

# University of California, Santa Cruz COVID-19 RESUMPTION PLAN

VERSION: March 1, 2021

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 2020 and maintain instruction in remote and in-person modalities in subsequent terms.

This document outlines the planning and mitigations that are and will be undertaken as the campus continues to work through COVID-19 and resume more in-person operations. 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.

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 telecommuting.

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 is using a [Blueprint for a Safer Economy](#) framework to guide state resumption efforts. Each [county in the state is coded into one of four color groups](#), depending on positive cases per day per 100k people and the positivity rate.

Doses administered in the Vaccine Equity Quartile (statewide)	Tier 1 Widespread (Purple)	Tier 2 Substantial (Red)	Tier 3 Moderate (Orange)	Tier 4 Minimal (Yellow)
Less than 2 million doses administered	Case Rate > 7	Case Rate 4 - 7	Case Rate 1 - 3.9	Case Rate < 1
Goal #1: 2 Million administered	Case Rate > 10	Case Rate 4 - 10	Case Rate 1 - 3.9	Case Rate < 1
Goal #2: 4 Million doses administered	Case Rate > 10	Case Rate 6 - 10	Case Rate 2 - 5.9	Case Rate < 2

On October 1, 2020, the state released the latest [Guidelines for Institutions of Higher Education](#). Campus resumption planning will align with these guidelines. With the release of the new color coded risk levels, additional guidance was given as to allowable activities for higher education. The information below specifies guidance for instruction and student activities. Other operations will be governed by the industry specific state guidance for that function.

### **Tier status:**

#### Widespread (purple)

- Closed for indoor lectures and student gatherings
- Some courses conducted in certain indoor settings, like labs and studio arts, may be open

#### Substantial (red)

- Capacity for indoor lectures and student gatherings must be limited to 25% or 100 people, whichever is less
- Some courses conducted in certain indoor settings, like labs and studio arts, may be open at regular capacity
- Conduct student activities virtually when possible

#### Moderate (orange)

- Capacity for indoor lectures and student gatherings must be limited to 50% or 200 people, whichever is less
- Some courses conducted in certain indoor settings, like labs and studio arts, may be open at regular capacity
- Conduct student activities virtually when possible

#### Minimal (yellow)

- Capacity for indoor lectures and student gatherings must be limited to 50%
- Some courses conducted in certain indoor settings, like labs and studio arts, may be open at regular capacity
- Conduct student activities virtually when possible

### **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
- Participate in campus asymptomatic testing program

## **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]. 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 4 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. Student support services on-site will prioritize the physical and mental well-being of students and work in conjunction with virtual resources.

## **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.

## **ACADEMIC PROGRAMS**

During the 2020-21 academic year, UCSC will offer most courses remotely or online and provide in-person instruction for a small number of 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. The [Keep Teaching](#) website provides information and resources for remote instruction. 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 throughout the academic year as COVID-19 has resulted in a continually changing environment.

## **RESEARCH**

The [Office of Research](#) provides several online resources that provide guidance on research operations during COVID-19. The [research ramp-up page](#) provides direction research resumption.

The resumption of in-person, on-site research will take place in a phased manner 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 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. The Office of Research has 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.

## **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. On-campus housing for undergraduate students will be limited to students who:

- A permanent or alternative housing accommodation does not exist
- Personal health or safety considerations prohibit staying at their current residence
- Reside in a permanent residence that does not have and cannot obtain the infrastructure needed to support remote learning.

The total number of students living on campus in fall 2020 is expected to be approximately 1,000.

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).

## **ON-SITE LOCATIONS TO SUPPORT STUDENT STUDY AND RECREATION**

There are two remote instruction support spaces for students to use for study.

Science and Engineering Library: <https://guides.library.ucsc.edu/studycenter>

Stevenson Event Center: <https://stevenson.ucsc.edu/activities/facilities/rc-resources.html>

Both sites are available via reservation.

Outdoor recreation spaces are also available, including the outdoor gym, tennis courts, disc golf course, and the swimming pool. More information is available at the [Athletics and Recreation site](#).

Additional on-site services will open as conditions permit.

## **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 or 173 beds for isolation usage.

## **DINING**

Campus Dining is not offering inside eat-in service. Students can utilize the [GET app or website](#) to place to go orders.

## **EVENTS AND TRAVEL POLICIES**

As of the release of this current plan, campus sponsored and/or on campus mass gatherings and in-person events are not permitted to take place at University facilities. This does not apply to in-person and outdoor activities that are tied to approved student programming or other related purposes outlined in this document.

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. All travel must conform with [CDPH](#) and [CDC](#) requirements and guidelines.

## **EMPLOYEE AND STUDENT TRAINING MODULES**

All employees working on-site and all students living on-campus are required to participate in [COVID-19 prevention 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.

Students who are on-site are also [required to complete a daily symptom check](#).

## **TESTING, CONTACT TRACING AND PROTOCOLS FOR CONFIRMED OR EXPOSURE CASES**

UCSC has a well-defined program to direct any symptomatic individuals who require testing. This process is overseen by the Student Health Center. 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 operates an asymptomatic testing program in an effort to detect and slow the spread of COVID-19. Testing information for students and employees can be found at the [Student Health Center testing site](#).

## **COVID-19 VACCINATIONS**

UC Santa Cruz operates an on-campus vaccine clinic. The number of doses received by the campus has been limited and the duration of the clinic will depend on continued access to doses from the state or county. Additional information can be found at the [Student Health Center vaccine page](#).

The UC Office of the President issued an [Interim COVID-19 Vaccine Policy](#) that applies to personnel and trainees. The policy uses an opt-out model and at the time of issuance of this plan, vaccines are not mandatory.

## **COMPLIANCE**

Compliance with required campus protocols and procedures is essential.

The campus COVID-19 [Interim Public Health Policy](#) governs expectations. Everyone is expected to adhere to the policy and join in the shared social responsibility to support the health and wellbeing of our community. This policy will be retired when COVID related mitigations are no longer required.

## **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 campus 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**

- COVID-19 [Interim Public Health Policy](#)
- COVID-19 [Interim Vaccine Policy](#)

## **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 Blueprint for a Safer Economy](#)
- [Statewide Industry Guidance to Reduce Risk](#)
- [CDPH Higher Education Guidance](#)

## **APPENDICES**

Recovery and Resiliency Planning Framework

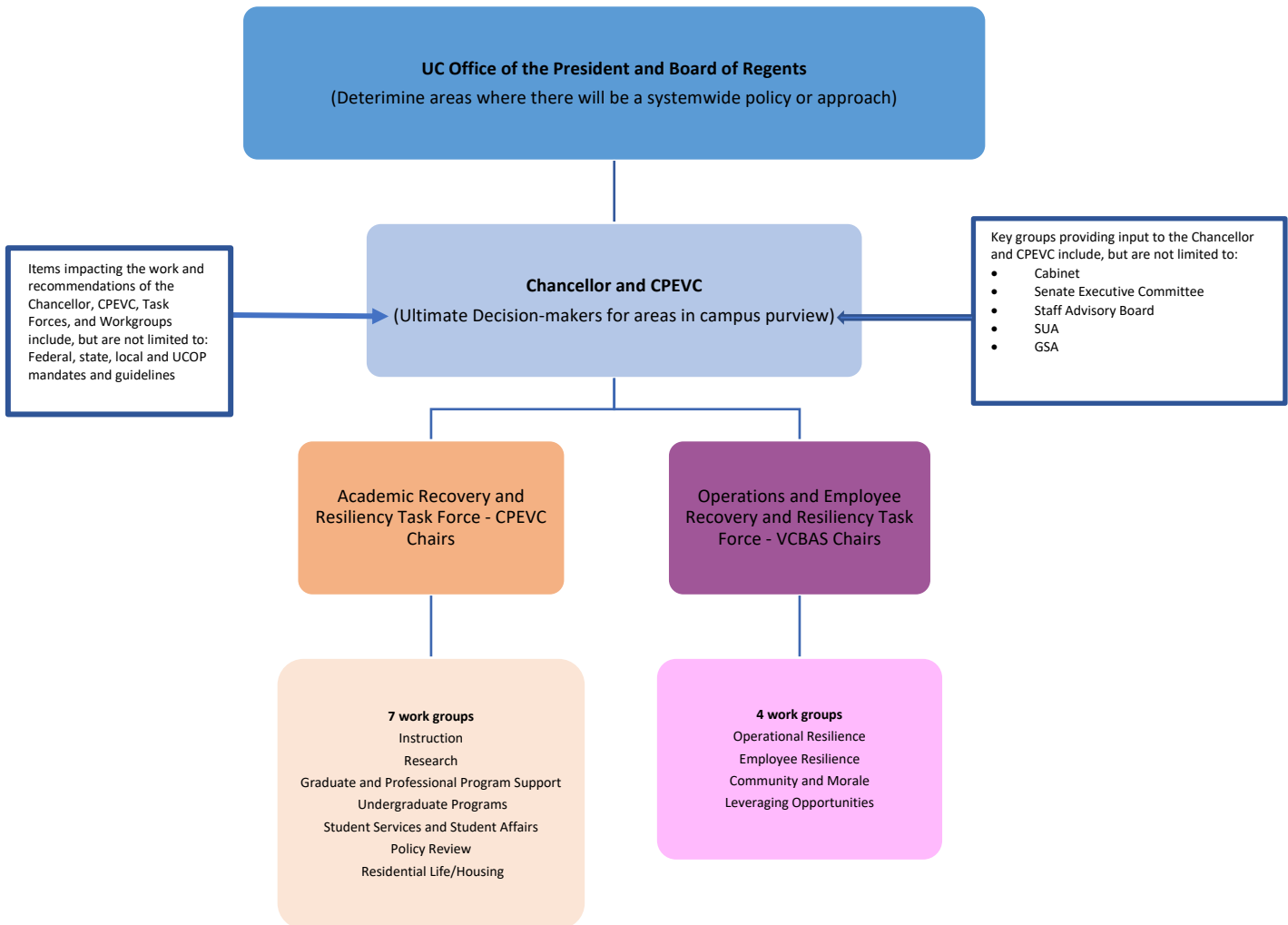
UC Santa Cruz Operational Resumption Phases

Employee Re-Entry Decision Tree

Worksite Planning Template

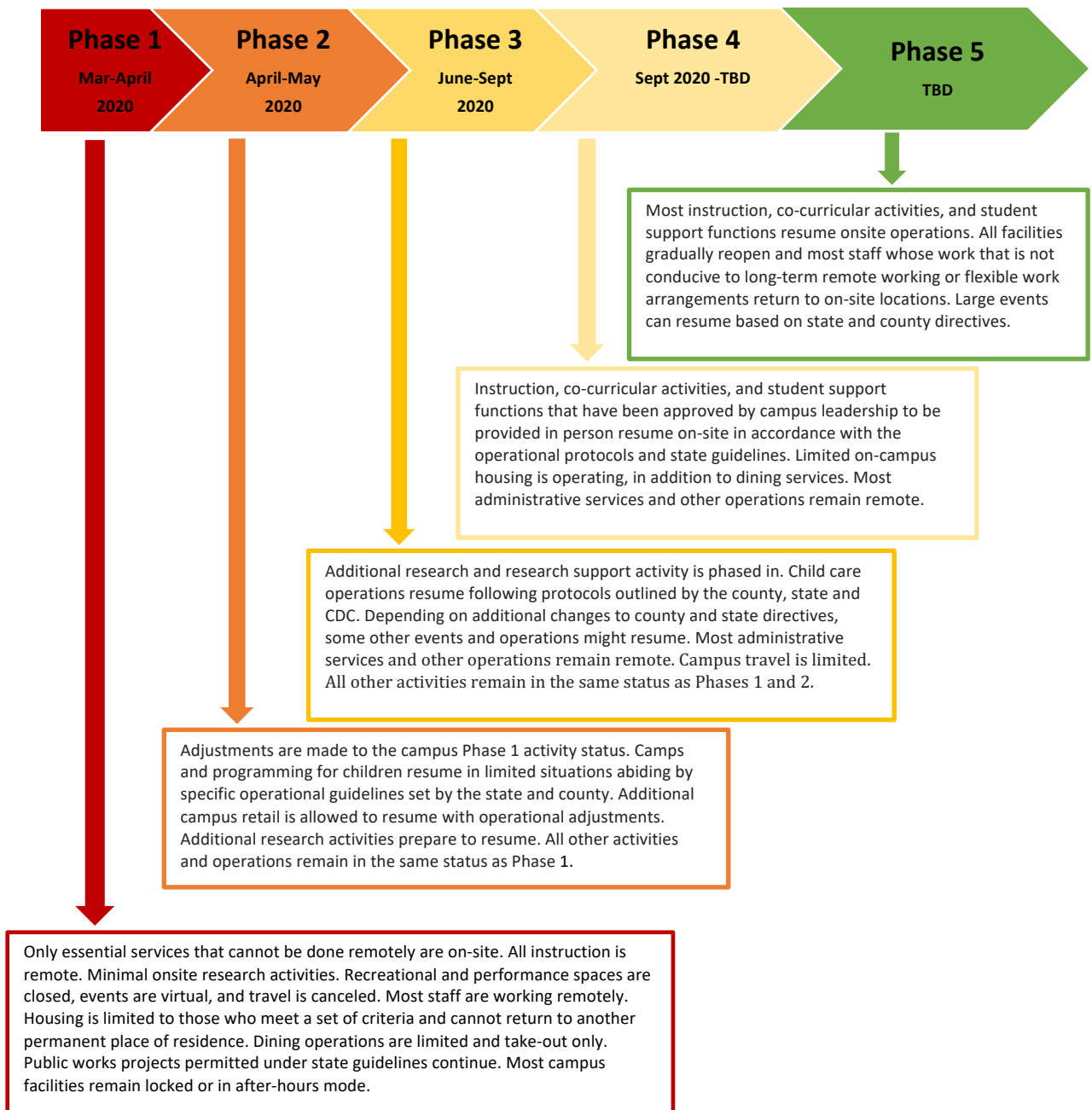
## APPENDICES

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



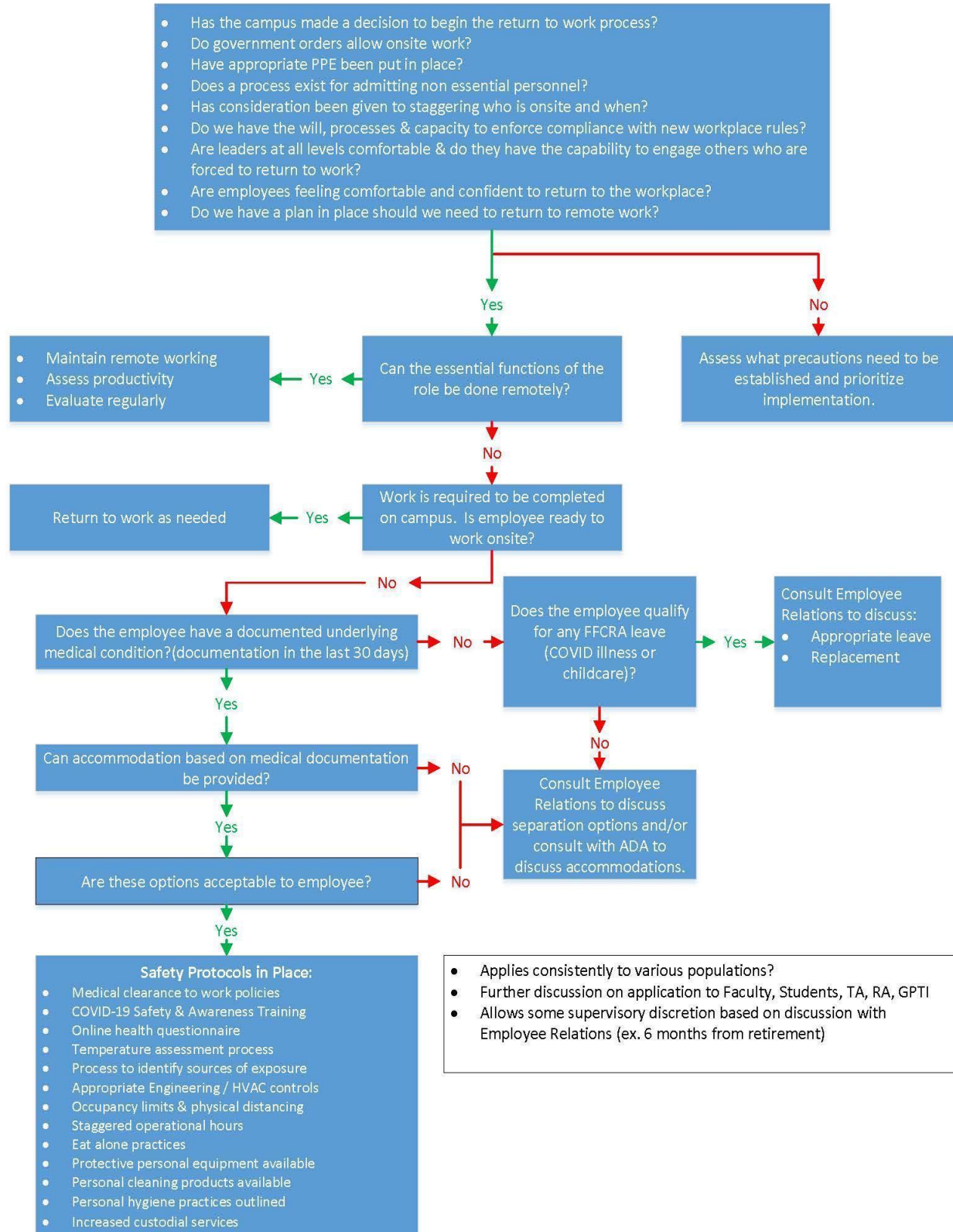


## University of California Santa Cruz Phases of Operational Resumption



DRAFT for Discussion - Not Official Policy

## Employee Re-entry & Working Safely During COVID-19





# 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](mailto: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 [visit http://recovery.ucsc.edu/](http://recovery.ucsc.edu/)

**CONTACT INFORMATION**

Department/ Organization Name \_\_\_\_\_

Building Name \_\_\_\_\_

Rooms Occupied \_\_\_\_\_

Building Manager \_\_\_\_\_

Principal Officer \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## A. 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

## B. 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 and instructors to stay home if sick. (Dept.) ☐ Yes ☐ No ☐ N/A
4. Require daily symptom questionnaires before employees may enter the building. (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. Eating areas are for single occupancy only. (Building Mgr.) ☐ Yes ☐ No ☐ N/A
9. Provide disinfectants and cleaning supplies to service your employees (refer to List N:Disinfectants approved for COVID-19. (Dept.) ☐ Yes ☐ No ☐ N/A
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 classroom checklist 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

## C. 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: Post signage which advises single occupancy only. Provide cleaning materials for disinfecting. (Building Mgr.) ☐ Yes ☐ No ☐ N/A
4. Administrative Workspace: Confirm office space configuration to 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: Where possible, block access to any large gathering common areas such as conference rooms or lounge areas. This can be accomplished by locking doors, taping areas off, posting signage, and/or removing furniture. (Building Mgr.) ☐ Yes ☐ No ☐ N/A

## D. 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. Open windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. In addition to opening windows or when opening windows poses a safety or health risk (e.g. allowing truck exhaust or pollens) to facility occupants, use room air conditioners or blowers on "fresh air" setting, and room HEPA (high-efficiency particulate air) cleaners. (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



## E. 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

## F. 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

## ADDITIONAL NOTES OR COMMENTS

## CAMPUS CONTACTS

Security .....	Jason Moore ( <a href="mailto:jasmoores@ucsc.edu">jasmoores@ucsc.edu</a> )
Signage.....	Dan Henderson ( <a href="mailto:danhenderson@ucsc.edu">danhenderson@ucsc.edu</a> )
Fire Prevention.....	Nicholas Otis ( <a href="mailto:notis@ucsc.edu">notis@ucsc.edu</a> )
Emergency Procedure Guidance .....	Amanda Gullings ( <a href="mailto:algullin@ucsc.edu">algullin@ucsc.edu</a> )
Personal Protective Equipment and Disinfecting Supplies .....	Steven Loveridge ( <a href="mailto:sloverid@ucsc.edu">sloverid@ucsc.edu</a> )
Facilities (custodial, HVAC, plumbing, etc.) .....	Jim Kari ( <a href="mailto:jkari@ucsc.edu">jkari@ucsc.edu</a> )

## 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](#)

[Cal-OSHA Higher Education Guidance](#)

[CDPH Guidance for use of face coverings](#)

[List N: EPA Disinfectants approved for COVID-19](#)

[UCSC Interim Public Health Policy](#)