University of California, Santa Cruz
COVID-19 RESUMPTION PLAN

VERSION: August 7, 2020
THE INFORMATION AND PLANS CONTAINED IN THIS DOCUMENT ADAPT AS
CONDITIONS CHANGE

UNIVERSITY OF CALIFORNIA SANTA CRUZ
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OVERVIEW.

During the outset of the COVID-19 pandemic and the unfolding public health emergency, UC Santa Cruz (UCSC) moved quickly and proactively to implement changes in instruction, research, housing, and a host of operational areas in order to support the health and well-being of the campus community and comply with state and local directives. The swift action allowed for the sustainability of instruction in a remote modality for spring and summer 2020.

This document outlines the planning and mitigations that are and will be undertaken to resume more in-person operations through summer, fall and beyond while we continue to evaluate the impact of COVID-19 on our campus community. This work has been undertaken within a Recovery and Resiliency Planning Structure. The plan includes a series of safeguards, spread reduction behaviors and contingency plans with a goal of optimizing the health and well-being of our campus and surrounding communities. Advancing well-being and resiliency will be dependent on shared awareness and collaborative efforts across the campus.

The approach taken is phased and flexible in order to expand and retract based on the evolving conditions of the pandemic, local, state and national guidance and directives, University requirements and the changing circumstances on campus.

This is a living document and will be updated as conditions change and new guidance is issued. At the time of the current plan version, the State of California remains in Stage 2 of its resilience roadmap. Approval of the Santa Cruz county attestation allowed the county to move forward to an extension of Stage 2. However, in late July the county was put on the state monitoring list, which resulted in various sectors having to close indoor operations.

The state roadmap explicitly states that "higher education (in person), except where supporting essential workforce activities, including but not limited to providing housing solutions, COVID-19 response, and training and instruction for the essential workforce" is not allowed to operate. The state has not yet published its criteria and industry specific guidelines for universities, and the recommendations of this plan are subject to change based on those criteria.

As we have facilities in several counties, the campus leadership and emergency management staff monitors COVID-19 public health orders and data for Santa Cruz, Santa Clara, and Monterey counties daily to track changes. In addition, the campus reviews Santa Cruz county forecasting models and monitors disease transmission, hospitalizations and limited hospital capacity data to track whether the county is out of compliance with required thresholds.

This plan is focused on in-person operational resumption and resiliency. There are companion plans that focus on topics of community, student and employee resilience, morale and leveraging opportunities for efficiency and expanded telework.

GUIDING PRINCIPLES

The following guiding principles frame in-person resumption planning efforts and decisions:

- The health and wellbeing of students, employees, visitors, and members of the broader community will be at the forefront of all planning and decisions;
- The institutional mission of teaching and research (regardless of method of instruction) will be prioritized;
- All activities and operational plans will comply with current governmental orders and guidance, including CDC Guidance for Higher Education Institutions, California Department of Public Health (CDPH), Santa Cruz County Public Health, Santa Clara Public Health, Monterey County Public Health Department, OSHA Guidance, American College Health Association Guidance, and EEOC Guidance. In addition, in-person resumption planning must comply with the University of California Consensus Standards for Operation of Campus;
- There will be clear policies and protocols for what is expected of community members and mechanisms in place to educate, promote and enforce compliance;
- Campus community members will be expected to embrace their social responsibility for each other by abiding by state and local orders and University policies and protocols.

PLAN OBJECTIVE

Using a phased approach, UCSC will resume on-site operations through the use of several prevention and mitigation strategies, including:

- Detailed risk assessments and site-specific protection plans
- Employee and student training on how to limit the spread of COVID-19, including personal hygiene, how to screen themselves for symptoms and stay home if they exhibit any COVID-19 symptoms or are not feeling well
- Individual control measures and testing, including asymptomatic and symptomatic testing
- Disinfecting and sanitizing protocols
- Physical distancing guidelines

APPLICABILITY

The in-person resumption plan is applicable to all UCSC owned, leased and operated properties including:

- Residential Campus (main campus)
- Westside Research Park Campus (2300 Delaware)
- Coastal Science Campus
- Scotts Valley Center
- Silicon Valley Center
- Mt. Hamilton/UCO Lick
- All other teaching and research locations including campus reserves

FOUNDATIONS FOR PUBLIC HEALTH

Substantial planning and actions will be taken to physically prepare facilities for a return to on-site operations. Underpinning our preparedness is the expectation that campus community members will abide by state, local, and University requirements and actively and consistently integrate the following into their personal health habits:

- Wash hands frequently and thoroughly
- Maintain physical distancing in all circumstances
- Wear face coverings per CDC, CDPH, and campus guidelines
- Participate in the daily "Symptom Check" protocol and any other monitoring requirements that the campus establishes
- Stay home if they do not feel well

COMPLIANCE AND REGULATORY REQUIREMENTS

UCSC will actively monitor and adhere to applicable pandemic recovery mandates and guidelines provided by various entities, including but not limited to: the Governor's Office, California Department of Public Health (CDPH), Santa Cruz County Public Health, Santa Clara County Public Health, Monterey County Public Health, Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and the Department of Higher Education. Associated regulatory activity may observe requirements or guidance by HIPPA, FERPA, and the California Labor and Workforce Development Agency.

COMPLIANCE WITH THE UNIVERSITY OF CALIFORNIA CONSENSUS STANDARDS

All UCSC resumption planning will conform with the University of California Consensus Standards. These standards are informed by and intended to be consistent with orders and directives issued by federal, state, and local agencies with jurisdiction, as well as the principles adopted by The Regents at the Board's May 20, 2020 meeting.

1. UC Consensus Standard: Plans will comply with applicable state and local orders and directives.
2. UC Consensus Standard: Plans will identify metrics or indicators for prudently increasing (and decreasing) in-person/on-site activities as local circumstances dictate, utilizing a phased approach. The capacity of on-campus, sister campus, or other community-based health systems supporting the University location to handle surges without resorting to crisis standards of care should be among the relevant indicators.
3. UC Consensus Standard: Campus locations will perform detailed risk assessments and implement site-specific protection plans; these will be updated if and as appropriate in response to identified work-related transmission. They should designate a responsible official or office to respond to COVID-19 concerns or utilize existing infrastructure (e.g., local hotlines) to address this need.
4. UC Consensus Standard: Plans will include provisions for screening individuals

entering University-owned or operated facilities, arranging for clinical tests of any students, faculty, or staff who exhibit symptoms consistent with COVID-19, and investigating any COVID-19 illness to determine if conditions should be altered to further mitigate risks, and identify other University-affiliated people who may have been in close contact. Testing and contact tracing may be performed by the campus, a sister campus, local health officials, or other community resources.

5. UC Consensus Standard: Plans will address housing density for different types of campus-owned and operated housing and adjustments to common areas, assure appropriate training and PPE for resident assistants and other housing staff, and identify on-site or off-site options for isolation of those students who live in on-campus housing and are diagnosed with COVID-19, as well as quarantine for those who are identified as close contacts of COVID-19 positive individuals.

6. UC Consensus Standard: Plans will require adoption, implementation, and education on individual risk reduction measures including at least hand hygiene, universal face covering and physical distancing, as appropriate, consistent with applicable orders and directives, and influenza vaccination. Plans should consider how best to adapt facilities and operations as relevant guidance evolves to facilitate physical distancing and otherwise mitigate the risk of transmission.

7. UC Consensus Standard: Plans will include measures to reasonably address students, faculty, and staff who provide appropriate documentation that they are at increased risk for severe illness in the event they contract COVID-19.

8. UC Consensus Standard: Plans will address access to campus or to individual facilities by non-affiliates who are not performing essential work.

9. UC Consensus Standard: Plans will address any special safety measures necessary to resume operations in buildings that have been shuttered for a prolonged period; and include measures to procure adequate equipment and supplies (including personal protective equipment) and to retain and properly equip adequate staff to undertake in-person/on-site operations at sites where appropriate adaptations have been made to reduce risk. Plans will include measures to properly clean and disinfect facilities and equipment, particularly those that may be shared, and otherwise reduce the chances of exposure to COVID-19.

10. UC Consensus Standard: Plans will be publicly posted. They will include provisions to educate students, faculty, staff, and non-affiliates permitted on site about COVID-19 and how to reduce its spread. Other modes of communication designed to apprise stakeholders – including those with limited English proficiency – of the measures adopted locally and any adjustments as they are made should be considered.

CAMPUS PLANNING FRAMEWORK

There are five general phases to campus COVID-19 operating status [see appendix]. They align with the stages of the California Resilience Roadmap. The specifics and timing of the campus phases are subject to change as adjustments are made at the county and state level. UC Santa Cruz is currently in Phase 3 of our campus plan for resuming in-person operations. At this point, all activities that can be carried out remotely will continue to operate in that modality.

PRIORITIES FOR ON-SITE RESUMPTION OF PROGRAMS AND OPERATIONS

Decisions as to which units and cohorts return in-person and the timing of such return will be dependent upon many aspects of analyses and be determined by principal officers, in conjunction with Risk and Safety Services. This will occur unit-by-unit in order to reduce exposure to, and slow the spread of, COVID-19. No programs or staff are allowed to resume in-person operations without prior approval.

As restrictions on various activities are lifted via State and County Orders, and taking into account the specific directives accompanying such allowance, a process of review takes place with relevant Principal Officers and the Operations Recovery and Resiliency Work Group, chaired by the Associate Vice Chancellor for Risk and Safety Services. Operations and educational programs that require in-person, on-site operations will be prioritized over those operations, employees and services that may continue to operate remotely. Program priorities will be those that support the on-site instruction that has been approved to take place, approved campus research activities, and on-campus housing. Service support priorities will be emergency services, facilities and dining.

REQUIREMENTS FOR ON-SITE RESUMPTION OF PROGRAMS AND OPERATIONS

The campus will need to ensure that any function that returns to an in-person, on-site modality meets the University's Consensus standards, applicable health and safety directives, and the five elements that the state has laid out for opening of services. The state roadmap dictates that before resuming in-person onsite operations, organizations must:
- Perform a detailed risk assessment and implement a site-specific protection plan
- Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
- Implement individual control measures and screenings
- Implement disinfecting protocols
- Implement physical distancing guidelines

APPROVAL PROCESS FOR ON-SITE PROGRAM RESUMPTION

Operations requesting review will go through a detailed process.

 The approval workflow has four major elements:

1. Solicit and confirm eligibility for resumption of on-site operations based on applicable public health orders and campus administrative approval.
2. Develop a Work Site Plan and implement all required elements of the plan.
3. Solicit final approval to resume on-site operations.
4. Following resumption of on-site operations, ensure compliance with:
    a. social responsibility practices and immediately remedy reports regarding non-compliance with requirements
    b. employee training requirements for staff that return to on-site operations
    c. employee compliance with the daily "Symptom Check" protocol

In addition, the Employee Re-entry Decision Tree assists in making informed decisions about on-site work [see appendix].

WORK SITE PLANS

To ensure preparedness, all sites/operations/facilities will be required to develop a Work Site Plan [see appendix]. This plan will outline all facilities-related plans and address areas such as required employee training, signage, required employee participation in a daily "Symptom Check" protocol, required use of face coverings, and other areas to prepare each cohort specific community (faculty, staff, students) for return to on-site operations. There are seven sections of the worksite plan:
- Signage
- Building Access
- Measures to Protect Employees
- Space Management
- Facilities
- Measures to Prevent Unnecessary Contact and Maintain Distancing
- Measures to Increase Sanitation

Work site plans are required to be posted at each site.

FALL ACADEMIC PROGRAMS

When fall quarter instruction begins October 1, UCSC will offer most courses remotely or online and provide in-person instruction for a small number of courses for which remote delivery poses substantial challenges, such as some laboratory, studio and field study courses.

Whether in-person or remote, the campus is committed to the values of fostering community, ensuring accessibility, and facilitating deep learning across and beyond the academic curriculum. Many instructors, supported by specialists in teaching and learning, will be working throughout the summer to redesign courses or to develop skills for remote or fully online course delivery. The Instructional Continuity Working Group is supporting instructors. The Keep Teaching website provides additional information on this work.

The campus will continue to draw on the expertise of our students to support remote instruction. This spring quarter's "Zoom Corps" of student workers lending technical expertise in online classrooms will continue through Summer and Fall. They will be joined by a new "Accessibility Corps" of student workers helping make sure all course materials are accessible to all of our students. The Keep Learning web page provides information on the tools and support systems available for self-care, connection, remote learning strategies, advising and many other resources.

Academic departments have been instructed that they need to be flexible and prepared for changing circumstances, e.g., should operations have to be modified at any point during the quarter and in-person instruction curtailed. In addition, instructors have been told to prepare in the event that they are asked to complete their in-person sessions prior to the Thanksgiving break, following which all instruction and final exams would be remote. Instructors have also

been advised that they may need to consider flexible arrangements should students be unable to attend class due to illness or quarantine.

RESEARCH

The resumption of in-person, on-site research will take place in five phases based primarily on: 1) spread reduction-based limitations on researcher density in the research spaces; 2) spread reduction-based limitations on occupant densities in the buildings housing those research spaces; and 3) resource-based limitations on the campus' ability to maximize the health and wellbeing of occupants in shared spaces in those buildings (*e.g.,* restrooms). The five phases are:

- Phase 1: Research maintenance - Critical maintenance of research facilities, equipment, animals, and cell lines, and (minimal) critical time-sensitive research operations. Aligned with Governor's Stage 1 (Safety and Preparedness)
- Phase 2: Campus-only research - Research that can only be performed in UCSC facilities. Initiated by Governor's early Stage 2 (Lower-Risk Workplaces)
- Phase 3: Campus-based research - Research that is preferentially performed on campus. Initiated by Governor's late Stage 2 (Lower-Risk Workplaces)
- Phase 4: All UCSC research resumes w/limitations. - Initiated by Governor's Stage 3 (Higher-Risk Workplaces).
- Phase 5: All research restrictions and limitations end - Initiated by Governor's Stage 4 (End of Stay at Home Order).

The number of researchers who will be able to resume on-campus activity will be based on lab and building capacities and densities dictated by distancing guidelines, actual use patterns of the space, ventilation, campus ability to implement protocols to support the building users, and other factors determined in close consultation between the Office of Research, Business Administrative Services, and the academic deans. Initial density targets for each phase may be conservative, with later targets relaxed as circumstances and the campus' ability to support the increased occupancy allows.

Within those target densities, the deans will be responsible for determining which researchers will be allowed access. We have provided guidelines for prioritizing access, but consider the specific decisions to be under decanal purview. Principal Investigators (PIs) overseeing individual labs/studios will be required to have a plan for their space, to include density and distancing management and disinfection plans and procedures, and will be responsible for ensuring that they are followed.

We developed this framework consistent with the Governor's guidelines for lab/studio and building densities because, when it comes to research, most labs/studios fall between our academic recovery Phases I and II (with some larger labs and studios extending into Phase III).

Relevant forms for submitting research resumption requests and field work requests are available on the Research Ramp-up website.

LIBRARY

Though facilities are currently closed, the Library continues to provide resources that support remote instruction and research. Remote access information can be found at https://guides.library.ucsc.edu/remote-access. This page is updated as services are added and/or updated.

HOUSING

The campus housing approach for fall will use both single and double room occupancy. This approach will adapt as conditions change. Currently, the planned capacity will be approximately 4,925 beds, which is 53% of the current capacity of 9,313. Residence halls will be assigned as single occupancy bedrooms with a maximum student to bathroom fixture count of 6:1. Residence hall lounges that in the past were converted to bedrooms will be assigned as double occupancy. Apartments will be assigned as single and double occupancy per bedroom and no more than 5 occupants per apartment. Graduate student housing will be assigned as single occupancy bedrooms, which is already the current practice. This will include a maximum student to bathroom fixture count of 4:1. Family student housing will remain as currently assigned. The break-out of the fall housing plan follows:

Capacity maximum: 4,925 (53% of 9,313 baseline):

- Residence Halls (RH) Bedrooms: Single occupancy bedrooms only
    - RH Resident to Bathroom Fixture average - Toilet 3.5:1 and Shower 3.6:1
    - Maximum Resident: Fixture count recommendation: 6:1

- Residence Hall Lounges: Double occupancy lounges only; hold off filling very large 4-6 person lounges

- Apartments: Single and double occupancy rooms only. No more than 5 occupants per apartment.
    - Resident: Bathroom fixture ratio Maximum = 5:1

- Camper Park: 18 Campers only (42 available spaces; 6 with sewer hook-up)
    - Resident to Bathroom Fixture: Toilet 6:1 and Shower 9:1

- University Town Center: Double occupancy (per baseline configuration)
    - Resident: Bathroom = 2:1

- Graduate Student Housing Apartments: Single bedrooms (per baseline)
    - Resident to Bathroom 4:2 (mostly) or 4:1 (limited)

- Family Student Housing - Family units as planned (per baseline)

Move-in and sequestration procedures will align with the guidance included in the University of California Testing and Contact Tracing Task Force report. Housing staff, including Resident

Assistants, will have focused COVID-19 training and will be equipped with appropriate Personal Protective Equipment (PPE).

QUARANTINE AND ISOLATION SPACE

592 bed spaces (baseline occupancy) in four complexes will be held for quarantine and isolation purposes. Given a bed/bathroom ratio of 1:1 for isolation, the 592 vacant bed spaces will yield 427 beds for quarantine usage (8.7% of 4,925) or 173 beds for isolation usage (3.5% of 4,925).

Placements will be made in the following locations, in the following order:
- The Village
- Kresge Apartment Bldgs J & K
- Cowell Infill Apartments
- Kresge Proper Apartments R4 & R6

DINING

Dining operations will be implemented as follows:
- No self service
- No Deli or Salad Bars
- High touch areas (Fountain machines, Coffee, etc) will be serviced by a staff member
- Ensure contactless/no-touch payment/entry
- Limit patron length of stay
- Schedule/Limit size of customer population as needed or during peak periods
- Reservations software and/or ticketing are currently under review
- Allow takeaway orders from AYCTE (all you care to eat)
- Support online ordering through GET app.
- Mark floors to assist patrons in maintaining 6 feet distance queuing
- Establish one-way traffic flow to maintain spacing
- Reduce total seating capacity by 71% in observance of public health guidelines
- Remove tables and chairs from dining areas to provide a minimum of six feet between in-house diners.

EVENTS AND TRAVEL POLICIES

Guidance for fall events and travel is not yet available. As of the release of this current plan, mass gatherings are not permitted to take place on campus or at University facilities.

State public health directives "prohibit professional, social and community mass gatherings. Gatherings are defined as - meetings or other events that bring together persons from multiple households at the same time for a shared or group experience in a single room, space, or place such as an auditorium, stadium, arena, large conference room, meeting hall, or other indoor or outdoor space. They pose an especially high danger of transmission and spread of COVID-19. On May 25, 2020, in an effort to balance First Amendment interests with public health, the State Public Health Officer created an exception to the prohibition against mass gatherings for faith-based services and cultural ceremonies as

well as protests. Those types of gatherings are now permitted indoors so long as they do not exceed 100 attendees or 25% of the capacity of the space in which the gathering is held, whichever is lower. State public health directives now do not prohibit in-person outdoor faith-based services or protests as long as physical distancing of six feet between persons or groups of persons from different households is maintained at all times. All other mass gatherings are prohibited until further notice, except as otherwise specifically permitted in state public health directives (including in applicable industry guidance)."

Some camps and conferences for children may be permitted to take place under county and state guidelines. They are reviewed using the Camps and Conference permission to proceed form.

Non-essential business travel remains prohibited. Decisions regarding what is considered essential travel are made by Principal Officers. It is important that employees register their travel plans with the UC Travel Insurance Program in order to ensure appropriate travel coverage. Additionally all travelers, including those traveling for personal purposes, must follow the CDC's guidance for returning from international travel

EMPLOYEE TRAINING MODULE

All employees who will be working onsite must complete the COVID-19 Workplace Safety training video. The training utilizes the Sum Total learning management system, which tracks completion. The module covers information about how to limit the spread of COVID-19, how to screen for symptoms, and what to do if you have symptoms.

STUDENT TRAINING MODULE

A student training module is under development. It will utilize the Canvas system, which is the tool used for other mandated student training.

DAILY SYMPTOM CHECKS

The campus uses an online daily symptom check process for employees who are required to be on site. Once employees fill out the daily symptom check survey, a message is sent to their supervisor indicating whether they have been cleared to report to work in person.

TESTING, CONTACT TRACING AND PROTOCOLS FOR CONFIRMED OR EXPOSURE CASES

The UC Office of the President (UCOP) guidelines for campuses on asymptomatic testing and contact tracing frame the campus' testing and contact tracing plan.

UCSC has a well-defined program to direct any symptomatic individuals who require testing. This process is overseen by the Student Health Center. Our testing and response procedures for symptomatic students and employees, and the subsequent requirements for communication with the county, have been in place since March. Required campus notification protocols are also well established in situations where such notification is necessary. Students who are experiencing symptoms or were potentially exposed to COVID-19 can seek assistance and testing through the Student Health Center. Appointments can be made using Health e-Messenger or by calling the center. Employees are referred to their Health Care provider.

There is an established procedure outlined for managers and supervisors on the required steps for responding to employees who self-report COVID-19 symptoms, exposure or confirmed cases (as a result of completing the symptom checker or through other means).

The campus has launched a voluntary asymptomatic testing program for specific cohorts of employees. The cohorts were chosen due to their front line contact with others on campus and in the community and is consistent with the tiering priority outlined by the California Department of Public Health. As of July 20th, the approved cohorts are:
- Student Health Center Staff
- First responders
- Molecular Diagnostics Lab Staff
- Faculty and Staff on approved field research projects
- Early Education Services Staff
- Custodial and Dining Staff
- PPDO and CHES facilities staff
- Transit Drivers
- Information Technology Services (ITS); Field Operations, Desktop Support, and Network Operations Center.
- Environmental Health & Safety (EH&S), on-site staff
- Office of Emergency Services (OES), on-site staff
- Risk and Safety Services, on-site staff

In preparation for fall quarter, a new asymptomatic testing program is being established in partnership with the campus Molecular Diagnostics Lab. The strategy is not intended to suggest absolute mitigation of risk, rather a highly strategic intervention and structure to minimize COVID-19 outbreaks through aggressive mitigations and responses. A pooled testing model is being explored. Modeling is being done to assess the feasibility of testing all on-campus students and employees once a week. That testing frequency could adjust.

The County of Santa Cruz has indicated they will oversee contact tracing, though the campus could potentially support testing needs associated with the contact tracing. In addition, the campus has staff who have completed the contact tracing training courses through both John Hopkins University and UCSF, and is prepared to provide additional trained individuals to support county contact tracing needs.

COMPLIANCE

Compliance with required campus protocols and procedures is essential.

Individuals who have witnessed potential non-compliance can report anonymously through the Environmental Health and Safety (EH&S) hazard alert system.

An Interim Campus Compliance policy that covers affiliates and non-affiliates is under review and will become effective in July. The policy lays out compliance expectations, enforcement mechanisms, and applicable employee and student disciplinary processes.

SUPPLIES AND WORKSPACE MODIFICATION REQUESTS

COVID-19 related supplies or workplace modifications may be made using the Environmental Health and Safety COVID-19 Resources Request Form. The form covers three areas:

- Section 1: Requests for exposure control supplies.
- Section 2: Requests for workspace modifications such as acrylic barriers and physical distancing floor markers.
- Section 3: Requests for any non-standard COVID-19 health and safety equipment or work.

Environmental Health and Safety, in partnership with Procurement and Physical Plant have been proactive in procuring needed supplies to ensure there are ample quantities to support summer and fall operations. This includes needed personal protective equipment (PPE), sanitation supplies and stations, and workspace adaptation materials such as plexiglass.

MARKETING AND COMMUNICATION

The success of the campus COVID-19 mitigation strategies depend in large part on every member of the campus community doing their part to embrace their social responsibility and advance health and wellness. The "Slug Strong – Together We Can Curb COVID-19" campaign includes a series of marketing materials, signage and educational programming. It is linked to the UCSC Principle of Community of Caring, which promotes mutual respect, trust, and support to foster bonds that strengthen the community.

REASONABLE ACCOMMODATIONS

Requests for reasonable accommodations will be assessed and implemented using the accommodation processes already available. Students can access the Disability Resource Center to inquire about accommodations. Employees can request accommodations and engage in an interactive process outlined by Staff Human Resources. Any adjustments to these processes for COVID-19 purposes will be updated in this planning document.

APPLICABLE UNIVERSITY OF CALIFORNIA, SANTA CRUZ POLICIES

Interim Policy: Universal Requirements for Physical Mitigation and Reduction of COVID-19 Transmission (PENDING RELEASE)

APPLICABLE UNIVERSITY OF CALIFORNIA, SANTA CRUZ PROCEDURES AND PROTOCOLS

- Employee Daily Symptom Check Protocol
- COVID-19 Work Order Process
- Employee Asymptomatic Test Protocol
- Cleaning SOP

SUPPLEMENTARY RESOURCES

- [American College Health Association (ACHA) Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#)
- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [CDC Considerations for Institutions of Higher Education](#)
- [CDC Guidance for Colleges, Universities and Higher Learning](#)
- [California Resilience Roadmap](#)
- [Statewide Industry Guidance to Reduce Risk](#)
- [CDPH Higher Education Guidance](#)
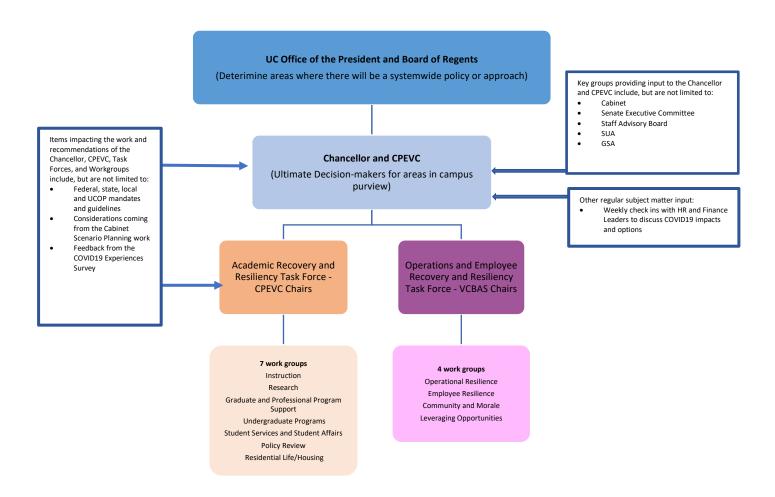
APPENDICES

Recovery and Resiliency Planning Framework

UC Santa Cruz Operational Resumption Phases
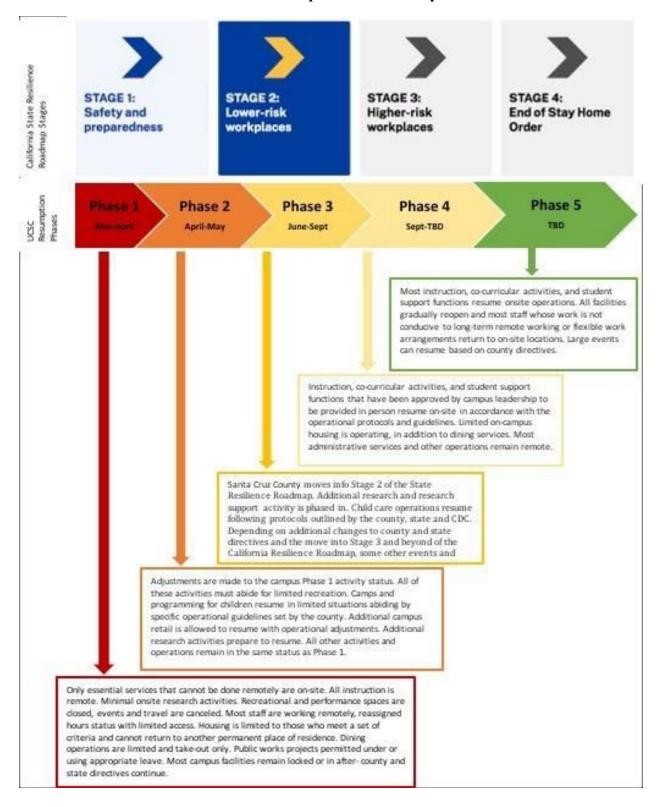
Employee Re-Entry Decision Tree

Worksite Planning Template

APPENDICES

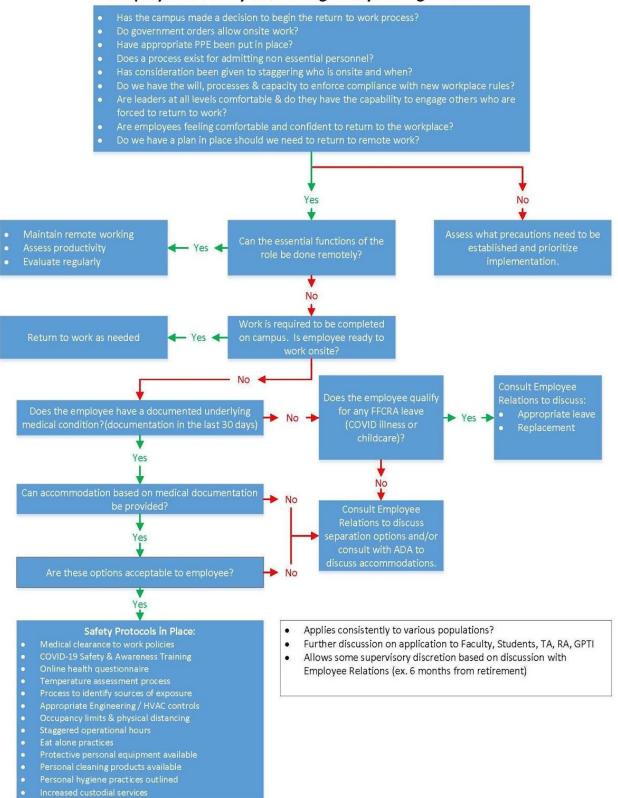# UC Santa Cruz COVID-19 Recovery and Resiliency Planning Model

UC Office of the President and Board of Regents

(Deterimine areas where there will be a systemwide policy or approach)

Key groups providing input to the Chancellor and CPEVC include, but are not limited to:
- Cabinet
- Senate Executive Committee
- Staff Advisory Board
- SUA
- GSA

Items impacting the work and recommendations of the Chancellor, CPEVC, Task Forces, and Workgroups include, but are not limited to:
- Federal, state, local and UCOP mandates and guidelines
- Considerations coming from the Cabinet Scenario Planning work
- Feedback from the COVID19 Experiences Survey

Chancellor and CPEVC

(Ultimate Decision-makers for areas in campus purview)

Other regular subject matter input:
- Weekly check ins with HR and Finance Leaders to discuss COVID19 impacts and options

Academic Recovery and Resiliency Task Force - CPEVC Chairs

Operations and Employee Recovery and Resiliency Task Force - VCBAS Chairs

7 work groups
Instruction
Research
Graduate and Professional Program Support
Undergraduate Programs
Student Services and Student Affairs
Policy Review
Residential Life/Housing

4 work groups
Operational Resilience
Employee Resilience
Community and Morale
Leveraging Opportunities

University of California Santa Cruz
Phases of Operational Resumption

California State Resilience Roadmap Stages

STAGE 1:
Safety and preparedness

STAGE 2:
Lower-risk workplaces

STAGE 3:
Higher-risk workplaces

STAGE 4:
End of Stay Home Order

UCSC Resumption Phases

Phase 1
Mid-April

Phase 2
April-May

Phase 3
June-Sept

Phase 4
Sept-TBD

Phase 5
TBD

Most instruction, co-curricular activities, and student support functions resume onsite operations. All facilities gradually reopen and most staff whose work is not conducive to long-term remote working or flexible work arrangements return to on-site locations. Large events can resume based on county directives.

Instruction, co-curricular activities, and student support functions that have been approved by campus leadership to be provided in person resume on-site in accordance with the operational protocols and guidelines. Limited on-campus housing is operating, in addition to dining services. Most administrative services and other operations remain remote.

Santa Cruz County moves into Stage 2 of the State Resilience Roadmap. Additional research and research support activity is phased in. Child care operations resume following protocols outlined by the county, state and CDC. Depending on additional changes to county and state directives and the move into Stage 3 and beyond of the California Resilience Roadmap, some other events and

Adjustments are made to the campus Phase 1 activity status. All of these activities must abide for limited recreation. Camps and programming for children resume in limited situations abiding by specific operational guidelines set by the county. Additional campus retail is allowed to resume with operational adjustments. Additional research activities prepare to resume. All other activities and operations remain in the same status as Phase 1.

Only essential services that cannot be done remotely are on-site. All instruction is remote. Minimal onsite research activities. Recreational and performance spaces are closed, events and travel are canceled. Most staff are working remotely, reassigned hours status with limited access. Housing is limited to those who meet a set of criteria and cannot return to another permanent place of residence. Dining operations are limited and take-out only. Public works projects permitted under or using appropriate leave. Most campus facilities remain locked or in after- county and state directives continue.

Employee Re-entry & Working Safely During COVID-19

- Has the campus made a decision to begin the return to work process?
- Do government orders allow onsite work?
- Have appropriate PPE been put in place?
- Does a process exist for admitting non essential personnel?
- Has consideration been given to staggering who is onsite and when?
- Do we have the will, processes & capacity to enforce compliance with new workplace rules?
- Are leaders at all levels comfortable & do they have the capability to engage others who are forced to return to work?
- Are employees feeling comfortable and confident to return to the workplace?
- Do we have a plan in place should we need to return to remote work?

Yes → **No**

No: Assess what precautions need to be established and prioritize implementation.

Can the essential functions of the role be done remotely?

Yes:
- Maintain remote working
- Assess productivity
- Evaluate regularly

No ↓

Work is required to be completed on campus. Is employee ready to work onsite?

Yes: Return to work as needed

No ↓

Does the employee have a documented underlying medical condition?(documentation in the last 30 days)

No → **Does the employee qualify for any FFCRA leave (COVID illness or childcare)?**

Yes: Consult Employee Relations to discuss:
- Appropriate leave
- Replacement

No ↓ → **Consult Employee Relations to discuss separation options and/or consult with ADA to discuss accommodations.**

Yes ↓ (medical condition)

Can accommodation based on medical documentation be provided?

No →

Yes ↓

Are these options acceptable to employee?

No →

Yes ↓

Safety Protocols in Place:
- Medical clearance to work policies
- COVID-19 Safety & Awareness Training
- Online health questionnaire
- Temperature assessment process
- Process to identify sources of exposure
- Appropriate Engineering / HVAC controls
- Occupancy limits & physical distancing
- Staggered operational hours
- Eat alone practices
- Protective personal equipment available
- Personal cleaning products available
- Personal hygiene practices outlined
- Increased custodial services

- Applies consistently to various populations?
- Further discussion on application to Faculty, Students, TA, RA, GPTI
- Allows some supervisory discretion based on discussion with Employee Relations (ex. 6 months from retirement)

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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 building entrances

This worksite checklist is by no means exhaustive; many items are optional and may not apply to your particular organization. Please also note that some requirements are the responsibility of the Building Manager while some are the responsibility of the Department. 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_____

Building Name_____

Building Manager _____

Principal Officer _____

Phone Number _____

Email Address_____

recovery.ucsc.edu

A. SIGNAGE

1. Post this worksite plan at each public entrance to this building. (Building Mgr.)	❑ Yes	❑ No	❑ N/A
2. Post COVID-19 safety signage at each entrance (social distance 6', face cover required, symptom check). (Building Mgr.)	❑ 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. (Building Mgr.)	❑ Yes	❑ No	❑ N/A
5. Post line spacing floor stickers for social distancing where the public gathers at any service counter. (Dept.)	❑ Yes	❑ No	❑ N/A
6. Post signage to clean any shared use copiers, tools, or instruments. (Dept.)	❑ Yes	❑ No	❑ N/A

B. BUILDING ACCESS—ENTIRE SECTION BUILDING MANAGER RESPONSIBILITY

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. (Dept.)	❑ Yes	❑ No	❑ N/A
2. Direct employees to complete return-to-workplace training. (Dept.)	❑ Yes	❑ No	❑ N/A
3. Direct employees to stay home if sick. (Dept.)	❑ Yes	❑ No	❑ N/A
4. Require daily symptom questionnaires before employees may enter the workspace. (Dept.)	❑ Yes	❑ No	❑ N/A
5. Require all employees to wear a face covering. (Dept.)	❑ 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. (Dept.)	❑ Yes	❑ No	❑ N/A
7. Instruct employees to bring a clean paper bag or thin plastic bag (unsealed) for storing face coverings during eating. (Dept.)	❑ 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. (Building Mgr.)	❑ Yes	❑ No	❑ N/A
9. Provide disinfectants and cleaning supplies to serve your employees. (Dept.)	❑ Yes	❑ No	❑ N/A

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

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

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

D. SPACE MANAGEMENT

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

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

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

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

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E. FACILITIES

1. Establish custodial cleaning schedule for building. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A
2. Close and bag up all usable push button water fountains. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A
3. Hands free bottle filler stations may stay open for use. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A
4. Identify optimal approach for setting air handling system. (Building Mgr.)   ❑ 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. (Building Mgr./ Dept.)   ❑ Yes ❑ No ❑ N/A
6. Provide disinfectants for any shared copiers, tools, or instruments. (Dept.)   ❑ Yes ❑ No ❑ N/A
7. Verify with Campus Fire Marshal that all Fire and Life Safety equipment is functional before re-opening the building. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A
8. Ensure that the building's water system has been flushed before re-opening. (Building Mgr.)   ❑ 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. (Dept.)
   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. (Dept.)   ❑ Yes ❑ No ❑ N/A
3. Ensure all automated doors are functional. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A
4. Reduce or discontinue non-essential travel and encourage video meetings instead of in-person meetings. (Dept.)   ❑ 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. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A
2. Provide disinfection supplies that are effective against COVID-19 at designated areas within the department. (Dept.)   ❑ 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. (Building Mgr.)   ❑ Yes ❑ No ❑ N/A
4. Disinfect all payment portals, pens and styluses after each use. (Dept.)   ❑ 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.). (Building Mgr./ Dept.)   ❑ Yes ❑ No ❑ N/A
6. Other optional measures (please describe) (Building Mgr./ Dept.)   ❑ Yes ❑ No ❑ N/A

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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

recovery.ucsc.edu

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