

Second Street All-Hands Meeting

Second Thursdays, 3-4 PM

May 12, 2022

August 11, 2022

October 13, 2022

Access Zoom info via your Portal

"Second Street Building Information"



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UNIVERSIDAD DE CALIFORNIA
Agricultura y Recursos Naturales

Meeting Goals

1. Connect with fellow Second Street employees
2. Learn about safety and meet training requirements
3. Discuss topics specific to Second Street



Photo from CosmoLex

*What these meetings
will not address:*

The monthly ANR Town Hall will continue to be the venue to discuss issues that affect ANR personnel on a broader scale.

Second Street Building All-Hands Meeting Agenda

8:30-9:30 AM, March 11, 2022

Please use the chat box for comments or suggestions.

8:30 **Welcome** - Kathy Nolan and UC ANR Second Street Unit Leaders

8:35 **New Faces** - Unit Leaders

8:40 **Second Street Space Protocols and Q&A** - Kathy Eftekhari

9:05 **Safety Training** – David Alamillo, Risk and Safety Services

9:20 **Recognition** – Unit Leaders

9:25 **Wrap Up and Adjourn**

Discussion

During the meeting: Please use the Chat box to make comments or type a question. You can also use Raise Hand to let us know if you'd like to speak.

Help us improve these meetings!

If you have any suggestions or comments, please add to the online **Suggestion Box** located on **Second Street Building Information** which is accessible through the ANR Portal.

Please use the **Facilities Ask Button** to make requests that pertain to repairs, supplies, janitorial related issues, etc.



Second Street Building Information

[IT Help](#) [HR Help](#)

[Unit Contacts](#) | [Advanced Searching](#)

Suggestion Box

- Add suggestions that are applicable just to Second Street. Please consider if it's an issue that should be addressed at the monthly Town Hall before adding here.
- Request discussion on an emerging issue at the quarterly Second Street Meetings.
- Bring an issue to the attention of the Second Street Unit Leaders. We'd appreciate your offering possible solution(s) as well.

Facilities Ask Button

Use for routine requests or questions to facilities, such as:

- Repairs - lights out and so on.
- HVAC/temperature requests and issues
- Request for supplies
- Copiers/printers
- Keys, fobs, bike lockers
- Janitorial related issues



2nd Street Space Changes

*All Hands Meeting
March 11, 2022*

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Today's Agenda

1. New 2nd St. Space & Operations Committee
2. Shared Space Protocols
3. Prep, Pack & Move Details & Timeline



2nd St. Space & Operations Committee

Role:

- ❑ Advise and decide on all space requests and building issues for the Second Street Building
 - Revising Space Guidelines
 - Revising Employee Handbook
- ❑ Assist with coordination of quarterly All-Hands meetings

Membership (9 people; three-year terms):

Appointed Members

1	Unit Leader	Missy Gable	Director, UC Master Gardener Program
2	Unit Leader	Greg Gibbs	Executive Director, Development Services
3	Staff	Ashley Carr	Business Manager, UC Statewide IPM Program
4	Staff	Trisha Dinh	Business Manager, YFC Statewide Program
5	Staff	Katherine Hanke	Business Partner/Interim Sup., Business Operations Center

Ex Officio Members

6	Unit Leader	Felicia Johnson	Director, Facilities Planning and Management
7	Unit Leader	Su-Lin Shum	Director, Business Operations Center
8	Staff	Dave Ritz	Vocational Rehabilitation Counselor, Human Resources
9	Staff	David Alamillo	Health & Safety Representative





Space Request Process

- ❑ Space Guidelines & Request Form are being revised; use existing form available via Second St. Webpage on Portal: <https://ucanr.edu/sites/TheNewANRBuilding/>
- ❑ Where to send space requests?
 - Regular requests to: UC ANR Director, Facilities Planning & Mgmt. (Felicia Johnson)
 - Medical-related requests to: UC ANR Vocational Rehabilitation Counselor (Dave Ritz)
- ❑ All requests are considered and decided by the Space & Operations Committee
 - The Committee meets the 2nd Tuesday of every month



Moves are Coming.....

New 2nd Street Shared Workstations

- ❑ Space was needed at 2nd St. Building for new hires
 - **57** New Positions (Proposed + Under Recruitment)
 - Only 2 cubes were unassigned

- ❑ Hybrid schedules were set based on business needs

- ❑ Hybrid <3 days onsite will utilize assigned shared workstations or hotel space
 - 8 Units Have Shared Workstations:
 - ✓ 4H, Controller, Development Services, HR, IPM, Master Gardener, Risk & Safety, Strat. Comm.
 - # Shared Cubicles: **25**
 - # Shared Offices: **2**
 - # People Sharing: **57**
 - # People Moving: **32**
 - # Hotels: 6 General (reservable) + 2 (non-reservable) + 2 IPM + 2 HR + 1 RPM



Shared Workstation Protocols

- ❑ Shared workstations will include:
 - Rising desk
 - Two rolling “ottoman” drawers
 - Coat cabinet + 2 locking shared file drawers
 - One Chair
 - Two monitors
 - Docking station, keyboard & mouse
- ❑ Limited personal belongings
- ❑ Ergo evaluations may be requested
- ❑ Employees responsible for sanitizing keyboard, mouse & desk surface after use
 - Cleaning supplies are available on each floor
- ❑ Hotels will be available for reservation & drop-in
 - No personal belongings



Model Shared Workstation Coming to: 267A



Fully Onsite & Hybrid 3+

- ❑ Likely no change to current assigned workstation
- ❑ Check with supervisor to confirm space assignment
- ❑ All employees working in cubicles *will* be impacted during “move week”



Small Meeting & Quiet Rooms

- ❑ 2 Quiet Rooms #151 and #167: (non-reservable; for short use only)
- ❑ Small Meeting Rooms: Modoc, Colorado, Mojave, (reservable; for short use only)
- ❑ Video-conferencing equipment is being installed in all 5 rooms

Move Coordination

Move Team

= Dave Ritz
Rhett Woerly
David Alamillo
Kathy Eftekhari

Unit Move
Coordinators
(to be
nominated)

All Unit
Personnel



Prep – Pack – Move – Return Stages



PREP

- **Now – Apr 30**
- Return chairs by 3/14
- ID Unit Move Coordinator (UMC)
- Order furniture & tech (12 wks)
- **Convert shared-cube-staff to Zoom phones**
- Move extra equip/chairs to Sacramento Valley Room
- Move team will review unit specifics w/ UMCs



PACK

- **May 1 – Jun 10**
- Boxes will be provided
- Take home personal items
- Recycle/Trash Bins on every floor
- Opportunity for all to clean-out
- Files will be stored
- Label all boxes for moves
- UMCs coordinate sign-off on boxes



MOVE

- **~Jun 13 – 17***
- All those in cubes will work remotely (offices optional)
- Furniture will be installed
- Boxes moved
- Shared workstations sanitized



RETURN

- **~Jun 20 – 25***
- Return in accordance w/ Remote Work Agreements
- Unpack
- Work w/ IT to resolve any connectivity issues

*Dates may vary pending arrival of furniture

Interacting with Colleagues: Handle With Care

Continuous change is the new normal

Our new hybrid model with shared space will be a big change for many. We should all anticipate that adapting to evolving work needs will be a continuous process.

Keep in mind what colleagues have been through

It's important to acknowledge the journey we have all been on over these last 2 years. Some staff are excited to return to the office. Some are not going to be happy, some may be grieving, and some may still be experiencing challenges.

Consider differing levels of comfort

For the past two years, we have been operating under the belief that "people are dangerous". It will take time for us to acclimate to being together. Honor everyone's different comfort-zones.

Be flexible; be supportive; be patient; be kind

Treat yourself and others with kindness Take it slowly. Take time to check in.

Celebrate being together!

"Why come in and just sit on Zoom calls all day?" Let's make an effort to socialize, go for walks, lunch together, organize team events. Let's celebrate the benefits of being in-person!



ASAP Services Available

- Free confidential counseling
- Work-related and personal problems
- Management consultation

Contact: Sharon Ree -
slree@ucdavis.edu
(530) 752-2727



A photograph of a modern building facade. The image shows a grid of windows with a reddish-brown frame. The building has vertical architectural elements, possibly columns or panels, that create a sense of depth and structure. The overall aesthetic is clean and contemporary.

Questions?

Safety Update – March 2022



Mask Update

- Revising ANR Mask Protocol again to adapt to state guidance, while maintaining UC Policy.
- Who needs to wear a mask indoors?
 - Employees who are not vaccinated (condition of policy exemption)
 - Employees who are not vaccinated for flu (required by UC Executive Order)
 - Employees returning early from COVID case or exposure (mask for 10 days from positive test)
 - If required by public health order or facility rule
 - In certain settings – public transit, congregate living, schools/youth activities (through March 11)

<http://ucanr.edu/covid19masks>

<http://ucanr.edu/reopening>

Building Safety Protocol

Access Hours:

- Key fobs 7 days/wk, 6:00am—7:00pm
- General Operating Hours & Reception, 8am—5pm M-F
- Use 'Ask Facilities' survey for key fob activation/review

For Access, All Employees Need To:

- Respond to the surveys for COVID-19 + Booster + Flu vaccination status disclosures
- Be Enrolled in & Complete the Daily Clearance to Work Survey
- Have Completed UC Online COVID-19 Prevention Training



Building Safety Protocol

Guests & Clearing w/out Unique Daily Online Survey:

- Use the offline/pdf version to symptom monitor or printed copy on the sign-in table near reception.
- Sign-in and provide symptom monitoring results, “cleared to work”
- Employees email your supervisor w/results

Doors:

- Doors facing the parking lot (east-side) and patio allow fob access & are used for exit
- Doors facing Pena Dr. (west-side) are currently for emergency exit only
- DO NOT hold the door for others (chivalry is dead)
- Here after 5pm, you may need to **SET THE ALARM**

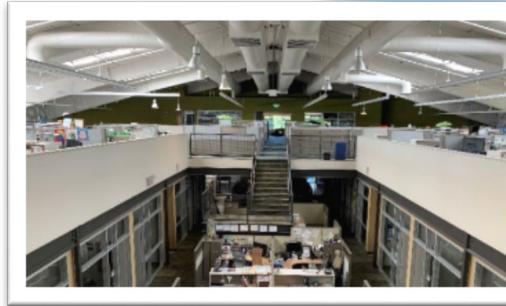
Building Safety Protocol

Occupancy:

- There are no reduced limits
- Physical distancing or barriers are not required
- It is still recommended to keep track of close contacts (15min+)

Cleaning:

- Building is cleaned and surfaces disinfected during closure hours
- Some enhanced cleaning of select spaces during the day
- Employees should use supplies located throughout the building for sanitation



Building Safety Protocol

Alerts & Notifications:

- See CT Discussion Thread
- Sign-up to receive local emergency alerts and instructions
 - Warn-Me Aggie Alert and Nixle
- Be Informed, Have a Plan, Build a Kit
- Do Not Wait, Evacuate anytime you hear the fire alarm
- Unit Contact Emergency Contact List, Safety Contacts

Resources:

- Second Street Safety Protocol document: <https://ucanr.edu/sites/safety/files/352468.pdf>
- Second Street Location Safety Plan: <https://ucanr.edu/sites/safety/files/348208.pdf>



Emergency Assembly Location

