

**COVID-19 Prevention Program (CPP)**

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# Chapman University

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. The workplace includes all locations of the University in which employees perform job duties. The plan covers all employees of the University, including full-time, part-time, seasonal, and temporary, including student workers.

**Date: 12/11/2020**

## Authority and Responsibility

The Director, Risk Management, in cooperation with Chapman University Environmental Health & Safety, in the office of the Vice President and Chief Operating Officer has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

**The primary means of communicating the Chapman University COVID-19 Prevention Program (CU-CPP) is by way of regular updates to a [website](https://cusafelyback.chapman.edu/) designed specifically for the purpose of communication to members of the university community of faculty, staff and students. The plan is updated on an ongoing basis and can be found at <https://cusafelyback.chapman.edu/>.**

## General Preparation

In an effort to be fully prepared to address the risks of COVID-19 on the Chapman University campus locations, since March 2020, the University has deployed eighteen (18) key Task Forces and various subgroups represented by hundreds of professionals. Below is the current list of task forces and their respective chairs. Chapman University Environmental Health & Safety, in the Office of Risk Management, have been key participants in these efforts.

- Adherence to policy/protocol — [Randy Burba](#)
- Athletics reopening — [Terry Boesel](#)
- Campus Dining Services reopening — [Eric Cameron](#)
- Communications — [Jamie Ceman](#)
- Community engagement — [Sheryl Bourgeois](#)
- COVID-19 Wave 2 — [Harold Hewitt](#)
- Enrollment of new and transfer students Fall 2020 and Spring 2021 during COVID-19 — [Mike Pelly](#)
- Facilities preparation/operation — [Rick Turner](#)
- Faculty return to campus — [Glenn Pfeiffer](#)
- Financing Chapman's COVID-19 response — [Harold Hewitt](#)
- IT support for reopening — [Helen Norris](#)
- Large gathering preparation — [Richard Bryant](#), [Guy Hinrichs](#), [Tessa Jones](#) and [Giulio Ongaro](#)
- Research ramping up — [Tom Piechota](#)
- Residence Life reopening — [Jerry Price](#) and [Dave Sundby](#)
- Screening/testing/tracing — [Jacqueline Deats](#)
- Soft open of Rinker Campus — [Janeen Hill](#)
- Staff and administrators return to campus — [Brian Powell](#)

- Symptoms Monitoring — [Randy Burba](#)

Overseeing and coordinating this work is an Executive Committee chaired by Harold Hewitt and consisting of Glenn Pfeiffer, Sheryl Bourgeois, Brian Powell, Janine DuMontelle, Jamie Ceman, Janna Bersi and Randy Burba.

## Identification and Evaluation of COVID-19 Hazards

The University has implemented the following in our workplace:

- Conducting workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form as a guide.
- Evaluated employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Reviewed applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluated on an ongoing basis existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conducted periodic workplace inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures, using as a guideline the **Appendix B: COVID-19 Inspections form**.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. All such individuals have been fully trained and informed of the associated risks, their responsibilities, and are encouraged to report issues of concern to their supervisor or to the appropriate representative in Human Resources or Faculty Affairs. Also, they may report concerns using the online [Risk Management/EH&S Reporting form](#), or via the [Confidential Reporting Form](#) maintained by EH&S.

### Employee screening

We screen our employees by way of the following:

- a. All employees (and students) who will be physically present on campus are required to evidence a negative result on a molecular PCR test. Testing is provided by the University at no cost to the individual by use of the LabCorp Pixel program. Each such individual must order and return the required nasal swab sample to LabCorp, and LabCorp provides results to the University, while contacting any individuals identified as Positive.
- b. All employees (and students) who will be physically present on campus are required to secure a monthly COVID-19 Rapid test at Chapman University Student Health Services, demonstrating a Negative result.
- c. All employees (and students) who will be physically present on campus are required to complete a daily health survey, via an online form managed by the University, with that form requiring they confirm that they (1) are not sick with COVID-19 symptoms, (2) have not traveled outside the US in the last 14 days, (3) have not come in contact with someone who has or is suspected of having COVID-19, and (4) do not have a temperature of 100.4 or greater. (The University has supplied these individuals with a digital thermometer.) This survey sends a dated ALL-CLEAR to the mobile phone (device) of each person, which can be shown to Chapman University Public Safety or other persons who might seek validation. They may also provide a printed hard copy.
- d. Note that the University requires the use of face coverings anytime that an individual is on

campus, with the exception that such protection is not required when in a private office or out of doors and socially distanced. Public Safety will provide face coverings to anyone on campus who is found to not have the required face coverings.

- e. For more information, see <https://cusafelyback.chapman.edu/guidelines/>

## Correction of COVID-19 Hazards

It is the general practice of the University to complete, in a timely manner, and matter that relates to the health and safety of members of the University community. The University maintains a web-based Work Order system that is used by employees and students to report any and all hazards. The Risk Management office also maintains a web-based system for reporting issues. Unsafe or unhealthy work conditions, practices or procedures will be documented consistent with the requirements of the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazard. Facilities Management receives and acknowledges any Work Order upon receipt, and schedules any necessary work using Facilities Management personnel and/or personnel of Aramark Services or outside contracted firms.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Specific workplace methods include but are not limited to the following:

- Eliminating the need for workers to be in the workplace, to the greatest extent possible – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, by reducing room occupancy consistent with CADPH recommendations.

### Signage

- Visual cues such as signs and floor markings to indicate where employees and others are located or their direction and path of travel, as illustrated below:





- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings and Personal Protective Equipment (PPE)**

We provide new cloth face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. We also assure the availability of paper or cloth masks throughout the campus, and Public Safety personnel who patrol the campus maintain those for any individuals in need. Employees, on behalf of departmental needs, may order additional face coverings from a stock maintained by Facilities Management. The extent to which employees are found not compliant, this is reported to Human Resources, and the extent to which students are not compliant, this is reported to the Dean of Students and subject to Conduct Code violation and sanction. For more information, see information on [Guidance if someone is not following protocols](#).



The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection, under EH&S approval, in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

The University, with the support of our EH&S professionals, evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. Chapman University EH&S is responsible for supporting any needed approvals, medical qualification, and fit-testing for the use of occupational required respiratory protection to include N-95's and half and full-face respirators. Similar procedures apply to the use of eye protection. We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Signage and Supplies**

The University has provided the entire campus with appropriate signage associated with the COVID-19 risk, and the necessary supplies, ranging from cleaning and disinfecting to appropriate personal protective equipment (PPE).

### **Engineering Controls**

Engineering control are the first line of defense deployed by EH&S professionals.

We maximize, to the extent feasible, the quantity and quality of outside air for our buildings with mechanical or natural ventilation systems.

For heating and air-conditioning systems, the University has engaged the ASHRAE standards in an assessment of our key facilities. ASHRAE is the American Society of Heating, Refrigerating and Air-Conditioning Engineers, a professional association focused on advancing heating, ventilation, air conditioning and refrigeration systems design and construction.

We have surveyed most all large educational facilities on campus in connection with a complete assessment of the status quo and possible improvements. We have deployed a variety of strategies, to include improving our filtration standard to Merv-13 or greater where possible, the installation of UV-C lighting, and ventilation rates and the usage of outside air is being maximized. Where these strategies cannot be deployed, we are looking at alternatives., including free standing air scrubbers for higher risk locations, especially where social distancing is difficult to maintain.

Under circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, this will be accomplished to the extent possible by ceasing or relocating those operations until these circumstances subside or are eliminated.

We deploy physical barriers as protective measures to the extent that we cannot maintain at least six feet of separation between individuals in fixed work environment. This includes solid partitions, such as Plexiglas separators.

### Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Enhanced cleaning of all campus buildings will be completed on a regular basis by Aramark Services, a professional cleaning service that is contracted by the University and maintains a full-time physical presence. Break rooms, offices, elevators, restrooms, classrooms, and other common areas will be disinfected with greater frequency than before the campus closure, though students and employees will also need to be involved in our efforts to maintain a sanitary environment.
- Disinfectant, hand sanitizer, additional trash cans and related supplies will be available to students in all classrooms. Facilities Management maintains an [online order form](#) to request items from our central warehouse.



Should we have a COVID-19 case in our workplace, we will implement the following procedures:

### **Shared tools, equipment and personal protective equipment (PPE)**

- All employees and students will be provided at no cost a cloth face covering. We appreciate your help in determining how many students and/or employees are in your school or unit.
- If your department has an existing program in place that provides Personal Protective Equipment (PPE) (for example gloves, goggles etc.), that program will stay in place and your unit should continue purchasing the normal quantity of such items. The University uses and [Order Form](#) to help personnel identify anticipated needs for additional PPE, etc.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. All personnel are instructed to decontaminate both before and after their use.

PPE must not be shared, e.g., gloves, masks, face shields, and goggles. Where there must be sharing, such as in face shields use by the Physical Therapy department, the items must be disinfected between uses by following industry acceptable practices. For further information,



contact [Chapman University EH&S](#).

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

- All members of the Chapman University community are instructed on proper procedures for handwashing which requires that individuals wash their hands often. Instructions are provided on our online training, and include the following:
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It is especially important to wash:
- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your cloth face covering
- After changing a diaper
- After caring for someone sick
- After touching animals or pets
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

### **System for Communicating (Human Resources)**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information with regard to our COVID-19 Prevention Plan:

- The University requires all employees (and students) who are present on campus to complete comprehensive training that includes information about COVID-19 hazards that may be present at the workplace, and what the University is doing and what they can do to mitigate those risks. Any questions not answered in that training should be directed to [ehs@Chapman.edu](mailto:ehs@Chapman.edu). Similarly outside persons who have an occasion to be present on campus are required to demonstrate competency in COVID-19 understanding and safety and supply a COVID-19 Safety Plan and Agreement that confirms same.
- The University requires that any employee who will be working on campus secure, at no cost to the employee, a molecular PCR test via the LabCorp Pixel Program in which test kits are mailed to each employee for their return to LabCorp for processing. Results are provided to the employee, and the University will receive clearance from LabCorp on persons testing as Negative for COVID-19. The Student Health Center can also provide a Molecular PCR test

from clinic offices on campus. The University also requires and provides at no cost to any employee working on campus a Rapid PCR each month. This same testing applies to students who will be on campus.

- To maintain access to campus once formal approval has been granted, please follow the on-campus processes below:
  - (1) Weekly completion of mandatory COVID-19 testing. To obtain and maintain access to campus, you will need to complete COVID-19 testing a weekly basis. Please view the [On-Campus Testing Schedule and Locations](#).
  - (2) Completion of the mandatory Daily Health Screening. Anyone planning to come to campus must complete a simple daily COVID-19 health screening on the day they come to campus, and prior to their arrival on-site. This health assessment is a short questionnaire that can be taken on a smartphone or other device. You will be prompted by email to complete the short questionnaire each day.
    - You will need to have completed a COVID-19 test within the current or previous week in order to receive the required Daily Health Screening email.
    - If you do not need to access campus for a period of time and do not complete a COVID-19 test, you will stop receiving the email notifications. In order to reactivate the Daily Health Screening email notifications and reactivate access to campus, you will need to take a COVID-19 test.
  - To complete the Daily Health Screening, follow these steps:
    - Look for the health screening in your Chapman email and follow the instructions. If you do not see it in your email, please check your Junk and Spam folders.
    - Do not come to campus until you receive a “CLEARED” status via email.
    - Contact your health provider if you receive a “NOT CLEARED” status, and please continue to avoid campus.
    - Once subscribed to the daily notice, you are only required to fill it out on days you are coming to campus.
    - The “CLEARED” email message from your Daily Health Screening will in effect act as your Chapman access badge, i.e., you may be required to show the message (either in email format or a printed copy of that day’s “cleared” message) by your professor, supervisor, Public Safety Officer, or as part of gaining access to certain service areas.
- All employees, in order to be authorized to be on campus, must additionally comply with other policies and procedures which may include an increased frequency of testing for COVID-19, to include but not be limited to the January 5, 2021 requirement for weekly testing, provided by the University at the Student Health Center.
- The University has established procedures that describe to whom employees should report COVID-19 symptoms. The Chapman University Student Health Center has been designated and deployed in an expanded role and now serves as the initial contact for employees as well as students for purposes of reporting signs and symptoms suggestive of COVID-19.
- The extent to which an employee has reason to believe that they may have contracted COVID-19 in connection with their work on the University campus or other locations operated by the University, they should contact Chapman University Student Health at (714) 997-6851.
- Chapman University confirms that employees can report symptoms and hazards without fear of reprisal.
- Chapman University has established procedures policies for accommodating employees with

medical or other conditions that put them at increased risk of severe COVID-19 illness. All employees (faculty, staff, and student workers) may submit a request for accommodation by way of the designated online [Workplace Accommodations Request Form](#). All other questions regarding leave of absence will continue to be requested from the Wellness and Leave Administration Specialist, by [email \(accommodations@chapman.edu\)](mailto:accommodations@chapman.edu) or by phone at 714-997-6979.

- Employees have been fully trained and informed of the associated risks and their responsibilities as relate to COVID-19. All employees and their designated employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. They should report concerns using the online [Risk Management/EH&S Reporting form](#), or via the [Confidential Reporting Form](#) maintained by EH&S. They are also encouraged to report issues of concern to their supervisor or to the appropriate representative in Human Resources or Faculty Affairs.
- In the event we are required to provide additional testing because of a workplace exposure or outbreak, we will at that time communicate the specific plan for providing testing, at no cost to the employee, during normal working hours, and inform affected employees of the reason for the testing and the possible consequences of a positive test. This communication will include a description of the basis for the requirement, i.e. when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- Where testing is not provided or required by the University, employees are encouraged to contact their personal physician, health plan, local clinics or pharmacy's or the [County of Orange HealthCare Agency](#). The University will also provide employees with voluntary testing, beyond the standard requirements of the University, to the extent that resources are available, to include both PCR and Rapid Testing, chargeable to the employee's health plan insurer.
- For further information on COVID-19-related communication at Chapman University, see our [CU Safely Back website](#).

## **Training and Instruction**

The University provides required, demonstratedly effective training and instruction by way of our web-based Learning Management Systems that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

- Supplemental training will be provided by individual departments in collaboration with Chapman University EH&S consistent with any unique circumstances associated with the work of any such department.

**Appendix D: A COVID-19 Training Roster** will be maintained by use of one or more Learning Management Systems that award Badges or Certificates to document completion of training.



## Exclusion of COVID-19 Cases

In instances where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Standard policy is that of excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case. This policy may change subject to updated recommendations from the CDC which as of December 2, 2020 now recommends two additional options for how long quarantine should last. Based on local availability of viral testing, for people without symptoms quarantine can end:
  1. On day 10 without testing
  2. On day 7 after receiving a negative test result
- In instances where an employee has contracted COVID-19 at work, the University commits to continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. We will be providing employees at the time of exclusion with information on available benefits. Employees whose status is not confirmed to be work-related or work-contracted will be eligible for leave and other benefits on the same basis as any other illness.
- Recently, California passed a law requiring employers with over 500 employees, as is Chapman University’s case, to implement COVID-19 Supplemental Paid Sick Leave that is separate from an employee’s regular sick leave balance. This law only applies to employees who leave home to perform work, and are unable to work for any of the three following reasons:
  1. The employee is subject to a federal, state, or local quarantine order related to COVID-19,
  2. A health care provider advises the employee to self-quarantine or self-isolate due to concerns related to COVID-19; and/or
  3. The hiring entity prohibits the employee from working because of health concerns related to the COVID-19’s potential transmission.
- This law does not provide leave for employees to care for others, such as children whose schools closed for COVID-19-related reasons. University employees will be eligible for those benefits available based on their employment status.
- Potentially impacted employees should consult with Tim Frenchcampbell, Wellness and Leave

Administrator at 714-997-6979 to determine if Supplemental Paid Sick Leave is applicable to their circumstance or if they have questions regarding Supplemental Paid Sick Leave.

- Qualifying full-time employees are entitled to 80 hours of supplemental paid sick leave. There is a prorated calculation for part-time employees. Unless extended or modified, this law is set to expire December 31, 2020, and it applies to all qualifying staff, faculty, and student employees that meet the described criteria.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Report any instances that allege work-related exposure to our Workers' Compensation insurer for their management of any resultant coverage claims.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### Notifications to the Local Health Department – Orange County Healthcare Agency

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**, specifically the Orange County Healthcare Agency. Reporting will be done by the Chapman University Student Health Center.

### Notifications to Cal/OSHA

We will comply with the requirements of Cal/OSHA safety orders for COVID-19 as found at this [link](#). Specifically, under §3205(c)(9)(B). COVID-19 Prevention, the employer shall report immediately to the Division any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

### Reporting COVID-19 Cases to Cal/OSHA

When do employers have to report COVID-19 illnesses to Cal/OSHA immediately?

In addition to the recordkeeping requirements discussed above, California employers must also report to Cal/OSHA any serious illness, serious injury or death of an employee that occurred at work or in connection with work within eight hours of when they knew or should have known of the illness. (See section 342(a).) This includes a COVID-19 illness if it meets the definition of serious illness.

A serious illness includes, among other things, any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing. (See section 330(h).) This means that if a worker becomes ill while at work and is admitted as in-patient at a hospital — regardless of the duration of the



hospitalization — the illness occurred in a place of employment, so the employer must report this illness to the nearest Cal/OSHA office. Reports must be made immediately, but not longer than eight hours after the employer knows or with diligent inquiry would have known of the serious illness.

For reporting purposes, if the employee became sick at work, it does not matter if the illness is work-related. Employers must report all serious injuries, illnesses or deaths occurring at work without making a determination about work-relatedness. For some diseases such as COVID-19, associated respiratory symptoms such as difficulty breathing can be caused by a variety of occupational exposures. It is important for employers to report these cases to Cal/OSHA so that the Division can make the preliminary determination of work-relatedness.

Reportable illnesses are not limited to instances when the employee becomes ill at work. Serious illnesses include illnesses contracted “in connection with any employment,” which can include those contracted in connection with work but with symptoms that begin to appear outside of work. An employer should report a serious illness if there is cause to believe the illness may be work-related, regardless of whether the onset of symptoms occurred at work.

For COVID-19 cases, evidence suggesting transmission at or during work would make a serious illness reportable.

- Multiple cases in the workplace.
- The type, extent and duration of contact the employee had at the work environment with other people, particularly the general public.
- Physical distancing and other controls that impact the likelihood of work-related exposure.
- Whether the employee had work-related contact with anyone who exhibited signs and symptoms of COVID-19.
- Even if an employer cannot confirm that the employee contracted COVID-19 at work, the employer should report the illness to Cal/OSHA if it results in in-patient hospitalization for treatment and if there is substantial reason to believe that the employee was exposed in their work environment. Where there is uncertainty about whether an employee contracted COVID-19 at work, the employer should err on the side of reporting the illness to Cal/OSHA.

Reporting will be made electronically, as follows:

Santa Ana District Office  
Cal/OSHA Enforcement – Region 3  
2 MacArthur Place, Suite 720  
Santa Ana, CA 92707  
phone:(714) 558-4451  
fax:(714) 558-2035  
email: [DOSHSA@dir.ca.gov](mailto:DOSHSA@dir.ca.gov)

### **Notifications to Workers’ Compensation Insurer**

The University must report any positive tests for COVID-19 to the Hartford Insurance Company per SB 1159, as long as the individual worked outside their home within the 14 days prior to the positive test. The University must report the positive test within three (3) days of our knowledge. Unless the individual asserts that they contracted it at work, we would not report an actual claim.

If the employee does assert that they contracted COVID-19 at work, the University will need to



provide the employee with a claim form and if returned, file a claim with the insurer. The insurer would do a full investigation, including taking the employees statement to determine where else the employee has gone and whether they know anyone else that has COVID, etc. The employee would have to produce a positive test as a minimum.

The automatic “presumption” that COVID-19 was procured at work is contingent on the number of employees at the specific location of the University where the employee worked. The threshold under which the presumption is made includes the following criteria:

- If the University has 100 or fewer employees working at the location, 4 EE’s test positive for COVID-19.
- If University has more than 100 employees at a specific location, 4% of total EE’s at the location test positive for COVID-19.

Location is considered to be any single building, and if the employee visited more than one building within the 14 days priors, we would list both buildings when reporting the positive test.

(3) (A) “A specific place of employment” means the building, store, facility, or agricultural field where an employee performs work at the employer’s direction. “A specific place of employment” does not include the employee’s home or residence, unless the employee provides home health care services to another individual at the employee’s home or residence.

(B) In the case of an employee who performs work at the employer’s direction in multiple places of employment within 14 days of the employee’s positive test, the employee’s positive test shall be counted for the purpose of determining the existence of an outbreak at each of those places of employment, and if an outbreak exists at any one of those places of employment, that shall be the employee’s “specific place of employment.”

If the claim is found compensable and the employee is able to continue to work at home, there are no Temporary Total Disability (TTD) benefits due; however, the employee would be entitled to medical benefits and potentially Permanent Disability (PD).

If the employee is unable to work at home, the employee must first exhaust any sick leave benefits available in response to COVID-19. In most cases, the employer should pay the first 80 hours of sick leave per FFCRA and AB 1867. Thereafter the employee would be entitled to TTD like any other claim, until they are able to work or found MMI.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred, as confirmed by a licensed healthcare professional working at the Chapman University Student Health Center:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, and the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
-

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

In response to the emergency of COVID-19 and the risks thereof, the Chapman University Environmental Health & Safety Department engaged [Citadel Environmental Services](#) during the months of May, June, July, and August 2020 to help support our work in assuring the health and safety of the University community for employees, students, suppliers, contractors, and guests. Citadel's team of EH&S experts provides a multitude of services delivered in an integrated approach to safely manage any Environmental, Health, and Safety challenges found across industries.

Along with Citadel Environmental experts, Chapman University EH&S professionals, Facilities Management staff, and a wide variety of other faculty and staff engaged in surveys of a wide range of representative occupancies on campus, to include both the operations in Orange, CA and Irvine, CA. This includes major buildings, classrooms, labs, congregate living facilities, food service locations, and performance venues. This survey allowed the University to establish parameters on access/egress, occupancy limits, cleaning and disinfecting, appropriate use of barriers, improvements to HVAC systems, and cleaning and disinfecting practices/supplies.

**Person conducting the evaluation:** Facilities Management staff and other employees, as needed.

**Date:** Ongoing

**Name(s) of employee and authorized employee representative that participated:**

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Ongoing, campus-wide	Ongoing, campus-wide	As needed	As needed

## Appendix B: COVID-19 Inspections

Chapman University has implemented policies and procedures in compliance with the [California Department of Public Health](#) specifically including [COVID-19 Industry Guidance for Institutions of Higher Education](#). This includes (1) a COVID-19 Prevention Plan, (2) Appropriate General Measures, (3) Promotion of Healthy Hygiene Practices, (4) Intensify Cleaning, Disinfection and Ventilation, (5) Implement Distancing on Campus, (6) Limit Sharing, (7) Housing under Authority of the IHE, (8) Train Staff & Students, (9) Check for Signs and Symptoms, (10) Plan for When a Staff Member, Student or Visitor Becomes Sick, (11) Maintain Healthy Operations, (12) Considerations for Partial or Total Closures, etc.

All employees (faculty and staff) as well as students are required to complete a comprehensive online training program before accessing any campus facilities or services.

The work of Inspections is a collaborative process that includes all employees of the University, supported by Facilities Management workers and our contracted maintenance/janitorial services vendor.

**Date:** April 1, 2020

**Name of person conducting the inspection:** See above

**Work location evaluated:** All locations

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>		Facilities Management	March-August 2020, ongoing.
Barriers/partitions	As needed	Facilities Management	March-August 2020, ongoing.
Ventilation (amount of fresh air and filtration maximized)	Systems have been enhanced to the maximum capacity, to include HEPA and UV enhancements.	Facilities Management	March-August 2020, ongoing.
Additional room air filtration		Facilities Management	March-August 2020, ongoing.
<b>Administrative</b>		Facilities Management	March-August 2020, ongoing.
Physical distancing	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Shared Responsibility	March-August 2020, ongoing.
Surface cleaning and disinfection (frequently enough and adequate supplies)	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Facilities Management	March-August 2020, ongoing.
Hand washing facilities (adequate numbers and supplies)	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Facilities Management	March-August 2020, ongoing.
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Facilities Management	March-August 2020, ongoing.
<b>PPE</b> (not shared, available and being worn)	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Shared Responsibility	March-August 2020, ongoing.

	<a href="https://cusafelyback.chapman.edu/">u/</a>		
Face coverings (cleaned sufficiently often)	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Shared Responsibility	March-August 2020, ongoing.
Gloves	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Shared Responsibility	March-August 2020, ongoing.
Face shields/goggles	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Shared Responsibility	March-August 2020, ongoing.
Respiratory protection	<a href="https://cusafelyback.chapman.edu/">https://cusafelyback.chapman.edu/</a>	Shared Responsibility	March-August 2020, ongoing.

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** 12/08/2020

**Name of person conducting the investigation:** Chapman University Student Health Center (contact tracers)

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	



**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

All members of the Chapman community have been provided access to [Canvas learning management system](#). They can access the COVID-19 Safety Training at chapman.edu. The training will appear in their Dashboard, or they can navigate to Courses>All Courses and look for COVID-19 Safety Training. All learners must be sure to complete the entire course and receive the completion badge.

All others who are enrolled in the training will receive an invitation for completion of the training via the [LearnUpon Learning Management System](#). All learners must be sure to complete the entire course and receive the Certificate of Completion.

Employee Name	Signature
Staff Training	Chapman University Canvas Learning Management System
Faculty Training	Chapman University Canvas Learning Management System
Student Training	Chapman University Canvas Learning Management System
Training for Others	Chapman University Risk Management LearnUpon Learning Management System

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

**[This section will apply if our workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This section will apply should our workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.



## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

This section will apply to workers in employer-provided housing and will include students living in University-managed housing. Reference section 3205.3 for details. The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.

#### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We will ensure that:

- Residents are advised that housing units, kitchens, bathrooms, and common areas should be effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

#### **Screening**

We encourage residents to report COVID-19 symptoms via the daily Qualtrics health screening sent to the residents' Chapman e-mail address. Student Health Services can also help provide support or referrals by contacting 714-997-6851.

#### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the

### **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## Additional Consideration #4

### COVID-19 Prevention in Employer-Provided Transportation to and from Work

Chapman University provides transportation via University shuttles and vans for persons who need transportation from remote locations and/or from parking lots to various campus locations. Chapman University personnel may also on occasion share vehicles for purposes of their required work responsibilities, using electric service vehicles and/or trucks.

#### Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees working in the same crew or worksite may be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

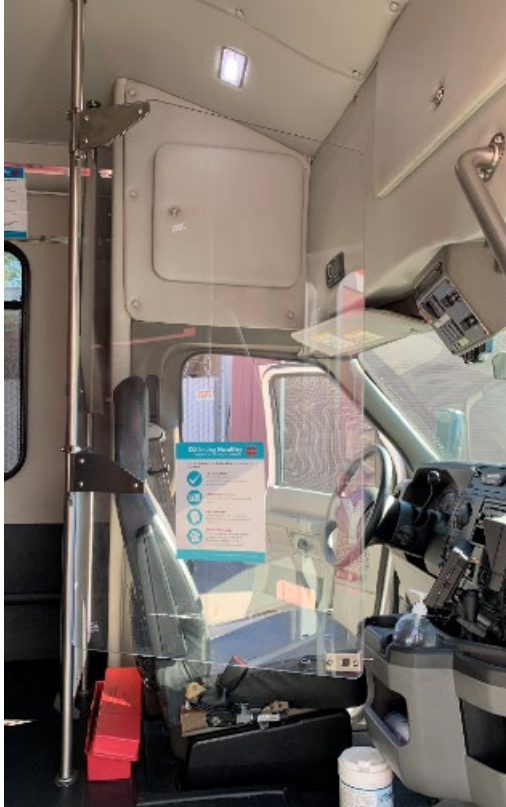
- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## Hand hygiene

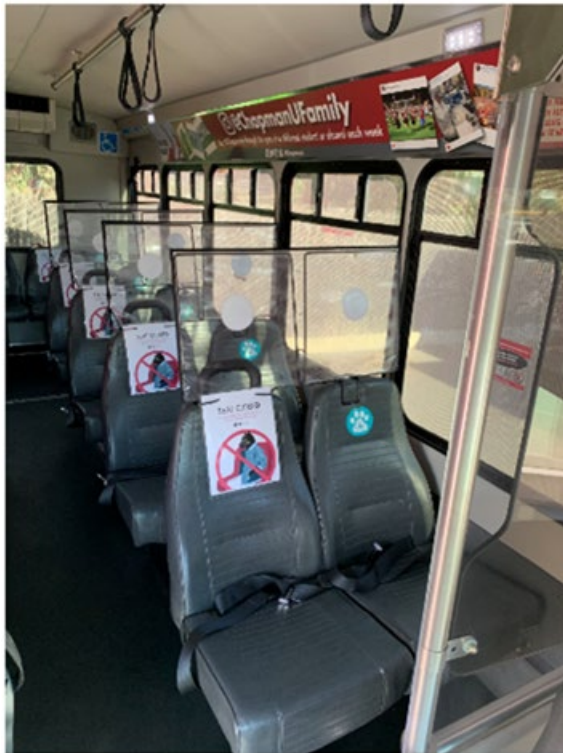
We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

We are compliant in terms of the Chapman University shuttle operations as follows:

1. Drivers take daily temperature checks prior to going on shift in addition to having to do the daily health questionnaire that Chapman employees must complete.
2. All passengers wear mask and must provide clear message from daily health screening to board
3. Drivers wear masks the whole time they are in the shuttles.
4. We have installed a plexiglass partition around the driver compartment.



5. We installed sneeze guards between each row and limit passenger capacity.



6. Shuttles are not shared amongst drivers; one shuttle, per driver, per day.
7. Shuttles are disinfected prior to the start of each shift using the AeroClave Portable RDS 3110T Decontamination system and Vital Oxide disinfectant.



**Highlights**

- **Max Treatment Area**  
5,000 Cubic Ft.
- **Design**  
(3) ADP Ports
- **Manifold Delivery**  
Decon Up to 3 Vehicles at Once
- **Compatibility**
  - ADP-Ex Kit
  - ADP-PT Kit
  - APA (Up to 3)
  - Tripod (Up to 3)
  - ADP-AS (Up to 3)

**Portable Decontamination System**

The RDS 3110T disinfects rooms, vehicles, and equipment. The system provides three ADP's to power three separate remote devices. These can be three APAs for hand application, three remote heads on tripods, or three ports for vehicles or rooms.

**Superior Design**

The RDS 3110T is a rugged, lightweight, and portable decontamination system that can effectively treat spaces up to 5,000 cubic feet. Larger spaces can be treated with multiple units. Weighing in at only 48 pounds, the 3110T is simple to use and requires minimal operator training. It is fully self-contained and can be set up and operating in minutes. The small form-factor allows it to be neatly tucked away until needed.

**Breakthrough Process**

The RDS 3110T can be operated in either an aerosolized application mode for hands-free room decontamination, or hand-applied mode using the optional AeroClave Portable Applicator (APA).





Available in various sizes  
up to 55-gallon drum.

- 1 Case = Four 1 Gallon Bottles
- 1 Drum = 55 Gallons

## Vital Oxide

### *Disinfectant Solution*

All products use Vital Oxide, an EPA-approved hospital disinfectant, to decontaminate and destroy pathogens.

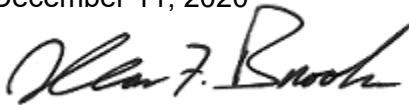
- While "hospital-grade disinfectants" are required to achieve a 4 log reduction, the EPA requires a 6 log reduction in order to claim elimination 5,6 for pathogen such as *C. diff* spores.
- The Vital Oxide disinfectant (ClO<sub>2</sub>) utilized in AeroClave systems is EPA registered (82972-1), meeting the high efficacy requirements of the EPA stated above.
- Proven safe for workers to be close while fogging, although not required (Ratings — Health and Safety: 0; EPA Toxicity: Category 4)

*Proven effective against [Novel Coronavirus \(2019-nCoV\)](#), MRSA, HIV-1, Hepatitis B, Hepatitis C, Ebola, MERS, CRE, E. coli, Norovirus, H1N1, Legionella pneumophila, Salmonella, Listeria, mold, mildew and more.*

8. High contact areas are wiped down during the day with disinfecting wipes and at the conclusion of the shift.
9. The decontamination system was used on the office once a positive diagnosis was discovered in addition to daily cleaning by Aramark, our contracted maintenance services provider.

## Signature

December 11, 2020



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