



California Health Sciences University

CHSU CAMPUS FACILITIES POLICY

I. CAMPUS FACILITIES

For academic year 2019-2020, classes for students enrolled in the College of Pharmacy are held at 120 N. Clovis Ave, Clovis, CA and 45 N. Clovis Ave, Clovis, CA. To ensure the safety of all members of the CHSU community, the following guidelines are to be followed:

- Wearing ID badges at all times
- Keeping locked hallway doors closed, and not propped open
- Respecting business hours and after business hour rules
- Refusing access to the building to individuals who cannot justify their presence
- Respecting all emergency warnings and warnings
- Collaborating with safety requests made by the security staff patrolling the buildings
- Calling 911 immediately for any emergency

CHSU College of Pharmacy occupies a 32,000 square foot building located at 120 North Clovis Avenue in Clovis, CA. This facility includes two 2,200 square foot classrooms which are large enough to accommodate 84 students using an active learning paradigm. A 1,168 square foot library and learning resource center equipped with computers, printers and copiers is available to the students for study and conducting searches of primary and secondary literature for class and research projects. The librarian's office is included in the library and learning resource center space which allows the librarian to be readily accessible to students requiring assistance. A 1,330 square foot student lounge is available to students to use as a place to meet for lunch and preparation of food for special occasions sponsored by student clubs and groups. This building also houses offices for COP faculty and University staff, so as to be accessible to students during office hours or by appointment.

The building contains a 2,139 square foot research lab for use by faculty and students. The research laboratory contains a laminar flow hood, biological safety cabinet, tabletop centrifuge, ultra-low temperature freezer, refrigerators, water purification station, CO₂ incubator and other equipment for use in studies involving medicinal chemistry and cell/ tissue cultures.

The campus includes a 2,686 square foot pharmacy practice laboratory learning center including a clinic consisting of five examination rooms equipped with examination table, blood pressure cuffs, onto/ophthalmoscopes, peak flow meters, glucose monitors and additional instruments. This laboratory also contains a designated area for the counseling of patients. The pharmacy practice



California Health Sciences University

laboratory learning center will give students the opportunity to learn and become comfortable with patient assessment techniques. The pharmacy practice lab also contains three air flow hoods in which students can learn aseptic techniques required for preparing parenteral solutions. In addition, the pharmacy practice lab contains equipment for compounding including mortar and pharmacy balances.

At 45 N. Clovis Avenue, CHSU also has a 17,000 square foot building which is located across from 120 N. Clovis Avenue. This facility includes a third large classroom, two smaller classrooms for electives, two collaboration rooms, seven group study rooms, two large quiet study rooms with individual cubicles, flexible study spaces, student lounge, and faculty offices.

II. GUEST AND VISITORS

- A. CHSU is a welcoming and inclusive community. CHSU is committed to preserving a safe and academically focused environment. It calls for a campus access and security policy that balances ease of access with practical and common-sense procedures to help protect students, faculty, employees, and guests. This policy is intended to expedite campus access for authorized individuals and to enhance the personal safety of all members of the CHSU community. As such, it is critical that all visitors of CHSU conduct themselves in such a way as to not interfere with the educational process or learning environment.
- B. The policy applies to all faculty, staff, guests/visitors and students. The policy is in effect in all CHSU buildings, 24 hours a day, 7 days a week.
- C. Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring guests and visitors on the CHSU Campus as long as the visit purpose of the visit or the conduct of the visitor/guest does not conflict with the mission, vision or values of CHSU. Guests and visitors are required to sign in the Reception Desk and be given guest passes. CHSU reserves the right to limit the number of guests permitted at one time on any CHSU campus for safety reasons. For large events groups more than 10 guests will require a guest list and should be submitted to Operations Department with 24-hours' prior notice.

D. Definitions:

Guest & Visitor – any individual, not a student, faculty, staff member or affiliate of California Health Sciences University, who is hosted (i.e., overseen by a student, faculty member, or staff member).



California Health Sciences University

Affiliate – non-employee, non-student member of the CHSU community that includes, but is not limited to vendors, retirees, alumni, summer camps and summer conference attendees etc.

Acceptable Forms of Identification – defined as a valid photo Identification (ID) with the individual's name on it. The following types of ID are generally deemed to be acceptable: Driver's License, Passport, Military ID, and ID card.

E. Procedures for Guests/Visitors:

Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring visitors or guests on the CHSU Campus. Guests and visitors are required to sign in at the reception desk and be given guest passes. Guests are required to wear their guest passes such that they are easily visible at all times during the visit and return the guest passes to the reception desk once the visit is over.

Guests and visitors of students may only be granted access if:

- The student is present at the reception desk to sign the guest/visitor in;
- The student escorts the guest/visitor at all times.

Guests and visitors of faculty or staff may only be granted access if:

- A faculty or staff member is present at the Reception Desk to sign them in; thereafter, the faculty or staff member must escort the visitor at all times; or
- The visitor is announced by CHSU to the faculty or staff member who they are visiting and is approved for access; thereafter, the visitor must wait until a CHSU representative escorts them to the location of the faculty or staff member that approved their access and remain with them at all times. The representative or the host must remain with the visitor at all times.

Students and groups are responsible for notifying their guests or visitors of College rules and regulations and may be held accountable for the conduct of their guests/visitors. CHSU faculty members have the authority to decide if guests may be allowed in the classroom. When making such a determination, the faculty member will consider issues of safety, the impact on other students, and the appropriateness of course content in making such decisions. It is always the responsibility of the guest/visitor's host to make sure the guest/visitor does not disrupt the educational environment. If the guest/visitor does cause



California Health Sciences University

a disruption, CHSU will require the guest leave or be removed from campus. Failure of the guest/visitor to follow instructions to leave campus when instructed to do so by CHSU may result in disciplinary action for the student host in accordance with the University student professionalism and conduct policy. Additionally, any visitors/guests that remain on campus after being asked to leave may be escorted off campus by either security or law enforcement.

In situations where tours involving large outside groups (i.e. prospective students) are being conducted on campus, the department overseeing these tours will be responsible for distributing, and accounting for, the guest passes that their department has been issued for this purpose. A guest list is needed and should be submitted to Operations department at least 24 hours in advance of the visit.

F. Procedures for Affiliates:

All Affiliates will be required check in at the reception desk and to fill out the CHSU guest sign-in.

Deliveries and messengers will be required to present an Acceptable Form of Identification to access a building for the purposes of making a delivery. They will be required to fill out the CHSU guest sign-in log after which they will be allowed to complete their delivery. Delivery persons making bulk deliveries will utilize the loading docks at 120 N Clovis Ave. Clovis, Ca 93612 or 2500 Alluvial Ave. Clovis, CA 93611 Operations department staff will be responsible for ensuring the identity of those persons entering CHSU facilities via this method.

III. ID CARDS

CHSU All students admitted to CHSU will be issued a Student ID Card doubling as the CHSU name badge. The Student ID card must be worn on the issued burgundy lanyard and visible at all times on campus and at all clinical sites. Use by anyone other than its original holder is prohibited.

The Office of Student Affairs will arrange for the taking of photos and the issuance of cards during Orientation.

Student ID Cards include CHSU-issued student identification numbers that are different from social security numbers. Student ID Cards also function as library cards for utilizing CHSU Library resources. There is no charge for the initial Student ID Card. However, lost,



California Health Sciences University

stolen, misplaced or abused cards must be reported immediately and replaced after paying a replacement fee to the Business Office. The Student ID Card is necessary for full access to all university facilities and services.

IV. BICYCLES

CHSU encourages the use of bicycles as a convenient and sustainable form of transportation on campus. CHSU encourages safe and responsible riding at all times. Riders are encouraged to wear a helmet and to follow all California state and local laws. Please familiarize yourself with these laws as cyclists are granted the same rights and subject to all duties of motor vehicle drivers. Bicycles are to be secured only to the provided bicycle racks. CHSU is not responsible for lost or stolen bikes.

V. SKATEBOARDS AND SKATES

Skateboarding and skating can be viewed as legitimate modes of individual alternative transportation and recreation, and as such are allowed at CHSU. However, reckless use can: 1) cause damage to University property; 2) generate public safety hazards that place pedestrians at increased personal risk; 3) disrupt faculty, staff, and students working on campus; and 4) create an untenable insurance/liability exposure for the University.

CHSU advocates responsible use of skateboards and all types of skate devices.

VI. FOOD AND DRINK IN THE CLASSROOM

The consumption of food and drink is not allowed in the libraries, research laboratories, Clinical Skills/Osteopathic Principles and Practice Labs, and the Simulation Center. Students are permitted to have food in the classroom. The only drinks that are allowed are those in a container with a tight-fitting lid. Students must keep in mind that professional behavior includes having respect for building furnishings and maintaining a clean learning environment.

VII. PARKING

Vehicles must be registered for parking in the campus parking lot. Entering students will have time to complete registration of their vehicle during Orientation to obtain a valid parking tag.

Parking tags need to be prominently displayed in the rear window of the vehicle. Every person operating a vehicle on campus is held responsible for acquainting themselves with and obeying all traffic and parking regulations. Vehicles owned or driven by students must



California Health Sciences University

be parked in spaces designated for students. Reserved spaces are restricted 24 hours a day. Overnight parking (midnight to 7 am) is NOT allowed on the campus and where otherwise posted.

If a vehicle must be left overnight due to an emergency, please notify the Office of Student Affairs. Parking is prohibited for vehicles in the following areas: all areas not distinctly designated as parking areas, service lane zones and roads, traffic lanes within parking lots, on the grass or sidewalks, and on a pedestrian crossing.

VIII. WEAPONS

CHSU has a zero-tolerance policy for weapons and violence. Weapons include, but are not limited to knives, razors, broken bottles, brass knuckles, chains, locks, all guns, firecrackers, or any other object that could be used to threaten or cause injury to another individual.

Violence includes, but is not limited to, uncontrollable physical or verbal abuse and/or gang- related activities toward any student, faculty, staff, administrator, or visitor on property owned or controlled by CHSU. Behavior of this type may result in immediate expulsion from the University.

IX. PETS ON CAMPUS

No pets of any kind (which includes, but is not limited to all mammals, reptiles, insects, amphibians, birds, etc.) are permitted on the campus or in campus facilities. The exception to this is a properly registered Service Animal.

X. CRIME REPORTING AND CRIME STATISTICS

The University encourages reporting all crimes committed on or around campus to Campus Safety. In case of an emergency call 911. Some employees of the University are designated as Campus Security Authorities under the Clery Act and are required to report all crimes they learn of that occurred on or around campus. See separate policy related to Campus Security Authorities and the Clery Act. All reported crimes are recorded in a crime log, and an annual summary of campus crime statistics is published in compliance with the Clery Act. The annual security report and the crime log is available to view upon request at the office of the Campus Safety Director (or the President's designee). The crime log contains a list of crimes reported, and basic information about the crime such as the date, location and general description.



California Health Sciences University

XI. LABORATORY SAFETY PROCEDURES

- A.** CHSU is equipped with laboratories to further the academic and scientific achievements of students. CHSU is committed to providing a safe lab environment for learning and working. The risks associated with laboratory hazards are greatly reduced or eliminated if proper precautions are observed. The guidelines below provide a summary of general laboratory safety procedures. See separate applicable policies for more information. All work in laboratories is to be completed under the supervision of the Laboratory Manager, responsible faculty member, or principal investigator, who are ultimately responsible for the safety of laboratories.

Students and those working in labs may be required to complete prerequisite lab safety training as directed by a responsible faculty member or the Laboratory Manager.

Students wishing to bring visitors to a lab must obtain express permission from the Laboratory Manager or appropriate faculty member before allowing the guest to enter the laboratory. Laboratory visitors must always be accompanied by a CHSU employee or the Laboratory Manager's designee.

B. General Safety Guidelines

It is the responsibility of each person that enters a laboratory to understand the safety requirements and health hazards associated with the materials and equipment in the laboratory. If unsure about the safety of laboratory conditions or practices, please seek guidance from the Laboratory Manager or responsible faculty member before proceeding. Promptly report any potentially hazardous conditions or operations to the Laboratory Manager or responsible faculty member.

1. Always wear proper eye protection in chemical work, handling and storage areas.
2. Know the hazards associated with the materials in the lab, including the safety precautions to use.
3. Always wear appropriate protective clothing, including clothing that covers the arms and legs, shoes that are closed toed and a suitable lab coat or apron. Confine long hair and loose clothing. Do not wear high-heeled shoes, open-toed shoes, sandals, "flip-flops" or shoes made of woven material.
4. Always wash hands, wrists and arms with soap and water before leaving the work area. This applies after wearing gloves and a lab coat



California Health Sciences University

5. Never perform any hazardous work when alone in the laboratory. At least two people should be present.
6. Only perform work, preparations or experiments that are authorized by the supervisor, the principle investigator or the Laboratory Manager.
7. Never engage in horseplay, pranks or other acts of mischief in chemical or laboratory biological work areas.
8. Never remove chemicals, biological agents, or radioactive materials from the facility without proper authorization.
9. Be familiar with the location of emergency equipment – fire alarm, fire extinguisher, emergency eye wash and safety shower. Know the appropriate emergency response procedures.
10. Use equipment and hazardous materials only for their intended purposes.
11. Never mouth pipette chemicals when transferring solutions. Instead, always use a pipette bulb to transfer solutions.
12. Always lubricate glass thermometers or thistle tubes before inserting them into a stopper. Always wrap toweling around them while inserting into the stopper in the event they should break.
13. Use a vented fume hood whenever there is a possibility of poisonous or irritating fumes being emitted.
14. Never leave an experiment unattended while it is being heated or is rapidly reacting.
15. Keep equipment back from the edge of the lab bench to prevent spillage.
16. Support all beakers and flasks with clamps. Do not use cracked or chipped glassware.
17. Report any accident, however minor immediately to the principle investigator or Laboratory Manager.
18. Eating, drinking, smoking, gum chewing, applying cosmetics, and taking medicine in laboratories is strictly prohibited.

C. Spills and Accident Reporting

All accidents should be reported to the principal investigator and the laboratory Manager. It is the responsibility of each individual using hazardous materials to become familiar with the emergency response procedures dictated by the manufacturer of such materials. Information about this can be found on the Safety Data Sheet (SDS) for the chemical(s) involved in the spill.

Laboratory users should make themselves aware of safety showers and eye wash stations. When possible, all laboratory users should practice activating the eyewash stations.



California Health Sciences University

D. Major Spill or Life-Threatening Injuries

The primary concern in the event of an emergency is to protect life and health of others. In case of emergency call 911. Only give first aid treatment to the level at which one is trained. If safe to do so, remove/evacuate all personnel in the immediate area away from the laboratory. Ensure door to laboratory is closed prior to leaving the area. If the spill/incident could threaten the health of individuals in the building, activate the fire alarm. If unsure whether everyone has been evacuated, inform security. Be available to guide emergency responders to the scene if requested and safe to do so.

E. Reporting Criminal Activity and Other Emergencies

To report a crime or criminal activity on or around the CHSU campus, contact the Clovis Police Department at 559- 324-2800. In an emergency situation call 9-1-1. For non-emergency responses call 559- 324-2800. To reach the Crime Line (for nonemergency tips) call 559-324-2459. After reporting emergent crimes, students need to immediately notify the Office of the Dean.

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- Policy Owner: AVP of Operations
 - Effective Date: 6/13/2019
 - Approval by President Date: 7/23/2019
 - Approval by Provost Date: 7/23/2019