AGENDA

Purpose of Training

- Understand mandated pandemic safety protocols to support campus health and safety
- Ensure Staff are appropriately informed and trained
- Ensure the Office Worksite is consistent with protocols for all employees
Situational Background
Situational Background
SAFER RETURN TASK FORCE

SCOPE OF SRTF

INTERSECTING PROTOCOLS FROM THE CSU, COUNTY, AND STATE

SITUATIONAL AWARENESS

MEMBERS
COVID-19 Office Worksite Readiness Checklist for HEERA Managers

1. Los Angeles County Department of Public Health (LACDPH) Appendix D Office Worksite
2. Draft Appendix: Institutes for Higher Education

**HEERA Manager Checklist**: 3 Step Process
1. Initiate Worksite Assessment
2. Request COVID-19 Office Worksite Readiness Information Session with Employee/Labor Relations
3. Ensure Compliance with HEERA Manager Checklist
STEP 1. OFFICE WORKSITE ASSESSMENT

HEERA Managers Requesting Worksite Assessments (for critical functions on Campus)

COVID-19 Resource Request Form
Ordering Supplies

- Cleaning Supplies are ordered through Facilities Management
- Disinfectant Surface Wipes, Gloves, Face Coverings, etc. are ordered through the Emergency Operations Center (EOC) using the COVID-19 Resource Request Form

1. Submit the form
2. Order is filled, Email is sent
3. Pick-up items from mailroom (Central Distribution Bldg. 98)
Resources Available

SUPPLIES AVAILABLE

Disposable Face Coverings 15/pack
Cloth Face Coverings - washable (single unit)
Gloves (Sm) 25/Pack
Gloves (Med) 25/Pack
Gloves (Lg) 25/Pack

Gloves (XL) 25/Pack
Disinfectant Surface Wipes - Container
Hand Sanitizer liquid 16.9 Bottle
N95 Mask 5/pack (Approval needed)
Surgical Mask 15/Pack (Approval needed)
Form Location

Office of Emergency Management

Emergency Management

The Cal Poly Pomona, Office of Emergency Management (EM) website, is a starting place for information and resources for emergency management/preparedness, whenever you need it. Our goal is to ensure that the emergency management information you need is updated, easy to locate and understand.

We are proud of our emergency management programs and look to enhance our programs, to ensure the campus community is as prepared as possible for an emergency, or catastrophic event.

Our job in the Office of EM is to assist Cal Poly to be a great and safe place of education and work. We have a great Emergency Management team and partner with a fantastic team of campus Building Marshals & Host Captains. These employee volunteers, do their very best to ensure the building occupants, of their respective building are provided with great resources, and are prepared for an emergency.

We appreciate you visiting our website and look forward to working with you, as EM partners.

Our Mission:
The Office of Emergency Management supports our students, faculty, and staff to ensure that as a university we work together to build, sustain, and improve our capability to prepare for, respond to, recover from, and mitigate all hazards that may impact our campus.

https://www.cpp.edu/em/

Go to the Emergency Management website
Select Covid-19 Resource Request
Download & Save

Download & save to your computer

Close file
Open the PDF form
Look for red boxes
Fill out form
Use the drop down menu to select supplies or work area assessment
Submit Form

Click the submit button

Send email
An email will be sent when order is ready for pick-up

Pick-up the order at the Mail Room (Central Distribution) Bldg. 98
STEP 2. COVID-19 STAFF INFORMATION SESSION

- ELR and Learning and Development will conduct an interactive session with employees to review [CPP Employee COVID-19 Health and Safety Requirements and Expectations](#).

- HEERA Managers can submit requests for the Staff Information Session with at [elr@cpp.edu](mailto:elr@cpp.edu).
EMPLOYEE REQUIREMENTS

1. Employee Training
2. Employee Acknowledgement
3. Health Screener
Hello:

Per President Coley’s recent announcement, Cal Poly Pomona created a COVID-19 Safer Return Task Force responsible for establishing the mandated pandemic safety protocols and ensuring that all faculty, staff, and students are appropriately informed and trained. The Safer Return Taskforce is orientated towards safety and administrative compliance in service to our academic mission and therefore, this communication is to update you about the specific Los Angeles County Department of Public Health (LACDPH) order for Institutes of Higher Education related to working on campus. Cal Poly Pomona is currently required to implement specific protocols for staff that currently work on campus for any duration or frequency in order to mitigate the spread of COVID-19 and to support campus health and safety. HEERA Managers have responsibilities related to the physical working environment and staff have responsibilities that are outlined below.

As you are approved for on-campus activities, please complete a one-time training, COVID-19 Training for Success, and complete the Employee Health Screener found at MyCPP each time prior to coming to campus.

As a reminder, all state-side employees currently working on campus should only be permitted to work on campus in a limited capacity performing critical services with pre-approval from the employee’s HEERA Manager upon consultation with the appropriate AVP/Dean and Vice President. Currently, the only state-side staff groups that are permitted to work full time on campus are identified within the Facilities & Planning Department, University Housing, Student Health Services, and the University Police Department. Academic Exception requests will continue to be facilitated by the Provost’s Office.

For questions related to the employee responsibilities, please contact elr@cpp.edu. For assistance with training, please contact cpplearning@cpp.edu.

Thank you,

[HEERA Manager]
EMPLOYEE TRAINING

Required for all employees working on campus
To ensure employees understand how best to stay healthy and safe

**COVID-19 Training for Success Bundle** includes:

1. Returning to Work During COVID-19 OSHA Compliant Training Course
2. LACDPH Reopening Office Based Worksites Appendix D
3. Employee Acknowledgement
4. Employee Health Screener
Physical Distancing and Infection Control
- 6 Foot Distancing
- Wear Mask/Face Cover
- Wash Hands Frequently
- Clean Your Space and Tools Frequently

Safer Return Informational Materials
EMPLOYEE HEALTH SCREENER

Available through MyCPP, digital PDF, or by paper

Two (2) Questions

In the past 14 days have you:
1. Had close contact with a person known to have COVID-19?
2. Had cold or flu-like symptoms?

IF YES,

STAY HOME, contact your healthcare provider and your HEERA Manager
INCIDENT INVESTIGATION

- Incident Process Map
- Confidential- HIPAA Compliant
- Manager’s should NOT conduct Incident Investigations (Contact Trace)
- Doctor’s notes are submitted to ELR directly from the employee
- The employee does not need to provide proof of positive or negative test. Please do not ask them for this.
HELPFUL TOOL FOR MANAGERS & EMPLOYEES

COVID-19 EXPOSURE FAQs

SO WHEN DO EMPLOYEES HAVE TO STAY HOME?
LEAVES & COVID-19

LEAVES

• CSU Coronavirus Paid Administrative Leave (CPAL)
• Families First Coronavirus Response Act (FFCRA)
• Family Medical Leave Act (FMLA)

REQUEST

• PolyDoc Click Here for FFCRA Form
• Supporting Documentation

CONTACT

• Jodi Stewart, Benefits Manager, jlstewart@cpp.edu
• Diana Diaz, Leave Coordinator, Dianadiaz@cpp.edu
ADA ACCOMMODATIONS DUE TO COVID-19

Contact the ADA Coordinator **within 24 Hours**

Do not ask what the employee's medical condition is

**ADA** Coordinator will:
- Contact the employee and provide required forms
- Verify employee's eligibility by obtaining required medical documentation
- Discuss and determine accommodations in conjunction with the employee and their Department

Examples of Reasonable Accommodations:
- Additional Protective Measures, Alternate Work Schedules, Remote Work, Unpaid Leave of Absence

**Contact: Manuel Montilla, ADA Coordinator, at (909) 869-4095 or mamontilla@cpp.edu**
Contracting COVID-19 at the Worksite may be considered a workplace injury.

**Action Items**

- If an employee informs you that they have tested positive and they believe it is work-related, provide them with a [Workers’ Compensation Claim Form](https://www.cpp.edu/workers-comp/index.shtml) within 24 hours of your notice.

- Complete the [Manager’s Report of Injury/Illness](https://www.cpp.edu/workers-comp/index.shtml) and submit it to the Workers' Compensation Coordinator within 1 business day of your notice.


**Contact:** Larissa Hill, Workers’ Compensation Coordinator at (909) 869-3725 or [lbrewer@cpp.edu](mailto:lbrewer@cpp.edu)
STEP 3.
VERIFY CHECKLIST IS COMPLETED

- Physical Distancing
- Infection Control
- Communication Measures
## RECAP

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<thead>
<tr>
<th>Initiate</th>
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<td>Request</td>
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<td>Ensure</td>
<td>Ensure Full Compliance with HEERA Manager Checklist</td>
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<tr>
<td>Follow</td>
<td>Follow Incident Investigation Procedure</td>
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<tr>
<td>Refer</td>
<td>Refer ADA/Workers’ Comp Referrals within 24 Hours of being notified</td>
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Below is the contact information for **ASI** as it relates to COVID:

COVID | Workers Compensation | LOA  
Charlene Garganera  
Human Resources Generalist  
E: csgarganera@cpp.edu | asi.cpp.edu

Danisha L. Lawrence, MPA  
Director of Human Resources  
E: dllawrence@cpp.edu | asi.cpp.edu  
T: (909) 869-6861

Below is the contact information for **Foundation** as it relates to COVID:

Nora Fernandez  
Senior Employment Services Generalist III  
Cal Poly Foundation Inc  
E: fdnhr@cpp.edu  
T: (909) 869-4378