This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Higher Education. The checklist is a summary and contains shorthand for some parts of the guidance. Institutions should be familiar with the guidance before completing this checklist.

**GENERAL MEASURES**

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community.
- Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources.
- Develop a plan for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility or in the community become ill.
- Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.

**PROMOTE HEALTHY HYGIENE PRACTICES**

- Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Teach and reinforce use of cloth face coverings, masks, or face shields.
  - All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.
  - Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Ensure adequate supplies to support healthy hygiene behaviors.
- Require or strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- Post signs in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands, physical distancing, and properly wearing a cloth face covering).
- Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with faculty, staff, and students (such as on IHE websites, in emails, and on IHE social media accounts) in accordance with the Clery Act.
INTENSIFY CLEANING, DISINFECTIONS, AND VENTILATION

- Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.
- Frequently touched surfaces in the school include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Tables
  - Student Desks
  - Chairs
- Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or disinfected between use.
- If transport vehicles (e.g., buses) are used by the IHE, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect IHE buses, vans, or other vehicles, see guidance for bus transit operators. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Develop a schedule for increased, routine cleaning and disinfection that avoids both under- and over-use of cleaning products.
- Ensure proper ventilation during cleaning and disinfecting.
- Plan cleaning only when occupants are not present; fully air out the space before people return.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.
- Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Introduce as much fresh outdoor air as possible.
- Ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.
IMPLEMENTING DISTANCING ON CAMPUS

Modified Layouts

- Space seating/desks at least six feet apart. Hold smaller classes in larger rooms.
- For counties on the State County Data Monitoring List for three consecutive days, indoor lectures are prohibited.
- Courses offered in specialized indoor settings (e.g., labs, studio arts), whose design imposes substantial physical distancing on participants based on the nature of work performed in the space, are permitted.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- When practical, offer synchronous distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
- Maximize the distance between students in IHE vehicles (e.g., skipping rows) to the extent possible and ensure that face coverings are worn.
- Consider redesigning activities for smaller groups and rearranging spaces to maintain separation.

Physical Barriers and Guides

- Install impermeable physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six feet apart (e.g., cash registers).
- Provide physical guides and cues, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least six feet apart in lines and at other times.
- Consider designating routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Maintain or expand procedures for turning in assignments that minimize contact.

Communal Spaces

- Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus.
- Close nonessential shared spaces, such as game rooms and lounges; for essential shared spaces, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least six feet apart, and clean and disinfect between use.
- Set up study spaces available for individual study so students are seated at least six feet apart and install physical barriers where possible.
COVID-19 INDUSTRY INTERIM GUIDELINES FOR HIGHER EDUCATION

- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart.
- Encourage students to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.

Gyms, Pools and Fitness Facilities

- Refer to the guidance on fitness facilities and pools on the COVID-19 Resilience Roadmap website.
- As referred to in the guidance on college athletics, athletic facilities must limit occupancy to essential personnel, such as players, coaches, trainers, etc.

Food Service and Dining Halls

- Provide grab-and-go options for meals. If a dining hall is typically used, if possible, serve individually plated meals (versus buffet or any self-serve stations).
- Use disposable food service items (e.g., utensils, dishes).
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.
- Food courts should follow the relevant guidance in accordance with the reopening approvals of the facility’s local health officer.
- Follow additional guidance on the COVID-19 County Roadmap website for additional campus services such as bookstores, libraries, childcare, food courts, etc.

LIMIT SHARING

- Discourage sharing of items that are difficult to clean or disinfect.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use, as described above.
- Avoid sharing electronic devices, books, pens, and other learning aids.

HOUSING UNDER AUTHORITY OF IHE

- Review on-campus guidelines elsewhere in this document and current CDC COVID-19 Guidance for Shared or Congregate Housing.
- Every effort should be made to decrease the risk for exposure at on-campus housing arrangements by reducing occupancy.
TRAIN STAFF AND STUDENTS

☐ Provide effective training to faculty, staff, and students on preventing COVID-19.
☐ To return to work or class after a worker or student receives a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker or student has had no fevers (without the use of fever reducing medications) for the last 24 hours.
☐ Ensure any independent contractors, temporary or contract workers, and volunteers are also properly informed about campus COVID-19 prevention policies and have necessary supplies and PPE.
☐ Consider conducting the training virtually, or, if in-person, ensure six-foot physical distancing is maintained.

CHECK FOR SIGNS AND SYMPTOMS

☐ COVID-19 symptoms, as described by the CDC, include:
  o Fever or chills
  o Cough
  o Shortness of breath or difficulty breathing
  o Fatigue
  o Muscle or body aches
  o Headache
  o New loss of taste or smell
  o Sore throat
  o Congestion or runny nose
  o Nausea or vomiting
  o Diarrhea
☐ If feasible, conduct daily health screenings or ask faculty, staff, and students to conduct self-checks (e.g., temperature screening and/or symptom checking).
☐ Health checks should be done safely in accordance with physical distancing recommendations and respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws and regulations.

PLAN FOR WHEN STAFF, STUDENT OR VISITOR BECOMES SICK

Advise Sick Individuals of Home Isolation Criteria

☐ Remind staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home or, if they live in campus housing, to follow isolation procedures.
For serious injury or illness, call 9-1-1 without delay.

Sick faculty, staff, or students should not return to in-person classes or IHE facilities, or end isolation until they have met CDC’s criteria to discontinue home isolation.

Develop policies that encourage and remind sick staff and students to stay at home without fear of reprisal and ensure staff and students are aware of these policies.

Isolate and Transport Those Who Are Sick

- Make sure that faculty, staff, and students know they should not come to the IHE if they feel sick, and should notify college officials (e.g., IHE designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed case.
- Immediately separate faculty, staff, and students with COVID-19 symptoms.
- Work with IHE administrators and health care providers to identify an isolation room, area, or building/floor (for on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
- Establish procedures for safely transporting anyone who is sick to their home or to a health care facility in compliance with Title 8, Section 5199. If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.

IHE Affiliated Student Health Services

- See CDC and Cal/OSHA detailed guidance on safety
  - providing health care services to persons symptoms of COVID-19 and
  - protecting staff and students from COVID-19 while receiving care.

Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as practicable.

Notify Health Official and Close Contacts

- Notify local health officials and appropriate members of the campus community immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws, including FERPA and the ADA.
Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Document/track incidents of possible exposure and notify local health officials, appropriate staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

Advise sick staff and students not to return until they have met CDC criteria to discontinue home isolation, including 24 hours with no fever, symptom improvement, and 10 days since symptoms first appeared.

Ensure non-discrimination against students and staff who were or are diagnosed with COVID-19.

MAINTAIN HEALTH OPERATIONS

Protections for Persons at Higher Risk for Severe Illness from COVID-19

- Offer options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, remote course delivery, and modified job responsibilities).
- Offer options for students at higher risk for severe illness that limit their exposure risk (e.g., virtual learning opportunities).
- Provide all staff opportunities for telework, and students opportunities for virtual learning, independent study and other options, as feasible, to minimize transmission risk.

Regulatory Awareness

- Be aware of current state or local regulatory agency policies related to group gatherings to determine if events can be held.

Activities

- For IHE-specific student activities, pursue virtual group events, gatherings, or meetings, if possible.
- In counties on the State County Data Monitoring List for three consecutive days, indoor gatherings are prohibited.
- For counties that are not on the State County Data Monitoring List, limit occupancy at the venue to 25% of room capacity or 100 people, whichever is fewer, and comply with any more restrictive local restrictions.
Follow guidance applicable to sporting events and participation in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches, and communities. (See guidance on collegiate athletics below.)

- For all other gatherings, such as public performances, follow current published state and local health officer orders of guidance applicable to gatherings.
- Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.

**Telework and Virtual Meetings and Services**

- Encourage telework for as many faculty and staff as possible, especially workers at higher risk for severe illness from COVID-19.
- Replace in-person meetings with video- or tele-conference calls whenever possible.
- Provide student support services virtually, as feasible.
- When possible, use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing.

**Travel and Transit**

- Consider options for limiting non-essential travel in accordance with state and local regulations and guidance.
- Encourage students, faculty, and staff who use mass transit to consider using other transportation options (e.g., walking, biking, driving, or riding by car alone or with household members only) if feasible.

**Designated COVID-19 Point of Contact**

- Designate an administrator or office to be responsible for responding to COVID-19 concerns.

**Participation in Community Response Efforts**

- Consider participating with state or local authorities in broader COVID-19 community response efforts including pursuit of delegated authority for contact tracing, sitting on community...
response committees, and utilizing IHE labs and resources, when available, to increase testing capacity.

**Communication Systems**

- Allow students, faculty, and staff to:
  - report to the IHE if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 in accordance with health information sharing regulations for COVID-19, and
  - receive prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.

- Notify faculty, staff, students, families, and the public of IHE closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

**Other Considerations**

- Monitor absenteeism of workers and students, cross-train staff, and create a roster of trained back-up staff.
- Ensure that any organizations affiliated with the IHE, such as off-campus clubs, Greek organizations, etc., also follow these guidelines.
- Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.
- Encourage workers and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- Promote eating healthy, exercising, getting sleep and finding time to unwind.
- Encourage workers and students to talk with people they trust about their concerns and how they are feeling.
- Consider posting signage for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.
- Post signage for on-campus resources to help students manage stress and attend to their mental health.
- Consider routine systematic testing of staff or students for current COVID-19 infection, and procure resources to test exposed IHE student and staff if exposed.
Considerations for Partial or Total Closures

☐ Check State and local health officer orders and health department notices frequently about transmission in the area or closures and adjust operations accordingly.

☐ When a student, faculty, or staff member tests positive for COVID-19 and has exposed others at the school, implement the following steps:
  o Consult the local public health department regarding additional follow-up needed to identify close contacts, and recommended actions, closures, or other measures to protect your community.
  o Give standard guidance for isolation at home for 10 days for COVID-19 infected persons.
  o Give standard guidance for quarantine at home for at least 14 days after close contact, parts or all of the campus might need to close temporarily as students or staff quarantine. Refer to local health department website or CDPH Isolation & Quarantine Guidance.
  o Additional close contacts outside of the residence and classroom should also quarantine for 14 days at their residence.
  o Develop communication plans for exposure notifications or school closure to include outreach to students, parents, faculty, staff, and the community.
  o Include information for workers regarding labor laws, information regarding Disability Insurance, Paid Family Leave, and Unemployment Insurance, as applicable.
  o Provide guidance to students, parents, faculty, and staff reminding them of the importance of community physical distancing measures while some or all of campus is closed, including discouraging students or staff from gathering elsewhere.
  o Develop or review plans for continuity of education.
  o Monitor local public health department website and maintain regular communications.

Athletic Facility-Specific Plan

☐ Establish a written, facility-specific COVID-19 prevention plan at ever facility, perform a comprehensive risk assessment of all work and athletic areas, and designate a person at each facility to implement the plan.

☐ Designate a person responsible for responding to COVID-19 concerns for athletics overall, and for each team or sport. All coaches, staff, and student-athletes should know who their COVID-19 contact person is and how to contact them.

☐ Incorporate the CDPH Guidance for the Use of Face Coverings into the Athletic Facility-Specific Plan that includes a policy for handling exemptions.

☐ Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among workers or student-athletes.
COVID-19 INDUSTRY INTERIM GUIDELINES FOR HIGHER EDUCATION

- Train and communicate with workers, worker representatives, and student-athletes on the plan and make the plan available to workers and their representatives.
- Regularly evaluate the facility for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related or athletic-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.

Additional Topics for Student-Athlete and Worker Training

- Student-athletes, staff, and coaches should be provided an education session on COVID-19 upon or before return to campus.
- Information contained in the CDPH Guidance for the Use of Face Coverings, which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.
- Information on employer or government-sponsored leave benefits workers may be entitled to receive that would make it financially easier to stay at home.
- Importance of physical distancing
- Protocols for reporting any symptoms
- Any facility specific changes

Individual Control Measures and Screening

- Establish effective procedures for regular periodic testing of athletes and workers that work with athletes for COVID-19 in accordance with any published CDC guidance and in discussion with the local health department.
- Limit building or facility entry points when possible.
- Provide symptom and health screenings for all workers and student-athletes entering the facility or event.
- Establish effective procedures for regular periodic testing of athletes and workers that work with athletes for COVID-19 in accordance with any published CDC guidance and in discussion with the local health department.
- Limit building or facility entry points when possible.
- Provide symptom and health screenings for all workers and student-athletes entering the facility or event.
Testing

- Regular periodic COVID-19 testing of athletes and support staff must be established and implemented by the IHE.
- Competition between teams without spectators is permitted to begin only if:
  - IHE can provide COVID-19 testing and results within 72 hours of competition in high contact risk sports.6
  - Based on current evidence and standards, PCR is the standard testing method for both baseline and ongoing surveillance testing. Testing strategies are always contingent on the availability of ample testing supplies, laboratory capacity, efficient turnaround time and convenient access to testing. If PCR testing in a community is prioritized for symptomatic individuals (updated testing priority criteria on CDPH website), if PCR supplies/turnaround time are compromised, or as testing technology evolves, alternative strategies may need to be considered.
- Note that the test only indicates if there is a current viral infection at that point in time. It is possible to test negative if the sample is collected early in an infection.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning and disinfection of surfaces in high-traffic areas, including locker rooms, dugouts, benches, stairwell handrails, chairs, doors/door handles, etc., as appropriate.
- Use of shared objects and equipment (e.g., balls, bats, gymnastics equipment, golf flags) should be avoided, or cleaned between use by each individual if possible. Do not let players share towels, clothing, or other items they use to wipe their faces or hands.
- Make sure there are adequate supplies of items to minimize sharing of equipment to the extent possible, for example by labeling and assigning them to individuals (e.g., protective gear, balls, bats, water bottles); otherwise, limit use of supplies and equipment to one group of players at a time and clean and disinfect between use.
- Identify a staff member or volunteer to ensure proper cleaning and disinfection of objects and equipment, particularly for any shared equipment or frequently touched surfaces.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to game clocks, scoreboards, rakes, counters, common pens for sign-in sheets, etc.
- Avoid sharing audio equipment, phones, tablets, pens, and other work supplies wherever possible.
COVID-19 INDUSTRY INTERIM GUIDELINES FOR HIGHER EDUCATION

- Discontinue shared use of audio headsets and other equipment between workers unless the equipment can be properly disinfected after use.
- Develop and implement a schedule for increased, routine cleaning and disinfection.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the workers’ job duties.
- Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
- Ensure sanitary facilities always stay operational and stocked, and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing disinfecting chemicals, athletic departments should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions.
- Indoor facilities should increase fresh air circulation by opening windows or doors, if possible.
- Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- Install hand sanitizer dispensers, touchless if possible, at entrances and high contact areas.
- Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

Physical Distancing Guidelines

- Prioritize outdoor practice and play, as much as possible.
- Train in Cohorts.
- Keep different cohorts separate.
- Particularly for athletes in high contact risk sports as defined previously, to the greatest extent practicable provide dedicated on-campus housing and classrooms separate from the rest of campus to minimize transmission risks during training and conditioning.
- Athletes and coaches should maintain at least six feet of separation from others when not on the field of play or otherwise engaged in play/activity, where feasible.
- Officials should maintain six feet of separation from others and when interacting with athletes and coaches off the field of play.
- If practice or competition facilities must be shared, consider increasing the amount of time between practices and competitions to allow for one group to leave before another group enters the facility.
- Physical distancing protocols should be used in any high-density, high-traffic areas.
Meetings and trainings should be conducted virtually, or outdoors, and in areas that allow for appropriate physical distancing between staff, athletes or other workers.

- Stagger breaks, in compliance with wage and hour regulations where relevant, to maintain physical distancing protocols.
- Consider offering workers who request modified duties options that minimize their contact with athletes, coaches, officials, and other workers.

### Food and Dining

- All players, coaches, and referees should bring their own individual water or drinks.
- If food is provided, have pre-packaged boxes or bags for players instead of a buffet or family-style meal.
- Prohibit the use of:
  - Self-service condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
  - Self-service machines, including ice, soda, frozen yogurt dispensers, etc.
  - Self-service food areas, such as buffets, salsa bars, salad bars, etc.
- Follow the California Department of Public Health and Cal/OSHA safety guidance set out for dine-in restaurants.

### Travel During Competition

- Travel should be limited to essential personnel (e.g., athletes, coaches, medical staff).
- When possible, teams should drive to events.
- When air travel is necessary, it should be on a carrier with robust infection control methods (e.g., required face coverings for all passengers and flight personnel), and handwashing or using hand sanitizer should occur frequently, per CDC guidelines.

### Return to Facility or Training After a Positive Test

- Advise sick staff and student-athletes not to return until they have met CDC criteria to discontinue home isolation, including 24 hours with no fever (without fever reducing medication), symptom improvement, and 10 days since symptoms first appeared or since test conducted.
Student-athletes should work with their medical provider and any team medical staff member to determine how to be cleared to safely return to training.

Return to activity in all cases should allow an acclimatization process.