

Modified COVID-19 Safety Standards for Resuming In-person Activity Addendum #2 – Revised August 27, 2020

CALIFORNIA'S GUIDANCE FOR INSTITUTES OF HIGHER EDUCATION

On August 7, 2020, the California Department of Public Health (CDPH) released COVID-19 [Industry Guidance: Institutes of Higher Education](#) (IHEs). This new guidance, along with revisions of other statewide guidance that had occurred over the past few months initiated a review of UC ANR's Safety Standards for Resuming In-Person Activity, to ensure that UC ANR is using the latest and most relevant information for operating in a manner that would prevent the spread of COVID-19.

This Addendum #2 provides a summary of how UC ANR's COVID-19 Safety Standards meet the requirements of the various sections of the guidance for IHEs, as well as updates and clarifications to UC ANR's Safety Standards. This new information should be provided to employees and incorporated into each Location's Safety Plan.

REQUIRED USE OF FACE COVERINGS

The UC ANR Safety Standards are hereby revised to conform with the June 18, 2020 [Guidance for the Use of Face Coverings](#) issued by the CDPH. To ensure consistency with that guidance, UC ANR employees, volunteers, program participants, and visitors must wear face coverings when they are in the following locations or engaged in UC ANR work or programming. **Note: some of these requirements are new:**

- Inside of, or in line to enter, any indoor public space.
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where food is prepared or packaged for sale or distribution to others;
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

Anyone (employee, volunteer, etc.) who has a medical condition or disability that prevents wearing a face covering must be accommodated. This may include using a face shield or other barrier that can provide protection while not obstructing breathing.

The CDPH has additional details and FAQs about masks and face coverings here:

<https://covid19.ca.gov/masks-and-ppe/>

COVID-19 PREVENTION PLAN

The UC ANR Location Safety Plan for each office or facility meets the requirements to establish a written, campus-specific COVID-19 prevention plan. The location safety plan includes links and references to ANR's protocol for [Reporting a COVID-19 Positive Test or Exposure](#). When those reports are received, staff from ANR's Human Resources and Risk & Safety Services offices coordinate the investigation, communication, and other follow-up actions as necessary.

New Requirement: beginning September 1, Directors or supervisors responsible for Location Safety Plans are required to verify that they have reviewed the plan at least monthly and revised the plan as necessary. The monthly review will be documented by completing a survey at: <http://ucanr.edu/COVIDplansurvey>.

GENERAL MEASURES

There are no changes to previous protocols in this area. The UC ANR Location Safety Plan includes measures to communicate with UC ANR administration, as well as with state and local health departments, including website links to statewide and local resources. UC ANR's Emergency Response Team (ERT) conducts monitoring of statewide guidance and orders and provides information updates to local office supervisors and personnel as warranted. This includes monitoring the State's [County Monitoring List](#) and working with locations to modify their operations as necessary based on local conditions.

PROMOTE HEALTHY HYGIENE PRACTICES

There are no changes to previous protocols in this area. The UC ANR Location Safety Plan includes measures to promote good hygiene, including handwashing, use of hand sanitizers, etc. and maintaining the supplies needed for these measures. Implementation of the UC President's [executive order concerning flu vaccination](#) for employees and students will further support these measures.

INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

The UC ANR Location Safety Plan includes recommendations for increased cleaning and disinfection of workspaces. It is up to the supervisors at each location to implement these measures. For UCCE County offices, this requires coordination with the County, which maintains the facilities.

The Location Safety Plan also requires consideration of modifying ventilation systems, in accordance with UC or ASHRAE recommendations, where feasible. In most locations, UC ANR does not have control over the maintenance or operation of the HVAC system.

New Requirement: Use of drinking fountains must be prohibited, other than to re-fill personal water bottles. Locations should post signs at water refilling stations that encourage users to wash or sanitize their hands after refilling.

IMPLEMENT DISTANCING ON CAMPUS [OR UC ANR LOCATIONS]

The UC ANR Location Safety Plan includes guidance and protocols to reduce occupancy and limit visitors in order to maintain physical distancing.

Modified Requirement: For locations that are in Counties that are on the County Monitoring List, indoor meetings, classes, workshops, etc. are prohibited. These activities may be carried on via Zoom or outdoors. While a county is on the Monitoring List, supervisors should restrict in-office work as much as

feasible. For example, employees should only come to the office for the following types of critical work activities:

- Previously approved research and extension activities (such as research, animal care, agricultural operations, critical maintenance, etc.) that were approved during Stage 1.
- Essential business functions needed to support remote work.
- Situations where an employee cannot perform his/her duties or work effectively remotely.
- Short duration visits to pick up or drop off materials needed for work.

Supervisors or facility managers are reminded to consider installing physical barriers, signage, floor markings, etc. to manage physical distancing of people in and around the workplace. This includes consideration of any areas where there is interaction with the public, as well as hallways, shared work areas, and restrooms.

If feasible, public access or visitors to UC ANR locations should be limited. Meetings or services should be provided on-line if possible. Where in-person interaction is required, these should be scheduled if possible.

New Requirement: Visitors must also complete the [Visitor Clearance Survey](#) prior to entry. For these purposes, UC ANR volunteers should be considered “agents” of the University and may continue to have limited access to UC ANR facilities as needed to maintain operations or programs, provided they are trained and abide by UC ANR’s Safety Standards. Note: allowing members of the public access to your location beyond reception areas will compel enhanced use of face coverings, regardless of whether anyone from the public is present at the time—see Required Use of Face Coverings.

LIMIT SHARING

There are no changes to previous protocols in this area. The UC ANR Location Safety Plan includes guidance and protocols to limit shared equipment or work tools, or disinfect office equipment, laboratory equipment or field work tools that must be shared among employees. This also applies to volunteer activities or educational programming. Supplies for disinfecting workspaces and shared equipment have been provided to UC ANR locations. For assistance with obtaining supplies, contact UC ANR [Facilities Planning & Management](#) or [Risk & Safety Services](#).

HOUSING UNDER THE AUTHORITY OF IHE

This section is not applicable for UC ANR Locations. UC ANR does not operate congregate living spaces similar to campus housing.

TRAIN STAFF & STUDENTS

The UC ANR Location Safety Plan includes training for staff, volunteers, etc. on awareness of COVID-19 and UC ANR’s Safety Standards. This training was accomplished by review of the notes for [UC ANR COVID-19 Awareness](#) and [UC ANR COVID-19 Mitigation Standards](#), as well as any location-specific measures to protect employees. Training has been documented using an online [employee training documentation survey](#) or documented by the location.

New Requirement: UC ANR locations must provide copies of any local training records to UC ANR Risk & Safety Services, by e-mailing to ehs@ucanr.edu.

UC ANR supervisors or Safety Coordinators must also provide this Modified Stage 2 Safety Standards for Resuming In-person Activity, Addendum #2 to employees or volunteers who are working in-person (whether onsite or off-site) on behalf of UC ANR programs.

CHECK FOR SIGNS AND SYMPTOMS

The UC ANR Location Safety Plan includes a requirement that all employees or volunteers who are working onsite must complete the UC ANR Clearance to Work Survey daily - either via an online survey link that is e-mailed to the employee each day or by using the “offline/paper” form and reporting the results to their supervisor.

New Requirement: additionally, in compliance with UC Symptom Screening Task Force Recommendations, all visitors to UC ANR locations must complete the [Visitor Clearance Survey](#) before coming onsite. The [Visitor Clearance Survey Instructions](#) provides additional details. Survey results are managed to protect the privacy of the employee, volunteer, or visitor.

PLAN FOR WHEN A STAFF MEMBER, STUDENT OR VISITOR BECOMES SICK

There are no changes in this area. The UC ANR Location Safety Plan includes a protocol for [reporting suspected or confirmed COVID-19 diagnoses or exposures](#) to UC ANR administration. When those reports are received, staff from ANR’s Human Resources and Risk & Safety Services offices coordinate the investigation, communication, and other follow-up actions as necessary. This includes implementing [cleaning and disinfection protocols](#), reporting to the [local public health office](#), and informing potential contacts of the need to [self-quarantine](#), in compliance with CDC guidance.

MAINTAIN HEALTHY OPERATIONS

All UC ANR locations must continue to implement Stage 2 mitigation measures for any in-person activities (whether in the office or at outdoor locations). Regardless of county status, UC ANR employees and volunteers who can still work/engage remotely, should continue to do so until UC ANR advises it is appropriate to return to in-person operations.

UC ANR employees and volunteers (acting as agents of the University), that have been approved to resume in-person work (indoors or outdoors) must, at a minimum, continue to 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 **or (new requirement) when working in an office where the public is allowed to enter, even if the public is not present at the time.**
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.

UC ANR’s Emergency Response Team is monitoring state and local guidance related to what activities or events may be allowed and will adjust its statewide and local policies as needed. The ERT also considers local office’s requests for review of proposed activities to ensure compliance with state, local, and UC standards.

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The Location Safety Plans include a requirement that employees are instructed to avoid non-essential travel outside of their designated County/ies.

Designated COVID-19 Point of Contact: the Director of each location is responsible for implementation of the Location Safety Plan and is the local Point of Contact for COVID-19 concerns. Statewide, the Director of Risk & Safety Services is the Point of Contact for COVID-19 concerns and implementation of safety standards.

UC ANR maintains communication with employees, volunteers, and other stakeholders statewide through various means, including, frequent ANR Update email/online newsletters, weekly Zoom meetings with facility Directors, periodic e-mails with Safety Coordinators, and monthly Town Hall meetings.

UC ANR has maintained frequent communication with employees concerning leave policies and the various leave options available related to COVID-19. [Jodi Rosenbaum](#) is UC ANR's disability and leave coordinator, and the primary point of contact for questions about COVID-19 related leave.

UC ANR has included volunteer-based programs, such as 4-H, Master Gardeners, and Master Food Preservers in its safety standards and their activities are included in site's Location Safety Plans.

Due to the geographic dispersal of UC ANR locations, and the wide variability of testing capacity statewide, it is not feasible to implement routine testing of asymptomatic staff at this time. Staff who report symptoms or potential exposures are referred to local testing centers or their medical provider for evaluation and/or testing.

CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

There are no changes to previous protocols in this area. UC ANR consults with local public health offices for any positive COVID-19 cases that involve employees who are working in-person and adheres to any public health guidance. Absent any specific guidance from public health, UC ANR investigates to identify close contacts and uses CDC's guidance for COVID-19 infected persons (isolation at home for 10 days) and guidance after close contact (quarantine at home for at least 14 days). This could result in temporary closure of all or portions of an office or work location, as employees quarantine. UC ANR's Emergency Response Team can order a location to close, if necessary, based on identified illness(es) or potential exposure.

ATHLETICS, INCLUDING CLEANING PROTOCOLS, SCREENINGS, AND TRAVEL FOR COMPETITIONS

Not applicable – UCANR does not have collegiate athletics programs.

SUMMARY AND CONTACT INFORMATION

UC ANR's safety standards are modified as outlined in this document, based on the state's guidance for Institutes of Higher Education. These safety standards may continue to 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 further modification of stay-at-home orders, or if there is a site-specific exposure or other operational concern that may require a temporary closure.

Questions or requests for clarification of these Modified Stage 2 Safety Standards should be submitted to [Brian Oatman](#), UC ANR Risk & Safety Services for review and approval by ANR's Emergency Response Team (ERT).