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# UC AGRICULTURE AND NATURAL RESOURCES SAFETY STANDARDS FOR RESUMING IN-PERSON ACTIVITY

## Stage 2

May 20, 2020

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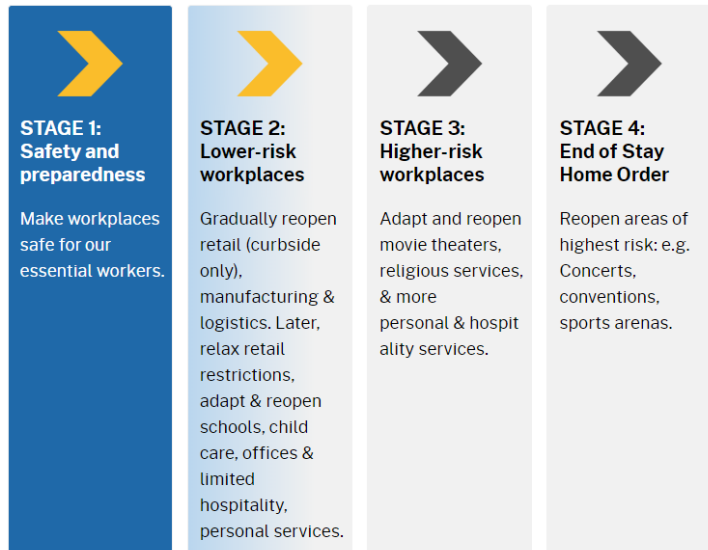
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## EXECUTIVE SUMMARY

### CALIFORNIA'S ROADMAP FOR REOPENING

California has been under a statewide stay-at-home order since March 19, 2020. UC ANR, along with every other UC location, has implemented protocols to protect the health and safety of our employees, volunteers, program participants and our communities. As California begins to enter Stage 2<sup>1</sup> of its stay-at-home guidance, a number of County Health authorities have begun to modify shelter-at-home orders and relax restrictions. Informed by state, county, and UC best practices, UC ANR has developed these *UC ANR Safety Standards for Resuming In-person Activity* to outline protocols for UC ANR locations and programs under Stage 2 of California's COVID-19 response.



Some counties may move through Stage 2 faster if they are able to show greater progress. To establish readiness for an increased pace through Stage 2, a county must attest to the following readiness criteria<sup>2</sup>:

#### Epidemiologic Stability:

- ✓ No more than 1 case per 10,000 people in the last 14 days
- ✓ No COVID-19 deaths in the past 14 days

#### Testing Capacity:

- ✓ Minimum daily testing of 1.5 per 1,000 residents

#### Protection of Stage 1 Essential Workers:

- ✓ Ability to support employees when sick or exposed
- ✓ Availability of disinfectant supplies and protective gear

#### Containment Capacity

- ✓ At least 15 contact tracers per 100,000 residents
- ✓ Ability to temporarily house at least 15% of county residents experiencing homelessness

### UC ANR'S STAGE 2 BASIC GUIDELINES

It is important to remember that the State is proposing resumption of limited onsite operations. **UC ANR employees and volunteers who can still work/engage remotely, should continue to do so until the Governor completely lifts California's stay-at-home order and UC ANR advises it is appropriate to return to in-person operations.**

<sup>1</sup> <https://covid19.ca.gov/roadmap/>

<sup>2</sup> <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-County-Variance-Attestation-Memo.aspx>

For those counties authorizing resumption of in-person activity, the safety standards outlined in this document are applicable to all UC ANR locations and programs.

UC ANR Directors will be asked to develop and submit plans for approval (using the [UC ANR Location Safety Plan for Resuming In-Person Activity](#)) specific to their respective locations, encompassing all research and extension programs and activities that occur within their jurisdictions. These forms will be reviewed and retained by the UC ANR Emergency Response Team. Local plans may vary from county to county, and may change over time to be more or less restrictive as the impact of reopening unfolds.

This document includes detailed protocols for UC ANR offices, labs, field sites, and all program locations. ***If a person's work cannot be performed at home and returning to regular in-person activity is authorized, UC ANR employees and volunteers (acting as agents of the University), that have been advised to resume in-person work must, at a minimum, abide by these five basic protocols even when County requirements are less restrictive:***

1. Do not come to work or participate in any in-person ANR activities if sick (frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell) or if you or someone you have been in contact with has been diagnosed with COVID-19.
2. Maintain six feet of distance between people at all times.
3. Wear face coverings (cloth or paper masks, cloth bandanas, etc.) when six feet of separation between people cannot be maintained
4. No group meetings/gatherings/events with more than 10 persons.
5. Maintain sanitary practices – frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer.

These safety standards are specifically intended for Stage 2 of California's reopening. They may be modified at any time by UC ANR or other authority of the University of California. 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 new stay-at-home orders, or if there is a site-specific exposure or other operational concern that may require a temporary closure.

Questions regarding any of the protocols outlined within this document should be directed to [Brian Oatman](#), UC ANR Risk & Safety Services.

## WHAT TO KNOW BEFORE INCREASING IN-PERSON ACTIVITY

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### BASIC OPERATING ASSUMPTIONS

Before returning to regular work or re-opening to public access, UC ANR locations must implement the applicable measures outlined within this document. These measures are based upon best practices and recommendations outlined in: CDC/CDPH guidance, state and local Public Health Orders, and UC policies and systemwide procedures (References at end). The protocols outlined herein are founded on the following basic operating assumptions:

- 1. Employees that UC ANR determines are able to carry out their work duties from home will continue to do so until the Governor completely lifts California’s stay-at-home order and UC ANR advises it is appropriate to return to in-person operations.**
2. For those counties authorizing resumption of in-person activity during Phase 2, all UC ANR employees and volunteers (acting as agents of the University) that UC ANR advised to resume in-person work, must, at a minimum, abide by these five basic protocols, even when county requirements are less restrictive:
  - a. Do not come to work or participate in any in-person ANR activities if sick (frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell) or if you or someone you have been in contact with has been diagnosed with COVID-19. Daily health screening is required and outlined below.
  - b. Maintain 6 feet of distance between people at all times
  - c. Wear face coverings (cloth or paper masks, cloth bandanas, etc.) when six feet of separation between people cannot be maintained
  - d. No group meetings/gatherings/events with more than 10 persons
  - e. Maintain sanitary practices – frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer
3. We assume a gradual return to operations at ANR workplaces. Not all employees will return at once and many functions or programs will resume gradually over time.
4. If an employee cannot return to in-person activity due to lack of day-care, having self-identified as “high-risk”, or due to general concern for their own health/safety, supervisors will be flexible. Employees have a suite of options available to them and may also contact [Jodi Rosenbaum](#) (UC ANR Human Resources) with unresolved concerns.
5. Local Health Orders may differ from these operating standards. If local requirements are more stringent, locations must adhere to those stricter standards. If UC ANR standards are more restrictive, the site director or supervisor must ensure that ANR employees adhere to the five basic protocols listed above and to other science-based measures as directed.
6. Development of a site-specific plan (using [UC ANRs Safety Plan Checklist for Resuming In-Person Activity](#)) to implement these Operating Standards is the responsibility of the director or supervisor for each UC ANR unit or location. The location’s plan must encompass activities in the office, field, or other worksites, as well as volunteer and extension programming. It is assumed that each location’s Safety Coordinator will help with planning and take an active role in preparing for return to onsite operations.

7. UC ANR volunteers are considered agents of the University when acting in their volunteer capacity and must follow these operating standards for any UC ANR activities.

#### QUESTIONS TO ASK BEFORE ALLOWING RETURN TO IN-PERSON OPERATIONS

When considering the resumption of in-person activity, location Directors should plan for staggered re-entry. Answers to the following questions should be considered when determining whether you are ready to allow employees or volunteers to return to your location and/or resume in-person activity. If unable to answer yes to all of these questions, it is likely you are not ready to increase in-person activity:

##### ***Are we prepared and able to ensure proper distancing, cleaning and personal protective equipment?***

1. Can you ensure that employees/volunteers, visitors and/or participants are able to maintain 6 feet of physical distancing at all times? This may require moving employees or reconfiguring work/activity spaces.
2. Are you able to conduct daily symptom assessment for all employees entering the location and volunteers who will be in the building for extended periods of time? A UC ANR online tool is being developed for self-disclosure; it will be operational by the end of May.
3. Do employees/volunteers have masks or other non-medical face coverings and/or any other personal protective equipment required by UC standards and/or applicable health orders?
4. Do you have a supply of extra masks for those who need them and single-use gloves for cleaning and/or handling any shared equipment or materials (e.g., public samples, mail, etc.)?
5. Do you have enough cleaning/disinfecting products (soap, hand sanitizer, disinfecting wipes, etc.) on-hand and the personnel or the resources to hire personnel needed to conduct the cleaning as outlined in this document?
6. If any essential employees have been in your location since mid-March, are you able to fully disinfect/clean your location before any additional employees return to work?

##### ***Are we prepared and ready for screening and contact tracing?***

7. Are you able to accurately monitor and document which employees/volunteers are in the workplace or activity space at what times? Template for daily sign-in sheet for employees, volunteers and all visitors will be provided.
8. Do you know how to access and communicate with contact tracing resources (either through local public health or UC programs) in the event that a staff member, volunteer, or participant is exposed to or tests positive for COVID-19?
9. Is your location prepared to reinstate work-at-home status if directed or recommended by public health officials or UC ANR due to local or site-specific re-emergence of COVID-19?

##### ***How do we determine which employees should come back first?***

10. Are there employees that cannot work effectively from home (due to job duties or other factors)? They would likely be the first to return.
11. Have you considered which employees have dependent care issues (due to school and day care closures, etc.) that would make returning to office a challenge at this time?
12. Have you considered which employees and volunteers have self-identified as “high-risk” according to [CDC guidelines](#) and have indicated that they would prefer not to resume in-person activity?

## UC ANR UNIVERSAL MITIGATION STANDARDS

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UC ANR proposes the following mitigation measures to reduce the spread of COVID-19 while allowing modified on-site work, research, and programming. The following universal mitigation measures are applicable to all UC ANR locations and programs. Additional site/use-specific measures are described in subsequent sections.

### HEALTH MONITORING, TESTING & TRACING

1. Employees, volunteers, or program participants who report COVID-19 symptoms (frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell) or who have been exposed to or live with someone who has been diagnosed with COVID-19 **may not** come to work or engage in in-person UC ANR-sponsored activities until all symptoms have resolved or negative test results are provided.
  - a. Employees or volunteers exhibiting obvious symptoms of illness may be sent home after consultation by their supervisor
2. [CDC guidelines](#) suggest that persons who are high risk (e.g., people 65 years and older and people of all ages who have chronic medical conditions, such as lung disease, asthma, heart conditions, diabetes, etc.) continue working remotely if possible. UC ANR will not restrict persons who fall under this CDC-defined high risk category from coming to work or engaging in volunteer activity if those persons abide by the Stage 2 safety standards outlined in this document.
3. To ensure the health and safety of our employees, volunteers, participants and communities, we are following State guidelines which recommend that employers conduct a daily health assessment of those who will be resuming in-person activity under Stage 2. It is recommended that this assessment be done before an employee comes to work for personal protection and privacy.

Following this guidance, each UC ANR employee authorized by their Director for in-person activity under Stage 2 (including those who were already working in limited onsite operations under Stage 1) will be required to complete a self-reported health survey each day before coming to work. Surveys will be available in English and Spanish. Volunteers who will be in a UC ANR office for an extended period of time must complete a paper health-survey as outlined below.

County employees under the supervision of UC ANR personnel will follow screening protocols of their respective counties only. UC ANR employees in county offices may also be required to complete additional county-mandated screening protocols.

- a. **Online Health Screening Option (preferred method for most UC ANR employees):**
  - Employees authorized for in-person activity under Stage 2 will be able to access the online screening tool via computer or smart phone. This tool will be available by the end of May 2020.
  - These employees will need to complete the survey daily before going into work – this applies to office, field work, and work at any other location
  - The system will automatically generate a notice of clearance or non-clearance, based on answers to the survey questions; this notice will be sent to that employee’s respective supervisor
  - The system will retain employee name and daily clearance or non-clearance information only. Answers to the health questions will not be retained to ensure privacy

- b. **Paper Health Screening Option (for volunteers and employees without ability to utilize online tool):**
    - Employees authorized for in-person activity under Stage 2 who are unable to utilize the online tool and volunteers who will be in a UC ANR office for an extended period of time, may complete a paper health screening survey.
    - This option will be applied to employees on an exception basis only. Directors who anticipate that this will be necessary, should contact [Brian Oatman](#), UC ANR Risk & Safety Services.
  - c. Supervisors must refer symptomatic employees to their primary care physician and/or [local testing resources](#).
  - d. Directors and employees must follow UC ANR established reporting and response protocol for suspected or confirmed COVID-19 cases:
    - An ANR employee who receives a positive COVID-19 diagnosis or has been exposed to another who has tested positive for the virus should report it to [Jodi Rosenbaum](#), UC ANR's disability and leave coordinator, and provide the employee name, primary work location, and any guidance provided by the local public health authority.
    - If a supervisor receives an employee report of exposure or a positive COVID-19 diagnosis from an employee, they should forward the same information to [Jodi Rosenbaum](#).
    - Employees that receive a medical note, should mail it to Jodi Rosenbaum, at 2801 Second Street, Davis, CA 95618, or FAX it to 1-530-231-0103, a confidential FAX line.
  - e. UC ANR will work with the location to report suspected or confirmed COVID-19 cases to the local public health department.
4. Track daily employee attendance and log all volunteers and visitors to your location (name and contact information). A daily sign-in sheet template for employees, volunteers and all visitors is available here [Sample Daily Attendance and Visitor Log](#).
    - a. For county offices with unrestricted public access, place the sign-in sheet at the entry to your UC ANR operations.
  5. Each employee working onsite or engaged in offsite programming (other than telecommute) must maintain a daily log (Sample [Daily Contact Log](#)) of all in-person contacts (within six feet for 10 minutes or more) during the work day. A contact-tracing app may be available in the future.
  6. Cooperate and assist with contact tracing personnel (from the local public health department and/or UCHealth) for any positive test cases or exposures associated with UC ANR employees, volunteers, or program participants.
  7. Be prepared to reinstate work-at-home status for your location as required by public health officials and/or UC ANR. This could be initiated due to local re-emergence of COVID-19 that results in new stay at home orders, site-specific exposure, or operational concerns that require a temporary closure of an office or workspace.

## OCCUPANCY

1. Limit occupancy of rooms and workspaces so that people can maintain the required six feet of separation from one another at all times.
  - a. Employee desks or individual workstations should be separated by at least six feet. Regardless of the height of cube walls, either workstations or employees must be moved to allow for six feet of separation between people.



- b. Employees in private offices are considered separated, regardless of size.
  - c. Consider temporarily relocating some employees to a different workstation if necessary to maintain distancing.
  - d. Consider staggering days or hours of staff working in-person and telecommuting to facilitate distancing.
2. Implement measures to ensure six feet of separation or physical barriers between employees and any visitors.
3. Designate specific entering and exiting choreography of buildings and rooms, where possible, to avoid congestion.
  - a. Consider staggering arrival/exit times or alternate shifts to avoid congestion
  - b. Consider traffic flow of employees within the building to avoid close contact
4. Ensure at least a six-foot separation between all people in meeting rooms, elevators, break rooms, supply rooms, and other common areas.
  - a. Create physical distancing aids (marked six-foot intervals) outside where people may be waiting and/or in shared spaces
  - b. Employees should not congregate in break rooms, bathrooms, or other common areas
  - c. Face coverings are not a substitute for personal distancing
  - d. If separation cannot be ensured, consider closing common spaces to prevent people from gathering
  - e. Only one person should be in an elevator at a time. Provide tissues and a waste receptacle in the elevator for people to use when touching the buttons
  - f. If feasible, provide an outdoor area with a table and seating for employees to take breaks and eat (while still maintaining six feet of separation).
5. Ensure a sign is posted at each entrance of the facility to inform all visitors that they must:
  - a. Avoid entering the facility if they have a cough, fever, or other symptoms of COVID-19
  - b. Maintain a minimum six-foot distance from each other
  - c. Wear a face covering
  - d. Sample signs:
    - [CDC Stop the Spread of Germs Poster \(11" w x 17" h\)](#)
    - [What You Can Do If You Are At Higher Risk of Severe Illness from COVID19 \(8.5" w x 11" h\)](#)
    - [Stay Home When You Are Sick! \(11" w x 8.5" h\) horizontal](#)
    - [Other CDC posters on COVID-19](#)
  - e. Signs may vary for county-owned buildings. If county signs do not include the protocols above, post another sign near the point of entry for UC ANR workspace/s.

#### FACE COVERINGS AND OTHER PROTECTIVE EQUIPMENT

1. Require universal face coverings (cloth or paper masks, cloth bandanas, etc.) for all personnel while working onsite or offsite when six feet of separation cannot be ensured and maintained.
2. Employees should bring their own face coverings for comfort and choice, but each location must have a small supply to provide to employees or visitors that have forgotten them or on request.
  - a. [CDC recommends](#) that cloth face coverings should be washed after each use or at least daily.
3. Employees may remove their face covering while working in a private offices or workspace if other people do not come within 6 feet.

4. Employees in cubicle workspaces may remove their face coverings if it can be ensured that other employees will not come within 6 feet and the configuration of cubicle walls allows privacy and separation from others. In this case the employee must keep their face covering ready to quickly wear if needed.
5. Single use gloves should be worn by employees performing specific tasks such as cleaning or handling frequently-touched materials (e.g. mail, samples, etc.). Single-use gloves should be provided for use when needed.
6. Do not share PPE including gloves, safety glasses, or face coverings.

#### CLEANING AND DISINFECTION OF WORKSPACES

1. Ensure custodial cleaning (vacuum, dust open areas, empty trash) of individual offices, workspaces, labs, daily ([see CDC cleaning procedures](#)).
2. In most cases, employees will be responsible for disinfecting their own work-surfaces and equipment.
  - a. Ensure disinfectant (approved for use against COVID-19) and related supplies are available to all employees for self-cleaning
  - b. Allow time for employees to implement cleaning practices at the beginning and end of shifts
3. Disinfect common areas, meeting rooms, kitchens, restrooms, etc. at least twice per day.
4. When choosing cleaning chemicals, use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list](#) and follow product instructions. Ensure that employees wear proper PPE when using cleaning chemicals.
5. In county-shared offices, work with the appropriate county personnel to ensure spaces are cleaned/disinfected according to CDC guidelines. Supplement the cleaning done by the county if/as needed in order to meet these UC ANR standards.
6. Employees are discouraged from using other employees' phones, desks, offices, or other work tools and equipment, whenever possible.
7. Disinfect any shared work spaces or equipment (e.g., copy machines, tools, printers, etc.) between each user.
  - a. Provide disinfectant wipes or tissues for touching shared equipment.
  - b. Remove community-shared items, such as staplers, and encourage everyone to use their own individual items.
8. Ensure that soap and hot water are available to all employees for handwashing at the following location(s): bathrooms, kitchens, break rooms with sinks, lab spaces with sinks.
9. Ensure hand sanitizer containing at least 60% ethanol or 70% isopropanol is available to all employees at the following location(s):
  - a. Entrances to all buildings
  - b. High traffic areas (reception, copiers, etc.)
  - c. Other locations as needed to allow easy access
10. Contact your facility management to review potential modifications to the heating, ventilation, and air conditioning (HVAC) system. Consider modifying the air handling system to increase the number of air changes per hour, increase the amount of outside air, reduce recirculated air in workspaces, and increase filtration, if feasible. Ensure that air filters are changed at recommended frequency. Open

windows and doors when possible to increase outside air circulation. Additional industry guidance may be found [here](#).

11. Additional cleaning costs must be borne by each location. If this presents a hardship, contact [Bart Sapeta](#), UC ANR's Director of Facilities Planning and Management to discuss solutions.

#### TRAVEL

1. Local (City, County, and California State) Travel: Avoid non-essential travel outside of your designated County/ies, particularly by air. If travel is deemed essential and cannot be conducted by other methods, remember that each county may have different health protocols in place. When traveling, UC ANR employees and volunteers (acting as agents of the University), must abide by the five basic protocols listed under Operating Assumptions above, even when county requirements are less restrictive.
2. If possible, employees should avoid sharing a vehicle for any essential local travel. If that is not possible, then the employees must wear a face covering while they are in the vehicle together. Employees must self-disinfect high-touch surfaces in UC ANR/County-owned vehicles before and after use.
3. Employees who rely on public transportation to get to work should follow the CDC guidelines for any public engagement – maintain 6 feet of distance between passengers, wear a mask, and wash your hands as soon as possible after your trip. Changing commute times may also allow for rides during less crowded hours.
4. Domestic Travel: UC guidance recommends against all non-essential University-sponsored domestic travel, particularly by air. If travel is deemed essential for the University, and business cannot be conducted via alternative methods, consider the following:
  - a. The employee's own current personal health condition
  - b. Current community spread of destination location
  - c. The possibility that extended self-isolation period may be required (both upon arrival at the destination and after return to California) if the destination location is subject to heightened COVID-19 activity
5. International travel: UC has prohibited all non-essential University-related travel to international destinations until further notice. Any exceptions require pre-approval confirmed in writing from UC ANR VP Humiston.

#### SAFE OPERATIONS PLAN, EMPLOYEE COMMUNICATIONS & TRAINING

1. Directors must provide a copy of their location's COVID-19 Safety Plan (using [UC ANRs Location Safety Plan Checklist for Resuming In-Person Activity](#)) to [Brian Oatman](#), UC ANR Risk & Safety Services. Plans must be approved by UC ANR's Emergency Response Team before any new in-person activity may take place.
2. The Location Safety Plan must be reviewed weekly and revised as necessary. If changes are made to the Plan, provide a copy of the updated Plan to [Brian Oatman](#).
3. Copies of these Safety Standards and your location's COVID-19 Safety Plan must be distributed to all employees and volunteers prior to resuming in-person activity. Electronic distribution via e-mail is preferred, but hard copies may be provided for employees who do not have routine access to e-mail.

4. All employees authorized for in-person activity must receive 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:*

- a. Read [UC ANR Awareness of COVID-19](#) and [UC ANR Mitigation Standards Summary for COVID-19 Stage 2](#)
- b. Review of [UC ANR Safety Standards for Resuming In-Person Activity for Stage2](#)
- c. Any location-specific measures to protect employees, including the Location Safety Plan.
- d. How employees should communicate safety standards to all program volunteers & participants

Training must be documented by having the employee sign a training record, or recording completion of training on the [ANR COVID-19 Training survey](#).

## *OPERATING STANDARDS FOR RESEARCH ACTIVITIES IN THE FIELD OR LABORATORY*

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### **Maintain all *Universal Mitigation Measures* listed above, plus:**

1. Continue to implement standard workplace safety protocols, use of protective equipment, etc.
2. Schedule use of laboratory or research space to ensure a maximum of ten people in the space at any given time and that six feet of separation between employees can be maintained, without compromising worker safety.
3. Human subject research involving immunocompromised, elderly or at-risk participants or research involving group meetings or appointments must continue to be delayed until restrictions have been removed or research can be conducted via electronic (telephone, video, etc.) means. These modifications may be implemented prior to IRB approval when it is necessary to eliminate apparent immediate hazards to the participants. Critical research that requires face-to-face interaction with participants can continue if appropriate protective measures are taken (e.g., some clinical trials).
4. Virtual interaction with human participants is permitted (e.g. by Zoom, phone, or other means).
5. Farm calls should be conducted remotely or while maintaining six-foot physical distancing whenever possible. If there is no way to maintain six-feet of separation, the advisor and client must:
  - a. Avoid direct contact
  - b. Avoid touching the same equipment or materials – the Advisor should bring their own tools or equipment
  - c. Wear face coverings
  - d. Wear single-use gloves if handling shared materials or equipment is necessary
  - e. Log all in-person contacts (within six feet for 10 minutes or more) during the work day (Use [Sample Daily Contact Log](#)).

## OPERATING STANDARDS FOR FACILITIES OPEN TO THE PUBLIC

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### **Maintain all *Universal Mitigation Measures* listed above, plus:**

1. Limit the number of visitors in the office at any one time to a number that allows for visitors/clients and employees to easily maintain at least six-foot distance from one another as much as practicable.
  - a. Designate an employee responsible for ensuring that the maximum number of visitors in the facility is not exceeded
2. Maintain a log of all visitors (name and contact information) to your location. Use the [Sample Daily Attendance and Visitor Log](#).
3. In county offices where there is no ANR-specific entrance or reception desk, post signs and a log-in sheet for ANR visitors as close to the ANR work section as possible.
4. Implement measures to ensure visitors maintain distancing of at least six feet from one another
  - a. Placing signs or markings on floor to delineate six-foot distance in waiting or service areas (interior and exterior)
  - b. Consider installing temporary glass or plastic barriers at service counters, etc.
5. Require universal face coverings (cloth or paper masks, cloth bandannas, etc.) for all visitors.
6. Avoid shared materials, equipment, tools, etc.
  - a. If necessary, disinfect shared materials between each user
7. Avoid distribution or receipt of handouts/materials if possible.
  - a. Refer to internet resources or scan and email documents
  - b. If material receipt or distribution is necessary; wear single-use gloves
8. Ensure that any samples received from the public are disinfected before handling; either disinfect sample surfaces or allow samples to sit for at least 24 hours before using/examining.

## OPERATING STANDARDS FOR ALL PROGRAM EVENTS, ACTIVITIES & MEETINGS

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### Maintain all *Universal Mitigation Measures* listed above, plus:

1. Inform volunteers that as agents of the University, they are expected to follow these operating standards for any UC ANR activities.
2. No group meetings/gatherings/events of more than 10 persons (indoor or outdoor).
  - a. Note: 4-H camps have been suspended at least through July 4th. This date may be extended. Guidance is being reviewed by UC ANR and UC's Office of General Counsel and will be distributed separately. All camps will need approval to go forward, regardless of the date.
3. Do not allow participants to come to any activity if they are ill or showing signs of illness.
4. Maintain a log of participant attendance and contact information (all persons attending – youth, parents, volunteers, etc.). Use [Sample Daily Attendance and Visitor Log](#).
5. Maintain physical distancing (at least 6 feet) between participants.
6. Require universal face coverings (cloth or paper masks, cloth bandanas, etc.) for all volunteers and participants when maintaining six feet of space between people cannot be guaranteed. Locations must have a supply to provide upon request.
7. Ensure handwashing facilities (soap and hot water), hand sanitizer, and tissues are available to all participants. Hand sanitizer, must be available at or near the entrance of the facility.
8. Ensure that all meeting spaces are cleaned and disinfected before and after use, and ensure adequate personnel and materials to maintain the required cleaning protocols.
  - b. For locations such as private homes, churches, community centers, if pre- and post-event/meeting sanitization cannot be ensured, do not use these locations
  - c. Encourage use of outdoor venues, which can be safer for in-person meetings
  - d. Disinfect all high-contact surfaces frequently (before and after meeting/activity)
  - e. Disinfecting wipes must be available
9. Maintain reporting and response protocol outlined earlier in this document for suspected or confirmed COVID-19 exposures.
10. Avoid food service. Schedule meetings between meal times.
  - a. Use only single-use cups or bottles for drinks; encourage participants to bring their own refillable beverage container from home
  - b. If food service is absolutely necessary, avoid buffets or other shared service – use boxed meals or ask participants to bring their own food
11. Avoid shared materials, handouts, equipment, tools, etc.
  - b. Disinfect shared materials between each user
  - c. Provide each attendee with their own pen/pencil to sign attendance log or have someone check them in

- d. Do not pass paper around. Place on chairs ahead of time or pass out directly to so they are not touched by everyone. Wear single use gloves when handing out or receiving materials.
12. Ensure that materials/announcements for programs, activities, events, etc. clearly state that UC ANR meetings, events, activities are limited to ten persons or less, that UC ANR employees, volunteers and participants are required to maintain six feet of distance at all times and that face masks must be worn when this distancing cannot be ensured.

## REFERENCE MATERIALS

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- COVID-19 INDUSTRY GUIDANCE: Office Workspaces: <https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>
- COVID-19 INDUSTRY GUIDANCE: Agriculture and Livestock: <https://covid19.ca.gov/pdf/guidance-agriculture.pdf>
- CDC: Coronavirus Disease 2019 (COVID-19) Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC: Disinfecting Your Facility: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- ASHRAE Journal: Guidance for Building Operations During the COVID-19 Pandemic: <https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>
- CDC: Face Covering FAQs: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDPH: Face Coverings Guidance: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Face-Coverings-Guidance.aspx>
- CDC: People Who Need to Take Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- California Resilience Roadmap Report Card: <https://www.gov.ca.gov/wp-content/uploads/2020/05/5.4-Report-Card-on-California-Resilience-Roadmap.pdf>

## UC ANR STAGE 2 RELEVANT SAFETY DOCUMENTS

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- [UC ANR Safety Standards for Resuming In-Person Activity](#)
- [UC ANRs Safety Plan Checklist for Resuming In-Person Activity](#)
- [Sample Daily Attendance and Visitor Log](#)
- [Sample Daily Contact Log](#)
- [UC ANR Awareness of COVID-19](#)
- [UC ANR Mitigation Standards Summary for COVID-19 Stage 2](#)



## APPENDIX A: ROADMAP FOR UCANR RESUMPTION OF IN-PERSON ACTIVITY

Note: This UC systemwide planning matrix has been modified to reflect ANR’s unique locations, programs and operating conditions. Stage 2 activity must first be authorized by respective Counties and a location Safety Plan Checklist must be approved before in-person activity may increase within any UC ANR location or program.

	STAGE 1	STAGE 2	STAGE 3	STAGE 4
<b>HEALTH AND SAFETY MEASURES</b>				
<b>Physical Distancing</b>	State stay-at-home order & local health orders	At least 6 feet of distance between people at all times	At least 6 feet of distance between people at all times	No restrictions
<b>Maximum Meeting/Gathering/Event Size</b>	Not allowed	10 people for early Stage 2	TBD	No restrictions
<b>Vulnerable Populations</b>	Per State stay-at-home order & local health orders	Suggest continued stay-at-home	Suggest continued stay-at-home	Resume public interactions with personal mitigation strategies
<b>Face Coverings</b>	Per local health order	Required when 6 feet of distancing cannot be maintained	TBD but likely to be required when 6 feet of distancing cannot be maintained	TBD
<b>Visitor Access</b>	As determined by location	Allowed, with measures in place (distancing, face covering, signs)	Continue, with modified controls and increased capacity	TBD
<b>Symptom Screening</b>	As determined by location	Daily symptom survey for employees & volunteers in office Additional testing may be administered by County	Daily symptom survey for employees & volunteers in office Additional testing may be administered by County	TBD
<b>COVID+ Self-Reporting</b>	Employees report COVID positive to Jodi Rosenbaum	Employees report COVID positive to Jodi Rosenbaum	Employees report COVID positive to Jodi Rosenbaum	TBD
<b>COVID Testing</b>	As locally available	As locally available	Under Review by UC	Under Review by UC
<b>Contact Tracing</b>	Per local health authority	Per local health authority	Under Review by UC	Under Review by UC
<b>LABS, OFFICES, RESEARCH &amp; EXTENSION, FACILITIES</b>				
<b>Offices</b>	Essential personnel only	Partially open if telework not an option – with physical distancing, face covering & enhanced cleaning	Continue with modified controls; likely increase in capacity	Resume – full Open

	STAGE 1	STAGE 2	STAGE 3	STAGE 4
<b>RECs</b>	Essential personnel only	Partially open if telework not an option – with physical distancing, face covering & enhanced cleaning	Continue with modified controls; likely increase in capacity	Resume – full In-person, all locations
<b>Labs</b>	Essential research only – with control measures	Resume with max 10 people, physical distancing, face covering & enhanced cleaning	Continue with modified controls TBD; likely increase in capacity	Resume – full
<b>Field Research</b>	Essential only	Resume with physical distancing and face coverings	Continue with physical distancing and face coverings	Resume – full
<b>CLEANING &amp; DISINFECTING</b>				
<b>General Workspaces</b>	Cleaning per limited occupancy	Daily Custodial cleaning	TBD	TBD
<b>Restrooms, kitchens, Breakrooms, Common Areas</b>	Cleaning per limited occupancy	Minimum 2x's per day Custodial Cleaning	TBD	TBD
<b>Personal Work Surfaces &amp; Equipment</b>	Cleaning per limited occupancy	At least daily Self-cleaning	TBD	TBD
<b>Shared Equipment</b>	Cleaning per limited occupancy	Between Users Self-cleaning	TBD	TBD
<b>WORKFORCE</b>				
<b>Return to Workplace</b>	Telework; only essential employees on-site	Continue telework; <b>return to workplace (with adaptations) only if telework is not an option</b>	Phased return to workplace with increased capacity	No restrictions
<b>Special Accommodations</b>	As determined	Consider for vulnerable individuals (when disclosed) and those with day care issues or other COVID-related restrictions	Consider for vulnerable individuals (when disclosed) and those with day care issues or other COVID-related restrictions	As needed
<b>UNIVERSITY-SPONSORED TRAVEL</b>				
<b>Essential Domestic</b>	Limit	Limit to usual county/ies	Dependent on UC and CDC guidelines	No restrictions
<b>Essential International</b>	Requires approval	Requires UC ANR VP approval	Dependent on UC and CDC guidelines	Dependent on CDC guidelines
<b>Non-Essential Travel</b>	Prohibited	Prohibited	Dependent on UC and CDC guidelines	Resume per UC and CDC guidelines

	STAGE 1	STAGE 2	STAGE 3	STAGE 4
<b>OTHER ACTIVITIES</b>				
<b>Maximum Meeting/Gathering/Event Size</b>	Not allowed	10 people for early Stage 2	TBD	No restrictions
<b>Large (&gt;10 people) Gatherings, Conferences, Trainings, Events, etc.)</b>	Not allowed	Not allowed	TBD by ANR and or local health authority	No restrictions
<b>Day Camps</b>	Closed	Limited opening (max 10 ppl) with physical distancing, cleaning, and CDC/ACA/Public Health recommendations	Open with physical distancing and CDC/ACA/Public Health recommendations	Open, with enhanced safety planning
<b>Overnight Camps</b>	Closed	Possible limited opening (max 10 ppl) with physical distancing, cleaning, and CDC/ACA/ Public Health recommendations	Limited opening with physical distancing, cleaning, and CDC/ACA/ Public Health recommendations	Open, with enhanced safety planning
<b>4-H Club/Project activities</b>	Remote	Reopen with adaptations (max 10 ppl, distancing, cleaning, face coverings)	Open with modified adaptations	Open
<b>Master Gardener Demonstration Gardens</b>	Essential Only	Limited opening with physical distancing, face covering, cleaning, and Public Health recommendations	Open with modified adaptations, per Public Health recommendations	Open
<b>Extension Workshops / Classes</b>	Remote Only	Open with max 10 people, physical distancing, face covering, cleaning, and Public Health recommendations	Open with modified adaptations, per Public Health recommendations	Open
<b>Construction</b>	Per local health order	Active with physical distancing and monitoring	Active with physical distancing and monitoring	No restrictions