

2801 Second Street, Davis, CA Building Safety Protocols (effective July 1, 2021)



Beginning July 1, 2021, the 2nd Street Building Hours will be Monday-Friday 7am to 6pm. The operating hours and days will be reassessed as conditions change.

To gain access to the building, three steps need to be completed for each employee:

1. Employee enrolled in daily Clearance to Work Survey
2. Employee's key fob activated
3. Employee completes UC Online COVID-19 Prevention Training

Unit Directors or Managers must submit a roster of employees who will need routine access to the building so they can be added to Survey and their key fob activated. The employee roster should be submitted to [Brian Oatman](#) by June 24 for access on July 1. After July 1, directors or managers may submit updates as needed, but please provide at least 2 days advance notice. Employees who need to enter the building only occasionally should follow this [2nd Street Building Access Protocol](#) for temporary access.

Once you have been granted access to the building, here is what you need to know about building operations. The following safety standards were developed to comply with state and local health orders, workplace safety standards, and UC policy.

Symptom Monitoring

- Employees who are coming onsite or working in-person at other UC sites, field sites, etc. must complete a survey to confirm they have no COVID-19 symptoms or recent exposures. The survey must be completed each day, before coming to the building. Employees who have been approved for routine access receive the online survey link via a daily email from "Clearance to Work <noreply@qemailserver.com>".
- Visitors or employees who only come to the office infrequently (once or twice a month or to pick up something) can use the offline survey found here: [ANR Employee Clearance to Work Survey](#). When using the pdf survey, users need only report their survey result – "Cleared to Work" or "Stay Home" to their supervisor or contact for accessing the building – it is not necessary to provide a copy of the entire survey.

Accessing the Building

- Only the main entrance (door 1) is currently used to enter the building. The key fobs are not activated to use any other doors.
- Employees or visitors should exit only by Doors 1 (main entrance) or 6 (south door).
- Employees must use their key fob to enter. Please do not let other employees into the building. In order to maintain an accurate log of who is in the building each day for potential contact tracing, each employee must swipe their fob to enter. Please, no “tailgating,” or following others into the building.
- Visitors are welcome (from other UC ANR locations, UC campuses, persons attending meetings in the building, or the general public). An intercom/doorbell system will be at the main entrance for visitors, and all visitors must sign in at the front desk. Visitors should be advised to schedule their visit to ensure the persons they want to meet will be at the building.
- At this time, the Valley Conference Rooms at the north end of building are not accessible from the exterior. The doors to the conference area foyer (Doors #2 and #3) should be used only as an emergency exit.
- Since building occupancy is reduced and work schedules vary, anyone entering must be prepared to disarm the alarm when they come in and activate the alarm when they leave. You are expected to check the building before leaving to see if you are the last one in the building and need to set the alarm. Do not assume that someone else will set the alarm after you.

Daily Attendance Log and Contact Logs

- Visitors or employees whose key fob is not active must sign in and sign out each day on the daily attendance log, located near the entrance.
- All employees should maintain a [daily close contact log](#) to document the people they come in close contact with throughout the day. This may be used for contact tracing in the event of a positive COVID-19 diagnosis. Close contact is defined as within 6 feet for 15 minutes or more over a 24-hr period.

Face Coverings/Masks

- Effective July 29, 2021, and in compliance with an [Order of Yolo County Public Health Officer](#), ALL persons are required to wear a mask while in the office. This will remain in effect until the health order is rescinded or revised.
- Mask requirements apply at all times indoors at Second Street, with the following limited exceptions,
 - Masks may be removed when working in private offices or workspaces.
 - Masks may be removed when eating in the breakroom, as long as 6-foot distance from other persons may be maintained.
- See the [UC ANR Mask Protocol](#) for more information.
- Employees may bring their own masks to use. Masks must be made of a tightly woven fabric or non-woven material, have at least two layers, have no visible holes or openings, and must cover the nose and mouth.
- Disposable paper masks and reusable cloth masks are available at the sign-in table near the main entrance, if you forget your mask.
- Employees should not enforce or confront their colleagues about compliance with mask protocols but should instead bring their concerns to their supervisors.

- N95 respirators are available from Risk & Safety Services upon request, for voluntary use by employees who have not been fully vaccinated and 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”)

Occupancy

- There is no longer reduced occupancy limits for the building.
- Maintaining physical distancing or physical barriers between employees is no longer required.
- In some cases, such as standing workstations that face other workstations, additional barriers may be requested to increase separation between employees.
- Please be considerate of other’s personal space when you are interacting with colleagues around the building.

Cleaning and Disinfecting

- The building is cleaned and surfaces disinfected during closure hours at night or prior to each workday.
- Enhanced cleaning/disinfection of restrooms, breakroom, and other high touch surfaces or areas occurs at least once during each workday.
- Employees should wash their hands frequently with soap and water.
- Hand sanitizer and disinfecting materials are available at multiple locations throughout the building.
- Personal sanitation kits are available at the sign-in table near the main entrance, to provide sanitizing spray, wipes, gloves, etc. Please use these throughout the day to keep your work surfaces and any office equipment that you touch disinfected.
- When using shared items such as copiers, mailroom resources, etc., please disinfect after touching by use of the adjacent cleaning supplies.
- Individual waste and recycling bins at desks have temporarily been removed. Centralized waste and recycling containers have been provided around the building. Employees are asked to take their waste and recycling to the central points periodically or at end of day.

Ventilation

The building’s ventilation systems have been assessed and modified, to increase the amount of fresh air, reduce recirculated air, verify filters are working properly, and operate for extended hours to increase filtering.

Restrooms

All restrooms in the building are open for use, with normal occupancy.

Breakroom and Amenities

- The breakroom is open without limitations on capacity or distancing required.
- The refrigerator and freezer are available for use with limited contact. Please use the plastic bins to store your food items. Please remove all items from the refrigerator/freezer by the end of each week.
- The ice machine, and coffee makers are available for use with no restrictions.
- Drinking fountains may be used only to refill personal water bottles.
- Outdoor tables and sitting areas are available to use.
- During lunch period (11-2) key fobs will work for Door #6 – at the south end of the building, along 2nd Street – to encourage easy access to outdoor seating areas.
- Disinfectant materials are available and employees are encouraged to wipe down tables or appliances that they use.

Conference/Meeting Rooms

Conference rooms have normal occupancy levels.

Valley Conference Rooms: The Valley Rooms may be scheduled through Program Support Unit (PSU). At this time, use of the Valley Rooms is limited to PSU-hosted meetings. Users/Hosts of meetings in the Valley Room are responsible to setup the space for their meeting, inform visitors of the building safety protocols, maintain accurate attendance for their meeting, wipe down high-touch surfaces (tables, chair arms, etc.) during the day or at the end of their meeting. Custodial services will clean the room and disinfect surfaces at the end of the day.

Other meeting rooms: Coast, Klamath, Sierra, Bay, and Modoc Rooms are scheduled using the online meeting room calendar. Quiet Rooms may be used for short, impromptu meetings.

Users of meeting rooms are responsible to wipe down table surfaces and other high-touch items (phones, etc.) at the beginning and end of each meeting or use of the space. Cleaning materials are provided in or adjacent to each of these spaces.

Printer/Copiers

All printers and copiers on the 1st and 2nd Floors are available for use. All employees are encouraged to wipe down shared equipment or surfaces that they use.

Mail and package receiving (USPS, campus mail, FedEx, UPS, etc.)

- The reception desk is staffed Monday-Friday, 8-5.
- USPS mail is delivered directly to 2801 Second Street.
- Campus mail is picked up several times each week on campus or delivery will resume soon.
- All mail will resume distribution to individual and department mailboxes on July 1.
- Shipping to the Second Street building address may resume. For shipping of equipment or materials, before shipping to Second Street, departments should consider where materials will be used or how they may need to be distributed to other employees who are not in the building.

Vehicles

- Fleet vehicles may still be available for your business use, if needed. Check the [vehicle reservation calendars](#) and review the [Vehicle Safety Standards](#) for additional COVID-19 safety requirements.

Training

- Employees who are working in the 2nd Street Building or working in-person in the field or community must complete the [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 we have a record of your completion.
- Employees are also encouraged to review the [UC ANR COVID-19 Awareness](#) note and [UC ANR COVID-19 Safety Standards](#) note.
- For more information, please review the [COVID-19 Location Safety Plan for 2801 Second Street](#).

UC COVID-19 Vaccination Policy

For the safety and well-being of the entire university community, UC is implementing a [COVID-19 Vaccination Program Policy](#). This policy will require, with few exceptions, that all students, faculty and staff be vaccinated against the COVID-19 virus or they will not be allowed onsite. The vaccination status of all UC ANR employees will be collected in compliance with UC’s COVID Vaccination Program Policy in a secure manner and the information will be kept private. Employees or supervisors must not ask the vaccination status of others. The employee vaccination status information will only be accessible to certain personnel in Human Resources, Risk & Safety Services, and 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. More information about the policy and how it will be implemented for UC ANR can be found on the website: http://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/COVID19Vaccines/

For questions or concerns about these protocols or building operations, please contact:

- Risk & Safety Services: Brian Oatman (baotman@ucanr.edu) or David Alamillo (daalamillo@ucanr.edu)
- Facilities Planning and Management: https://ucanr.edu/sites/TheNewANRBuilding/Ask_a_Question/