UC Agriculture and Natural Resources

Location Safety Plan for Resuming In-person Activity

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location information** | | | | | | | | | | | | | | | | | | | |
| Location name: | |  | | | | | | | | | | | | | | | | | |
| Facility Address: | |  | | | | | | | | | | | | | | | | | |
| Building type(s) (check all that apply): | | | | | | | | | Office | |  | | Lab | |  | | Shop | |  |
| Field Research |  | Other: Describe | | |  | | | | | | | | | | | | | | |
| Owner/operator (UC-owned/County facility/Leased/etc.): | | | | | | | | | | | |  | | | | | | | |
| Open to public? | | Yes |  | | | No | |  | |  | | | | | | | | | |
| Number of employees in office (insert #s below): | | | | | | | | | | | | | | | | | | | |
| Pre-COVID-19 operations: | | | |  | | | COVID  Stage 1 | | | |  | | | COVID Current Proposed | | | |  | |
| Approximate total gross square footage of space: | | | | | | | | | | |  | | | | | | | | |
| **Plan Prepared By:** | | | | | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | | | | | Date: | | | |  | | | |
| e-mail: | |  | | | | | | | | | | Phone: | | | |  | | | |
| **Approvals:** | | | | | | | | | | | | | | | | | | | |
| Director/ Supervisor: | |  | | | | | | | | | | Date: | | | |  | | | |
| ANR Emergency Response Team Approver: | | Brian Oatman, Director Risk & Safety | | | | | | | | | | Date: | | | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan Revision History** | | | |
| Revised by |  | Date: |  |
| Revised by |  | Date: |  |
| Revised by |  | Date: |  |
| Revised by |  | Date: |  |
| Revised by |  | Date: |  |
| Revised by |  | Date: |  |
| Revised by |  | Date: |  |
| Revised by |  | Date: |  |

Modified COVID-19 Safety Standards for Resuming In-person Activity

Addendum #3 – Revised October 5, 2020

California’s Blueprint for a Safer Economy

On August 28, 2020, the Governor and the California Department of Public Health (CDPH) released a new 4-tiered [Blueprint for a Safer Economy](https://covid19.ca.gov/safer-economy/), which outlines a phased approach to reopening various business sectors and activities throughout the state, based on metrics of disease transmission and testing in each county. The blueprint establishes metrics that a county must meet to move through the four tiers. Each tier allows various business sectors to open, with differing controls or protective measures, including indoor vs. outdoor operations, and occupancy limits.

This new framework, along with the [Industry Guidance: Institutes of Higher Education](https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf) (IHEs) and other previous guidance, has led to a review and update of UC ANR’s COVID-19 Safety Standards, to ensure that UC ANR is using the latest and most relevant information for its programs and operations, while considering statewide guidance and local conditions in communities across the state. This Addendum #3, along with the following previous documents, makes up UC ANR’s COVID-19 safety standards and plans for resuming in-person activities at UC ANR locations statewide:

* [Safety Standards for Resuming In-Person Activity](https://ucanr.edu/sites/safety/files/326438.pdf) (May 20, 2020)
* [Location Safety Plan for Resuming In-Person Activity](http://ucanr.edu/sites/safety/files/326439.docx) (May 20, 2020)
* [Modified Safety Standards for Resuming In-person Activity, Addendum #1](https://ucanr.edu/sites/safety/files/330005.pdf) (July 15, 2020)
* [Modified Safety Standards for Resuming In-person Activity, Addendum #2](https://ucanr.edu/sites/safety/files/333668.pdf) (August 27, 2020)

In addition to the resources and standards referenced in this document, it is recognized that local County Public Health orders may provide differing guidance to the local community, based on local conditions. These UC ANR safety standards are the minimum requirements to be applied at all UC ANR locations statewide. If a County’s Public Health orders or standards are more restrictive, then the UC ANR location must follow those County restrictions in its operations and programming.

This Addendum #3 provides an update of UC ANR’s 5 basic safety protocols, based on the latest statewide guidance. This new information should be provided to employees and volunteers and incorporated into each Location’s Safety Plan. Where in-person activities may expand or increase, the UC ANR location must revise its Location Safety Plan to include these changes and revised safety protocols.

UC ANR’s 5 Basic Safety Protocols

UC ANR has established 5 basic safety protocols that should be considered as guiding principles of all UC ANR activities:

1. **Health Screening**: Do not come to work or participate in any in-person ANR activities if you are ill, experiencing COVID-19 symptoms, if you have been diagnosed with COVID-19, or if you have been in close contact with someone who has been diagnosed with COVID-19. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. See the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) for more information or updates on symptoms. UC ANR employees and volunteers who are working onsite or in-person must complete a daily [clearance to work survey](http://ucanr.edu/sites/safety/files/327418.pdf) before coming to work. Visitors to UC ANR facilities must likewise complete a [visitor clearance survey](http://ucanr.edu/sites/safety/files/330811.pdf). Participants in UC ANR volunteer or youth programs must be reminded of symptoms and advised not to come to meetings or activities if they are experiencing any symptoms or have been in close contact with someone who has COVID-19.
2. **Social Distancing**: Maintain 6 feet of distance between people at all times. Use markings on the floor, signage, removing or blocking chairs, etc. as needed to reinforce this message.
3. **Face Coverings**: Wear face coverings (cloth or paper masks, etc.) in the following locations or activities:

* Inside of, or in line to enter, any indoor UC ANR workplace, public space, or other enclosed areas;
* When engaged in work or UC ANR activities, whether at the workplace or working off-site; when interacting in-person with any member of the public; when working in any space visited by members of the public; when working in any space where food is prepared; when working in or walking through common areas, such as hallways, stairways, elevators, etc.;
* In any situation when six feet of separation between people cannot be maintained;
* Private offices or workspaces are excepted from this requirement, as long as the 6-foot distance from other persons may be maintained.
* See [CDPH face covering guidance](https://covid19.ca.gov/masks-and-ppe/) for additional details and FAQs about masks and face coverings.

1. **Maintain Hygiene**: Frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer. Ensure that you have adequate supplies for cleaning and disinfecting.
2. **Limit Gatherings**: Meetings/programs/workshops and similar activities should be conducted remotely, using electronic methods such as Zoom, etc. whenever possible. In-person activities must follow the occupancy limits and other protective measures in the table below, based on a county’s status on the tier assignments (found here: <https://covid19.ca.gov/safer-economy/>).

| County  Tier status: | Safety Protocols and Occupancy Limits for UC ANR Activities and Programs  (based on Higher Education Guidance) | |
| --- | --- | --- |
| **Indoor** | **Outdoor** |
| Widespread (purple): | **Closed** for indoor meetings/programs/ workshops | Outdoor meetings/programs/ workshops -maximum 10 persons |
| Substantial  (red): | Conduct meetings/programs/workshops virtually when possible  All other safety protocols apply (symptom screening, distancing, use of face masks, hygiene/sanitation, etc.) | |
| Capacity for indoor meetings/programs/ workshops must be limited to **25% or 100 people**, whichever is less | Capacity for outdoor meetings/programs/ workshops must be limited to **25% or 100 people**, whichever is less |
| Moderate  (orange): | Conduct meetings/programs/workshops virtually when possible  All other protective measures apply (symptom screening, distancing, use of face masks, hygiene/sanitation, etc.) | |
| Capacity for indoor meetings/programs/ workshops must be limited to **50% or 200 people**, whichever is less | Capacity for outdoor meetings/programs/ workshops must be limited to **50% or 200 people**, whichever is less |
| Minimal  (yellow): | Conduct meetings/programs/workshops virtually when possible  All other protective measures apply (symptom screening, distancing, use of face masks, hygiene/sanitation, etc.) | |
| Capacity for indoor meetings/programs/ workshops must be limited to **50%** | Capacity for outdoor meetings/programs/ workshops must be limited to **50%** |

When planning meetings/programs/workshops or similar activities, the [Industry Guidance: Institutes of Higher Education](https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf) suggests the following additional guidance should also be considered:

* Consider regular use of outdoor space for meetings, programs, or workshops, weather permitting.
* When practical, offer synchronous distance learning in addition to in-person programs to help reduce the number of in-person attendees.
* Provide adequate distance between individuals engaged in experiential learning opportunities.
* Consider redesigning activities for smaller groups and rearranging spaces to maintain separation.
* Discourage sharing of items that are difficult to clean or disinfect.
* Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each participant their own supplies, equipment, etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.

Work-Related Travel

The UC Office of the President has issued [Travel Directives](https://ucanr.edu/sites/safety/files/331839.pdf) stating that members of the UC community must avoid all non-essential travel to any foreign destinations that have a [CDC Level 2 or 3 Travel Warning](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html). UC ANR recommends avoiding non-essential domestic travel (within California or to other states) if possible, due to the increased risk of getting or spreading COVID-19 during travel. However, domestic travel may be approved by an employee’s supervisor, provided the employee follows the CDC guidance for [Travel during the COVID-19 Pandemic](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html) and that approval is sought and given before the intended travel occurs. When evaluating the risks of domestic travel, an employee and supervisor should consider the following: employee’s personal health condition and risk factors; current community spread of COVID-19 and activity restrictions at the destination location; mode of travel and relative risk of activities during travel; and the possibility that the employee may need to quarantine due to potential exposure during the trip. This guidance is not meant to preclude travel by employees whose normal work area spans multiple counties, but employees should exercise caution when working in different communities, which may have different risk levels or different health protocols. If possible, employees should avoid sharing a vehicle for local work travel. If that is not feasible, then the employees must wear a face covering while they are in the vehicle together and must disinfect high-touch surfaces in UC ANR/County-owned vehicles before and after use. As always, UC ANR travelers should register their out of state business travel with UC’s travel insurance and trip intelligence program, [UC Away](http://safety.ucanr.edu/Programs/Business_Travel/). For updated guidance and links from UC ANR, visit the Travel tab on the website: <http://ucanr.edu/covid19>

Summary and Contact Information

UC ANR’s safety standards are modified as outlined in this document, based on the state’s Blueprint for a Safer Economy and guidance for Institutes of Higher Education. These safety standards may continue to be modified at any time by UC ANR or other authority of the University of California. UC ANR Directors and program managers must also be aware of and abide by any local County Health Orders that may be more restrictive than these standards. Locations should be prepared to return to stricter protocols if there is a change in UC return-to-work standards, a statewide or local re-emergence of COVID-19 that results in further modification of stay-at-home orders, or if there is a site-specific exposure or other operational concerns that may require a temporary closure.

Questions or requests for clarification of these Modified Safety Standards should be submitted to [Brian Oatman](mailto:baoatman@ucanr.edu), UC ANR Risk & Safety Services Director, for review and consultation with ANR’s Emergency Response Team (ERT).

Safety Plan and Mitigation Measures

This UC ANR location will use the following mitigation measures to reduce the spread of COVID-19 while returning to modified on-site work, research, and programming under Stage 2 of California’s COVID response. Development and implementation of this plan is the responsibility of the Director or Supervisor for each ANR unit or location. It is suggested that a location’s Safety Coordinator may help with planning and take an active role in preparing for and implementing the return to in-person operations.

Answer Yes or No to each of the following questions. For those questions, where you answer “no”, please provide alternative mitigation detail in the open box at the end of each section.

| **Yes/No** | **COVID-19 Mitigation Measure** |
| --- | --- |
| **Health Monitoring, Testing & Tracing** | |
|  | 1. Have all employees, volunteers and participants authorized for in-person operations been told they may not to 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)*: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. People who meet any of these conditions may not to come to work or engage in in-person UC ANR-sponsored activities.* |
|  | 1. Are you able to conduct a daily symptom assessment for all employees, volunteers, or visitors who are entering the location? |
|  | * 1. Does each UC ANR-paid employee authorized for in-person operations have access to the UC ANR Employee Clearance to Work Survey (online or paper)? |
|  | * 1. Has each UC ANR-paid employee authorized for in-person operations been told that they must complete the Survey daily no later than 8:00 a.m. (or with exception upon arrival) and that they may not come to work without clearance? |
|  | * 1. Do you have any employees who will not be able to utilize the online survey?   If so, please note them on your attached Employee Roster. |
|  | * 1. Have volunteers whom you expect to come into the office for extended periods of time been informed that they must complete a paper screening upon arrival and that they may not stay in the office without clearance? |
|  | * 1. Have you designated someone in the office to distribute paper/offline [Employee Clearance to Work Surveys](https://ucanr.edu/sites/safety/files/327418.pdf) (if needed) and record clearance status for each employee or volunteer using this method? |
|  | * 1. If you have County-paid employees under your supervision, are they being assessed/screened daily?   **If yes, enter the County’s screening method here:** |
|  | * 1. Does your County office require additional assessment/screening of UC ANR employees?   **If yes, enter the method here:** |
|  | * 1. Will you use the [UC ANR Visitor Clearance Survey](https://ucanr.edu/sites/safety/files/330811.pdf) to screen visitors entering your location? |
|  | * 1. Do you know how to contact your [local COVID-19 testing resources](https://www.arcgis.com/apps/Nearby/index.html?appid=43118dc0d5d348d8ab20a81967a15401)? |
|  | * 1. Do you know UC ANR’s established reporting and response [protocol for suspected or confirmed COVID-19 diagnoses or exposures](http://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/Resuming_In-Person_Activity_622/Reporting_a_COVID-19_Positive_Test_or_Exposure_139/). |
|  | 1. Do you have a daily sign-in log for employees, volunteers and all visitors (name and contact information)? [Sample Daily Attendance and Visitor Log](http://ucanr.edu/sites/safety/files/326434.docx) |
|  | 1. Have employees been informed that they must sign in and out daily? |
|  | 1. Have you designated someone to ensure that visitors and volunteers sign in and out? |
|  | 1. Has each employee who is working onsite or engaged in offsite in-person programming been instructed that they must maintain a [Daily Contact Log](http://ucanr.edu/sites/safety/files/325808.docx) to record close contacts while at work (within six feet for 10 minutes or more)? |
|  | 1. Will you cooperate and assist with contact tracing personnel, as necessary? |
|  | 1. Are you prepared to reinstate work-at-home status for your location if recommended by public health officials or UC ANR? |
|  | If you have answered, “no” to any of the above questions, please describe what procedures are in place to address the item. Also, please describe any additional local county or site-specific procedures you plan to follow: |
| **Occupancy** | |
|  | 1. Have you implemented measures (physical barriers, moving workstations, staggering shifts, etc.) to ensure that employees, volunteers, and visitors can maintain at least 6 feet of separation from one another at all times? |
|  | 1. Have employees been informed not to congregate in break/common areas? |
|  | 1. Have you posted/informed employees of the standards for determining capacity of in-person meetings, based on maintaining 6’ distance between persons, the meeting room occupancy, and the location’s status in the state’s County risk tier framework? (see chart in [*Modified COVID-19 Safety Standards, Addendum #3*](http://ucanr.edu/sites/safety/files/336842.pdf)) |
|  | 1. Have you posted signs at the facility/UC ANR workspace entrance to inform all employees and visitors of distancing, face covering, illness policies and hygienic practices? |
|  | If you have answered, “no” to any of the above questions, please describe procedures in place to address the item. Please describe any additional local county or site-specific occupancy limiting procedures: |
| **Face Coverings and Other Protective Equipment (PPE)** | |
|  | 1. Have you informed all employees and volunteers that universal face coverings (cloth or paper masks, cloth bandanas, etc.) are required while working indoors in public or shared workspaces and outdoors when 6 feet of distancing cannot be maintained? |
|  | 1. Do you have a small supply of masks/face coverings to provide employees or visitors on request? |
|  | 1. Are disposable gloves available for employees performing specific tasks such as cleaning or handling frequently-touched materials? |
|  | If you have answered, “no” to any of the above questions, please describe procedures in place to address the item. Please describe any additional local county or site-specific PPE required: |
| **Cleaning and Disinfection of Workspaces, Shared Equipment & Materials** | |
|  | 1. Do you have the materials needed (sanitizer, single-use gloves, etc.) to clean individual offices, workspaces, labs, etc. daily and to disinfect common areas, meeting rooms, restrooms, etc. at least twice per day? *See* [*CDC cleaning procedures*](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) |
|  | 1. Do you have staff to perform the additional cleaning and disinfecting? |
|  | 1. Have you set up a method/protocol and communicated to staff and volunteers the need for disinfecting any shared work spaces and equipment between each user? |
|  | 1. Have you set up a method/protocol and communicated to staff and volunteers how to handle any materials received from or distributed to the public? |
|  | 1. Is soap and hot water available to all employees for handwashing?   **List locations:** |
|  | 1. Is hand sanitizer available to all employees and visitors?   **List locations:** |
|  | 1. Were you able to modify the air handling system (note: this is only for systems where this is possible) to increase the number of air changes per hour, increase the amount of outside air, reduce recirculated air in workspaces, and increasing filtration?   *Review* [*Industry Guidance here*](https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic)  **If yes, list any HVAC modifications:** |
|  | If you have answered, “no” to any of the above questions, please describe procedures in place to address the item. Please describe any additional local county or site-specific cleaning/disinfecting procedures: |
| **Travel** | |
|  | 1. Have you instructed employees to avoid non-essential travel outside of their designated County/ies? |
|  | 1. Have employees been informed that as much as possible, they should avoid sharing a vehicle for any essential local travel and if that is not possible, that they must wear a face covering while they are in the vehicle together? |
|  | 1. Have you instructed employees to avoid all non-essential University-sponsored domestic travel, particularly by air? |
|  | 1. Have you informed employees that all non-essential University-related travel to international destinations is prohibited until further notice? |
|  | If you have answered, “no” to any of the above questions, please describe procedures in place to address the item. Please describe any additional local county or site-specific travel procedures: |
| **Employee Communication and Training** | |
|  | 1. Have you provided the [*UC ANR Safety Standards for Resuming In-Person Activity*](http://ucanr.edu/sites/safety/files/326438.pdf) and addendums ([*Modified COVID-19 Safety Standards, Addendum #3*](http://ucanr.edu/sites/safety/files/336842.pdf) *or future updates*) to all employees returning to in-person activity via e-mail or printed copy? |
|  | 1. Have all employees authorized for in-person activity received training on UC ANR’s safety standards for in-person activity under Stage 2? Location safety coordinators may lead an online training using the information listed here.   *Training must include the following:*   * + *Read* [*UC ANR Awareness*](http://ucanr.edu/sites/safety/files/326441.pdf) *of COVID-19 and* [*UC ANR COVID-19 Safety Standards Summary*](http://ucanr.edu/sites/safety/files/326442.pdf)   + *Review of* [*UC ANR Safety Standards for Resuming In-Person Activity*](http://ucanr.edu/sites/safety/files/326438.pdf)*,* [*Modified COVID-19 Safety Standards, Addendum #3*](http://ucanr.edu/sites/safety/files/336842.pdf) *and current or future updates*   + *Any location-specific measures to protect employees, including this Location Safety Plan*   + *How employees should communicate safety standards to all program volunteers & participants*   Employees must document training by completing the [ANR COVID-19 training survey](https://ucanr.edu/survey/survey.cfm?surveynumber=30185). |
| **Programming Outside of an Office** | |
|  | 1. What specific programs or activities have you authorized to resume in-person activity? (e.g., 4-H, Master Gardener, Master Food Preserver, etc.)   ***Please list programs or activities and outline additional safety procedures that will be used:*** |
|  | 1. Have you notified all program participants and volunteers of the UC ANR COVID-19 Safety Standards? |
|  | 1. Have all materials/announcements for programs, activities, events, etc. been amended to clearly state that UC ANR meetings, events, activities must have limited occupancy, that persons should stay home when they have symptoms or have been in close contact to someone who has COVID-19, that UC ANR employees, volunteers and participants are required to maintain six feet of distance between others at all times and that face masks must be worn when gathering indoors and outdoors when distancing cannot be ensured? |

Instructions for Safety Plan Submission/Revision

Please email the following to [Brian Oatman](mailto:baoatman@ucanr.edu), UC ANR Risk & Safety Services before engaging in any in-person activity that has not already been approved:

1. This COVID-19 Location Safety Plan
2. Roster of the employees you are authorizing for in-person operations at this time. *Please use the format provided here:* [*https://ucanr.edu/sites/safety/files/326435.xlsx*](https://ucanr.edu/sites/safety/files/326435.xlsx)

The ERT will review this plan and, if approved, will return a signed copy for you to share with employees. The approved plan should be considered a supplement to your location’s Injury and Illness Prevention Program (IIPP).

Once approved, this plan must be **reviewed monthly** by the location’s Director (or designee) and revised as necessary when conditions or operations change. The monthly review should be indicated on the plan and documented using the survey at <http://ucanr.edu/covidplansurvey>. Revised plans may be submitted by uploading them to the survey.