Roadmap for recovery

Every building space is unique, so each department must create a worksite plan that meets current public health guidelines before employees who've been working remotely may gradually return to campus — when appropriate and necessary. The purpose of this document is to outline criteria to assess for building compliance to COVID-19 mandates, guidelines, and safety readiness. Following initial building assessment and identification of required mitigations, facilities will not be re-opened for operations until all mitigations are met and a statement of attestation is executed.

Develop and Communicate your worksite plan:
1. Submit the worksite plan for review/approval to worksite@ucsc.edu
2. Share the worksite plan with all employees
3. Post the worksite plan at facility entrances

This worksite checklist is by no means exhaustive; many items are optional and may not apply to your particular organization. It was created to help you understand what will be required when your worksite operations resume and to provide a framework to help you think about all the necessary variables for adapting to this new normal. For more information on COVID-19 and how to complete this checklist, visit http://recovery.ucsc.edu/

CONTACT INFORMATION

Department/ Organization Name_____

Physical Address _____

Contact Name_____

Phone Number _____

Email Address_____

recovery.ucsc.edu

A. SIGNAGE

1. Post this worksite plan at each public entrance to this building.	❏ Yes	❏ No	❏ N/A
2. Post COVID-19 safety signage at each entrance (social distance 6', face cover required, symptom check).	❏ Yes	❏ No	❏ N/A
3. Post signage that defines pathways of travel in hallways and/or stairwells.	❏ Yes	❏ No	❏ N/A
4. Post signage that advises of single occupancy only for ALL restrooms, shower facilities and elevators.	❏ Yes	❏ No	❏ N/A
5. Post line spacing floor stickers for social distancing where the public gathers at any service counter.	❏ Yes	❏ No	❏ N/A
6. Post signage to clean any shared use copiers, tools, or instruments.	❏ Yes	❏ No	❏ N/A

B. BUILDING ACCESS

1. Develop floor plans that indicate:

a. Ingress and egress – arrows showing direction of travel for corridors, elevators and stairwells.	❏ Yes	❏ No	❏ N/A
b. Location of hand-washing and hand-sanitizer stations	❏ Yes	❏ No	❏ N/A
2. ADA Access – Ensure that no facility use decisions impact ADA accessibility. If they do, make and communicate accommodations in advance.	❏ Yes	❏ No	❏ N/A

C. MEASURES TO PROTECT EMPLOYEES

1. Direct employees who can carry out their work duties remotely to do so.	❏ Yes	❏ No	❏ N/A
2. Direct employees to complete return-to-workplace training.	❏ Yes	❏ No	❏ N/A
3. Direct employees to stay home if sick.	❏ Yes	❏ No	❏ N/A
4. Require daily symptom questionnaires before employees may enter the workspace.	❏ Yes	❏ No	❏ N/A
5. Require all employees to wear a face covering.	❏ Yes	❏ No	❏ N/A
6. Require employees to disinfect their personal workspace a minimum of two times per shift and supply the necessary cleaning product. Provide time for employees to implement cleaning practices. If cleaning is assigned to the worker, they must be compensated for that time.	❏ Yes	❏ No	❏ N/A
7. Instruct employees to bring a clean paper bag or thin plastic bag (unsealed) for storing face coverings during eating.	❏ Yes	❏ No	❏ N/A
8. Ensure designated eating areas have ample hand sanitizer and disinfectant. Provide signage to clean hands and surfaces before and after eating, to store face coverings in a clean bag while eating, and to keep six feet apart when masks are removed for eating.	❏ Yes	❏ No	❏ N/A
9. Provide disinfectants and cleaning supplies to serve your employees.	❏ Yes	❏ No	❏ N/A

10. Provide hand sanitizer effective against COVID-19 at every entrance/exit. ❏ Yes ❏ No ❏ N/A

11. Ensure soap and water are available in all restrooms, kitchen areas, and other hand washing stations. ❏ Yes ❏ No ❏ N/A

12. Distribute copies of the approved worksite plan to all employees. ❏ Yes ❏ No ❏ N/A

13. Assign a Supervisor, Department Safety Officer, or other manager to monitor areas and verify people are keeping six feet apart and wearing face coverings. ❏ Yes ❏ No ❏ N/A

14. Prevent people from sharing any items when possible (e.g. pens, phones, desks, etc.). Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface. ❏ Yes ❏ No ❏ N/A

D. SPACE MANAGEMENT

1. Classrooms: Confirm seating capacity to ensure 6 ft. distancing requirement. ❏ Yes ❏ No ❏ N/A

2. Research Labs: Confirm occupancy per actual square footage to ensure 6 ft. distancing requirement. ❏ Yes ❏ No ❏ N/A

3. Break Rooms/Kitchens: Define occupancy limits and post signage. Provide cleaning materials for disinfecting. ❏ Yes ❏ No ❏ N/A

4. Administrative Workspace: Confirm office space configuration to ensure 6 ft. distancing requirement. ❏ Yes ❏ No ❏ N/A

5. Isolation Space: Designate a holding room for symptomatic individuals who cannot immediately leave the workplace. This should room be empty of any other occupants and should not have any porous furniture or flooring (fabric). Note that after each use, the space will be locked for usage for 3 days for custodial to disinfect. ❏ Yes ❏ No ❏ N/A

   Room # of Isolation Space:_____

6. Common Areas: Block access to any large gathering or common areas such as break rooms, conference rooms, or kitchens. This can be accomplished by taping areas off, posting signage, and/or removing furniture. ❏ Yes ❏ No ❏ N/A

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E. FACILITIES

1. Establish custodial cleaning schedule for building.   ❏ Yes   ❏ No   ❏ N/A
2. Close and bag up all usable push button water fountains.   ❏ Yes   ❏ No   ❏ N/A
3. Hands free bottle filler stations may stay open for use.   ❏ Yes   ❏ No   ❏ N/A
4. Identify optimal approach for setting air handling system.   ❏ Yes   ❏ No   ❏ N/A
5. Identify locations where plexiglass barriers need to be installed (service counters, close proximity workstations, common use tables) and generate a work order for installation.   ❏ Yes   ❏ No   ❏ N/A
6. Provide disinfectants for any shared copiers, tools, or instruments.   ❏ Yes   ❏ No   ❏ N/A
7. Verify with Campus Fire Marshal that all Fire and Life Safety equipment is functional before re-opening the building.   ❏ Yes   ❏ No   ❏ N/A
8. Ensure that the building's water system has been flushed before re-opening.   ❏ Yes   ❏ No   ❏ N/A

F. MEASURES TO PREVENT UNNECESSARY CONTACT AND MAINTAIN SOCIAL DISTANCING

1. Prevent people from self-servicing any items that are food-related.
   a. All items are pre-packaged in sealed containers by dining services staff.   ❏ Yes   ❏ No   ❏ N/A
   b. Hand sanitizer is available at food serving areas.   ❏ Yes   ❏ No   ❏ N/A
2. Provide for contactless payment systems or sanitize payment systems regularly.   ❏ Yes   ❏ No   ❏ N/A
3. Ensure all automated doors are functional.   ❏ Yes   ❏ No   ❏ N/A
4. Reduce or discontinue non-essential travel and encourage video meetings instead of in-person meetings.   ❏ Yes   ❏ No   ❏ N/A

G. MEASURES TO INCREASE SANITIZATION

1. Ensure restrooms normally open to the public remain open to the public and well stocked with soap and hand drying options.   ❏ Yes   ❏ No   ❏ N/A
2. Provide disinfection supplies that are effective against COVID-19 at designated areas within the department.   ❏ Yes   ❏ No   ❏ N/A
3. Place hand sanitizer, soap and water, or effective disinfectants at or near the entrance of the facility, at checkout and reception counters, and anywhere else inside the facility or immediately outside where people have direct interactions.   ❏ Yes   ❏ No   ❏ N/A
4. Disinfect all payment portals, pens and styluses after each use.   ❏ Yes   ❏ No   ❏ N/A
5. Increase the frequency of disinfecting break rooms, bathrooms, common areas and high-contact surfaces (door handles, computer input devices, electronics devices, etc.).   ❏ Yes   ❏ No   ❏ N/A
6. Other optional measures (please describe)   ❏ Yes   ❏ No   ❏ N/A

CAMPUS CONTACTS

Security .... Jason Moore (jasmoore@ucsc.edu)
Signage... Dan Henderson (danhenderson@ucsc.edu)
Fire Prevention.. Nicholas Otis (notis@ucsc.edu)
Emergency Procedure Guidance .... Amanda Gullings (algullin@ucsc.edu)
Personal Protective Equipment and Disinfecting Supplies .... Lisa Wisser (lwisser@ucsc.edu)
Facilities (custodial, HVAC, plumbing, etc.) .... Jim Kari (jkari@ucsc.edu)

RESOURCES

COVID-19 Work Order Procedure

Cal/OSHA Guidance on Requirements to Protect Workers from COVID-19

CDC Guidance for Businesses and Employers

COVID-19 Daily Symptom Check

COVID-19 Protective Equipment and Supplies Request Process

COVID-19 Workplace Safety