Roadmap for recovery

Every building space and classroom is unique, so each department must create a worksite plan and classroom plan that meets current public health guidelines before employees and students 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 classroom checklist for review/approval to worksite@ucsc.edu
2. Share the classroom checklist with all instructors and students
3. Post the classroom checklist at the entrances of all classrooms being occupied

This classroom checklist is by no means exhaustive; many items are optional and may not apply to your particular organization. Particularly, in buildings that have already re-opened and developed a worksite plan for the entire building. Please also note that some requirements are the responsibility of the Building Manager (responsible for the entire building) while some are the responsibility of the Department (classroom space being used). It was created to help you understand what will be required when your in-person instruction resumes 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 and Room Number(s) _____

Class Name and Instructor's Name_____

Number of Students Enrolled for In-person Instruction_____

Phone Number _____

Email Address_____

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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 STUDENTS AND INSTRUCTORS

1. Direct instructors who can carry out their work duties remotely to do so. (Dept.)   ❑ Yes   ❑ No   ❑ N/A

2. Direct students and instructors to complete return-to-workplace training. (Dept.)   ❑ Yes   ❑ No   ❑ N/A

3. Direct students and instructors to stay home if sick. (Dept.)   ❑ Yes   ❑ No   ❑ N/A

4. Require daily symptom questionnaires before students and instructors may enter the building. (Dept.)   ❑ Yes   ❑ No   ❑ N/A

5. Require all students and instructors to wear a face covering. (Dept.)   ❑ Yes   ❑ No   ❑ N/A

6. Instruct students and instructors to bring a clean paper bag or thin plastic bag (unsealed) for storing face coverings during eating. (Dept.)   ❑ Yes   ❑ No   ❑ N/A

7. 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

8. Provide disinfectants and cleaning supplies to service your students and instructors (refer to List N: Disinfectants approved for COVID-19. (Building Mgr.)   ❑ Yes   ❑ No   ❑ N/A

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

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

11. Distribute copies of the approved classroom checklist to all instructors. (Dept.)   ❑ Yes   ❑ No   ❑ N/A

12. 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

13. 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

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C. SPACE MANAGEMENT

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

    a. When possible, hold class outdoors while maintain 6 ft. distancing requirement and face coverings.

    b. Obtain signage and install on the student's desks and/or tables which assigns the student the same seating assignment for the duration of the Quarter.

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. Custodial will clean every classroom after each use. ❏ Yes ❏ No ❏ N/A

2. Close and bag up all usable push button water fountains.

3. Provide Students with disinfecting supplies for those who wish to wipe down their desk and chair in. (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

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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

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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 .... 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

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

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