



## COVID-19 Operating Protocols, Spring 2023

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. 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](#).
  - a. Other options include local city health department for information on vaccine locations.

## On-Campus Protective Measures

4. 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.
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, 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>
- 13. Require all persons entering the building (including students, visitors, and vendors) to be prepared to provide proof of vaccination and follow safety protocols.
- 14. Require anyone that is sick or experiencing symptoms to stay home.
- 15. Sign-in/out protocols have been paused

### COVID-19 Exposure Response Guide (per CDC direction)-

- 16. If you test positive for COVID-19 (Isolate):
  - a. Stay home for at least 5 days.
  - b. If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
  - c. Continue to wear a mask around others for 5 additional days.
    - i. *If you have a fever, continue to stay home until your fever resolves.*

17. If you were exposed to someone with COVID-19
  - a. Wear a mask around others for 10 days
  - b. Test on day 6, if possible
    - i. *If you develop symptoms get a test and stay home*
18. Further information on the latest COVID-19 protocols from the CDC can be found on using this [LINK](#)

## **TRAVEL**

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