

2801 Second Street, Davis, CA Building Safety Protocols



The 2nd Street Building is accessible to employees who have key fobs and alarm codes 24 hours, 7 days per week

Operating hours and days may be revised as conditions change.

To gain access to the building, the following steps need to be completed for each employee:

- Employee has reported their COVID-19 vaccination status or requested an exemption from the [UC COVID-19 Vaccination Program Policy](#).
- Employee completes the [UC Online COVID-19 Prevention Training](#).
- Employee's key fob and alarm code is activated. If you do not have a key fob or alarm code, contact Rhett Woerly, via the [Ask Facilities](#) survey.
- Employees must monitor themselves each for COVID-19 symptoms before coming to work. If you have COVID-19 test results, symptoms, or exposures, use the COVID-19 Screening Report survey to report and follow the instructions/guidance: <http://ucanr.edu/covidscreening>

For more information, see [Onboarding New Employees and COVID-19 Protocols](#).

Unit Directors or Managers should request activation or assignment of key fobs for new or returning employees who will need routine access to the building using the [Ask Facilities](#) survey. Please provide at least 2 days advance notice to implement changes to building access/key fobs, so the above access requirements can be verified and the changes implemented.

Employees who need to enter the building only occasionally should use the procedures for visitors described below for temporary access, including signing in at the front desk.

Once you have been granted access to the building, here is what you need to know about building operations. The following safety standards were developed to comply with state and local health orders, workplace safety standards, and UC policy.

Symptom Monitoring

- All persons are reminded to monitor themselves for symptoms of COVID-19 before coming to work each day. 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, and Diarrhea. See the CDC for more information about COVID-19 symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- UC ANR employees must use the [COVID-19 Screening Report](#) survey to report the following issues: COVID-19 test results, symptoms, or close exposures. On most days, if you have nothing to report in these areas, you will not need to fill out any survey. The survey will provide guidance based on the situation and employees are expected to follow the survey results and additional guidance related to COVID-19 protocols from UC ANR Human Resources and/or Risk & Safety Services. If the survey produces a “Stay Home” result, the employee must not come to the office and should notify their supervisor to discuss whether they will work remotely or use leave for the day.
- Visitors or employees who only come to the office infrequently (once or twice a month or to pick up something) should also only complete the COVID-19 Screening Report when they need to report, symptoms, close exposures, or test results. Visitors and infrequently in-office employees must sign-in on the visitor log near the reception area.

Accessing the Building

- The following doors are be active for access via your key fob at all times:
 - Door 1 (main entrance),
 - Door 2 (entrance to Valley Conference Room foyer on east side of building – facing the parking lot),
 - Door 6 (south patio entrance, along 2nd Street).
- Employees or visitors may exit by Doors 1 (main entrance), 2 (conference room foyer) or 6 (south door).
- Employees must use their key fob to enter. Please do not hold the door open or let other employees into the building. In order to maintain an accurate log of who is in the building each day for potential contact tracing, each employee must swipe their fob to enter. Please, no “tailgating,” or following others into the building.
- Visitors are welcome (from other UC ANR locations, UC campuses, persons attending meetings in the building, or the general public). There is an intercom/doorbell system at the main entrance for visitors, and all visitors must sign in at the front desk. Visitors should be advised to schedule their visit to ensure the persons they want to meet will be at the building.
- Other doors should be used only as emergency exits.
- Since employee work schedules vary, anyone entering must be prepared to disarm the alarm when they come in and activate the alarm when they leave. You are expected to check the building before leaving to see if you are the last one in the building and need to set the alarm. Do not assume that someone else will set the alarm after you.

Daily Attendance Log and Contact Logs

- Visitors or employees whose key fob is not active must sign in and sign out each day on the daily attendance log, located at the reception desk.
- All employees should maintain awareness of the people they come in close contact with throughout the day. This may be used for contact tracing in the event of a positive COVID-19 diagnosis. Close contact is defined as sharing the same airspace for 15 minutes or more over a 24-hr period. A [daily close contact log](#) form may be used.

Face Coverings/Masks

The [UC ANR Mask Protocol](#) provides a summary of mask requirements for UC ANR activities. Currently, masks are required to be worn in the building in the following conditions:

- Employees who have had close contact with someone who has tested positive for COVID-19, but are not required to quarantine or isolate, are required to wear a mask for up to 10 days after exposure. See [Quarantine, Isolation and Return to Work](#) guidance for more information.
- Employees who have tested positive for COVID-19, but are allowed to reduce their isolation period before 10 days and return to work, must wear a mask through day 10 of their COVID-19 case.
- When there have been multiple positive COVID-19 cases involving employees who work in the building, masks may be required for periods of time to reduce the chance of workplace transmission.
- Masks may be required by [state](#) or [local](#) public health orders, which are subject to change.
- For persons who are required to wear a mask for any reason, it **must be worn at all times indoors**, with the following limited exceptions:
 - *Masks may be removed when working alone in a vehicle, private office or other enclosed room.*
 - *Masks may be removed when actively eating in the breakroom or in one's workspace, as long as 6-foot distance from other persons is maintained.*
- Employees may choose to wear a mask at any time, as long as it does not present a hazard.
- Employees may bring their own masks to use. Masks must be made of a tightly woven fabric or non-woven material, have at least two layers, have no visible holes or openings, and must cover the nose and mouth.
- Disposable paper masks, KN95 masks, and reusable cloth masks are available for employees and visitors at the sign-in table near the main entrance.
- Employees should not enforce or confront their colleagues about compliance with mask protocols but should instead bring their concerns to their supervisors.
- N95 respirators are available from Risk & Safety Services upon request, for voluntary use by employees who have not been fully vaccinated and are working indoors or in vehicles with other persons.
- Employees who voluntarily use N95 respirators must complete the following training and documentation:
 - Online UC ANR [Voluntary N95 Respirator Training](#).
 - Notify ANR Risk & Safety via the [Voluntary N95 Respirator Registration](#) survey
 - Notify the local safety coordinator or superintendent of their N95 use (specify the model of N95 respirator and instances where the respirator will be used)
 - Receive a copy of the Cal/OSHA-mandated voluntary use document ([8CCR5144 App D \(voluntary N95 use\)](#) - "Information for Employees Using Respirators When Not Required Under the Standard").

Occupancy

- There are no reduced occupancy limits for the building.
- Maintaining physical distancing or physical barriers between employees is not required.
- In some cases, such as standing workstations that face other workstations, additional barriers may be requested to increase separation between employees.
- Please be considerate of other's personal space when you are interacting with colleagues around the building.

Cleaning and Disinfecting

- The building is cleaned and surfaces disinfected during closure hours at night or prior to each workday.
- Enhanced cleaning/disinfection of restrooms, breakroom, and other high touch surfaces or areas occurs at least once during each workday.
- Employees should wash their hands frequently with soap and water.
- Hand sanitizer and disinfecting materials are available at multiple locations throughout the building and employees are encouraged to use these. Please use the [Ask Facilities](#) survey to request additional materials when needed.
- When using shared items such as copiers, mailroom resources, etc., please disinfect after touching by use of the adjacent cleaning supplies.
- Do not bring outside cleaning supplies for use in the building or personal workspaces. Building approved materials can be obtained from Facilities or Risk & Safety staff.

Ventilation

The building's ventilation systems have been assessed and modified, to increase the amount of fresh air, reduce recirculated air, verify filters are working properly, and operate for extended hours to increase filtering. Enhanced filtration has been installed in portions of the HVAC system that can mechanically support this change. In-room HEPA filters have been deployed in meeting rooms throughout the building to provide additional filtration in those locations where people may gather for extended time periods.

Restrooms

All restrooms in the building are open for use, with normal occupancy.

Breakroom and Amenities

- The breakroom is open without limitations on capacity or distancing required.
- The refrigerator and freezer are available for use with limited contact. Please use the plastic bins to store your food items. Please remove all items from the refrigerator/freezer by the end of each week.
- The ice machine, and coffee makers are available for use with no restrictions.
- Drinking fountains may be used only to refill personal water bottles.
- Outdoor tables and sitting areas are available to use.
- Disinfectant materials are available and employees are encouraged to wipe down tables or appliances that they use.

Conference/Meeting Rooms

Conference rooms have normal occupancy levels.

Valley Conference Rooms: The Valley Rooms may be scheduled through Program Support Unit (PSU). At this time, use of the Valley Rooms is limited to PSU-hosted meetings. Users/Hosts of meetings in the Valley Room are responsible to setup the space for their meeting, inform visitors of the building safety protocols, maintain accurate attendance for their meeting, wipe down high-touch surfaces (tables, chair arms, etc.) during the day or at the end of their meeting. Custodial services will clean the room and disinfect surfaces at the end of the day.

Other meeting rooms: Coast, Klamath, Sierra, Bay, and Modoc Rooms are scheduled using the online meeting room calendar. Quiet Rooms may be used for short, impromptu meetings.

Users of meeting rooms are responsible to wipe down table surfaces and other high-touch items (phones, etc.) at the beginning and end of each meeting or use of the space. Cleaning materials are provided in or adjacent to each of these spaces. Please turn on the in-room air filters when using these rooms.

Printer/Copiers

All printers and copiers on the 1st and 2nd Floors are available for use, subject to normal maintenance. All employees are encouraged to wipe down shared equipment or surfaces that they use.

Mail and package receiving (USPS, campus mail, FedEx, UPS, etc.)

- The reception desk is staffed Monday-Friday, 8-5.
- USPS mail is delivered directly to 2801 Second Street.
- Campus mail service is delivered and picked up each morning.
- Mail is distributed to individual and department mailboxes each day.
- A table in the mailroom is used for incoming and outgoing packages. Reception staff will deliver packages when possible. Please let reception staff know if you leave an outgoing package in the mailroom and which carrier (UPS, FEDEX, or USPS) will be making the pickup.
- Any unit that is expecting a large delivery should coordinate with the reception and facilities staff to determine a safe storage place or area in the building to receive the delivery. Please contact Selena Syrett at smsyrett@ucanr.edu to provide advance notice of expected large deliveries.

COVID-19 Training

- Employees who are working in the 2nd Street Building or working in-person in the field or community must complete the [UC Online COVID-19 Prevention Training](#)
 - click on "Training Materials"
 - enter name, email, and under "University or Institution" enter UC ANR
 - Go through the training and complete the test. On the test, select "Agriculture & Natural Resources" for your campus or location, so we have a record of your completion.
- Employees are also encouraged to review the [UC ANR COVID-19 Awareness](#) note and [UC ANR COVID-19 Safety Standards](#) note.
- For more information, please review the [COVID-19 Location Safety Plan for 2801 Second Street](#).

UC COVID-19 Vaccination Policy

For the safety and well-being of the entire university community, UC is implementing a [COVID-19 Vaccination Program Policy](#). This policy will require, with few exceptions, that all students, faculty and staff be vaccinated against the COVID-19 virus or they will not be allowed onsite. The vaccination status of all UC ANR employees will be collected in compliance with UC's COVID Vaccination Program Policy in a secure manner and the information will be kept private. Employees must report their COVID-19 vaccination status using the [COVID-19 Vaccine Status Disclosure](#) and [COVID-19 Booster Status Disclosure](#) surveys. Employees or supervisors must not ask the vaccination status of others. The employee vaccination status information will only be accessible to certain personnel in Human Resources, Risk & Safety Services, and supervisors as needed to ensure compliance with the UC policy and the Cal/OSHA ETS and as needed to respond to COVID-19 cases in the workplace. More information about the policy and how it will be implemented for UC ANR can be found on the website:

http://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/COVID19Vaccines/

For questions or concerns about these protocols or building operations, please contact:

- Risk & Safety Services: ehs@ucanr.edu
- Facilities Planning and Management: https://ucanr.edu/sites/TheNewANRBuilding/Ask_a_Question/