Background
To reduce the spread of COVID-19, and relieve pressure on the healthcare system, California has been under a statewide stay-at-home order and other public health orders since March 19, 2020. California’s roadmap for reopening has followed a gradual increase of in-person activity and re-opening of the economy. At this stage, most UC ANR activities can resume, while retaining some safety standards to comply with public health orders, workplace safety standards, and UC policies. To protect the health and safety of our employees, volunteers, program participants, and communities as we return to in-person activities, UC ANR has developed Reopening Guidelines and other detailed safety standards which are summarized below. Each UC ANR location will prepare a Location COVID-19 Prevention Plan, which will document that they are following these standards and have measures in place to meet any additional local requirements.

ANR Safety Standards
The sections below provide a summary of UC ANR’s revised safety standards, effective 6/17/2021.

**ANR Revised Safety Standards**

1. **Symptom/Exposure Monitoring & Contact Tracing**
   Employees, volunteers and program participants must continue to monitor themselves for symptoms of COVID-19 and stay home when they are ill. Persons who are diagnosed or exposed to COVID-19 must isolate or quarantine, per health guidance.

2. **Facility Assessment and Controls**
   Review workplace for potential COVID-19 hazards or exposures. Assess and improve building ventilation/filtration.

3. **Revised Mask / PPE Protocols**
   Face masks are required indoors for employees who are not fully vaccinated. Volunteers, program participants, and visitors must follow the UC ANR Mask Protocol requirements appropriate for the setting (indoors/outdoors, etc.). Entering an indoor space without a mask will be considered self-attestation that a person is vaccinated.

4. **Cleaning & Disinfection**
   Frequently clean and disinfect workspaces and equipment in compliance with health guidelines. Wash hands often and use hand sanitizer.

5. **Travel Guidance**
   It is recommended that employees delay work-related travel until fully vaccinated.

6. **Plans, Communications & Training**
   Each UC ANR worksite will have a COVID-19 Prevention Plan. Employees are encouraged to report COVID-19 hazards. All employees will complete an online training.

**Symptom/Exposure Monitoring & Tracing**
- Employees who are working in person (at the office, field sites, or in the community) must complete the online Employee Clearance Survey daily before coming to work, and volunteers or visitors must complete the Visitor Clearance Survey before entering.
- Employees, volunteers, or program participants who report COVID-19 symptoms 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 the quarantine period has passed. See return to work protocol.
- Employees or volunteers exhibiting obvious symptoms of illness may be sent home.
- Supervisors must refer symptomatic employees to their primary care physician and/or local testing resources.
- Directors and employees must follow UC ANR established reporting 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. If a supervisor receives the employee report, they should forward the information to the same address.
- Track daily employee attendance and log all volunteers and visitors to your location, so that if there is a COVID-19 case, appropriate quarantine and notifications may be made to potentially exposed persons.
- Employees working onsite or engaged in offsite programming (other than telecommute) should be mindful of their daily contacts with other persons, in case that information is needed for contact tracing. An optional Close Contact Log can be used to track close contacts (within six feet or 15 minutes or more) during the workday.
- Cooperate and assist with contact tracing personnel (from the local public health department) for any positive cases or exposures associated with UC ANR employees, volunteers, or program participants.

**Facility Assessment and Controls**
- Building ventilation systems must be evaluated and/or modified to improve ventilation or filtration, if possible. This may include improving natural ventilation, increasing the amount of fresh air, increasing filtration, verifying system operations, or use of portable air cleaners (HEPA Air Filters).
- See the UCANR COVID-19 Ventilation Guidelines
- Post signs at each entrance of the facility to inform all visitors that they must:
  - Avoid entering the facility if they have a cough, fever, or other symptoms of COVID-19
  - Wear a mask if they are not vaccinated for COVID-19
Revised Mask / PPE Protocols
UC ANR has developed the following Mask Protocol to comply with Cal/OSHA workplace safety standards for COVID-19.

- Masks must be worn over the nose and mouth by employees while working indoors or sharing a vehicle with other employees in these locations/conditions:
  - Persons who are not fully vaccinated for COVID-19
  - At locations in Counties which are experiencing substantial or high transmission of COVID-19 (based on the CDC COVID data tracker), all persons must wear a mask indoors, regardless of vaccination status.
  - Where required by orders from the CDPH or local health department

- There are some settings where public health orders require masks be worn by all persons, such as on public transit or in schools or other youth settings. See CDPH mask guidance.

- Employees may remove their mask while working in a private office or workspace if other people do not come within 6 feet.

- All employees may choose to wear a mask at work, even if it is not required.

- Employees may bring their own masks for comfort and choice, but each location must have a supply of masks to provide to employees or visitors that have forgotten them or on request.

- Volunteers who are working at UC ANR locations or in public settings representing UC ANR programs must also follow the mask protocols described above. This includes Master Gardener volunteers working in demonstration gardens or at Farmers Markets, and 4-H youth and adult volunteers who are attending 4-H meetings or representing 4-H at fairs, shows, or other events.

- In most cases, volunteers, program participants, or visitors will not be asked to provide documentation of their vaccination status, but will “self-attest” if they are vaccinated by not wearing a mask indoors, or wear a mask if they are unvaccinated.

- UC ANR will make N95 respirators available for voluntary use by employees who have not been fully vaccinated when employees are working indoors or sharing a UC/County provided vehicle.

- Employees who voluntarily use N95 respirators must complete the training and documentation requirements for Voluntary Use Provisions.

- The use of N95 respirators by individuals who are not fully vaccinated is voluntary; conventional face coverings/masks, are effective at helping prevent people from getting and spreading COVID-19.

- Single-use gloves must be provided for use by employees performing specific tasks such as cleaning or handling frequently-touched materials.

Cleaning and Disinfection
- Ensure custodial cleaning of all workspaces, labs, etc. daily and additional cleaning/disinfection for high-touch surfaces and materials (See CDC cleaning procedures).

- In some cases, employees will be responsible for disinfecting their own work-surfaces and equipment. Ensure disinfectant and related supplies are available to all employees for self-cleaning.

- Clean and disinfect common areas, meeting rooms, kitchens, restrooms, etc. at least twice per day.

- Employees are discouraged from using other employees’ phones, desks, offices, or other work tools and equipment, whenever possible.

- Disinfect any shared workspaces or equipment between each user.

- 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; etc.

- Make hand sanitizer widely available at offices, filed work locations, and program sites.

Travel Guidance
- UC guidance directs that all University travelers follow CDC Travel Guidance before, during and upon return from any foreign or domestic travel.

- At this time, CDC Travel Guidance recommends delaying travel until you are fully vaccinated.

- Review UC ANR COVID-19 Travel website for current information and links.

- Follow UC ANR Vehicle Safety Protocols. If possible, employees who are not vaccinated should avoid sharing a vehicle. If that is not feasible, then the employees must wear a mask and maintain distance while they are in the vehicle together. Employees must disinfect high-touch surfaces in UC ANR/County-provided vehicles before and after use.

Plans, Communications & Training
- All employees returning to in-person activity must be provided with the UC ANR Reopening Guidelines, as well as the site-specific Location COVID-19 Prevention Plan (CPP) and any location- or program-specific measures to protect employees.

- Each Location CPP must be reviewed monthly and updated as needed.

- Employees are encouraged to report concerns or possible COVID-19 hazards to their supervisor or location/unit Director, or may also report to UC ANR Risk & Safety, without fear of reprisal.

- All employees must complete the UC Online COVID-19 Prevention Training.

- This COVID-19 Safety Standards Summary note and the accompanying COVID-19 Awareness note can also be used to supplement training and education.

- Notify all onsite program participants and volunteers of the UC ANR Safety Standards.

- When safety plans are modified, notify employees, volunteers, or program participants of the changes that affect their activities.

This note is based on information from the Centers for Disease Control and Prevention (CDC) and the CA Department of Public Health (CDPH), as well as CDPH’s Blueprint for a Safer Economy, Beyond the Blueprint, and industry guidance. For additional information about UC ANR’s COVID-19 Reopening Guidelines, see: http://ucanr.edu/reopening

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