

# 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.

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### 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](mailto: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](mailto: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](mailto: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](mailto: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) - Taller Arte del Nuevo Amanecer (TANA)

## 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	Hart Interdisciplinary Programs
Campus Location	2203 Hart Hall
Contact Name	Carlos Garcia
Phone Number	(530) 752-0675
Email Address	ccgarcia@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	10/15/20	

## 2. Physical Distancing

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

To enter TANA everyone must wear a face covering and social distance a minimum of 6 feet. Office space workstations are separated by at least six feet, with only two office chairs set at each station. Only two staff members with face coverings allowed at one time. When possible, one or both roll up garage doors open for maximum air circulation.

Restrooms are limited to one person at a time.

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

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

All space will have face covering requirement

Office will have social distancing reminder, two-person limit, employees only.

Exposure room will be limited to one person at a time.

Storage room will have a one-person limit.

Large workspace area could potentially accommodate 6 people, two people per station at tables that measure 4 by 6 feet. Only two stools per table will be placed. At all times, staff and or participants interacting in the large work area will maintain a minimum of six feet in distance.

Storage room- social distancing reminder, one-person limit, employees only.

Darkroom- Social distancing reminder, one-person limit, employees only.

Bathrooms- social distancing, one-person limit, hand washing.

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.

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

No-access signs for (non-employee) workshop participants as we enter next phase.

Slop sink: staff use only, one-person limit

Washout station: staff use only

Equipment shelves: staff use only

Workspace tables: two-person limit.

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.

A plexiglass divider will also be installed in the main office computer stations.

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 [ccgarcia@ucdavis.edu](mailto:ccgarcia@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.

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

N/A

### 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.

- Cleaning log /schedule will be filled out by attending staff in all listed and designated areas. Log will include all used spaces as well, workshop specific areas and equipment use, and high touch spots. Log will be available in the form of a binder clip in the main office.
- Designated areas of cleaning log:
  - o Bathroom: Sink and sink handles, toilet, all dispensers, door handles. Disinfected at the beginning and the end of the day, and after every individual use. Gloves and facemask used when cleaning.
  - o High touch spots: Door knobs, sink handles, exposing unit handles, pressure washer, entrance information table, cutting board, office desk, ink locker doors. High traffic areas prioritized with cleaning at beginning of day and every hour until closing.
  - o Workshop Equipment & Supplies (for next phase):  
Equipment: bases, squeegees, screens, pressure washer and washou area, exposure unit, printing bases, layout tools. Cutting mat, screens in use, ink locker, drying fans, drying racks.  
Communal surfaces disinfected every cycle of incoming participants. Tables, stools, and listed workshop equipment cleaned before and after each session by on staff, including spot cleaning throughout sessions after participant contact and equipment use.
  - o Office: Staff members are individually responsible for wiping down desktop counter, computer keyboards and the other shared digital equipment, printer scanners, telephones, and any other flat files, or equipment they come into contact with. An entry log will be used to record each Individual staff cleaning.
    - On the spot disinfecting will additionally be done throughout the day; throughout each session, after specific equipment is used, and whenever equipment and tools are to be used by someone else.
    - Disinfectants include hand sanitizer, disposable nitrile gloves, disinfecting wipes and spray.
    - Gloves must be worn at all times by staff and participants during print sessions.
    - Disposable face coverings and hand sanitizer are placed at main entrance and additional hand sanitizer readily available in shared office space, bathroom, and darkroom.

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 to be used upon arrival and departure of a space. HIP administrative staff will keep the common areas supplied. TANA occupants will need to contact HIP administrative staff for more supplies for the academic and or staff offices.

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

- o Office: Staff members are individually responsible for wiping down desktop counter, computer keyboards and the other shared digital equipment, printer scanners, telephones, and any other flat files, or equipment they come into contact with. An entry log will be used to record each Individual staff cleaning.
  - On the spot disinfecting will additionally be done throughout the day; throughout each session, after specific equipment is used, and whenever equipment and tools are to be used by someone else.
  - Cleaning log /schedule will be filled out by attending staff in all listed and designated areas. Log will include all used spaces as well, workshop specific areas and equipment use, and high touch spots. Log will be available in the form of a binder clip in the main office.
  - Designated areas of cleaning log:
- o Bathroom: Sink and sink handles, toilet, all dispensers, door handles. Disinfected at the beginning and the end of the day, and after every individual use. Gloves and facemask used when cleaning.
- o High touch spots: Door knobs, sink handles, exposing unit handles, pressure washer, entrance information table, cutting board, office desk, ink locker doors. High traffic areas prioritized with cleaning at beginning of day and every hour until closing.

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 [cgcarcia@ucdavis.edu](mailto:cgcarcia@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 TANA 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.).

Our staff is a total of 4 people, which means we could work in the space at the same time in different socially distanced areas. This would not include shared-use in the office since it only allows for two people at a time. The common space with nearly 1800 square feet can accommodate all four staff members with face coverings at more than the recommended social distancing guidelines. Smaller spaces will follow person limit recommendations.

How many employees are returning to the worksite?

A maximum of 4

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

Our staff is a total of 4 people in a common space with nearly 1800 square feet can accommodate all four staff members with face coverings at more than the recommended social distancing guidelines. Smaller spaces will follow person limit recommendations.

A login sheet will be created for staff in order to keep track of the number of people on site on a daily or intermittent basis. Staff will maintain flexibility allowing for remote working (zoom meetings, phone call check-ins)

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

Our staff is a total of 4 people, which means we could work in the space at the same time in different socially distanced areas. This would not include shared-use in the office since it only allows for two people at a time. The common space with nearly 1800 square feet can accommodate all four staff members with face coverings at more than the recommended social distancing guidelines. Smaller spaces will follow person limit recommendations.

## **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.

All staff will meet to review and go over our covid-19 plan. We will also have a shared file that staff and interns can review individually. In addition, a printed binder that has hard copy guidelines will be placed at the entrance of the shop.

Describe how employees will be trained on new protocols.

TANA employees 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.

Staff will maintain flexibility allowing for remote working (zoom meetings, phone call check-ins)

## 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, common areas. Signage details are as follows:

Face Masks Required and Social Distancing signage at all entrances.

Restrooms limited to one person.

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

## **Additional logistical details**

(included here due to formatting and space limitations within template)

### **Type of employees and what is the nature of their work:**

5 employees returning to the work worksite, however not on a daily basis or at the same time. The large workspace provides ample space for physical distancing should all employees be there at the same time, though as mentioned none will work on site on a daily basis. The ratio of remote and on-site work responsibilities will allow for schedule flexibility. All duties that can be performed remotely will continue in such a manner to maintain safety and flexibility.

Our team includes a program director, workshop coordinator, 2 student interns, and a faculty member who teaches poster course online in Chicano/a Studies that require access to print equipment. Job duties for our staff vary but similarly support TANA community-based programming. They include community silkscreen workshops, exhibitions, and cultural events. Program planning and administrative duties will continue remotely while silkscreen printing, which necessitates the use of the space will be managed by our workshop coordinator and further supervised by the program director. This for the most part will mean 2-3 staff members max in any given work day.

All programming during phase 2 will continue remotely but will also involve actual printing and materials/tool preparations to effectively run “remote” workshops. This will primarily entail community youth working on designs from home, and when done having their layouts printed at TANA our staff. Other site-specific duties will include assembling and preparing distance learning program packets and individual art kits made for each involved participant. Employees will facilitate online workshops as well as coordination of pick up and drop off of materials. Programming will remain virtual with zoom meet ups and check ins with participants collaborators. Any staff working together on these and other print related duties that exclusively take place in the large workspace will always be able to maintain a safe physical distance from each other.

### **1. How will large open facility space and offices be used to support the physical distancing if all employees will be in the facility during the same hours?**

Our plan beyond the large workspace includes putting in place a one-person limit with all small spaces, including the bathrooms, darkroom and storage room. We have also reassessed the office space and determined it should have a one-person limit at all times.

### **Specify the size and use of the open-area space, and the max # of persons in that space at one time.**

We have two 4' x 6' tables serving as print stations, and four additional tables (same dimension) for design preparation and other pre-printing activities. These are typically used by participants, but during phase two will be used by staff when working in the space. All tables are spaced apart to meet physical distancing guidelines. Employees don't have designated cubicles, however to create the safest

possible distance, we have designated sitting areas for each table station. Space between each table is far enough so people can move around at a safe distance. Anyone in essence can claim an open spot that will always adequately be physically distanced. With the projected 2- 3 employees working at any given time, we will be able to maintain a range of 6-15 feet between each person at all time with the closest distance additionally shielded with plexiglass partitions (see modifications section for plexiglass dividers.)

With the common workspace measuring roughly 1800 sft, two large roll gates (for air circulation), 25 ft ceilings, and a maximum occupancy of 150 people, we are able to safely accommodate the partial number of stated staff. Employees will be able to perform any number of print tasks at mapped out locations while following safe distance protocols. For additional information regarding table station modifications and distance related specs, please refer to the attached updated diagram.

**Max # of persons that would be in the TANA facility at any given time. How has this been modified for this worksite plan?**

We aim to have a limited amount staff in any given day. As stated, we can accommodate all employees given the amount of space and outlined sprint station modifications. Since staff will also be working remotely, we anticipate 2-3 employees in a given workday and not necessarily on a daily basis. On site demand will be determined by our director and workshop coordinator, with further scheduling taking place on a weekly and monthly basis. To coordinate employee site presence, we will use online survey services such Survey Monkey or Sign up Genius and additionally draft a shared calendar with onsite and remote tasks that track and monitor amount of people in the space and help maintain a flexible balance of onsite and remote working.

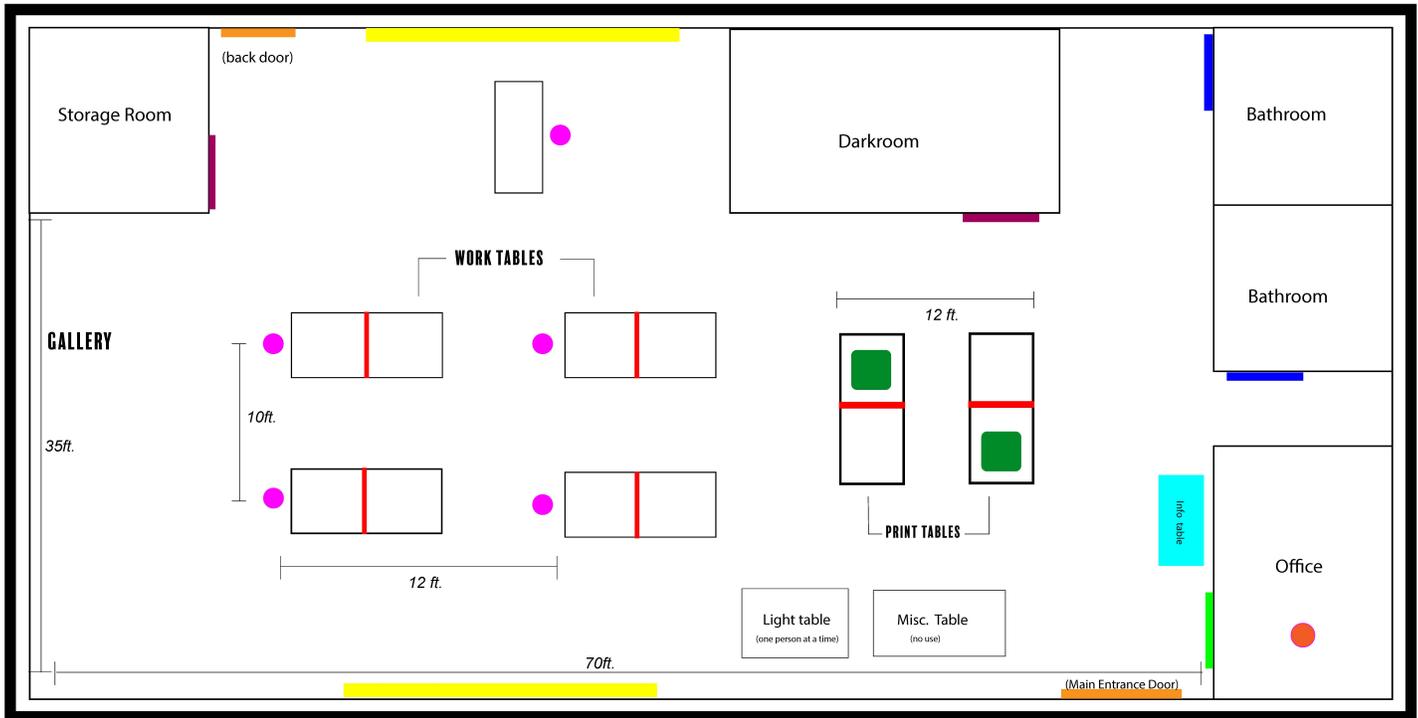
**Who will monitor the use of the space? Is there an onsite supervisor?**

There is always someone in a supervisory role when student employees (interns) work in the space. Our workshop coordinator fulfills this role, and, should he not be present the director will then be onsite to supervise. Interns as a rule are never in the space alone or unsupervised. We will continue this practice to ensure the safety of each intern and our entire staff.

**Does TANA have visitors and if so, how is that being addressed during Phase 2?**

TANA will continue to be closed to the public. At this time no visitors are allowed but will continue to reassess as we enter into phase 3.

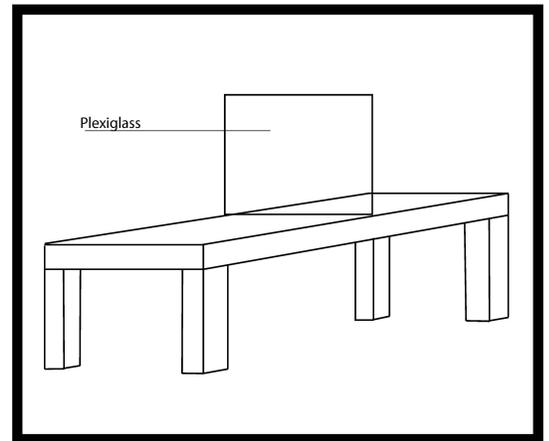
# (TANA) TALLER ARTE DEL NUEVO AMANECER



## FLOOR PLAN & WORKSITE PLAN

- Face mask, social distancing.
- 1 person limit, face mask, employees only.
- 1 person limit, face mask, social distancing, employees only.
- 1 person limit, face mask, hand washing.
- Plexiglass partitions installed at mid-point (plexi: 4'x3' / tables: 4'x6')
- Stools: stool distance 10ft / adjacent station distances, 10 & 12ft.
- Information table with sanitizing supplies, disposable masks
- Rolling gates (13' x 22' ) opened for max air circulation
- Print station: two total with 10 ft distance between each person
- Single designated office chair / one person limit.

**NOTE: 25ft. ceilings and roll gates provide maximum air circulation.**





**BUILDING HEIGHT: 25 FT  
WORKSPACE DIMENTIONS: 30' X 70'**



**ROLL GATES (13' X 22') ALLOW AIR CIRCULATION**



TOTAL ON-SITE (percentage of workforce)								

## Return to Campus Agreement

### Department/Organization

Taller Arte del Nuevo Amanecer (TANA)

### 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](https://campusready.ucdavis.edu).

Employee Signature

Date



Supervisor Signature

Date