

Dear Aztec Shops Employees:

In light of optimism by public health officials relating to expectations for Fall 2021, SDSU and Aztec Shops are planning for the repopulation of campus for the Fall 2021 semester. To support this repopulation, Aztec Shops has reviewed its current policies and protocols to determine what updates are necessary in order to ensure consistency with current and evolving public health guidance, and meet the needs relating to a broader scale repopulation.

In anticipation of the return of the majority of students to campus in Fall 2021, and in light of the projected positive public health outlook for Fall 2021 as well as the widespread availability of COVID-19 vaccinations and planned vaccination requirements for faculty, staff, and students, and to support SDSU's core mission of educating and supporting our students, Aztec Shops will begin the process of repopulating staff to onsite and in-person activities beginning with a goal of full repopulation by August, 2021.

At this time, you have been identified as a critical member of the team needed to repopulate to provide the necessary support to our campus. You are expected to return to work on campus on **August 2, 2021**. Your individual schedule can be discussed directly with your supervisor. For more information on campus repopulation, please visit the [SDSU Flex](#) web site. Prior to returning to work, there are a few items that you need to review and/or complete:

Health and Safety Protocols

Public health information and guidance relating to COVID-19 is dynamic and quickly evolving. The current protocols are based on the current federal, state and local public health guidance. These protocols will be revised as information and guidance evolves. The protocols listed below are based on current information and we expect these protocols will change over time. Changes in protocols will be made in consultation with local public health officials and any changes will be communicated to the campus.

COVID Safety Training:

Employees will be assigned training using the CSU Learn platform to learn more about COVID 19 prevention.

Daily Temperature Checks Replaced with Health Self-Screening Prior to Campus Arrival:

- Effective July 1, 2021, Aztec Shops will no longer conduct daily temperature checks.
- In lieu of temperature checks, employees will be required to do a self-check for [COVID-19 symptoms](#) each day. Employees do not have to report self-check results to Aztec Shops, nor keep a record of any symptoms or a record of the absence of symptoms. However, if you have any of the listed symptoms, please stay home and inform your supervisor.

- Individuals who have symptoms or have had a COVID-19 exposure should not come to work. Individuals should contact their supervisor immediately to inform them of their absence.
- Individuals who become ill during the day should notify their supervisor and leave immediately.
- If you test positive for COVID-19, please inform your manager and Human Resources; you may be eligible to receive COVID-19 Supplemental Sick Pay.

Face Masks/Cloth Face Coverings/Personal Hygiene:

- Aztec Shops will adhere to the guidelines and directives set by federal, state and local laws including Cal-OSHA and regulations set by campus on face covering requirements.
- The protocols for handwashing, PPE, personal disinfection and coughing/sneezing hygiene remain unchanged.
- If there is a conflict in the requirements set by federal, state and local public health officials, Aztec Shops may follow those which are most protective.

Physical Distancing:

- Aztec Shops will adhere to the requirements set by federal, state and local laws and regulations and set by campus on physical distancing requirements.
- If there is a conflict in the requirements set by federal, state and local public health officials, Aztec Shops may follow those which are most protective.
- Company gatherings and events are permitted as long as the events and gatherings are in compliance with public health guidelines and as long as attendees observe any facial coverings requirements and adhere to any safety protocols required by public health officials.
- Protocols relating to physical distancing requirements, including room occupancy, building directional flow and common areas will be based on public health guidelines and are subject to change.

Isolation and Quarantine Protocols:

- Aztec Shops will follow federal, state and local public health guidance and requirements set by campus relating to isolation and quarantine protocols in the event of a workplace exposure.

Vaccinations and Testing

- Staff members are required to comply with the CSU policy requiring COVID-19 vaccinations. Information regarding the process for staff members to either attest that they are fully vaccinated or that they qualify for a medical or religious exemption will be provided as soon as available.
- Staff members who request and qualify for an exemption from the vaccination requirement will be required to comply with other safety measures including, but not

limited to, the participation in on-going COVID-19 testing. Testing protocol will be provided to employees as necessary and may be scheduled during regular work hours. Results of testing will be maintained in accordance with applicable privacy laws. Failure to comply with the on-going testing requirement may result in progressive discipline.

- For individuals who would like to receive a vaccine but have not been able to obtain one, should visit a County vaccination site, including the vaccination site located on-campus at Viejas Arena until June 30, 2021. After that date, employees may log on to <https://www.sandiego.gov/covid-19-vaccination> for more information or to schedule an appointment. For individuals who have decided not to receive the vaccine at this time, we strongly encourage them to discuss this decision with their medical provider and to review the [CDC's information on vaccines](#) including information on the safety and efficacy of the COVID vaccines currently approved for use.

Mental and Emotional Wellbeing for Employees

- We understand the COVID-19 pandemic continues to be difficult for many of us. You may be finding the stress and uncertainty impacting your mental health and well-being. Taking care of both your physical and mental health right now is imperative. If you or a loved one living in your household think you may need mental health support, please contact Angelica Banaag in Human Resources at 619-594-7602 or abanaag@sdsu.edu to obtain information about benefits and resources available.

Campus Cleaning and Disinfection Protocols

- Aztec Shops will continue to monitor public health and Cal/OSHA guidance relating to the cleaning and disinfection of buildings and spaces. Aztec Shops will follow the guidance and guidelines established by federal, state and local public health agencies and officials and set by campus, as well as Cal/OSHA regulations. In the event that there is conflicting guidance provided, Aztec Shops may follow the most protective guidance.

Heating Ventilation and Air Conditioning (HVAC) Adjustments

- Upgraded all mechanical ventilation systems to at least MERV 13 filters or equivalent filtration system, and placed all filters on a regular, monthly preventative maintenance plan.
- We will be placing all building ventilation systems in a continuous operation mode (24/7/365), so that the required ventilation is constantly being provided to all spaces.
- We have changed ventilation system setpoints to increase the amount of outside air provided to spaces and our air handlers allow in approximately 20% outside air.
- The systems are optimized to work with the windows closed.

Aztec Shops will continue to follow guidance provided by federal and state regulatory agencies regarding necessary HVAC adjustments.

Computer Access:

- Aztec Shops IT department will be sending out more information about electronic equipment return and VPN access. Please contact either Aaron Branthoover at 619-994-7620 or aaron.branthoover@sdsu.edu or Dawn Stoebe at 619-980-3395 or dstoebe@sdsu.edu for further information. It is very important to connect with IT prior to returning to work on campus.

Parking Access:

- If you canceled your parking permit during the emergency stay at home order and you need to park on campus, please email the parking office at parking@sdsu.edu and indicate that you would like to reactivate your parking pass and include the effective date. Aztec Shops will be notified and will reactivate your parking deduction.

Building Access:

- Effective June 15, 2021, campus Access Control Office restored RED ID access and employees may enter buildings to which they have access. If access is not working after June 15, 2021, please submit a Facilities Issue Track on www.aztecshops.org.
- For safety purposes, all buildings will remain locked to those without RED ID access until sometime in August.

Requests for ADA accommodations and/or Special Arrangements

Accommodations

- Employees who are medically vulnerable due to a qualifying medical condition, are caring for a family member who is medically vulnerable due to a qualifying medical condition, or are caring for a child who is impacted by the K-12 closures, may request accommodations and/or special arrangements. To discuss accommodations or arrangement requests, please reach out to Jennifer Lakin in Human Resources at 619-594-7501 or jlakin@sdsu.edu to discuss options and to complete an accommodation request form. You will need a health care provider's certification for any medically related accommodation requests.

Leave of Absence

- Employees who need leave of absence should reach out to Jennifer Lakin in Human Resources at 619-594-7501 or jlakin@sdsu.edu to request leave. Leave requests will be evaluated in accordance with all federal and state leave regulations.

Telework

- Requests for full days of telework must be approved in advance by either HR or CEO.

Personal Appointments

- As in the past, every effort by managers should be made to honor requests of employees for attendance of personal appointments during the workday (i.e. doctor, school activities, etc.) unless there is a compelling business reason to deny the request.

In Closing

We are looking forward to you returning to work on campus as we repopulate to reestablish the diverse and inclusive campus community that we have all missed. If you would like to return to work on campus sooner than August 2, 2021, please let your supervisor know and they will work with the Divisional Director to receive approval, based upon business needs.

Please reach out to Human Resources with any questions or concerns.

**Please note, this plan is subject to change.