



COVID-19 Operating Protocols, Spring 2022

Faculty, staff, and students of Pacific School of Religion (PSR) are returning to in-person operations, informed by Berkeley Public Health (BPH), Alameda County (ACDPH) and Centers for Disease Control (CDC) protocols and guidelines for safely operating in-person.

In order to ensure the safety of all students, faculty, staff, and visitors:

Vaccination

1. Pacific School of Religion requires the full vaccination of every employee and student, as well as visitor and contractor that visits campus.
 - a. Employees are required to provide proof of vaccination to HR (hr@psr.edu).
 - b. Students are required to provide proof of vaccination to the Registrar (registrar@psr.edu).
 - c. Visitors must provide proof to their host and be prepared to provide proof at any time upon request.
 - d. Vendors are required to ensure their employees that visit campus are fully vaccinated.
2. **BOOSTER MANDATE:** All staff, faculty, and students must obtain a booster shot by February 28th, 2022. See item #3 for more information on obtaining a booster shot.
3. Appointments to be vaccinated or boosted may be secured with your health care provider or through organizations like [Color](#) and [MyTurn](#).
 - a. Services provided through the organizations listed above provide *the COVID-19 vaccines and boosters for free* (proof of health insurance is not required.)

On-Campus Protective Measures

4. Beginning March 7th, 2022, face masks will be optional, but recommended.
 - a. Fellow staff and faculty may ask others to be masked while holding a meeting in their respective office space, teaching a class in Holbrook, or while in a conference room
 - i. Additional face masks have been made available in gathering spaces of Holbrook building.
 - ii. PSR will update policies in alignment to latest news and health directives from local or state public health officials.
 - b. *Face masks are required* for larger gatherings held indoors on PSR grounds or in vehicles with other members of the community, and where required by orders from the California Department of Public Health (CDPH).
 - c. Employees can wear their own face coverings provided the face coverings are cloth or woven material of at least two layers, fit snugly, have no holes or openings, and completely cover the nose and mouth.
 - d. Face masks will be provided for employees, students, visitors, or contractors at the reception desk or upon request.
5. Whenever feasible, employees will continue to practice safe social distancing (minimum of 3 ft, 6 ft when possible). This includes, but not limited to: conference rooms, PSR sponsored in-person gatherings, classrooms or shared spaces.
 - a. Signage will be posted on the doors of each respective communal space, designating a suggested capacity limit for safe distancing.
6. Employees will practice in maximizing ventilation of indoor spaces with outside air whenever possible. Fans will be used to increase the effectiveness of open windows and doors, where feasible.
 - a. As we rely on outside air to maintain proper ventilation, if Air Quality Index (AQI) is at 151 or greater, classes and in-person meetings/gatherings may be moved to a remote modality.
7. Frequent handwashing and sanitizing will be practiced.
 - a. Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% alcohol.
 - b. Hand sanitizer and hand hygiene signage are placed throughout the building and available upon request.
8. A regular schedule of cleaning and disinfecting will be practiced.

- a. High traffic areas prioritized
- b. Employees are asked to contribute to cleaning by using the provided wipes to maintain clean work and office suite spaces. This includes personal phones, keyboards, mouse, desktop/counter surfaces, etc.
- c. Supplies available at the reception desk
- d. Commonly shared spaces, such as conference rooms or classrooms, will have a designated space for sanitization supplies within each respective space. Employees should clean surfaces before and after use.

PSR Community Responsibility

9. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
10. Ensure guests/visitors have been fully vaccinated and follow safety protocols.
11. Stay home if you feel sick.

COVID-19 Testing

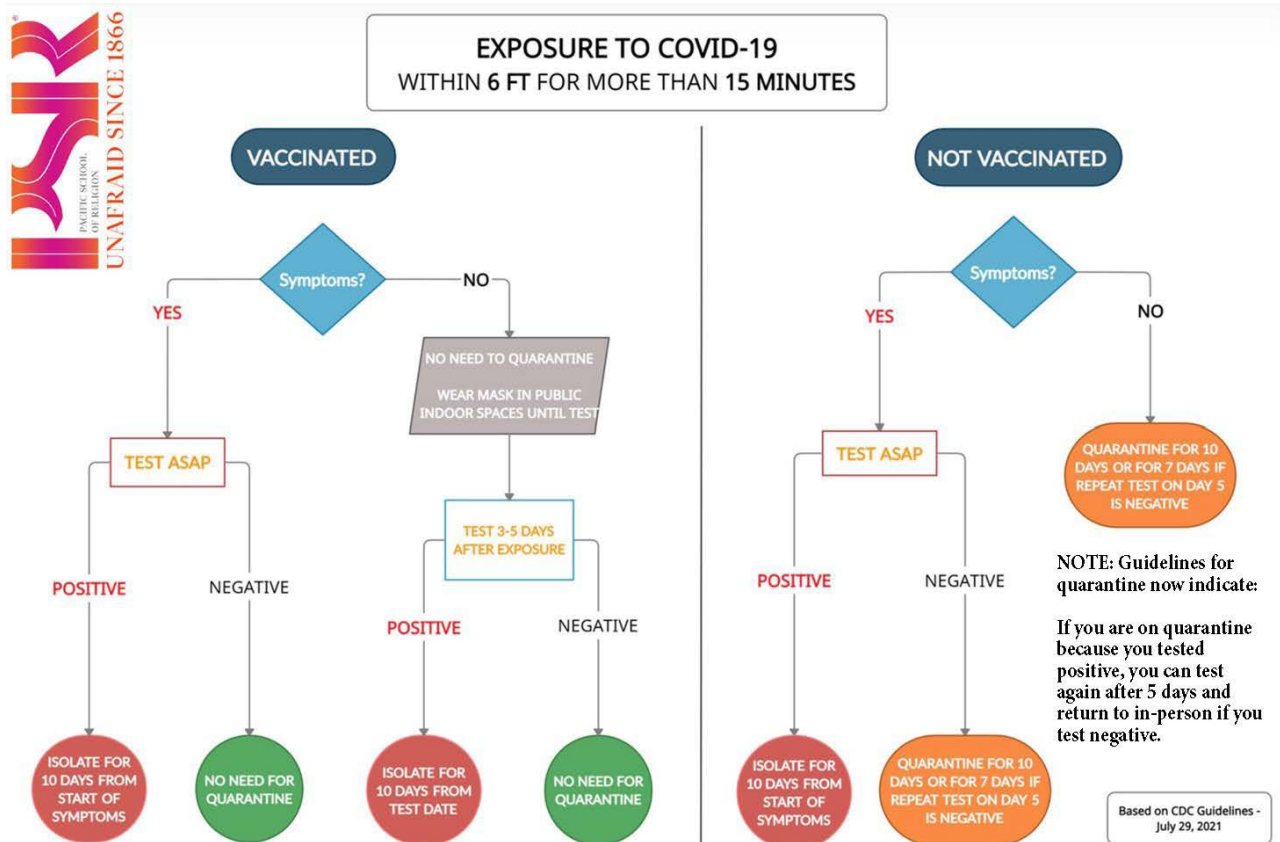
12. Employees are encouraged to test for COVID-19 regularly.
 - a. FREE community testing is made available widely. Please refer to Berkeley Public Health site <https://www.cityofberkeley.info/covid19-testing/> for more information.
 - b. FREE At-home test kits can be requested with a valid U.S. residential address via USPS at <https://special.usps.com/testkits>

Screening + Contact Tracing

13. We screen our employees, students, visitors and respond to those with COVID-19 symptoms by:
 - a. Requiring all persons to sign in and out at the reception desk.
 - i. Here persons must confirm they are not experiencing flu-like symptoms and attest to being fully vaccinated.
 - ii. Sign-in/out log to be recorded and utilized in event of contact tracing
 - b. Require all persons entering the building (including students, visitors, and vendors) to be prepared to provide proof of vaccination and follow safety protocols.
 - c. Require anyone that is sick or experiencing symptoms to stay home.

COVID-19 Positive Case response plan

14. Anyone exposed to someone determined to be infected with COVID-19 will be contacted and CDHP/BPH protocols will be followed. In the event of an exposure, please see close contact decision tree below.



15. Community will be notified of a potential exposure within at least a day of knowing.
16. Ensure positive cases are self-isolating.
17. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
18. Disinfecting of the potential areas of exposure and, if possible, open outside doors and windows and use ventilating fans to increase air circulation in the area will be implemented.

TRAVEL

19. PSR follows the [CDC guidelines](#) for personal travel (check CDC website for most up-to-date information).