

Campus Ready

COVID-19 Worksite Plan

Each UC Davis department is responsible for creating and documenting a plan aimed at mitigating the spread of coronavirus at each of their worksites. This worksite plan template lists the specific information that must be provided by each department as well as critical topics that departments must plan for and document. Any additional diagrams or documentation developed as part of the worksite plan should be attached to this document.

Filling Out the Template

This template is broken into 5 sections that must each be filled out completely. If you believe any part of this template does not apply to your department or worksite, include a description explaining why it does not apply.

Resources, including a worksite plan checklist, is available from campusready@ucdavis.edu to support your planning process.

Submitting Your Plan

Once your plan is complete:

1. Your Dean or Vice Chancellor must approve the plan
2. Submit approved plan along with supplemental diagrams and documentation via e-mail to campusready@ucdavis.edu
3. Your plan will be reviewed by FOA and Risk Management and kept on file
4. You'll be contacted if there are any questions about your plan
5. Begin / continue implementing your plan

Questions?

Please visit campusready@ucdavis.edu for the latest available information.

If you have any questions about this template, or worksite planning, please e-mail campusready@ucdavis.edu for support.

Phases For Increasing On-Campus Activities

All phases of the Return to Administrative and Office Work in University Facilities are subject to ongoing review and revision with input and guidance from local public health, UC Davis medical experts, human resources, EH&S, campus counsel and other subject matter experts.

Return of staff to campus is subject to department planning and training as described here, using resources and the checklist available on Campus Ready [website](#).

All activities for Phases 1-4 must align with the principles stated above and be guided by an approved plan with necessary training for all who are returning to campus.

In all phases, we anticipate that returning to work in university facilities will be gradual and guided by approved worksite plans.

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Date	March 18, 2020 through May 31, 2020	Effective June 1, 2020	TBD	TBD
Campus Directive	Stay At Home Order; Campus operations are suspended	Time-sensitive research resumes, some administrative and office functions are transitioned back to University facilities, Campus operations are reduced	Continued gradual increase to on-campus activities; Campus operations are reduced	End of stay home order, Return to quasi-normal operations, Campus operating status to be determined
Return Guidance	Essential work and critical research continues, remainder of all employees working remotely where possible	Estimate 25% of employees included in Phase 2 return	Estimate 67% of employees included in Phase 3 return	Estimate 80% or more employees included in Phase 4 return

COVID-19 Worksite Plan

Department/Organization

Hart Interdisciplinary Programs (HIP) - Administrative Office

Date

September 17, 2020

1. Compliance Contacts

Assign a supervisor, Department Safety Officer or other manager to monitor areas and verify people are following personal protection practices. If compliance contact does not have authority to act upon non-compliant individuals, they will report their findings to management.

Worksite COVID-19 Coordinator Contact Info

Department/Organization	Hart Interdisciplinary Programs
Campus Location	2201 Hart Hall
Contact Name	Daniel Cordova & Christopher Greene
Phone Number	(530) 754-7683 - (530) 754-8600
Email Address	dscordova@ucdavis.edu - cegreene@ucdavis.edu

Other Building Compliance Contacts

Coordination with other occupants that share building, floor or workspace is required in return to campus plan. Provide the contact information of the other building contacts that you have coordinated with.

Department/Organization	Human Ecology - College of Agriculture and Environmental Sciences
Campus Location	2323 Hart Hall
Contact Name	Cynthia A Crestmore
Phone Number	(530) 752-5236
Email Address	cacrestmore@ucdavis.edu

Department/Organization	College of Letters and Science Dean's Office
Campus Location	1212 Social Sciences and Humanities Building
Contact Name	LS-Deans Office Space Team
Phone Number	
Email Address	ls-space@ucdavis.edu

Document Revision History

Version	Revision Date	Approved By	Approval Date	Reason
1		Ari Kelman	10/9/20	

2. Physical Distancing

Describe physical distancing guidelines that have been instituted for each type of space at your worksite.

To enter Hart Hall everyone must wear a face covering and social distance a minimum of 6 feet. Work stations will be separated by at least six feet unless physical barriers are present and are high enough to prevent droplet spread when talking while sitting or standing. Restrooms are limited to one person at a time. Elevators have 1-2 persons limits at a time and stair usage is encouraged as an alternate method for accessing floors. Common spaces will be limited to 1-2 persons at a time depending on size. Graduate student and lecturer offices with multiple occupants will be required to submit a schedule of when they will occupy the office to avoid other office mates. Signage will be posted at all outside entrances requiring face masks at all times and encouraging social distancing. Meeting rooms are posted limiting occupants based on size and maintaining 6-ft (minimum) between seats. When interacting with individuals maintain at least a six foot distance between people.

If applicable, describe how spaces have been modified to ensure physical distancing.

Conference rooms have been posted with minimal seating and not to exceed limits. Chairs have been marked not available in order to maximize social distancing. Restrooms are limited to one person at a time with signage. Elevators have 1-2 persons limits at a time and stair usage is encouraged as an alternate method for accessing floors. Common spaces will be limited to 1-2 persons at a time depending on size. Signage will be posted at all outside entrances requiring face masks at all times and encouraging social distancing. Meeting rooms are posted limiting occupants based on room size and maintaining 6-ft (minimum) between seats. There are "social distancing stand here" floor signs at the entry of every administrative single occupancy office to remind visitors to remain 6 feet away from the office inhabitant.

Detail how signage will be used to support physical distancing and movement of people.

Visual reminders have been posted on doors and walls to maintain physical distancing at gathering places and any queuing lines. Restroom signage is posted on doors and inside to limit one person at a time. Wash hands signage is posted inside each restroom.

Elevators have 1-2 persons limits at a time and stair usage is encouraged as an alternate method for accessing floors.

Common spaces will be limited to 1-2 persons at a time depending on size.

Signage will be posted at all outside entrances requiring face masks at all times and encouraging social distancing.

Meeting rooms are posted limiting occupants based on room size and maintaining 6-ft (minimum) between seats.

As on-site presence increases, tape or other markings will be placed on the floor at least six feet apart in queuing lines and on walkways at public entrances with signs directing individuals to use the markings to maintain distance.

Due to the many points of entrance/exit from offices and rooms into hallways and cross-hallways, directional flow signage is not needed during Phase 2 given the limited access and will be re-evaluated when there are more personnel and students accessing the building. The main hallways are 6 or more feet wide and this allows for social distancing. In other areas where this may not be true, such as the hallways near internal offices, the limited personnel/traffic due to the building being closed and most department members are not working onsite with Phase 2 makes this requirement not necessary. This will be re-evaluated as the building opens and there is more foot traffic.

Describe measures put in place where physical distancing is not possible (installation of barriers, new protocols, etc.) Where physical distancing is not possible for essential work, describe analysis and mitigation measures that can be put in place.

HIP administrative office occupants will be required to submit a schedule of when they will occupy the office to avoid other office mates.

All employees are required to take the symptom checker survey at <https://campusready.ucdavis.edu/symptom-monitoring> before they come onto campus. Symptom survey link has been sent out to all Hart Hall listservs instructing them to complete each time they enter a campus building. Upon completion of the Daily Symptom Survey, the employee will forward the survey approval verification to cgarcia@ucdavis.edu prior to entering Hart Hall.

All employees returning to Hart Hall will need to complete the Campus Ready Worksite Training at <https://campusready.ucdavis.edu/training>

Describe how signage will be used to support physical distancing and movement of people.

Visual reminders have been posted on doors and walls to maintain physical distancing at gathering places and any queuing lines.

Due to the many points of entrance/exit from offices and rooms into hallways and cross-hallways, directional flow signage is not needed during Phase 2 given the limited access and will be re-evaluated when there are more personnel and students accessing the building. The main hallways are 6 or more feet wide and this allows for social distancing. In other areas where this may not be true, such as the hallways near internal offices, the limited personnel/traffic due to the building being closed and most department members are not working onsite with Phase 2 makes this requirement not necessary. This will be re-evaluated as the building opens and there is more foot traffic.

Describe how you have collaborated with departments that share your space.

Three corridors are shared with the College of Agriculture and Environmental Sciences. We have met with their safety coordinator to discuss the signage that has been posted on the entrance doors to be the same on each door: to wear masks at all times and to social distance.

We will also collaborate on the movement of people within the building once the building opens and there is more foot traffic.

3. Hygiene, Disinfection and Symptom Survey

Describe measures to increase sanitization throughout the workspace. Measures should include details about access to hand washing and hand sanitization stations, expectations for cleaning individual workspaces as well as common areas, access to disinfection supplies, and a cleaning schedule to ensure a minimum of two disinfections per shift.

In addition to the FM Custodial Services being provided for COVID-19 (<https://facilities.ucdavis.edu/custodial-protocols-during-covid-19>), disinfection protocols will be implemented when the Campus moves into Phase 3.

As the campus ramps up and more people are allowed to return to on-site work, cleaning and disinfecting will be done up to three times per day. How this is implemented and by whom is still TBD. Hand sanitizer and disposable masks are available at Hart Hall the entrance desk.

Each employee will be responsible for wiping down their phones, computers, keyboards and mouse, tables, chairs, pens, pencils, and cell phones in their own office. Hand washing with soap is available in each of the restrooms.

Describe what hygiene and disinfection supplies will be supplied and where they will be located.

Hand sanitizer, disinfecting wipes and disinfecting spray with paper towels will be supplied to all offices, workrooms and conference rooms. HIP administrative staff will keep the common areas routinely supplied.

Describe plans and protocols for disinfecting commonly used spaces and equipment between use.

Signage stating, "disinfect before and after every use", is posted in the conference rooms and workrooms.

Phase 3 the following protocols will be implemented. Commonly used equipment in the copy rooms should be wiped down after each use by the individual. Supplies will be placed at the site of equipment. Commonly used spaces will be wiped down three times per day. Initially this will occur at least once per day. As the campus ramps up and more people are allowed to return to on-site work, this will increase to three times per day. How this is implemented and by whom is still TBD.

Clearly describe employee responsibilities related to sanitation.

As of the date of this worksite plan, most employees continue to work remotely. Those who are working on-site will be expected to wipe down their phones, computers, keyboards, mouse, tables, chairs, pens, pencils, and cell phones in their own office upon arrival and departure. If the individual has an increase in the number of people in and out of their office they should wipe down commonly touched areas after each visit. Zoom meetings are still recommended over in-person meetings.

Describe how the symptom survey will be implemented.

A daily symptom survey is a requirement for all UC Davis-operated facilities anywhere in California and serves as a reminder to pay attention to your symptoms. **Everyone — students, employees, visitors — must complete a [Daily Symptom Survey](#) before entering a university-managed facility.** Take the daily symptom survey at SymptomSurvey.ucdavis.edu

Ask employees to forward their Daily Symptom Survey verification to cgarcia@ucdavis.edu. Supervisors on-site will monitor if the survey has been completed for their employees working on site.

There is also a Manual Symptom Survey will be used for visitors to Hart Hall that do not have access to the online version. <https://campusready.ucdavis.edu/symptom-monitoring>. A paper symptom survey needs to be administered to anyone who does not have university credentials.

UC Davis has established [rapid COVID-19 testing](#) and screening on campus for people who do not currently have symptoms. All UC Davis employees and students are now eligible to participate in weekly asymptomatic COVID-19 testing, in accordance with the [UC Davis Interim Public Health Policy](#) and the [scope of the university's COVID-19 testing program](#). A testing question will be added to the Daily Symptom Survey that day to monitor compliance.

Starting Dec. 1, COVID-19 testing validation will be required to access any campus facility (offices, academic buildings, Library, MU, ARC, etc).

- If you plan to visit campus at least once per week, you will be required to get tested every 7 days.
- If you visit campus less frequently, then please plan ahead and secure a testing appointment in advance, up to 7 days before your visit. Please note that testing availability will vary each week and same-day testing appointments are not guaranteed.

Please schedule your testing appointment beginning Wednesday, Nov. 18. [Testing appointments](#) must be made online in advance (see below for detailed instructions). The on-campus testing kiosk is open Monday – Sunday, 8 a.m. to 5 p.m., with extended hours on Wednesdays, 6 a.m. to 6 p.m., to accommodate a range of work schedules. You do not need the result before your visit, but you must have been tested. Please consult with your supervisor for scheduling, as you will be afforded paid release time for weekly testing.

Describe essential travel review and approval process. Identify how the process is deployed and operational within the department.

All HIP employees will follow and adhere to the travel guidelines posted by Global Affairs <https://globalaffairs.ucdavis.edu/announcements/travel-announcement-novel-coronavirus>.

However, we are encouraging all employees to find an alternate means of conducting business such as web conferencing (ZOOM).

4. Employee Scheduling

Describe how remote work will be supported (e.g. equipment, ergonomics, communication, etc.).

Remote work has been supported by all leadership within HIP. Any equipment that has been needed, such as laptops, monitors, chairs, have been made available for use. Zoom has replaced most all in person meetings. Employees have been encouraged and allowed the flexibility needed to work remotely.

All academic departments in HIP are utilizing online instruction for the fall quarter. No in-person classes are being held.

How many employees are returning to the worksite?

We are currently in Phase 2, therefore, we do not expect more than 25% of our employees to be working on-site.

All academic departments in HIP are utilizing online instruction for the fall quarter. No in-person classes are being held.

Describe relevant changes to employee schedules including, if applicable, use of staggered and alternate schedules.

HIP staff have been encouraged and allowed the flexibility needed to work remotely. When going on-site employees are to notify those that may be in that space to ensure office mates are not also going to be there. Staggering schedules is also required for those that are regularly working on-site.

Describe how your scheduling plan balances physical layout of worksite and business service requirements.

HIP administrative staff will be required to utilize a schedule to sign up when they will need to occupy a shared space to avoid other office mates. Any in-person meetings are encouraged to occur out of doors or in a location where social distance is possible.

5. Communication Plan and Training Employees

Describe how your worksite plan will be communicated to employees.

The worksite plan will be posted to Worksite Plans page on the HIP website.

Describe how employees will be trained on new protocols.

HIP administrative staff working on campus will be required to take the eLearning training course “Return to Campus” by September 25, 2020 (start of fall quarter). For all other employees, remote or not, December 15, 2020 is the deadline.

All employees will need to confirm that they've read the Worksite Ready Plan for their respective unit. All employees will read and e-sign the worksite plan prior to returning to work onsite.

Reporting COVID-19

Stay home when you are sick. Individuals must immediately report COVID-19 exposures in accordance with the current protocol found on the [Safety Service reporting page](#).

Supplemental Documentation and Diagrams

Supply any additional information below or attach any documents and/or diagrams that support your plan to the end of this document.

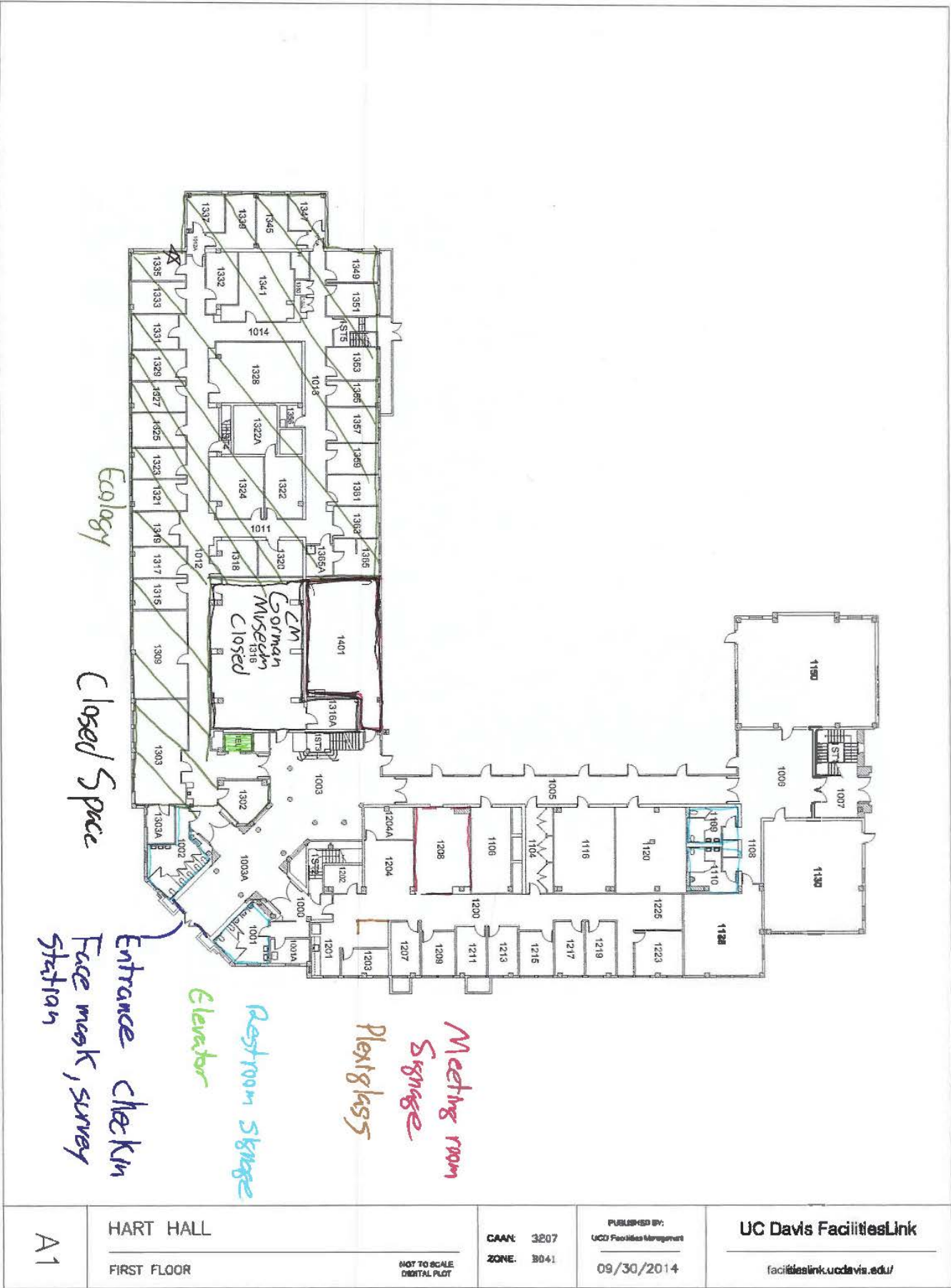
The attached floor plans are for the Hart Interdisciplinary Programs portion of the Hart Building. Notations have been made for entrances, meeting rooms, restrooms, elevators, and common areas. Signage details are as follows:

Face Masks Required and Social Distancing signage at all entrances.

Restrooms limited to one person.

Elevators limited to 1-2 persons.

Meeting room signage posted at entry doors, seating with limited use in the room, disinfect space after use.



A1	HART HALL	CAAN: 3207	PUBLISHED BY: UCD Facilities Management	UC Davis FacilitiesLink facilitieslink.ucdavis.edu/
	FIRST FLOOR	ZONE: 3041	09/30/2014	

NOT TO SCALE
DIGITAL PLOT



OO Shared space required to stagger schedule

Plexiglass

Elevator

Restroom Signage

Meeting room Signage

Closed Space

A2	HART HALL	NOT TO SCALE DIGITAL PLOT	CAAN: 3207	PUBLISHED BY: UCD Facilities Management	UC Davis FacilitiesLink
	SECOND FLOOR		ZONE: B041		

TOTAL ON-SITE (percentage of workforce)								

Return to Campus Agreement

Department/Organization

Date

I have read and agree to follow the guidelines in the COVID-19 Worksite Plan.

I understand that:

- I must complete the UC Davis Daily Symptom Survey each day before work. If I have symptoms I will stay home and notify my supervisor in advance of my shift.
- If I feel symptoms during my shift, I will contact my supervisor.
- I will maintain social distancing at all times when in the office.
- I must maintain a high level of cleanliness for myself, my workspace, and any common areas I use.
- I will follow the proper procedures for the use and proper wearing of a face covering.
- I understand the COVID-19 Worksite Plan may change as conditions evolve and that I will receive written notification of changes.
- I understand that additional UC Davis information regarding the campus' response to COVID-19 may be found at campusready.ucdavis.edu.

Employee Signature

Date



Supervisor Signature

Date