Creating a Prevention Plan for Higher Education Programs
Offering Indoor Instruction and Programs

For higher education programs offering indoor instruction during the COVID-19 pandemic, it is required that a prevention plan be created and implemented according to the steps below. A copy of the Prevention Plan must be made readily available to students, personnel, and SFDPH. This can be done by posting a copy on the website for the Higher Education Program or by making hard copies available.

Education Programs that complete the Prevention Plan and posting requirements may begin operations without pre-approval by SFDPH. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by SFDPH, including onsite inspection and review of health and safety plans. Higher Education Programs must permit SFDPH inspectors access to their facilities in the event an onsite inspection is requested.

Prevention Plan Required Items

The list below lays out the required elements of your program’s prevention plan to be completed in the following pages. Ensure that all elements are addressed in full detail.

☐ Determine which classes will be conducted in-person and provide detailed explanations for why these classes must be in-person. See section 1

☐ Develop a plan for limiting contact between students, faculty, and other personnel. See section 2

☐ Clearly define rules and practices around personal protective equipment and sanitary measures to mitigate the risk of virus transmission. See section 3

☐ Determine how your organization will monitor for possible outbreaks and what the response plan will be should one occur amongst students or personnel. See section 3

☐ Provide a hard copy or link to the completed plan to all students, personnel and to the San Francisco Department of Public Health. See hyperlink to plan once posted
Prevention Plan for Higher Education Programs
Staying safe while offering indoor instruction or programs

Program Information

Name of Higher Education Program:
SF STATE UNIVERSITY

Program point of contact

Name: Gene Chelberg

Phone #: ___________________________ Alternate Phone #: ___________________________
Email: ____________________________________________

A copy of the following plan must be provided to all personnel and students that will participate in on-campus programming and to the San Francisco Department of Health. In the space below, provide a URL where a digital copy can be found:

Link to online copy: TBD

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The decision by the Health Officer to allow institutions of higher education and other adult education programs to resume operations does not mean that participating in or attending classes or other programs in-person is free of risk. Participating in in-person instruction could increase your risk of becoming infected with COVID-19.

Each person must determine for themselves if they are willing to take the risk of participating in in-person programs, including whether they need to take additional precautions to protect their own health or the health of others in their household. You should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. If you have an underlying medical condition, you may want to discuss these risks with your health care provider.

## Section 1 – In-Person Classes M. SCOTT

Specify the in-person class(es) the program plans to offer indoors and provide an explanation of why each class cannot be performed remotely or outdoors (e.g., the program requires access to specialized equipment or workspaces).

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Reason for conducting indoors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design 410, 460, 505</td>
<td>The lab course uses specialized equipment. SFDPH approved course and exemption request for course periods over 2 hours</td>
</tr>
<tr>
<td>Physical Therapy 700, 742</td>
<td>The lab course requires hands-on experience and specialized equipment. SFDPH approved course and exemption requests for close contact and course periods over 2 hours</td>
</tr>
<tr>
<td>Nursing Practical examinations</td>
<td>In-person exams are required for State Licensure and use specialized equipment. SFDPH approved course and exemption request for course periods over 2 hours</td>
</tr>
<tr>
<td>Clinical Laboratory Sciences</td>
<td>The lab course uses specialized equipment and the State of California requires in-person instruction. SFDPH approved course and exemption request for course periods over 2 hours</td>
</tr>
<tr>
<td>Special Education 822, 823</td>
<td>This practical course teaches students to work with people with orientation and mobility issues. It requires hands-on training. SFDPH approved course and exemption requests for close contact and course periods over 2 hours</td>
</tr>
</tbody>
</table>
*If necessary, additional sheets can be attached to list more classes.
Section 2 – Limiting Contact

Evaluate the facility to determine the number of people (including students, instructors, and other personnel) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by the Stay-Safer-at-Home Order, including the requirement that all students remain at least six-feet from each other at all times.

# of people allowed inside simultaneously: Varies according to the room/space involved

Provide notes in the space below for any areas with specific occupancy limits and requirements (eg. specific classrooms, workspaces, offices and common areas):

All rooms/spaces used will maintain a 6 foot separation among students and instructors. Where fixed seating is involved, seats within 6 feet of a designated seat will be marked out of service – for example in computer labs, workstations within 6 feet of a designated workstation will be marked out of service.

Provide notes in the space below for how you will ensure social distancing protocol is followed in frequently used public areas such as restrooms, elevators and hallways:

Signage is used throughout the campus to ensure social distancing protocol is followed.

Examples of social distancing protocols in specific situations such as elevators and hallways are described in the on-line training required of all employees and students returning to campus.

If you are implementing a program for your students to maintain distinct and stable cohorts, describe it in the space below:

Not at this time.

Describe any other measures your organization will undertake to minimize the risk of virus transmission:

Multi-layer face coverings are required whenever two or more people are present.
Section 3 – Sanitation Measures Fasano

Describe protocols for airing out and sanitizing classroom spaces and equipment between classes:

Classrooms are cleaned and sanitized after each class usage. Currently, classrooms are left open and sitting for a minimum of 1 hour before next scheduled usage.

Describe protocols and scheduling for sanitizing and cleaning restrooms:

Restrooms are cleaned and sanitized 2-3 times per day by dedicated in-house staff

Describe any additional sanitary measures or practices that will be adopted to ensure that the risk of virus transmission is mitigated:

- Hand sanitizing stations are available in building hallways.
- Classrooms are provided with sanitizing wipes and hand sanitizer.
- Building HVAC systems have been upgraded to the MERV 13 filters (the highest grade compatible with the system).
- Building HVAC systems maximize outdoor (fresh) air.
- Recirculated air passes through the building’s air filters before re-entering the system.

Complete and attach the “Cleaning and Ventilation Protocols Questionnaire”.
Section 4 – Individual Protective Measures

Provide a description of your program’s plan for educating students about COVID-19 risks and mitigation strategies:

Before coming to campus students must complete on-line training that describes SFSU’s Covid 19 risks and rules for mitigating those risks.

Additionally, students must complete a self-health check before coming to campus each time. Student Ambassadors check that each student’s self-health check has been performed before they may enter a building.

Detail your organization’s policies around facial coverings, consulting posted San Francisco Department of Health guidelines:

Multi-layer face coverings are required whenever two or more people are present.

The University provides face coverings for students and employees. Student ambassadors at building entrances ensure that entrants are wearing face coverings.

Detail your organizations policies around health screening and attendance polices for students or personnel who exhibit symptoms or may have been exposed to COVID-19:

All building entrants must complete and pass a self-health check monitored by student building ambassadors at building entrances.

Anyone failing the self-health check will not be allowed in a building until they can pass the self-health check which includes questions about symptoms and exposures.

Provide a statement of how violations of COVID-19 safety protocols by students or personnel will be addressed:

Disciplinary procedures for student violations are handled by Student Affairs.

Disciplinary procedures for employee violations are handled by their managers and Labor Relations.

Disciplinary procedures for faculty are handled by Labor Relations the Faculty Affairs.
Section 5 – Testing & Emergency Protocol Gene

Review the “Preliminary Guidance for Institutions of Higher Education and Other Adult Education Programs for In-Person Instruction” at www.sfcdcp.org/highereducation and prepare a proposal for PCR COVID-19 surveillance testing of students and staff who will be present in the facility, or an explanation of why no testing is necessary in the specific circumstances:

Detail specific protocols for addressing an outbreak among students or Personnel as required by SFDPH guidelines (for more details, see

Create a statement from the operator of the Higher Education Program that recognizes the risks inherent in holding indoor classes and assumes responsibility for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible:

SFSU is aware of the risks inherent in holding indoor / face to face classes. We have limited instruction to only cases where indoor or face to face instruction is both required and can be conducted following established safety protocols to mitigate exposure.