Waste & Recycle

When will recycle and garbage cans be back?
Expanded COVID cleaning regulations and loss of janitorial staff resulted in cans being placed centrally and not at individual workstations. Trash cans will be back in individual workstations by the June move-in and the plan is to have them emptied by our custodial service once per week.

Can we get additional large bins for shredding sensitive docs?
Yes; we will add a temporary shred bin for general use during the "Pack" phase estimated to take place from 5/1 – 6/10.

Please list the e-waste date again?
The Sacramento Valley Room will be set up and available beginning 3/14 as a place to take your e-waste for disposal. Please do not place items in this room that should be placed in the trash. We also ask that items be placed neatly on labeled tables.

Technology

Will ANR provide the monitors and docking stations, etc. for shared space?
Yes, ANR will provide a docking station, mouse, keyboard, and 2 monitors in each shared workstation.

We have our own preferred single large monitors and will prefer to keep that configuration. How do we coordinate that with you?
If all colleagues sharing a particular space agree to using the larger monitor, a unit's existing larger monitors may be used instead of the two 24" monitors. Anyone wishing this configuration should please discuss with Kathy Eftekhari ASAP.

I noticed 2 monitors in the shared cubes. Does everyone get two?
Each shared workstation will have 2 monitors (unless otherwise requested). Monitor configurations in non-shared workstations are the responsibility of each respective business unit. If you wish to change your configuration, please discuss with your supervisor or unit leader.

Will desk phones be removed? Will we each get our own headphones?
Over the last two years, we have learned that Zoom conferencing and online Zoom phones have been effective for conducting business within the UC community and beyond. With very few exceptions, physical phones will be phased out in favor of online Zoom phones in all open workstations. Everyone will be given their own headphones. We plan to begin the transition with the 53 individuals who will be sharing workstations.

Moving

Will movers take items into storage? What about items going home w/ people? Who/how will those be moved?
Boxes will be made available within the building starting May 1. Everyone is encouraged to take this opportunity to clean out files, personal items, etc. Movers will be onsite for one week and will move boxes into storage and to new workstations. If you have personal items that you would like to take home, we would recommend you not wait until May. If you need assistance carrying items or boxes to your car, we can coordinate with the movers and those employees during the move week. All boxes going into storage or to new workstations will need to be labeled. Standard labels will be provided. Each unit will have a move coordinator who will help the Move Team track items that will be moving.

Meeting Room Use

Please define "short use" of quiet rooms. Some of my colleagues have commented that the quiet rooms are often occupied for large blocks of time and on consecutive days by some who may have some needs to use them as ongoing workspace.

During the pandemic, use of these rooms was less restricted as there were few people coming into the building. With our return to a larger on-site workforce, we'll now be transitioning back to previous use-protocols. Both Quiet Rooms and the three small conference rooms (Modoc, Mojave and Colorado) are intended for short-term use. Modoc, Mojave and Colorado are reservable for up to a full day if/as needed for special events.   Quiet rooms are not reservable. As you reserve and use, please keep in mind the needs of fellow UC ANR colleagues.

Is there any capacity to designate more small quiet rooms or make more offices that are assigned, but unused on some days, available to those who may need to have some quiet for Zoom meetings and the like?
There are currently no unassigned offices available for conversion to quiet rooms. Demand for office space in the building continues to exceed availability. Some office occupants *are* open to having people use their offices for calls or quiet work when they are not there. Please check with your unit leader <u>and</u> the office resident regarding this type of temporary office sharing.

Shared Space

I know the focus initially is on Davis and maybe UCOP, are there similar plans for space assessment and allocation (especially space sharing) transitions in the County offices?
Yes; if applicable, this protocol could be adopted at other UC ANR locations.

How do you become eligible for a shared space?
Shared space is only necessary for those who will be onsite fewer than 3 days per week. Remote Work Agreements are determined by UC ANR business need and vary across units. If you have questions regarding your remote work schedule, talk to your supervisor. All RWAs must be approved by the unit director.

How long will the 2 big east doors continue to be blocked off? Is this approved by the Fire Marshall?
The ground is sinking on that side of the building and repairs have been scheduled for this summer. By fall, the doors will be available for use again. The Fire Marshall was onsite recently and did not note that this presents a safety hazard.

We need additional bike lockers or a chained area. Has thought been given to creating more secured bicycle space?
The Space and Operations Committee is currently looking at options to expand spaces and ways to secure bicycles. Also note that there are 4 bicycles that can be borrowed for daytime use. They can be checked out at the front desk.

Are we still doing the daily COVID symptom survey every day?
Yes; Cal-OSHA's regulations still require us to verify that no one entering the building has symptoms.