
UC AGRICULTURE AND NATURAL RESOURCES REOPENING GUIDELINES

EFFECTIVE JULY 1, 2021

DISTRIBUTED: JUNE 15, 2021

TABLE OF CONTENTS

	PAGE
UC ANR JULY 1, 2021 REOPENING GUIDELINES SUMMARY	2
▪ California’s Roadmap for Full Reopening	2
▪ UC ANR’s Basic Reopening Assumptions	2
UC COVID-19 VACCINATION PROGRAM POLICY	3
UC ANR REVISED COVID-19 SAFETY STANDARDS	3
▪ Symptom/Exposure Monitoring and Contact Tracing	3
▪ Revised Mask / PPE Protocols	4
▪ Hazard Assessment, Cleaning & Ventilation Protocols	5
▪ Travel Guidance	5
▪ COVID-19 Prevention Plan, Employee Communications & Training	5
FLEXIBLE WORK AGREEMENTS	6
REFERENCE MATERIALS & UC ANR REOPENING GUIDELINES LINKS	7

UC ANR REOPENING GUIDELINES SUMMARY

CALIFORNIA'S ROADMAP FOR FULL REOPENING

California has been under a statewide stay-at-home order since March 19, 2020. UC ANR, along with every other UC location, implemented protocols to protect the health and safety of our employees, volunteers, program participants and our communities. California is now preparing to get back to normal. On June 15, 2021, California is expected to fully reopen and capacity and distancing restrictions will be lifted for most businesses and activities. The county tier system based on the [Blueprint for a Safer Economy](#) will no longer be in effect, to be replaced by a streamlined set of public health guidelines for [Beyond the Blueprint](#).

However, all workplaces must follow the Cal/OSHA COVID-19 Emergency Temporary Standards (ETS), which were adopted last fall. It is anticipated that a new ETS will be considered by the Cal/OSHA Standards Board on June 17, 2021 and will take effect before July 1. The safety standards summarized in these guidelines presume that the latest of the ETS will be adopted and in effect for ANR's Reopening. We recognize this may cause confusion due to differences from public health guidelines, but we are obliged to follow these standards until they are amended/lifted by Cal/OSHA.

It also must be noted that state and local public health orders, regulatory standards, and UC policies continue to change to keep up with the current status of the pandemic and the latest science on how to prevent the spread of disease. In the coming weeks and months, these guidelines will be revised as necessary to keep up with changes.

UC ANR'S BASIC REOPENING ASSUMPTIONS

1. **All UC ANR locations are preparing to fully reopen effective July 1, 2021.**
2. We assume a gradual return to operations at ANR workplaces. It is possible that not all employees will return at once (due to extenuating personal circumstances) and many employees may continue some level of remote work long-term, if approved by their supervisors.
3. The UC COVID-19 Vaccination Program Policy, once published, will likely mandate that all employees and certain volunteers working at UC Facilities be vaccinated and submit proof of vaccination. UC ANR will begin collecting vaccine status from all employees via mandatory survey on June 14, 2021.
4. Each location must update its [COVID-19 Prevention Plan](#) to include current Cal/OSHA requirements. The Plan shall 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.
5. UC ANR's Reopening Guidelines will be updated as more information from UC, CDPH and Cal/OSHA become available.
6. Should local policies or health orders be stricter than UC/UC ANR reopening guidelines, local guidelines shall prevail.
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 regarding any of the protocols or guidelines outlined within this document should be directed as follows:

UC Vaccination Program Policy (or local vaccination policies): [David Ritz](#), Disability Services Coordinator
COVID-19 Safety Standards or COVID-19 Prevention Plan: [Brian Oatman](#), Risk & Safety Services Director
Flexible Work Agreements: [Bethanie Brown](#), Human Resources Executive Director

UC COVID-19 VACCINATION PROGRAM POLICY

In February 2021, President Michael Drake approved an [interim COVID-19 Vaccination Program Policy](#) designed to protect the health and safety of the University community, including patients and faculty, staff, trainees, and others who work or train in any of the University's locations. A revised [draft policy](#) was circulated for stakeholder review in May 2021.

This policy, once fully approved, will require all University of California personnel, students, and certain trainees working or learning on-site to be fully vaccinated for SARS-CoV-2. With limited exceptions, employees who are not fully vaccinated will not be allowed access to UC facilities. Additional information will be provided once the final UC COVID-19 Vaccination Policy is approved. "Fully vaccinated" means the employee has provided UC ANR with documentation that they have received both doses of a two-dose vaccine, or one dose of a single-dose vaccine and at least 14 days have elapsed since the final dose.

UC ANR will begin collecting vaccine status from all employees via [mandatory survey](#) on June 14, 2021. All employees must complete the survey no later than July 15, 2021.

Employees or supervisors must not ask the vaccination status of others. This information will be collected in compliance with UC's COVID Vaccination Program Policy, in a secure manner and the information will be kept private. The employee vaccination status information will only be accessible to certain personnel in Human Resources, Risk & Safety Services, or supervisors as needed to ensure compliance with the UC policy and the Cal/OSHA ETS and as needed to respond to COVID-19 cases in the workplace.

Information about the UC COVID-19 Vaccination Policy, COVID-19 vaccines, how to find a vaccine clinic and schedule an appointment, plus additional vaccine educational information may be found on the [UC ANR COVID-19 Vaccine webpage](#).

UC ANR REVISED COVID-19 SAFETY STANDARDS

UC ANR will use the following safety standards to reduce the spread of COVID-19 while allowing on-site work, research, and programming. The following revised universal mitigation measures are applicable to all UC ANR locations and programs. For more information, please review the UC ANR [COVID-19 Reopening website](#).

SYMPTOM/EXPOSURE MONITORING AND CONTACT TRACING

1. To ensure the health and safety of our employees, volunteers, participants and communities, UC ANR will continue to require that each UC ANR employee who are working in-person (at an office, REC, field site, or in the community) complete a Clearance to Work Survey each day before coming to work. Surveys are available in English and Spanish and are accessed by a unique website link that is emailed

to employees each day. UC ANR Directors or their designee must submit an updated [In-Person Employee Roster](#) to [Brian Oatman](#), listing the employees who are working onsite and need to receive the Clearance to Work Survey. Employees who cannot access the online survey or who only come to the office infrequently may complete a [pdf version](#) of the survey. Volunteers or visitors who will be in a UC ANR office for an extended period of time must complete a clearance survey on site.

2. 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.
 - a. Anyone who tests positive for COVID-19 (including those fully vaccinated) must be excluded from the workplace for at least 10 days (or longer if symptoms persist). Employees or volunteers exhibiting obvious symptoms of illness may be sent home after consultation by their supervisor
3. Each location must continue to track daily employee attendance and log all volunteers and visitors (name and contact information) who are onsite and in close contact with other people for more than 15 minutes. A daily sign-in sheet template for employees, volunteers and all visitors is available here [Sample Daily Attendance and Visitor Log](#).
4. Each employee working onsite or engaged in offsite programming (other than telecommute) should be mindful of their close contacts (within six feet for 15 minutes or more) while at work, in case information is needed for contact tracing. Employees may use the optional [Daily Close Contact Log](#) to record close contacts.
5. Employees who test positive or are diagnosed with COVID-19 must report this information, using UC ANR's established reporting and response [protocol for reporting suspected or confirmed COVID-19 diagnoses or exposures](#). *In the event of a positive COVID-19 case in the workplace, UC ANR Risk & Safety will provide additional direction and communication.*

REVISED MASK / PPE PROTOCOLS

Until Cal/OSHA adopts revisions to the ETS, employees must continue to wear masks indoors at work and outdoors when within 6 feet of others.

It is anticipated that Cal/OSHA will revise the current standard on June 17, 2021 and the following mask requirements will be effective no later than June 28, 2021.

Employees who are fully vaccinated do not need to wear a mask at work, unless they are working in a setting where masks are still required by public health orders, such as on public transit or in schools or other youth settings. See [CDPH mask guidance](#).

All employees who are not fully vaccinated are required to wear face-coverings indoors, with the following exceptions.

- When an employee is alone in a room, they may remove their mask
- While eating and drinking at the workplace, masks may be removed, provided employees are at least six feet apart
- Employees who cannot wear face coverings due to a medical or mental health condition or disability are excepted from this mask requirement

See the UC ANR [Mask Protocol](#) for more information. Note: UC ANR employees should not enforce or confront their colleagues about compliance with mask protocols but should, instead, bring their concerns to their supervisors.

N95 Respirators for Voluntary Use - Beginning no later than June 28, 2021, UC ANR workplaces and supervisors will provide N95 respirators upon request for voluntary use by employees who have not been fully vaccinated and who are working indoors or in vehicles with other persons.

Employees who voluntarily use N95 respirators must complete the following training and documentation:

- Online UC ANR [Voluntary N95 Respirator Training](#).
- Notify ANR Risk & Safety via the [Voluntary N95 Respirator Registration](#) survey
- Notify the local safety coordinator or superintendent of their N95 use (specify the model of N95 respirator and instances where the respirator will be used)
- Receive a copy of the Cal/OSHA-mandated voluntary use document ([8CCR5144 App D \(voluntary N95 use\)](#) - "Information for Employees Using Respirators When Not Required Under the Standard")

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.

HAZARD ASSESSMENT, CLEANING & VENTILATION PROTOCOLS

1. Supervisors must assess UC ANR workplaces for activities, areas, interactions, or materials that could potentially expose employees to COVID-19 hazards.
2. Frequently clean and disinfect workspaces and equipment in compliance with [CDC cleaning procedures](#), wash hands often, and use hand sanitizer. Locations must ensure that adequate supplies are available for cleaning and disinfecting.
3. Building ventilation systems must be assessed and modified, where feasible, to increase the amount of fresh air and increase filtration. Where it is not feasible to make modifications to the building ventilation system, portable air filters may be used. See [UCANR COVID-19 Ventilation Protocols](#).

TRAVEL GUIDANCE

1. UCOP has issued updated guidance for UC travelers, replacing previous directives and aligning with CDC Travel Guidance for COVID-19. Based on the current guidance, UC ANR advises all employees to avoid non-essential work-related travel out of state at this time. If you are unsure whether work-related travel is essential, consult your supervisor or unit director. Unvaccinated employees who travel for work may need to quarantine and be tested before and after travel. More information for UC ANR travelers can be found on our [COVID-19 Travel Guidance webpage](#), which will maintain links to current CDC and CDPH guidance and advisories for travelers.
2. Employees who have not been fully vaccinated for COVID-19 must wear a mask while they are in the vehicle with others. All employees must self-disinfect high-touch surfaces in UC ANR / County-owned vehicles before and after use. See [UC ANR Vehicle Safety Protocols](#).

COVID-19 PREVENTION PLAN, EMPLOYEE COMMUNICATIONS & TRAINING

1. Directors must update their location's [COVID-19 Prevention Plan \(CPP\)](#) and submit to [Brian Oatman](#), UC ANR Risk & Safety Services.
2. The Location CPP must still be reviewed monthly and revised as necessary. The monthly review should be documented on the CPP and reported using the survey at <http://ucanr.edu/covidplansurvey>
3. Copies of these [Reopening Guidelines](#) and your location's CPP 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 must complete the UC Online COVID-19 Prevention Training (instructions below).

Instructions for training:

- Go to: [UC Online COVID-19 Prevention Training](#)
- Click on “Training Materials”
- Enter name, email, and under “University or Institution” enter UC ANR
- Go through the training and complete the test. On the test, select “Agriculture & Natural Resources” for your campus or location, so the record is reported to UC ANR.

5. Additionally, employees should be provided and read the following information:

- a. [UC ANR Awareness of COVID-19](#) and [UC ANR COVID-19 Standards Summary](#)
- b. Any location-specific measures to protect employees, including the Location’s CPP.
- c. Instructions regarding how employees should communicate safety standards to all program volunteers & participants.

FLEXIBLE WORK AGREEMENTS

After more than a year of remote work and having had the opportunity to assess associated benefits, many UC ANR employees are increasingly seeking flexible work arrangements that would provide opportunities to (1) **work remotely** from home or another location within California that is outside of their official post of duty, and/or (2) **work flexible hours** that vary from the traditional “8 to 5.”

That said, the success of UC ANR’s research and extension work and related outcomes relies upon building and maintaining trusted relationships within our communities. The majority of UC ANR’s research and programmatic work takes place at our local offices or in public locations and is executed in-person. While we have found opportunities to make remote-work adjustments, many of which will change the way we deliver our work indefinitely, successfully delivering UC ANR’s research and extension mission still necessitates in-person connectivity

UC ANR is exploring ways to advance its goals, promote efficiency and help employees balance work and personal responsibilities through the use of flexible work schedules when possible. New [Flexible Work Guidelines](#) and a process to help managers and employees evaluate and approve individual positions for flexible work arrangements have been developed.

Those employees wishing to have a flexible work arrangement after UC ANR reopens on July 1, 2021, must have an approved Flexible Work Agreement on file with HR no later than September 30, 2021.

It is important for managers and employees to know that flexible work options are possibilities, not guarantees. Not all positions lend themselves to flexible work arrangements; moreover, agreements for flexible work can be modified or revoked in accordance with the programmatic and business needs of UC ANR.

UC ANR’s flexible work protocols are being implemented on a trial basis. UC ANR will routinely evaluate the Flexible Work Guidelines over the next 12 months to determine efficacy and may alter or rescind any or all of the posted protocols at any time.

For any questions regarding UC ANR’s Flexible Work Guidelines, contact humanresources@ucanr.edu.

REFERENCE MATERIALS

- CDPH: [Beyond the Blueprint](#)
- 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>
- CDPH: Ventilation Guidance: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Interim-Guidance-for-Ventilation-Filtration-and-Air-Quality-in-Indoor-Environments.aspx>
- 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 guidance for domestic travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

RELEVANT UC ANR REOPENING GUIDELINES LINKS

- [UC ANR Reopening Guidelines – Effective 7/1/2021](#)
- [COVID Vaccine Policy, Education Information and Links](#)
- [Location COVID-19 Prevention Plan](#)
- [Sample Roster of In-Person Employees](#) (for enrolling employees in online Clearance to Work Survey)
- [Employee Clearance to Work Survey](#) (pdf version)
- [Visitor Clearance Survey](#)
- [Sample Daily Attendance and Visitor Log](#)
- [Sample Daily Close Contact Log](#)
- [Protocol for reporting suspected or confirmed COVID-19 diagnoses or exposures](#)
- [Quarantine, Isolation and Return to Work Protocol](#)
- [COVID-19 Ventilation Guidelines](#)
- [Mask Protocol](#)
- [COVID-19 Travel Guidance](#)
- [Vehicle Safety Protocols](#)
- [UC Online COVID-19 Prevention Training](#)
- [COVID-19 Awareness](#)
- [COVID-19 Standards Summary](#)
- [Report a Hazard to UC ANR Risk & Safety](#)
- [Flexible Work Guidelines](#)
- [Flexible Work - Frequently Asked Questions](#)
- [Flexible Work - Decision Matrix](#)
- [Flexible Work Agreement Form](#)