
    - Classrooms, counters, tables, chairs, benches, door handles, knobs, doorbells, refrigerators, vending machines, restrooms and their surfaces, any CDU automobiles – inside and out, and trash cans.
    - The process of disinfecting includes providing disinfecting products, any PPE required for their safe use, along with a review of manufacturer instructions for proper use. CDU has also utilized outsourced resources for disinfecting classrooms, hallways, restrooms, and labs.

**Procedures to Increase Physical Distancing**

CDU (per CDC Guidelines) understands that physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, CDU has adopted the following guidelines with a distance is at least 6-feet. CDU has posted signage as reminders to all faculty and staff to maintain the recommended 6-foot distancing.

Employees will be asked to practice distancing outdoors, including but not limited to the following:

- When working, teaching, or sitting in outdoor areas
- Before starting work and walking onto the campus
- After work and leaving the campus
- Coming and going from vehicles
- Entering, working, and exiting physical buildings or other structures
- During breaks and lunch periods
**Sanitation Practices**

CDU’s Custodial staff is responsible for the following:

- Check restroom facilities frequently and make sure they are clean and sanitary
- All custodial staff is assigned to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is always cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to serve drinking water and provide appropriate PPE including but not limited to gloves and N-95 respirators
- Sanitize water receptacle and spigot frequently

**Limit Non-Essential Visits and Travel**

- Transition into on-line ordering for any direct to consumer sales with outside pick-up or delivery options.
- Visitors must be approved 48 hours before arriving and must also undergo a temperature check and health screening; and employees should maintain social distancing from visitors.
- Limit any unnecessary travel within the United States and Abroad; limit all vehicle travel to one person and prohibit more than one person in CDU vehicles which includes utility carts and security carts
- CDU has eliminated all non-essential and non-related services, such as special events and in-person meetings.

**Work-Related Injuries and Illnesses**

- There are no changes to CDU’s policy regarding work-related injuries and illnesses which are non-COVID-19 related. CDU’s urgent care clinic Bayside Medical will continue to provide medical care to all employees if they suffer a work-related injury or illness.
- For non-COVID-19 related injuries and illnesses, Bayside Medical Clinic located in Hawthorne will provide care as needed. Serious injuries or illnesses will be treated at MLK Hospital or other nearby emergency rooms.

CDU’s Injury and Illness Prevention Program is administered through the Risk Management Department of Charles R. Drew University of Medicine and Science. Please contact Armando Estrada at armandoestrada@cdrewu.edu for questions.