

Second Street Building All-Staff Meeting

Second Thursdays, 3-4 PM

August 12, 2021

October 14, 2021

February 10, 2022

May 12, 2022

August 11, 2022

October 13, 2022

Access Zoom info via your Portal



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

UNIVERSIDAD DE CALIFORNIA
Agricultura y Recursos Naturales

Meeting Goals

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

Space issues will be addressed by the new Second Street Space and Operations Committee, which is currently being reformed after our COVID absence. We may invite them to present a future meeting.

Meeting Ground Rules

Draft is in process of being finalized by Staff Assembly Council

- **Be constructive and positive** to help build community and support the Principles of Community. Chat is a great way to support colleagues.
- **Practice respect.** Think about your comments before posting – could they be seen as an insult to others or as a personal attack (even against groups of people)?
- **Offer solutions (or try to)** to any issues that you bring up. This is a great way to share your ideas.
- **Robust, civil conversation.** Even disagreements or alternate points of view can be phrased in a positive manner.
- **Assume positive intent.** We are all on the same team working towards the same goals.
- **Avoid redundancy** by reading previous comments before posting your own.
- **Use events as a forum for sharing knowledge and collaborating** and not as a forum to criticize or to air grievances. There are other mechanisms to share such thoughts.

Second Street Building All-Staff Meeting Agenda

3-4 PM, August 12, 2021

Welcome and Overview from the Unit Leaders

Anne Megaro, Government and Community Relations

Missy Gable, UC Master Gardeners

Breakouts to reconnect with ANR colleagues:

- Introduce yourself: Name, department, years with UC ANR
- What is the most exotic food that you've ever tried?

Safety Reminders and Training – Brian Oatman, Risk and Safety Services

Update on Front Desk Attendant – Joni Rippee, Program Planning & Evaluation

Reserving Second Street Meeting Rooms – Sherry Cooper, Program Support Unit

Social Events – We want to find ways to build community! Support for a virtual Halloween event? Outdoor Halloween event?

Open Discussion: *Please raise your hand to ask a question or provide a comment or suggestion.*

UC ANR's BASIC REOPENING ASSUMPTIONS

1. All locations fully reopened effective July 1, 2021.
2. Gradual return to full operations - some level of remote work long-term.
3. UC COVID-19 Vaccine Policy mandates all employees and some volunteers to be fully vaccinated and submit proof of vaccination.
4. UC ANR's Reopening Guidelines have been updated based on information from UC, CDPH and Cal/OSHA.
5. Each location must update its *COVID-19 Prevention Plan* and review it monthly.
6. Should local restrictions be stricter than UC/ ANR reopening guidelines, local guidelines shall prevail.



2801 Second Street, Davis, CA Building Safety Protocols (effective July 1, 2021)



Beginning July 1, 2021, the 2nd Street Building Hours will be Monday-Friday 7am to 6pm. The operating hours and days will be reassessed as conditions change.

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

1. Employee enrolled in daily Clearance to Work Survey
2. Employee's key fob activated
3. Employee completes [UC Online COVID-19 Prevention Training](#)

Unit Directors or Managers must submit a roster of employees who will need routine access to the building so they can be added to Survey and their key fob activated. The employee roster should be submitted to [Brian Oatman](#) by June 24 for access on July 1. After July 1, directors or managers may submit updates as needed, but please provide at least 2 days advance notice. Employees who need to enter the building only occasionally should follow this [2nd Street Building Access Protocol](#) for temporary access.

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

- o Employees who are coming onsite or working in-person at other UC sites, field sites, etc. must complete a survey to confirm they have no COVID-19 symptoms or recent exposures. The survey must be completed each day, before coming to the building. Employees who have been approved for routine access receive the online survey link via a daily email from "Clearance to Work <noreply@qemai1server.com>".
- o Visitors or employees who only come to the office infrequently (once or twice a month or to pick up something) can use the offline survey found here: [ANR Employee Clearance to Work Survey](#). When using the pdf survey, users need only report their survey result – "Cleared to Work" or "Stay Home" to their supervisor or contact for accessing the building – it is not necessary to provide a copy of the entire survey.

2ND STREET SAFETY PROTOCOLS

- Symptom Monitoring
- Accessing the Building
- Attendance Log
- Face Coverings/Masks
- Occupancy
- Cleaning & Disinfecting
- Ventilation
- Breakroom
- Conference/Meeting Rooms
- Printer/Copiers
- Mail/Receiving
- Vehicles
- Training

SYMPTOM/EXPOSURE MONITORING AND CONTACT TRACING

1. Daily ***Clearance to Work Survey*** – all UC ANR employees who will be in office or working in person (field/community, etc.)
 - Anyone with COVID-19 symptoms or exposures may not come to work or engage in in-person UC ANR activities.
 - Those who test positive must stay at home 10 days + report case to UC ANR Human Resources
2. Daily attendance is primarily tracked through key-fob log. It is important that each person “fobs in”
 - Also a sign-in log at front desk for visitors or employees whose fob is not active.
3. Close contacts (w/in 6' for 15 min)



CURRENT MASK PROTOCOLS

Face coverings are required indoors for all persons.

Employees may remove masks in these conditions:

- Alone in a room or workspace
- Outdoors
- While eating and drinking at the workplace w/ 6' distancing
- Mask cannot be worn due to an accommodated medical condition



You may bring your own mask, or masks are available at the front desk.

N95 Respirators are available upon request to Risk & Safety Services

Employees should not enforce or confront their colleagues about compliance with mask protocols but should, instead, bring their concerns to their supervisors.

Indoor mask requirements at this site will be based on community transmission rates per CDC COVID Data Tracker <https://covid.cdc.gov/covid-data-tracker/#county-view> and local public health orders for Yolo County, where this office is located.

REVISED OCCUPANCY / DISTANCING PROTOCOLS

- There are no longer reduced occupancy limits
- Physical distancing or physical barriers is no longer required
- In some cases, such as standing workstations that face other workstations, additional barriers may be requested
- Please be considerate of others' personal space when interacting
- Face coverings/masks are required when moving about the office

CLEANING & DISINFECTION - VENTILATION

Cleaning and Hygiene

- Custodial services cleans the building overnight and disinfects high-contact surfaces
- Additional high-touch disinfection during the day
- We encourage employees to wash hands often and use hand sanitizer
- Frequently clean and disinfect your workspaces and equipment
- Cleaning and disinfecting supplies are available throughout the building

Ventilation

- Building ventilation systems have been assessed and modified to increase fresh air and filtration
- Systems are operated for extended time to increase filtering



SHARED SPACES

Breakroom

- Breakroom is open for use
- Please use plastic bins in refrigerator to store items and clean out at end of each week
- Appliances are available to use (ice machine, coffee makers, microwaves, etc.)
- Outdoor seating is available and south door is activated during lunch period
- Please wipe down tables or appliances that you use

Conference/Meeting Rooms

- Normal occupancy levels
- Valley Rooms – schedule through Program Support
- All other small meeting rooms can be scheduled through calendar. Quiet rooms for impromptu meetings
- Please wipe down tables and surfaces before and after using rooms

PRINTER/COPIERS AND MAIL/RECEIVING

Printer Copiers

- All printer copiers are available for use
- Please wipe down high-touch areas when using

Mail and Receiving

- Reception Desk is staffed Monday-Friday 8-5
- US Postal Service and all other carriers may deliver directly to 2801 Second Street
- Campus mail is delivered daily
- Shipping to the Second Street building address has resumed. For shipping of equipment or materials, before shipping to Second Street, departments should consider where materials will be used or how they may need to be distributed to other employees who are not in the building.

TRAVEL AND VEHICLE PROTOCOLS

UC ANR Travel Guidance

- UC requires travelers to follow CDC guidance.
- Unvaccinated employees who travel for work may need to quarantine and be tested before and after travel.
- Check the ANR [COVID-19 Travel Guidance webpage](#) when considering a trip.



UC ANR Vehicles

- 2nd Street fleet vehicles may be checked out per usual process for business use
- Employees must wear a face covering and maintain distance while they are sharing a vehicle
- Employees must disinfect surfaces in vehicles before and after use
- See *UC ANR Vehicle Safety Protocols*

TRAINING AND COMMUNICATION

1. Upon returning in-person, Employees shall review:
 - ANR's Reopening Guidelines: <https://ucanr.edu/sites/safety/files/352292.pdf>
 - 2nd Street location's COVID-19 Prevention Plan: <https://ucanr.edu/sites/safety/files/353949.pdf>
 - 2nd Street building safety protocol: <https://ucanr.edu/sites/safety/files/352468.pdf>
 - * UC Online COVID-19 Prevention Training
 2. Employees can report concerns or possible COVID-19 hazards their supervisor or Risk & Safety without fear of reprisal.
- * All employees working in-person must complete the UC Online COVID-19 Prevention Training. (Those who have continued to work onsite need a refresher as of July 2021.)



IT'S ALL HERE:

ANR-wide:

<http://ucanr.edu/COVID19>

or

<http://ucanr.edu/reopening>

2nd Street Specific:

http://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/Guidancefor2ndStreet/

Reopening UC ANR Operations

Stay Informed

California is reopening all activities statewide, but it is important to remember that the pandemic is not over and COVID-19 remains a health threat. As we plan and implement a return to in-person ANR programs, we should stay informed about COVID-19 trends statewide and in our communities. Here are a few resources from the CDPH and other trusted sources.

[Public Health Order](#)

[Beyond the Blueprint](#)

[Tracking COVID-19 in California](#) (cases, testing, vaccination rates)

[COVID-19 Dashboards and Data](#)

[Get Local Information](#)

[COVID-19 Case](#)

Reopening Guidance

[UC ANR Reopening](#)

[Presentation Recording](#)

[UC ANR Location](#)

[Safety Plan Review](#)

Resource links at

[County Public Health](#)

[In-Person Employment](#)

[Employee Clearance](#)

[Employee Clearance](#)

[Visitor Clearance](#)

[Visitor Clearance](#)

[Daily Attendance](#)

[Daily Close Contact](#)

Guidance for ANR 2nd Street Location

2nd Street COVID-19 Protocols

The following protocols apply to the UC ANR office at 2801 Second Street in Davis. For other UC ANR locations, please consult with the location's director or manager and review the site-specific location safety plan.

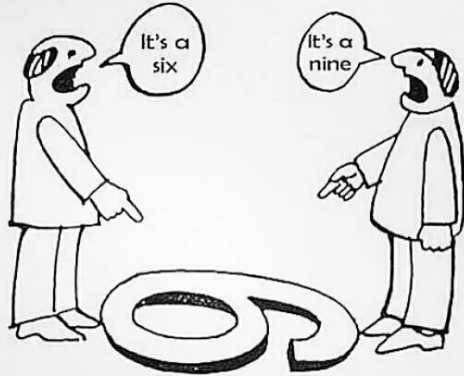
[2nd Street Safety Protocols](#) (revised 7/28/2021)

[2nd Street Davis COVID-19 Prevention Plan](#) (revised 8/5/2021)

[Employee Survey Roster - 2nd St](#) (Supervisors: use this form to add employees to the Clearance to Work Survey)

Discussion

A MATTER OF PERSPECTIVE



Most problems won't exist if people **understood the difference** between argument and discussion.

ARGUMENT = Finding out **WHO** is right.

DISCUSSION = Finding out **WHAT** is right.

Please raise your Zoom hand to get in the queue to ask a question or make a comment.

Help us improve these meetings!

If you have any suggestions or comments, please add to the online **Suggestion Box** located on **At Second Street** 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.