UCCE SLO & SB Protocols for Phase 2 Reopening

These guidelines were developed for UCCE SLO & SB Counties based on [UC ANR Safety Standards for Resuming In-person Activity - Phase 2](https://ucanr.edu/sites/safety/files/326438.pdf)

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# General guidelines

1. Staff, employees, volunteers, etc. may not come to work or engage in in-person UC ANR-sponsored activities if they have symptoms of, have been exposed to, or diagnosed with COVID-19 until symptoms have resolved or negative test results are provided? [Symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html): cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell. People who meet any of these conditions may not to come to work or engage in in-person UC ANR-sponsored activities.
2. Avoid touching communal surfaces with bare hands - wear gloves or use a tissue
3. Sanitize all surfaces before and after touching
4. Wash hands frequently
5. Do not enter a room/space if someone else is in there
6. If you can’t be 6 feet away, wear a mask

### DAILY HEALTH SCREENINGS

BEFORE GOING TO THE SLO OFFICE OR CONDUCTING ANY IN PERSON WORK all employees, regardless of their funding source, must complete:

* 1. The **Daily Health Screening Questions** for Staff - [Click to download](https://drive.google.com/file/d/1Z6wTGC86xSGDKBhHFbmLc0XyYeQ_9F0m/view?usp=sharing). Send to Hiromi via email before going into the office.
  2. The **electronic survey from UC ANR**, by 8am any day they are coming into the office or doing in-person activities. The approval or denial to work from the office or at an in-person activity will be sent to the employee and the supervisor. This system is not available yet.

### GLOVE USE

* Change gloves frequently - esp. as moving to new areas or tasks
* As you exit a room, throw gloves away
* Proper removal (doffing) technique:
  + 1. with gloved hand pinch at the wrist to pull off first glove,
    2. slide clean, ungloved finger under 2nd glove to remove 2nd glove,
    3. wash hands

### SANITIZING

* Wipe with clorox wipe (avoid this on the copy machine touch screen as it can cause damage), leave to air dry - follow directions on package
* Dispose of wipe after use
* Wash your hands after sanitizing

# UCCE SLO OFFICE

## Copy Room

* Only one person in copy room at a time

### Copy machine, shredder

* Program print job from your computer as much as possible - to avoid touching multiple surfaces of the copy machine
* If you need to touch the touch screen or operating surface - you must wear gloves OR use a stylus (pencil eraser also works)

### Community tools/equipment (stapler, staple remover, scissors)

* These are to be removed, if you need items, request from your supervisor
* For other community tools/equipment (3-hole punch, paper cutter, etc.), everything you touch needs to be sanitized OR you need to be wearing clean gloves

### Cabinets, drawers, Keurig coffee maker

* Wear gloves OR sanitize after touching

## Bathrooms

UCCE will limit bathroom use to 1 upstairs bathroom and 1 downstairs bathroom - to be designated. For staff, using the upstairs bathroom if preferable.

All staff will have a box of tissue at their desk. When you go to the bathroom bring tissue to use to open the door.

Wash hands for 20-seconds with soap and running water. Use paper towel to dry hands. To exit, use a clean paper towel to open door handle, then toss paper towel into trash.

## Employee Break Room

* No more than 1 person in the break room at a time
* Wherever possible avoid entering the break room or using break room equipment.
* Water dispenser protocol:
  + Use a paper towel, pencil or other touch free method for dispensing water
  + Bring your own water bottle or cup to avoid touching community supplies

## Office cubicle

* Use a clorox wipe to disinfect all surfaces upon arrival and exit
* Follow all procedures for one-way traffic flow to get into and out of office cubicle

## Auditorium Kitchen - To be used only by UCCE staff

* Limited to 1 person in kitchen space at a time, OR wear a mask
* Use a paper towel or gloves to open doors, turn on lights, and adjust heater OR sanitize surfaces after touching with bare hands
* Keep accordion door closed and locked to minimize kitchen use by unauthorized users
* Wash hands upon entering kitchen area
* Check dishwasher for clean dishes, put away clean dishes (esp. CalFresh staff)
* Disinfect all surfaces before and after use of that surface (including sink, faucet, handle, etc.)
* With gloves on OR paper towels, remove all trash to outside trash bin and replace trash bag liner

## Auditorium

* No more than 10 people, including all staff
* Social distancing of 6 feet required at all times OR masks if 6 feet is not feasible
* Disinfect all surfaces before and after their use (clorox wipes or bleach solution - reference label for disinfection dilution)
  + this includes computer, mouse, keyboard, cabinet, etc
* Open doors to let in outside airflow whenever feasible

## Vehicle use

* Drive alone when possible
* When not possible, wear a mask
* Sanitize all surfaces before and after use

# In-person community programming

### Dropping off materials

1. UCCE staff will pick up the materials from the UCCE office at a time that has been cleared with their Supervisor.
2. At the site, materials will be dropped off outside the building, “no touch” like an Amazon package, whenever possible. Staff will have a face mask to wear in case there are others around and should avoid touching anything at the site as much as possible.

### Picking up materials

1. Staff will retrieve materials from designated location while wearing gloves and a mask. Gloves will be doffed and disposed of once materials are put in the car. A mask will continue to be worn while others are around.
2. Staff will drive the materials to office or storage at a time arranged with their supervisor.
3. Staff will don new gloves to return materials to office or storage area.
4. Returned materials will each be labeled with the site name where it was retrieved, and the date it was returned. (For CalFresh: This is also tracked on a Google sheet allowing maximum collaboration among staff.) Should there be a Covid-19 case at one of the sites, we will know which materials may have been contaminated.
5. Gloves are doffed and disposed of. Car hatch, and doorknobs are disinfected.
6. Materials will sit for a minimum of 48 hours to “decontaminate” and to allow for enough time should a client/partner become ill for us to be notified. (OR sanitization procedures will be approved with Supervisor if materials cannot sit for 48 hours) ([Cleaning & Disinfecting Guidelines for Schools & Workplaces - CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html))
7. Partners will be told to keep items which we cannot sanitize OR they will be disposed of (i.e. extra play dough for instance or tissue paper scraps).

### In-person meetings/gatherings/events

1. All in-person programming will be capped at a maximum of 10 persons (including all staff)
2. Any person going out to a site to conduct in person UC programming will complete the daily symptom assessment by 8am the day of planned programming
3. Staff will work with the site to set-up social distancing measures before participants arrive including:
   1. Notification that class size is capped at 10 minus the number of staff
   2. Notification that any individuals who are sick should stay home
   3. Notification that a log of class participants will be kept daily to allow contact tracing should a case of COVID-19 be discovered
   4. Facility set-up to maintain social distancing (i.e. tape markings on the floor, table set-up at at least 6 feet apart, traffic flow directions, hand washing sink, sanitization supplies, etc.)
4. Masks and gloves will be available to all participants and will be worn by staff and participants when 6 feet of distance is not possible
5. Frequent handwashing will be encouraged for all participants
6. Materials will be distributed directly to each participant by staff/volunteer wearing gloves and materials distribution will be kept to a minimum
7. Materials will NOT be shared among participants (i.e. each participant will have their own pen to sign in, binder with materials they will need for the whole class vs. distributing each individual paper at multiple times, etc.)
8. No food service will be offered during in person programming
9. Whenever possible, open windows and doors to allow air circulation and flow
10. Decide what needs to be cleaned or disinfected using the CDC tool [Guidance for Cleaning and Disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html)

### In person programming hosted by partners with more than 10 people (i.e. food distributions, farmers’ markets, events)

UC staff may not gather or host meetings or events with more than 10 people. However, there are times that UC staff are needed to provide education or information at events approved by the County that include more than 10 people. In these cases, staff should follow safety and social distancing protocols intended to minimize the spread of COVID-19.

If staff find that safety measures are not in place or cannot feasibly be managed, staff are directed to leave the site and discontinue programming. Safety measures should include:

1. Ensure the public maintains distancing of at least six feet from one another which could include:
   1. Placing signs or markings on the ground to delineate six-foot distance
   2. Placing a table in between themselves and members of the public
2. Avoid distribution or receipt of handouts/materials if possible. Refer to internet resources or scan and email documents.
3. If material receipt or distribution is necessary;
   1. Wear single-use gloves
   2. Bundle materials for quick pick-up so that only one member of the public is touching the material (i.e. do not set out stacks of items for self-serve)
4. All staff should wear a mask whenever they cannot ensure 6 feet of social distance and in compliance with county protocols see [Santa Barbara County order on face coverings](https://countyofsb.org/uploadedFiles/phd/PROGRAMS/Disease_Control/Corona/Health%20Officer%20Order%202020-10.pdf)
5. No food service will be offered during in person programming
6. At the end of the event, decide what needs to be cleaned or disinfected using the CDC tool [Guidance for Cleaning and Disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html)