ASC Return to Campus – FAQ (July 6, 2020)

1. **What is Coronavirus (COVID-19)?**
   ✓ The novel coronavirus is a respiratory illness that emerged in Wuhan, China, in 2019. The virus has spread rapidly throughout China and the rest of the world. Consequently, employees and students are always expected to follow the University EH&S and CDC guidelines.

2. **How can I protect myself?**
   ✓ The CDC notes that we can all help respond to this public health threat by taking simple everyday precautions to prevent the spread of coronavirus, the flu, and other infectious diseases:
     - **DO NOT COME TO WORK OR ATTEND CLASS IF YOU ARE SICK OR SYMPTOMATIC. SEEK MEDICAL ATTENTION IF YOUR SYMPTOMS WORSEN.**
     - 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.
     - Cover your nose and mouth with a tissue when you cough or sneeze. After using a tissue, throw it in the trash and wash your hands.
     - Avoid touching your eyes, nose, and mouth.
     - Clean and disinfect surfaces and objects that may be contaminated with germs.
     - Avoid close contact with others especially those who are sick or are of higher risk.

3. **Why should I practice “Social Distancing?”**
   ✓ Social distancing is a public health concept to reduce the probability of contact between individuals who are or may be carrying a highly contagious disease. Social distancing – which can be effective with as little as a six-feet gap between individuals – helps to prevent infections that are transmitted through respiratory droplets (such as coughing, sneezing, or touching a contaminated surface). Evidence shows that reducing the concentration of people in an area can help reduce the spread of infectious diseases.

4. **What should I do if I wake up in the morning not feeling well?**
   ✓ **STAY HOME.** You must call, text, or email your supervisor to inform that you are not feeling well and will be staying home.

5. **Once everyone returns to the office, will there be daily temperature checks?**
   ✓ At this time, ASC will ask employees to take their temperature at home before coming to the office. If an employee does not feel well, they should stay home.
6. **Will there be a more enforceable policy in place to send people home that are sick or arrive at work sick regardless if it is COVID-19, the flu, or a cold?**
   ✓ There is no formal policy yet, but ASC asks that you stay home if you are not feeling well. If a manager feels that you do not look well, they will ask for you to finish your workday from home (if well enough to do so). Employees sent home who are not well enough to finish their workday working from home, will be able to use their sick pay (if available).

7. **Is there be a policy that prohibits people going out for lunch since there is no way to control who they are exposed to if they go to a restaurant at lunch time?**
   ✓ Currently there is no policy.

8. **If my child’s school opts for remote learning or phased learning (where one group is on one week, but homeschooled the next), will there be flexibility for parents impacted by this, allowing them to work from home during the time their child his homeschooling?**
   ✓ Yes. Your supervisor will provide flexibility in scheduling during this time. As a precaution, children should not be brought to work.

9. **If a child is exposed to COVID-19 and is forced home on a mandatory quarantine, will there be flexibility to work from home if the parent has to be home with them?**
   ✓ Yes.

10. **Will people with underlying health issues (respiratory, cardiac, or high risk) that puts them in a designated “high risk” category be able to get a note from their doctor that identifies that until there is a vaccine, their time spent in the office should be limited? I know several other jurisdictions that have gone back are limiting the time spent in the office for those with asthma, heart issues, or are cancer survivors (or over 65).**
    ✓ Employees who are 65 and over or those that are vulnerable are not allowed to return to campus. They will be allowed to continue telecommuting.

11. **If a person in my department is diagnosed with COVID-19 and has exposed others in the office, will everyone be forced into a 14-day quarantine?**
    ✓ Those exposed will need to quarantine. Per Environmental Health & Safety it is now a 10-day quarantine – everyone in the affected department/office will telecommute during the quarantine period.

12. **If we are to go to a rotating team format (blue team in the office one week, orange team), will there be guidelines that prohibit me from interacting with members on the other team to ensure there is no cross contamination?**
    ✓ Yes, to ensure that we do not defeat the purpose of rotating teams.

13. **Will child care be an excuse for an employee not coming back to work or request to work remotely?**
    ✓ Yes.
14. *If others do not have that excuse, do they get the option of telecommuting?*
✓ Yes, and will be evaluated on a case-by-case basis. As business allows for it, no creation of hardship for the operation, and provided work duties can be performed remotely. The telecommute agreement form must be completed and signed by the employee and supervisor. The approved form must be emailed to HR at ASCPTR@fullerton.edu.

15. *Will we be able to work side-by-side for a limited amount of time?*
✓ No. Employees must maintain social distancing while working. You are encouraged to pick up the phone if you need to discuss something with an employee. Meetings (of less than 10) will be allowed with social distancing guidelines. A face mask worn properly is a required at all time.

16. *Are we required to use N95 masks?*
✓ Any face mask is acceptable, as outlined by CDC standards.

17. *Do we need to bring an egg timer and time-limit close contact?*
✓ It is up to the employees – extra safety measures are always encouraged.

20. *Will office coffee be provided?*
✓ No. Employees are encouraged to brew coffee from home or purchase before coming to work. A microwave and fridge will be provided and emptied daily. Please be sure to wipe handles down before and after every use. Employees can eat in their offices and are encouraged to eat outside.

21. *Can I bring donuts or other goodies in the office?*
✓ No. Food should not be shared in the office.

22. *Are there exemptions from all face covers and alternatives?*
✓ Yes. The guidance outlines limited exceptions from wearing face covers, including medical conditions, mental health conditions, or disabilities that prevent an individual from wearing a face cover. Individuals who are exempt from wearing a cloth or other face cover should wear a non-restrictive alternative. ASC can provide a non-restrictive alternative for employees or you may provide your own. If you believe your circumstances exempt you from wearing a face cover and non-restrictive alternative, please contact ASC HR.

24. *Do I have to wear a face covering when I am in a private office on campus?*
✓ Properly worn face coverings are not required when you are in your office. Offices have an occupancy of one (1).

25. *Where can I get a face cover? Will ASC provide me with a face cover?*
✓ Cloth face coverings are widely available at retail stores and online, or can be handmade. A cloth face covering may be factory-made or sewn by hand or can be improvised using household items such as scarfs, T-shirts, sweatshirts, or towels. Instructions for making face covers can be found online. Face masks should be worn properly to cover both the nose and mouth.
ASC will provide face covers for employees (staff and student assistants); however, employees may also provide their own cloth face coverings.

26. Do I have to wear a face covering if I am walking on campus?
✓ Yes. Properly worn face coverings must be worn while walking on campus, including parking lots.

27. Will I be required to have a parking permit while I am working onsite?
✓ Yes. Anytime you are on campus you will need to follow the CSUF parking and transportation services guidelines. For more information on parking permits and parking options, please visit https://parking.fullerton.edu/.

28. What if I confirm that I have been exposed to someone with COVID-19? What should I do?
✓ If you show no signs of illness but confirm exposure to someone diagnosed with COVID-19 you will be advised to seek advice from your healthcare provider(s) and local health officials. You should not come to the office. Your immediate supervisor will determine if you can work remotely. If you were exposed but have not exhibited any symptoms associated with COVID-19 during the 10-day self-quarantine period, you may be allowed to return to the campus after the 10th day.

29. What should be done if I have tested positive for COVID-19?
✓ Please notify your supervisor and ASC HR immediately. Most importantly, please stay home. Follow the orders of your healthcare provider(s) and health officials. You may use any available sick or vacation accruals (if applicable) to cover any absences.
✓ You will be required to provide a release from your healthcare provider prior to returning to the office.
✓ If you are ill, you should not perform work. You will not be allowed to telecommute or work remotely because of your confirmed illness.

30. Will I be allowed to use the restroom in the ASC building if there are 2 individuals inside the restroom already?
✓ No. Restrooms have reduced occupancy to ensure social distancing. Restrooms in the ASC building are currently limited to two (2) individuals at the same time only during COVID-19. There are restrooms on the second floor. Titan Hall’s basement is currently closed. Social distancing must always be exercised.

31. Will there be signage in the ASC (Titan Hall) building?
✓ Yes. Different signage has been posted in the building to remind employees of best practices during COVID-19 campus re-entry.

32. Who do I contact if I have additional questions related with COVID-19 return on campus?
✓ Your supervisor should be able to answer your COVID-19 return on campus questions. You can also contact ASC/HR office at 657-278-4119. Or for the latest updates about
coronavirus (COVID-19), visit coronavirus.fullerton.edu. To see the framework for campus openings, visit coronavirus.fullerton.edu/titans-return.

33. **Will offices be cleaned at end of each business day?**
✓ Yes. ASC will continue to supervise cleaning experts. With respect to preventive measures, the Occupational Safety and Health Administration has made general recommendations related to cleaning in its [Guidance on Preparing Workplaces for COVID-19](https://www.osha.gov/preparing-workplaces/coronavirus-covid-19)
  - Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  - When choosing cleaning chemicals, ASC will consult information on Environmental Protection Agency-approved disinfectant labels with claims against emerging viral pathogens.
  - Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
  - Follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, personal protective equipment).

34. **Will employees receive COVID-19 training?**
✓ Yes. HR will send a COVID-19 training module to ASC employees the week of July 6, 2020. Employees should take this training before returning to work on campus.