

COVID-19 Phase 2 Information

University of California Agriculture and Natural Resources (UC ANR) has moved into phase two of its reopening plan. **At this time, no one (including staff, volunteers, and the public) is allowed to engage in- person meetings or programs without approval from the UCCE County Director.**

5 Basic Mitigation Protocols

- ✓ Do not come to work or participate in any in-person ANR activities if you are sick or have COVID-19 symptoms (*fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea*) or if you or someone you have been in contact with is diagnosed with COVID-19.
- ✓ Maintain six feet of distance between people at all times.
- ✓ Wear face coverings (cloth or paper masks, cloth bandanas, etc.) when six feet of separation between people cannot be maintained, **or when working in an office where the public is allowed to enter, even if the public is not present at the time (*new*)**.
- ✓ No group meetings/gatherings/events with more than 10 persons.
- ✓ Maintain sanitary practices – frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer.

UC ANR has implemented [5 basic mitigation protocols](#) above that must be followed for all activities. These protocols are minimum standards for conducting programs and activities – your UCCE county office may have requirements that are stricter and must be followed. These protocols and any additional local procedures are detailed in your UCCE county office’s Location Safety Plan and [UC ANR Safety Standards for Resuming In-Person Activity \(Stage 2\) and subsequent Addendums](#).

COVID 19 Phase 2 – Steps Required to Begin Limited In-Person Activities

The following steps must be completed by staff in order to resume limited in-person CalFresh Healthy Living, UC or Expanded Food and Nutrition Education Program (EFNEP) meetings, programs, or activities **only in counties where approved by the UCCE County Director**. Corrective actions may be taken if staff host or participate in any unauthorized in-person activities.

1. Each nutrition staff member will be provided a copy of the local UCCE office Stage 2 Safety Plan outlining specific office requirements that must be adhered to while in the office and 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.
2. All employees authorized for in-person activity must receive training on UC ANR’s safety standards for in-person activity under Stage 2.
 - a) Must understand and follow the UC ANR [COVID-19 Awareness Note](#).
 - b) Must understand and follow the UC ANR [COVID-19 Prevention Note](#).
 - c) Must be prepared to implement the 5 basic mitigation protocols listed above, including measures to encourage participants to stay home when they are sick or symptomatic, ensure distance between volunteers and/or members, use of face coverings, limiting the number of people, and maintaining hygienic practices.
 - d) Must understand, agree to, and follow any specific guidance or safety protocols provided by the UCCE county office.
 - e) Training and understanding of #a-d must be documented using the [Employee training documentation survey](#) or other local training records.
 - f) Must receive approval from the UCCE County Director prior to in-person activities.

GENERAL

Staff COVID-19 Symptom Screening

- ✓ 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.**
 - The online version of the survey (accessed by a unique daily email link to each employee identified by the County Director in advance) is the preferred screening method.
 - In order to receive the daily survey email, an employee's name and email must be submitted using the following link: [Daily Email Contact Sheet](#). Use this form to list employees who will be working in-person and need to take the daily employee survey.
 - In some cases, if the online survey is inaccessible or not feasible, a paper or pdf version of the [ANR Clearance to Work Survey](#) may be used. To avoid creating a record of someone's private information, each staff should go through the survey themselves and **only share the result**, i.e. Stay Home or Cleared to Work.
 - **Any staff person going to or working from a UC ANR office must adhere to the individual office safety plans and local procedures.**

Staff Daily Contact Log

- ✓ Each staff working onsite or engaged in offsite programming (other than telecommute) must maintain a daily log of all in-person contacts (within six feet for 10 minutes or more) during the workday even if wearing a mask.
- ✓ Each daily log must be maintained for 15 days in a secure location maintained by the employee or preferred local UCCE county office method. If no COVID cases were reported, the log should be destroyed by shredding to protect personal information.
- ✓ Cooperate and assist with contact tracing personnel (from the local public health department) for any positive test cases or exposures associated with UC ANR employees or Program Participants.

Cleaning and Disinfection of Workspaces and Equipment

- ✓ In most cases, staff will be responsible for **disinfecting their own work surfaces, equipment, and teaching materials.** This includes such items as curriculum kits, visual aids, tablets and laptops, and storage containers. Cleaning supplies will be provided to staff per Administrative Safety Plan. If teaching kits are disbursed to teachers, staff will be responsible for arranging contact free delivery to the teacher. If contact is to happen, staff must wear masks and remain 6 feet away from any teacher. If the kit is returned to staff, it must be done with little to no contact (following safety guidelines), left in a safe place for forty-eight (48) hours and then completely disinfected before being re-packed or re-distributed. (See **MATERIALS DISTRIBUTION**)

CLASSES

Nutrition programs will follow state, county, and school district guidance for allowing outside partners to participate in classroom indoor or outdoor activities. Based on current state guidelines for schools and Institutes of Higher Education, indoor classes are **not allowed** when a County is listed as "Widespread" Risk Level (Purple Tier) on the state's 4-Tier Blueprint for a Safer Economy. See <https://covid19.ca.gov/safer-economy/> to understand the various tiers and each County's assigned risk level. Questions of personal safety should be addressed with the guidance of each employee's supervisor, County Director, the Statewide Program and UC ANR EH&S.

Youth

If allowed to teach in-person:

- ✓ Educators will always wear a mask.
- ✓ Educators make request to school/ agency contact beforehand that youth wear masks (schools should be providing masks).
- ✓ Educators should bring extra masks.
- ✓ Wash hands frequently and sanitize teaching surfaces and materials before and after each class.
- ✓ Educators will only interface with one group of students per day to minimize exposure to multiple groups of a **maximum of 10 people including the educator.**

- ✓ When possible, classes will be conducted outdoors in small groups of a **maximum of 10 people including the educator** with 6 foot social distancing and masks.
- ✓ Class sizes will be limited to **maximum of 10 people including the educator** and maintain 6-foot distance and masks.
- ✓ Educator will coordinate with site contact to determine maximum class size based on classroom space available.

Nutrition programs will also be offering distance learning lessons and materials to participating teachers and extenders in place of in-person lesson delivery.

Adults/seniors

If allowed to teach in-person:

- ✓ Educators will always wear mask.
- ✓ Educators make request to school/ agency contact beforehand that participants wear masks.
- ✓ Educators should bring extra masks.
- ✓ Wash hands frequently and sanitize teaching surfaces and materials before and after each class. Educators will only interface with one group of participants per day to minimize exposure to multiple groups of a **maximum of 10 people including the educator**.
- ✓ When possible, classes will be conducted outdoors in small groups of a **maximum of 10 people including the educator** with 6 foot social distancing and masks.
- ✓ Class sizes will be limited to **maximum of 10 people including the educator** and maintain 6-foot distance and masks.
- ✓ Educator will coordinate with site contact to determine maximum class size based on classroom space available.

Nutrition programs will also be offering distance learning lessons and materials to interested participants in place of in-person lesson delivery.

SCHOOL GARDENS AND PLANT DISTRIBUTION

If an educator is working at a school garden:

- ✓ Must receive advanced permission from the site supervisor and County Director as well as follow the more restrictive safety guidelines.
- ✓ Wear a mask and maintain social distancing.
- ✓ While students are not on campus, staff can work on garden maintenance: watering, weeding, planting and harvesting.
- ✓ Once in-person school commences, staff will be allowed to work in the garden with students maintaining groups of a total of a **maximum of 10 people including the educator**.

Staff that are engaged in garden material distribution will:

- ✓ Follow all safety protocols:
 - Wear masks,
 - Maintain social distancing
 - Use the Daily Contact Log to document any individuals they are in contact with less than 6 feet and more than 10 minutes.

MATERIAL DISTRIBUTION

Material Drop off:

- ✓ Contact person at site to ensure they are available to receive the materials you will be dropping off, and confirm the drop-off location.
- ✓ Complete the UC ANR Work Survey, communicate with CFHL, UCCE team and/or office manager prior to arriving at the office. Complete the Employee Daily Record form if working in the office or field and keep on record. (See section **Staff COVID-19 Symptom Screening** above)
- ✓ Pick up materials from the UCCE office (wearing a mask on-site) and drive to approved site.
- ✓ Drop off materials outside of the approved site as arranged, similar to a delivery package. Educators will wear a facemask and practice 6-foot social distancing measures.

Material Pick-up:

- ✓ Retrieve the materials from outside the building wearing gloves and a mask. Gloves are to be disposed once the materials are placed in the car. Continue to wear a mask as appropriate to maintain social distancing protocols.
- ✓ Drive materials back to the office and follow UCCE office procedure for drop-off.
- ✓ Put on new gloves and return the materials to a secure area for sanitization (paper goods, plants etc. need not be sanitized).
- ✓ Where possible, materials with hard surfaces are to be sanitized outdoors, with disinfectant, and wearing gloves, before going to a new site.
- ✓ Returned materials need to be labeled with school site name and the date it was returned. Consider utilizing a Check-in/ Check-out Google Form. Should there be a Covid-19 case at one of the sites, we can track which materials that may have been contaminated.
- ✓ Once finished with handling retrieved materials, gloves are to be disposed of and high-touch surfaces disinfected (car hatch lever, office handle, backdoor, doorknobs and all light switches).
- ✓ Materials should remain untouched for 48 hours to “decontaminate” and allow enough time, should a child become ill, for staff to be notified.
- ✓ Teacher extenders should be advised to keep items that cannot be adequately sanitized. If items are returned, dispose of them while sanitizing kit (for example: extra play-dough or tissue paper scraps).

OTHER CONSIDERATIONS

- ✓ No in-person food tastings or food preparation lessons will be provided by CFHL, UCCE staff at this time. Virtual food demos are available using approved content (see [Approved Recipe Videos](#)).
- ✓ Teacher/extender training and technical assistance can be completed in-person outdoors (wearing a mask, 6 feet apart), Zoom conferencing or phone call, as appropriate and necessary for curriculum fidelity.
- ✓ Suggestions will be included on how to adapt activities to: abide by CDE childcare guidelines (no physical touching of children in a game of tag) and school guidelines (specific number of children in a physical classroom at a time with no shared resources). Additional curricula materials may be provided to each site as requested and necessary to complete lesson objective.
- ✓ Staff are responsible for wiping down surfaces and door handles (inside and out) before and after using a shared vehicle if allowed at the local UCCE county office. Vehicle use and cleaning should be logged on checklist located in vehicle.
- ✓ 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.

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

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