

# FRESNO PACIFIC UNIVERSITY COVID-19 PREVENTION PLAN

September 2021 Update



[Fresno Pacific University](#) is committed to your safety and care during this very complex period of COVID-19. As we return to in-person education we will continue to be alert to changing circumstances and follow the counsel of the Centers for Disease Control and Prevention, the Association of Independent California Colleges and Universities, the State of California, the Fresno County Department of Public Health and the extensive work of our Emergency Management Team and President's Cabinet.

Recognizing that the COVID-19 pandemic is in a fluid state, FPU will adjust measures as needed to provide for the safety of students and employees alike. Student, faculty, administration and staff safety continues to be our highest priority.



Additional and updated protocols will be identified and shared as new local, state and federal guidance becomes available. For the latest developments visit [FPU COVID-19 INFORMATION](#). You can also access the information through the MY FPU App. [My FPU Login](#)

While we cannot guarantee a COVID-19 free environment, we can reduce the risk. It will be each person's responsibility to adhere to all safety and social distancing protocols.

Please review and become familiar with the following guidance, policies and protocols for our community.

## **All Community Members**

1. Self-Screening
  - a. All community members, including residential/commuter students, faculty, staff and all adult students on regional campuses, are required to self-screen for COVID-19 symptoms before arriving on any FPU campus, University property or venue used for university purposes, such as but not limited to events and programs.
  - b. Anyone who is sick, has any of the following symptoms, has tested positive for COVID-19 will not be able to access FPU campuses and is recommended to self-quarantine.
    - i. Symptoms of COVID -19 are:
      1. Fever (Temperature of 100.4 or greater)
      2. Cough (productive or dry)
      3. Sore Throat
      4. Congestion or Runny Nose
      5. Shortness of Breath or Difficulty Breathing
      6. New Loss of Taste and Smell

- 7. Chills
- 8. Repeated Shaking/Tremors
- 9. Muscle Pains or Body Aches
- 10. Headache
- 11. Nausea, Vomiting or Diarrhea
- ii. Anyone who has been vaccinated and is exposed\* or in close contact\* with someone with COVID-19 may not need to quarantine or isolate unless they start to experience symptoms of COVID-19.
- iii. Anyone who has not been vaccinated and is exposed\* or in close contact\* with someone with COVID-19 will be required to quarantine or isolate, depending on the circumstances.

\*Exposed or close contact means someone within six feet of an infected person for a total of 15 minutes or more over a 24-hour period, cumulative time, during the infectious period (starting from two days before illness onset or, for asymptomatic patients, two days prior to positive specimen collection until the time the person is isolated).

- 2. Reporting symptoms or testing information:
  - a. All students will be able to contact the Campus Life/Student Development Office to report symptoms and testing information.
  - b. Residents can report symptoms or testing information to any residence life staff member.
  - c. Employees that stay home because they are experiencing symptoms of COVID-19 or are otherwise ill should notify their supervisor that they are unable to report to campus prior to the start of their shift.
    - i. If an employee (except Faculty) reports that they have COVID-19 symptoms or if they report they are going to be or have been tested for COVID-19 they should notify their supervisor. The supervisor will then immediately contact the Human Resources Office for further instructions.
    - ii. If a Faculty member has COVID-19 symptoms or if they are going to be or have been tested for COVID-19 they should notify Human Resources immediately for further instructions.
  - d. If a community member learns they have been exposed to someone with COVID-19, or if they are getting tested for COVID-19 or if they received a positive test for COVID-19 and have been on a FPU campus within the last five days and it is after regular business hours or a weekend they should notify Campus Safety immediately at 559-453-2298.
  - e. Any asymptomatic community member who is not vaccinated and has been exposed (within six feet of someone with COVID-19 for more than 15 minutes, starting from two days prior to positive test date) to someone with COVID-19, is required to quarantine for 14 days after the last exposure.



- f. Any community member who discloses that they have been exposed to someone with COVID-19, who are being tested for COVID-19 or who themselves have COVID-19 will be interviewed by a COVID-19 Rapid Response Team. Students will be interviewed by a Rapid Response Team from campus life or a team from each regional campus, and employees will be interviewed by a Rapid Response Team from human resources. The purpose of these interviews is to provide appropriate care to the reporting community member, to determine the level of exposure to others within the FPU community and to determine the appropriate next steps to be taken, including but not limited to cleaning and sanitizing, required notifications and to provide for the safety for all community members.  
During office hours:
  - i. Main campus students: Campus Life 559-453-2249 Office hours - Monday-Friday 8:00 a.m. – 5:00 p.m.
  - ii. Regional campus students:  
Current remote office hours are Monday – Thursday 8:00 a.m. – 7:00 p.m. & Friday 8:00 a.m. – 5:00 p.m. (When face-to-face instruction resumes in-person office hours will be Monday-Friday 8:00 a.m. – 10:00 p.m. & Friday 8:00 a.m. – 5:00 p.m.)
    - 1. Bakersfield 661-617-4500
    - 2. Merced 559-354-5900
    - 3. North 559-573-7800
    - 4. Visalia 559-302-4100
  - iii. Human Resources 559-453-2115
    - 1. Office hours Monday-Friday 8:00 a.m. – 5:00 p.m.
    - 2. After Office Hours:
    - 3. Campus Safety – 559-453-2298
    - 4. Monday-Friday 5:00 p.m.-8:00 a.m.; Saturday-Sunday
- 3. The university will use the following chart to determine how to advise community members (based on guidance from the Fresno County Department of Public Health) regarding next steps for anyone who discloses that they have been exposed to someone with COVID-19 symptoms, who are being tested for COVID-19 or who have COVID-19:

Person A	Person B	Person C	Person D	Person E
<p>Any person who has tested positive for COVID-19 (Confirmed with lab results)</p> <p><b>With Symptoms:</b> Isolation until the following requirements have been met:  <input checked="" type="checkbox"/> 10 days since symptoms first appeared <b>and</b>  <input checked="" type="checkbox"/> 24 hours with no fever without the use of fever-reducing medicine <b>and</b>  <input checked="" type="checkbox"/> Symptoms have improved                      *The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days of isolation</p> <p><b>Without Symptoms:</b> Isolate for 10 days from test date:  <input checked="" type="checkbox"/> Monitor self for symptoms, take temperature twice a day  <input checked="" type="checkbox"/> Released from isolation after 10 days have passed as long as no symptoms have been present</p>	<p>Any unvaccinated person who lives in the same household with Person A</p> <p><b>No Symptoms:</b>  <input checked="" type="checkbox"/> Get Tested  <input checked="" type="checkbox"/> Quarantine for 14 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room or sharing of spaces such as kitchen and bathroom.  <input checked="" type="checkbox"/> Quarantine to continue for 14 days after Person A completes isolation if unable to avoid exposure to Person A</p>	<p>Any unvaccinated person with close contact to Person A</p> <p><b>Quarantine Immediately</b> and for 10 days following date of last exposure.  <input checked="" type="checkbox"/> Get Tested  <input checked="" type="checkbox"/> Contact Health Department with any questions  <input checked="" type="checkbox"/> Monitor self for symptoms, take temperature twice a day  <input checked="" type="checkbox"/> Notify primary care provider if symptoms develop  <input checked="" type="checkbox"/> Notify your supervisor if you need to miss work  <input checked="" type="checkbox"/> Notify HR or Campus Life</p>	<p>Any unvaccinated person who has had exposure to Person B or C</p> <p><b>QUARANTINE OR ACTION MAY BE REQUIRED</b> particularly if Person B or C develops symptoms OR test positive and Person D had contact with Person B or C within 14 days.  <input checked="" type="checkbox"/> Contact your supervisor and/or Human Resources or Campus Life with information regarding timing and exposure  <input checked="" type="checkbox"/> Contact primary care provider to see about testing</p>	<p>Any vaccinated person who has had close contact to Person A, B or C and has now become Symptomatic</p> <p><b>Quarantine Immediately</b>  <input checked="" type="checkbox"/> Get Tested  <input checked="" type="checkbox"/> Stay home and away from others until you receive the results of your test  <input checked="" type="checkbox"/> Notify your supervisor if you need to miss work  <input checked="" type="checkbox"/> Refer to Person A if you test positive for COVID-19  <input checked="" type="checkbox"/> Notify HR or Campus Life if you have tested positive for COVID-19</p>
<p style="text-align: center;"><b>Definitions</b></p> <ul style="list-style-type: none"> <li><b>Index Case:</b> A person with a positive COVID-19 Test</li> <li><b>Isolation:</b> Separation of sick people with a contagious disease from people who are not sick</li> <li><b>Quarantine:</b> Separation and restricts the movement of: 1. unvaccinated people who were exposed to a contagious disease to see if they become sick or, 2. vaccinated people who were exposed to a contagious disease and have become symptomatic</li> <li><b>Close Contact:</b> Someone who has spent 15 minutes or more within 6 feet or less of the index person, starting from 48 hours before the person began feeling sick</li> <li>A person is <b>Vaccinated:</b> two weeks after receiving final dose of emergency approved FDA vaccination</li> </ul>				

*Find a testing site located near to you:*

Fresno County: [Fresno County COVID-19 Test Sites](#)  
[Find a Testing Location Near to You](#)

Kern County: [Find a Testing Location Near to You](#)

Kings County: [Find a Testing Location Near to You](#)

Madera County: [Find a Testing Location Near to You](#)

Merced County: [Find a Testing Location Near to You](#)

Tulare County: [Tulare County COVID-19 Test Sites](#)  
[Find a Testing Location Near to You](#)

#### 4. Safety Measures

##### a. FPU Policy on Face Coverings

- i. All community members (vaccinated and unvaccinated) must wear masks on all campuses, while inside buildings. N95 masks are available upon request. N95 masks may be picked-up on the



main campus at the information desk, student development front desk, campus safety and human resources. N95 masks are available

at the front desk of each regional campus. You can also send requests for N95 masks to [hr@fresno.edu](mailto:hr@fresno.edu).

- ii. FPU has aligned workplace mask requirements with general mask guidance from state and local agencies/guidelines.
  - 1. Masks are typically not required outdoors, regardless of vaccination status.
  - 2. All employees must wear masks indoors and outdoors when six feet of physical distance cannot be maintained.

See CDPH's [Face Coverings Q&A](#) to learn more about where masks are still required or recommended.

Read [Get the Most out of Masking](#) to learn how a mask can best protect you.

See the latest CDC guidance for COVID-19 Vaccines [here](#).

- iii. Mask-wearing exemptions: The following individuals are exempt from wearing masks at all times. (See complete mask exemptions details at CDPH's [Guidance for Wearing Masking](#)):
  - 1. Children under two years old, due to the risk of suffocation.
  - 2. People with:
    - a. A medical condition,
    - b. Mental health condition, or Disability that precludes wearing a mask. This includes:
      - i. Those for whom a mask could obstruct breathing
      - ii. Who are unconscious or incapacitated
      - iii. Unable to remove a mask without assistance
      - iv. People for whom seeing the mouth is essential for communication:
      - v. Hearing impaired, or
      - vi. Those communicating with a person who is hearing impaired.
      - vii. People for whom wearing a mask would create a risk as they work, as determined by:
      - viii. Local, state, or federal regulators, or
      - ix. Workplace safety guidelines.
      - x. State and local government offices that serve the public.

3. The CDPH also identifies individuals exempt from wearing a face covering, including but not limited to persons with a medical condition, mental health condition or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. If an individual who would otherwise be required to wear a face covering because of frequent contact with others cannot wear one due to a medical condition, they should use a non-restrictive alternative, such as a face shield with a drape attached to the bottom edge, and if the medical condition permits.
- iv. If you are working on campus and feel that you meet one of the above exemptions, please contact the [Human Resources Office](#).
- v. If you are attending a class on campus and feel that you meet one of the above exemptions, please contact the [Disability Services Office](#).
- vi. Students and faculty who need a “window” face covering can contact [disability services](#).
- vii. Learn [How to Safely Wear and Dispose of a Cloth Face Covering](#)
  1. Wearing a face covering properly can help prevent exposure of people near the wearer and the wearer but does not replace the need for physical distancing and frequent handwashing.
  2. Face coverings must cover the nose and the mouth.
  3. Hands should be washed or sanitized before and after using or adjusting face coverings.
  4. Avoid touching eyes, nose and mouth.
  5. Face coverings must not be shared and should be washed or discarded after each use.

### *b. Hand Sanitization*

- i. Wash hands with soap and water for at least 20 seconds. Hand-washing stations are available in every restroom and break room on all campuses.
  1. Before and after every class, meeting, meal or extended period of interaction with others.
  2. After touching your face or face covering/mask.
- ii. Use hand sanitizer if soap and water are not available. Hand sanitizer will be readily



available on all campuses in various locations.

- iii. Do not use any hand sanitizer that may contain methanol as per FDA Advisory. Methanol is dangerous to both children and adults.

*c. Coughs and Sneezes*

- i. Cover coughs and sneezes with a tissue or use the inside of the elbow.
- ii. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- i. FPU strongly recommends that all students and employees be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - 1. Protect the campus community.
  - 2. Reduce demands on health care facilities.
  - 3. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the IHE and public health authorities.
- ii. FPU strongly recommends that all students and employees be immunized against the COVID-19 virus unless contraindicated by personal medical conditions.
- iii. To ensure FPU is complying with state regulations, employees will need to present their vaccine card to Human Resources in order to be cleared to work without a mask indoors. Stop by Human Resources, email [hr@fresno.edu](mailto:hr@fresno.edu) to schedule a virtual meeting or scan your card and send it to [hr@fresno.edu](mailto:hr@fresno.edu). Vaccine cards or images of vaccine cards will not be retained, just viewed for validation.

*d. Cleaning and Sanitizing*

- i. The university will sanitize all high-touch surfaces such as door handles, light switches and handrails daily.
- ii. The university has alcohol wipes or other IT-approved cleaning options available for users to sanitize university-provided electronic equipment such as computers, copiers and printers. Hand sanitizer and cleaning supplies can be requested by office managers for their area through the work order system found at: [School Dude Work Order](#). Never spray anything directly on electronic equipment. If a spray cleaner is provided, spray the cleaner on a towel first and then wipe the equipment with the towel. [IT Equipment Cleaning Instructions](#)
- iii. Avoid sharing phones, supplies or equipment wherever possible. When not possible, disinfect between use (such as lab equipment, transportation, etc.).



- e. *Gatherings and events* – there are currently no restrictions to gatherings and events. Masks are required for all persons indoors. See masking guidance above.
- f. *Campus Visitors* – Visitors are welcome on campus. Visitors are asked to follow state and local guidelines which require all individuals to wear a mask indoors. See masking guidance above. Visitors are asked to self-screen for COVID-19 symptoms prior to gaining access to FPU property, venues or events. Please do not access campus if you are not feeling well.
- g. *Travel* – There are currently no travel restrictions for employees. Please let your supervisor/program director/Dean know if you will be traveling for work purposes.

## Students

All Students (in addition to above “All Community Members”)

1. [The Sunbird Food Pantry](#) on main campus will be open for all FPU students who need to access food. All items will be pre-packaged for take-out and are not to be eaten in the food pantry area.
2. For up-to-date information on class schedules visit the Registrar’s Office web page at: [Registrar’s Office](#)
3. [Important Contact Information](#)
4. Should the public health situation deteriorate such that all in-person classes are suspended for a period, FPU will be prepared to move into remote instruction.
5. If you are at higher risk for severe illness and need academic accommodations contact [Disability Access and Education](#) at [disability.services@fresno.edu](mailto:disability.services@fresno.edu).
6. If you need to talk to someone visit the [On-Site Counseling Center](#) or the [Office of Spiritual Formation & Diversity](#).

Residential Students (in addition to above “All Students” and “All Community Members”)

1. Because of the high level of community involvement and contact associated with residential students, all residential students (those living in university-owned housing) will be *required* to provide proof of vaccination before the academic year begins. Residents are required to email an image of your completed COVID-19 vaccination card to [studentlife.department@fresno.edu](mailto:studentlife.department@fresno.edu).
2. Medical exemptions and religious exemptions for vaccines are available for residents that require them. Residential students can find the exemption waiver form [here](#):
  - a. Residential students who are approved for exemption will be required to:
    - i. Wear a mask at all times indoors, with the exception of when they are in residential housing.
    - ii. Participate in weekly COVID-19 surveillance testing at the FPU Student Health Clinic (located on the southeast corner of Schlichting Hall, facing the Forest).

- iii. Quarantine when symptomatic or exposed to others who are positive for COVID-19 (see list of symptoms above).
- b. A medical exemption must be accompanied by a note from a licensed medical doctor. A religious exemption will require you to write a brief statement indicating your firmly held religious belief that prevents you from receiving a COVID-19 vaccine. These records are managed by the Health Center and will be kept confidential per FERPA and HIPPA regulations.
3. All 3-person occupancy rooms have been reduced to 2-person
4. Residence Life will house and “cohort” Student Athletes from the same teams together in university housing as much as possible.
5. Residential students will only be permitted to have visitation from other on-campus residential students. No off-campus visitors will be permitted at this time.

#### International Students

International students who are vaccinated for COVID-19 and living on-campus will be required to “soft quarantine” upon their arrival on-campus or in the United States:

1. International students will be permitted to pick up their own meals from the Dining Hall but must take their food back to their assigned rooms to eat.
2. International students are permitted to do their laundry and go outside to exercise, but they must notify their Residence Director prior.
3. On the fourth day of their soft quarantine, the student must participate in an antigen test if they are non-symptomatic.

International students who have received a COVID-19 vaccination other than the ones identified as acceptable by the CDC, must have received a vaccination that is just as effective (if not more) than the Johnson & Johnson vaccination.

#### Student-Athletes

The Department of Athletics will comply with any regulations set forth by the NCAA, the State of CA, and/or the local health department to ensure a safe environment for our student-athletes and staff. Sports competition and campus venues will return to normal capacity and participation standards (although this could change at any time due to a rise in COVID numbers or a change in NCAA, PacWest Conference, State of California, or Fresno County Public health regulations). It is also possible that certain activities may have unique requirements and/or restrictions depending on the number of students that are fully vaccinated on one’s team.



1. All student-athletes (SA’s) will be required to complete an annual physical prior to clearance for participation in a sport.

2. SA's will need to complete daily self-screens prior to coming to any campus or athletic facility or venue and are not to come to campus or any athletic facility or venue if symptomatic.
3. SA's must wear a mask anytime indoors except while practicing and competing. Coaches and Athletic personnel will mask in all indoor environments including practices and competitions. SA's, Coaches, and all traveling members must mask within buses, vans, and any other vehicles used to transport teams.
4. Because of the high level of community involvement and contact associated with Student Athletes, all intercollegiate athletes will be required to provide proof of vaccination or be approved for a medical/religious exemption before the academic year begins. Please email an image of your completed COVID-19 vaccination card to [studentlife.department@fresno.edu](mailto:studentlife.department@fresno.edu).
  - a. Medical exemptions and religious exemptions are available for athletes that require them. The waiver form can be found [here](#):
  - b. A medical exemption must be accompanied by a note from a licensed medical doctor. A religious exemption will require you to write a brief statement indicating your firmly held religious belief that prevents you from receiving a COVID-19 vaccine. These records are managed by Sports Medicine and will be kept confidential per FERPA and HIPPA regulations.
5. Due to NCAA regulations, all unvaccinated SA's will need to participate in COVID-19 surveillance testing *3 times per week* (Monday, Wednesday, and Friday) at the FPU Student Health Clinic (located on the southeast corner of Schlichting Hall, facing the Forest).
6. Attendance at indoor venues will be limited. This information may continue to change. Please, check the FPU athletic website for updates on indoor venues.

## Employees

Employees will work from FPU campuses following the CDC's masking guidelines (see masking guidance above).

The following information is additional for all employees and includes the information in the "All Community Members" section above.

1. Office/Desk/Area Sanitation:
  - a. Cleaning and sanitization of personal offices are the responsibility of each employee. At the beginning and end of each workday, each employee is responsible for disinfecting their own workspaces. This includes wiping down of keyboards, hard surfaces, phones, pens, desk chairs, etc.
  - b. Service counters should be sanitized frequently throughout the day.
  - c. Payment portals and pens must be sanitized after every use.

- d. Conference/meeting rooms are to be sanitized by the users before and after every use.
  - e. Shared spaces, such as lobbies, lounges, hallways, restrooms, break rooms and conference/meeting rooms, will be sanitized and cleaned by the university once a day.
2. Hand sanitizer and cleaning supplies can be requested by office managers for their area through the work order system found at: [School Dude Work Order](#)
3. Plexiglass barriers are provided for all service counters and reception areas.
4. If you believe you have contracted COVID-19 while working on campus you must immediately notify your supervisor and the Human Resources Office.
5. If you or an immediate family member are ill, we encourage you to stay home and care for yourself and your family. You are eligible to use your accrued sick time or vacation to receive compensation. If you are going to be absent more than three consecutive days, please contact human resources at [hr@fresno.edu](mailto:hr@fresno.edu) or 559-453-2115 as you may be eligible for a leave of absence under the Family Medical Leave Act/ California Family Rights Act. If you are diagnosed with Covid-19, please notify your supervisor immediately as this may be considered a workplace injury, and we will need to follow our Workers Compensation protocols. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#).
6. In compliance with state regulations, FPU is providing, in addition to regular sick time, up to two weeks of "COVID-19 Sick Time" based on average hours worked in a week, to be used only for COVID-19 related absences due to COVID-19 related symptoms, exposure or illness. This is to allow employees to make wise health decisions without having to weigh their health against the economics of missing work. This COVID-19 program expires on September 30, 2021.
7. Employees working with vendors, independent contractors, temporary or contract workers and volunteers are to ensure that they have been properly informed about campus COVID-19 prevention policies and that they have provided their employees with the appropriate PPE before entering campus or working with students or employees in person.
8. If you are at higher risk for severe illness and need work accommodations contact human resources at [hr@fresno.edu](mailto:hr@fresno.edu).
9. [Employee Assistance Program](#)

## Faculty

### Face-to-Face Instruction:

1. Faculty and students will be required to wear face coverings while in class. If a faculty member cannot wear one due to a medical condition, and if the medical condition permits it, the faculty member should wear a non-restrictive alternative, such as a face shield with a drape attached to the bottom edge. If the faculty



member has concerns, they can contact the Human Resources Office at [hr@fresno.edu](mailto:hr@fresno.edu).

2. Hand sanitization stations have been installed in every classroom. Encourage students to sanitize their hands often.

## Other Important Information

Local Health Department Contact Information:

[Kern County Department of Public Health](#) COVID-19 Hotline: 661-321-3000

[Fresno County Department of Public Health](#) COVID-19 Hotline: 559-600-4636

[Madera County Department of Public Health](#) 559-675-7703

[Merced County Department of Public Health](#) 209-385-7434

[Tulare County Department of Public Health](#) Info and Referral Line: 800-834-7121

State-Wide COVID-19 Dashboard

Find your county's information here <https://covid19.ca.gov/state-dashboard/>

Fresno Pacific University's Covid Coordinator is Dale Scully, V.P. of Campus Life

Responsible persons to implement the FPU COVID-19 Prevention Plan on all campuses:

Joseph Jones, Ph.D.: President

Gayle Copeland, Ph.D.: Provost

Javier Campos: Executive Director of Campus Safety

Jordan Sharp: Executive Director of Human Resources

Dale Scully: V.P. of Campus Life

Jon Endicott: V.P. of Enrollment Management, Admission Office

Denise Baronian: Executive Director of Graduate and Degree Completion

Louis Jackson: Campus Safety Corporal & Co-Emergency Management Coordinator

Pam Schock: Assistant Dean of Student Development & Co-Emergency Management Coordinator

This plan is subject to change as we seek to be in compliance with regulations and guidance from the CDC, federal, state, county and local authorities as well as FPU leadership.

In certain circumstances Fresno Pacific University may choose to be more restrictive or implement more conservative measures than are outlined in this plan to eliminate or manage the possibility of exposure to COVID-19 to its community members or its campuses.