



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 classroom checklist 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 _____

Rooms Occupied _____

Building Manager _____

Principal Officer _____

Phone Number _____

Email Address _____

A. SIGNAGE

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

B. BUILDING ACCESS—ENTIRE SECTION BUILDING MANAGER RESPONSIBILITY

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|---|------------------------------|-----------------------------|------------------------------|
| 1. Develop floor plans that indicate: | | | |
| a. Ingress and egress – arrows showing direction of travel for corridors, elevators and stairwells. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. Location of hand-washing and hand-sanitizer stations | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. ADA Access – Ensure that no facility use decisions impact ADA accessibility. If they do, make and communicate accommodations in advance. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

C. MEASURES TO PROTECT STUDENTS AND INSTRUCTORS

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|---|------------------------------|-----------------------------|------------------------------|
| 1. Direct employees who can carry out their work duties remotely to do so. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Direct employees to complete return-to-workplace training. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. Direct employees and instructors to stay home if sick. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4. Require daily symptom questionnaires before employees may enter the building. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5. Require all employees to wear a face covering. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 7. Instruct employees to bring a clean paper bag or thin plastic bag (unsealed) for storing face coverings during eating. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 9. Provide disinfectants and cleaning supplies to serve your employees. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

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|--|------------------------------|-----------------------------|------------------------------|
| 10. Provide hand sanitizer effective against COVID-19 at every entrance/exit. (Building Mgr.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 11. Ensure soap and water are available in all restrooms, kitchen areas, and other hand washing stations. (Building Mgr.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 12. Distribute copies of the approved classroom checklist to all employees. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

D. SPACE MANAGEMENT

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|--|------------------------------|-----------------------------|------------------------------|
| 1. Classrooms: Confirm seating capacity to ensure 6 ft. distancing requirement. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Research Labs: Confirm occupancy per actual square footage to ensure 6 ft. distancing requirement. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. Break Rooms/Kitchens: Define occupancy limits and post signage. Provide cleaning materials for disinfecting. (Building Mgr.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4. Administrative Workspace: Confirm office space configuration to 6 ft. distancing requirement. (Dept.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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.)
Room # of Isolation Space: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 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.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

E. FACILITIES

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|---|------------------------------|-----------------------------|------------------------------|
| 1. Establish custodial cleaning schedule for building. (Building Mgr.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Close and bag up all usable push button water fountains. (Building Mgr.) | | | |
| 3. Provide Students with disinfecting supplies for those who wish to wipe down their desk and chair in. (Building Mgr.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. Hands free bottle filler stations may stay open for use. (Building Mgr.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

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|---|---|
| 4. Identify optimal approach for setting air handling system. (Building Mgr.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 6. Provide disinfectants for any shared copiers, tools, or instruments. (Dept.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 7. Verify with Campus Fire Marshal that all Fire and Life Safety equipment is functional before re-opening the building. (Building Mgr.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 8. Ensure that the building's water system has been flushed before re-opening. (Building Mgr.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

F. MEASURES TO PREVENT UNNECESSARY CONTACT AND MAINTAIN SOCIAL DISTANCING

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|---|---|
| 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| b. Hand sanitizer is available at food serving areas. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 2. Provide for contactless payment systems or sanitize payment systems regularly. (Dept.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 3. Ensure all automated doors are functional. (Building Mgr.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 4. Reduce or discontinue non-essential travel and encourage video meetings instead of in-person meetings. (Dept.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

G. MEASURES TO INCREASE SANITIZATION

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|--|---|
| 1. Ensure restrooms normally open to the public remain open to the public and well stocked with soap and hand drying options. (Building Mgr.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 2. Provide disinfection supplies that are effective against COVID-19 at designated areas within the department. (Dept.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 4. Disinfect all payment portals, pens and styluses after each use. (Dept.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 6. Other optional measures (please describe) (Building Mgr./ Dept.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

ADDITIONAL NOTES OR COMMENTS

CAMPUS CONTACTS

Security	Jason Moore (jasmoores@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	Steven Loveridge (sloverid@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](#)