Return to Campus Briefing
Operational Continuity
September 17, 2021

Presenters:
Monty Anderson – Interim Director of Facilities Services
Lela Dennis – Director of Employee & Organizational Development Programs
Jason Espinoza – Director Office of Emergency Management (OEM)
Sheila Hedayati – Executive Director of Environmental Health & Safety (EH&S)
Adam Lucas - Senior Industrial Hygienist, EH&S
George Williams III - Director of Employee & Labor Relations

Panel:
John Stephen Henderson – Interim AVC, Human Resources
Sue Champion-Tintorer- Human Resources Partner, PB&A
Agenda

- Committee Membership
- Return to Campus Overview
- Questions & Answers
Operational Continuity Workgroup

Lead: Gerry Bomotti | Co-Lead: Sheila Hedayati
Project Managers: Jason Espinoza & Sharyl Murdock  Communications: Imran Ghori

Monty Nelson Salvador Aguıáar – ASUCR Senator, CHASS
Monty Anderson – Interim Director Facilities Services
Darwin Arriaza – Sr. Custodian, Housing Facilities Services
Sean Cason – CFAO Enrollment Services
Lela Dennis - Director of Employee & Organizational Development Programs
Jonathan Eacott – Associate Professor History, Academic Senate Vice Chair
John Freese – Interim Chief of Police
Cecilia Rodriguez-Furlan – Botany & Plant Sciences, UAW5810 Representative
Hassan Ghamlouch – Director of Environmental & Resources, Facilities Services
John Stephen Henderson – Interim AVC, Human Resources
David Henry – Executive Director, Housing, Dining, and Hospitality Services
Mike Kennedy – Chief Technology Officer
Erika Leon – HR Business Partner, CHASS
Seana Nunez - Staff Employment & Development Analyst
Brendan O’Brien – Highlander Union Building Director
Viresha Perera – Student Representative
Linda Reimann – Chief of Staff and Assistant Dean, Strategic Initiatives, SOM
Linda Roney – Director, COVID-19 Management
Veronica Ruiz – CFAO, Planning, Budget & Administration
Sue Champion-Tintorer - Planning, Budget & Administration HR Business Partner
Lorena Velasquez - HR Implementation Project Manager
Review your department needs and provide authorization for each employee to report onsite or to perform remote or hybrid work.

https://hr.ucr.edu/front/forms/documents/worklifeforms/documents
Complete / revise your Worksite Specific Plan and share it with your employees

Worksite Specific Plan
November 1, 2020

(Webinar Link)

Ensure all on-site employees have face coverings
Check the Supervisor Dashboard daily to determine which staff completed the Daily Wellness Survey and are cleared to work on campus or advised to stay home.

Understand your responsibilities and work with your designated HR Partner when a staff member is reported as "Advised to Stay Home" - reflected on the Dashboard with a red border and bolded "Advised to Stay Home".
Before Returning to Campus – All Employees

- Complete hybrid/remote work agreements
- Review the UCR Covid-19 Prevention Plan
  - Review and acknowledge your department’s Worksite Specific Plan
- Complete the required COVID-19 Prevention training in the Learning Management System
- Review your parking permit options
  - transportation.ucr.edu/rtw
Before Returning to Campus – All Employees

- Review the UCOP vaccine policy
  - Submit proof of vaccine or exemption/deferral requests via the Employee Vaccine Tracking Portal
  - Notice of Non-compliance (3), followed by corrective action/discipline
Before Returning to Campus – All Employees

- Understand how to report a positive test, symptoms, or exposure
  - Campus return [https://ehs.ucr.edu/coronavirus/employeehotline](https://ehs.ucr.edu/coronavirus/employeehotline)
- Review the COVID-19 testing requirements [https://campusreturn.ucr.edu/testing-requirements](https://campusreturn.ucr.edu/testing-requirements)
- Travel Guidance [https://ehs.ucr.edu/coronavirus/travel](https://ehs.ucr.edu/coronavirus/travel)
Complete the Daily Wellness Survey prior to reporting to work. Stay home if you don’t feel well.

Wear a face covering over your nose and mouth at all times when you are indoors regardless of vaccination status. Request a face covering from your supervisor or EH&S if needed.
When Returning to Campus – All Employees

- Look out for signage in buildings and doorways.
- Obtain copies or print directly by visiting EH&S. (link)
# COVID-19 Positive Case Notifications

## LOCATIONS OF POSITIVE COVID-19 CASE(s) REPORTED:
**SPROUL HALL**
As of September 17, 2021

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Course/Section #</th>
<th>Classroom #</th>
<th>Meeting Times</th>
<th>Reported Date</th>
<th>Highly Infectious Timeframe</th>
<th>Posting Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>112 / 001</td>
<td>1234</td>
<td>9:30 – 10:50</td>
<td>9/10/2021</td>
<td>9/7 to 9/9</td>
<td>9/23/2021</td>
</tr>
<tr>
<td>Art History</td>
<td>007 / 022</td>
<td>524</td>
<td>10 – 10:50</td>
<td>9/19/2021</td>
<td>9/7 to 9/9</td>
<td>9/23/2021</td>
</tr>
<tr>
<td>Basic Writing</td>
<td>001 / 001</td>
<td>1121</td>
<td>3:30 – 4:50</td>
<td>9/10/2021</td>
<td>9/8 to 9/10</td>
<td>9/23/2021</td>
</tr>
</tbody>
</table>

If you experience symptoms of COVID-19, UCR Employee COVID-19 Resource Center at (844) 827-6827, or contact your medical care provider.

Symptoms may include flu-like conditions such as sore throat, dry cough, and fever (greater than 100.4°F). Other, less frequent symptoms may consist of nausea or diarrhea.

We care about your health. Please continue to practice all Coronavirus safety practices and protocols developed by the campus and work site-specific plans designed to enhance COVID-19 safety precautions.

In an ongoing effort to keep our distribution lists accurate and updated, if someone needs to be included or removed from this notification, or if there are any questions, please email COVID19 Support @ COVID19@medsch.ucr.edu.

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## BUILDING NOTIFICATION

**DATE:** Month X, 2021  
**FROM:** COVID-19 Resource Center

An individual has a confirmed positive case of COVID-19 infection on Month X, 2021, within Building 1 or Site Name – Specific Location (if applicable).

The individual has been on-site since Month Y, 2021 (7-14 days). UC Riverside (UCR) is committed to keeping the community up-to-date on any potential health risks. In accordance with California Assembly Bill 605 and guidance from the Department of Public Health (CDPH), California’s Division of Occupational Safety and Health (OSHA/CA/OSHA), and the Riverside County Dept. Of Public Health, we have required:

- The COVID-19 positive individual is to refrain from coming to campus for at least ten days from the date of their last positive test result.
- Individuals with close contact have been identified and notified by the UCR Case Investigation Team.

If you have not been contacted, likely, you have not been deemed a close contact by the UCR Case Investigation Team. If you still believe you were exposed or in close contact with a person with COVID-19, you can contact the COVID-19 Resource Center at (844) 827-6827 for further assessment.

The exposure notification process is timely, respectful, and private; the name of the employee or student who tested positive will not be disclosed to department supervisors, campus leadership, or others not included as part of the UCR case investigation team.

All building occupants and visitors should continue to monitor their health during the next 14 days, and if you are a UCR employee, submit the required UCR Wellness check before your arrival to campus. Adherence to the UCR campus face mask policy is required, refer to the campus return website for additional guidance protocols.

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In an ongoing effort to keep our distribution lists accurate and updated, if someone needs to be included or removed from this notification, or if there are any questions, please email COVID19 Support @ COVID19@medsch.ucr.edu.

**Posting Removal Date:** X/XX/2021
How often will you disinfect high touch areas?

Facilities Services is following cleaning guidelines and protocols recommended by EH&S and the Centers for Disease Control and Prevention (CDC). Attention is being given to high touch areas in common areas, restrooms and classrooms. Surfaces include door handles, handrails, push bars, restroom fixtures and classroom furniture.
## Custodial Cleaning Schedule

Facilities Services will continue to provide services to campus buildings based on the schedule below.

<table>
<thead>
<tr>
<th>Category of Space</th>
<th>Total Square Footage</th>
<th>Cleaning Frequency</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrooms</td>
<td>89,123</td>
<td>5x week</td>
<td>Routine cleaning and disinfection of high touch areas</td>
</tr>
<tr>
<td>Classrooms</td>
<td>55,795</td>
<td>5x week</td>
<td>Deep cleaning in preparation of in-person instruction / Routine cleaning when campus reopens</td>
</tr>
<tr>
<td>Study Rooms &amp; Computer Labs</td>
<td>130,800</td>
<td>2x week</td>
<td>Deep cleaning in preparation of in-person instruction / Routine cleaning when campus reopens</td>
</tr>
<tr>
<td>Common Areas &amp; Hallways</td>
<td>877,122</td>
<td>1x week</td>
<td>Routine cleaning and disinfection of high touch areas / Trash removed 5x week</td>
</tr>
<tr>
<td>Kitchen &amp; Break Room Areas</td>
<td>29,040</td>
<td>1x week</td>
<td>Routine cleaning and disinfection of high touch areas / Trash removed 5x week</td>
</tr>
<tr>
<td>Research Laboratories</td>
<td>934,633</td>
<td>1x week</td>
<td>Routine cleaning in occupied areas, deep cleaning as needed</td>
</tr>
<tr>
<td>Offices</td>
<td>693,189</td>
<td>1x week</td>
<td>Routine cleaning in occupied areas, deep cleaning as needed</td>
</tr>
<tr>
<td>Stairwells</td>
<td>99,563</td>
<td>1x month</td>
<td>Routine cleaning and disinfection of high touch areas</td>
</tr>
</tbody>
</table>
Space Considerations – Disinfecting Kits / Hand Sanitizers

Additional Resources https://facilities.ucr.edu/fs-campus-return-support-information

Disinfectant Kits and Hand Sanitizers are available at no cost via the facilities website.
Space Considerations – HVAC

- **Increased air changes:** To help dilute indoor contaminants, Facilities Services is expanding the length of time outside airflow will circulate throughout each building.

- **Optimized filtration:** Building filtration systems are being well-maintained and the most advanced level of filters are being used based on each building’s system capabilities, in accordance with CDC guidelines.

- **Increased outdoor air:** HVAC systems are optimized to bring in the maximum amount of fresh air feasible while still maintaining recommended indoor temperature ranges and air quality, in accordance with CDC guidelines.
  - Most labs use 100% outdoor air and are already designed to exhaust indoor contaminants effectively

Space Considerations – Portable Air Cleaners

- Portable air cleaners may be considered in areas where adequate ventilation is difficult to achieve.
  - Increasing central HVAC outdoor air rates and filtration is the primary control

- Caution: The use of portable air cleaners alone cannot ensure adequate indoor air quality. It should be used along with other best practices recommended by CDC and other public health entities (i.e. vaccinations, masks, hand hygiene, etc.).

- Contact EH&S to assist with the selection of an approved device and to assist with proper placement and set-up.
  - Email: ehsih@ucr.edu
Events and Gatherings (Link)

- UC Riverside will minimize the number of in-person events, gatherings, and meetings on campus, given the current delta variant and rise in infections. There should be a limitation of large in-person gatherings not directly related to our research and instructional mission.
Non-affiliate and visitor information

Safety protocols for visitors have been established in alignment with county and state guidelines. All visitors to campus are required to wear face coverings indoors, regardless of vaccination status, and must follow personal protection practices that are required for employees and students.
## Return to Campus Information

In preparation for return to campus for Fall 2021, to support the University’s mission, this document provides all the necessary information to UCR faculty, staff, students, and employees hired via temporary employment agencies.

<table>
<thead>
<tr>
<th>Return to Campus Info</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisors</strong></td>
<td></td>
</tr>
<tr>
<td>Review department needs and provide authorization for each employee to report on-site, remote or hybrid.</td>
<td>Remote Work: <a href="https://hr.ucr.edu/employee-resources/remote-work">https://hr.ucr.edu/employee-resources/remote-work</a> Work/Life = Alternative (Flexible) Work Schedule: <a href="https://hr.ucr.edu/front/forms-and-documents/work-life-forms-and-documents">https://hr.ucr.edu/front/forms-and-documents/work-life-forms-and-documents</a></td>
</tr>
<tr>
<td>Complete/Revise your Worksite Specific Plan.</td>
<td><a href="https://ehs.ucr.edu/library/worksite_specific_plan">https://ehs.ucr.edu/library/worksite_specific_plan</a></td>
</tr>
<tr>
<td>Ensure all employee have face coverings. Face coverings are available from EH&amp;S free of charge. Submit a Face Covering Request.</td>
<td><a href="https://ehs.ucr.edu/coronavirus/facecoverings">https://ehs.ucr.edu/coronavirus/facecoverings</a></td>
</tr>
<tr>
<td>Limited supplies of face shields can be acquired through EH&amp;S, but must be worn in addition to a face covering.</td>
<td>Submit request to <a href="mailto:ehspublichealth@ucr.edu">ehspublichealth@ucr.edu</a></td>
</tr>
<tr>
<td>Check Supervisor Dashboard daily to determine which staff completed the Daily Wellness Survey and are cleared to work on campus or advised to stay home.</td>
<td><a href="https://toydiverify.ucr.edu/">https://toydiverify.ucr.edu/</a></td>
</tr>
</tbody>
</table>
| Understand the different status meanings.  
- Green - your direct report did complete the Daily Wellness Survey for the day and is cleared to come to campus.  
- Yellow - your direct report did not complete the Daily Wellness Survey for the day. | Updates coming soon |
| Note: Future features will be added to the supervisor dashboard including student employee clearance information, compliance with UC vaccination policy (submission of exemption request or vaccine tracking form), compliance with COVID-19 Testing, and student information for units such as Housing and Dean of Students. | Not generally recommended. Contact EH&S for further guidance. |
| Understand your responsibilities for when an employee tests positive, is exposed, or symptomatic. | [https://facilities.ucr.edu/document/hvac-fac](https://facilities.ucr.edu/document/hvac-fac) |
| Plexiglass and barriers are not required per Cal/OSHA, but purchasing guidance is available from Facilities Services. | HVAC, including Portable Air Cleaners/Filterers: Understand HVAC-related measures on campus. |
| All Employees: Before Returning to Campus |          |
| Complete COVID-19 Prevention training via [https://uclearning.ucr.edu/](https://uclearning.ucr.edu/) |          |

Return to Campus Information ver. 09/30/2021 [https://ehs.ucr.edu/](https://ehs.ucr.edu/)
TAPS - new parking rates and passes

Student Recreation Center - open, masks and completed daily wellness survey required

Libraries - open, all library services open September 20, check for hours https://library.ucr.edu/about/hours

Faculty and Staff Assistance Program - resources available to faculty, staff and their household family members. Confidential support, resources and information for personal and work-life issues. These services are provided at no charge
Pre-Submitted Questions
Who’s responsibility is it to ensure completion of compliance with policy for new employees? Example - Shared Services (or internal SSC), supervisor, HR Partner?

New employees will have 8 weeks from their start to come into compliance with the policy. It is the responsibility of the supervisor to inform the employee of the policy requirement, and the employee’s responsibility to comply with the policy. The HR Partner (and Supervisor) will be informed if the employee is non-compliant after the 8 week grace period.
Is the COVID-19 vaccine a condition of employment that needs to be part of the offer letter?

Specific language to add to offer letters has been provided by UCOP.
Is there a grace period to comply to the COVID-19 vaccine mandate after hire or start date?

Talent Acquisition is working on this question, so more to come, but the policy does state that new hires have 8 weeks from the first date of employment. During the 8-week timeframe new hires would need to comply with NPI’s (face coverings, asymptomatic)
What actions should the supervisor or department take if someone is not compliant with masking policies?

Reference Appendix F in the policy but check with HR first.
If employees choose not to get vaccinated and don’t have an approved exception or accommodation on file can they still work on campus if they follow NPI protocols (face coverings, testing, social distancing, etc.)?

Employees who choose not to get vaccinated and have not applied for an exception or deferral will be out of compliance with the policy. The policy has a process and notice period during which these individuals may be on campus with NPIs while they come into compliance with the policy.
What can we do, if anything, to encourage those staff that haven’t received the clearance to come to campus without accommodations yet to upload their vaccination information?

Encouraging employees to comply with the vaccine policy is permitted. Any communication should focus on compliance with the policy and not whether or not an employee is vaccinated, i.e., submitting vaccination proof or an exemption request. Employees can be informed that generally, the policy includes 3 notices of noncompliance before potential disciplinary action..
What about when people need to eat and there are more than one in a breakroom? Can people eat in their cubicles?

Mandated physical distancing and occupancy limitations are no longer in effect. While there are no limits, the campus continues to encourage smart and commonly known infection control practices including actions like:

a) Wash hands often
b) Keep hands away from your face
c) Stay home if you are sick
d) Get vaccinated
e) Consider meeting outside. Find a bench or table near your building to use for more informal meetings with others.
f) Consider not meeting in cubicle areas with other groups of people present in neighboring cubicles. Find a room or a large open area to meet (conference room, lobby, etc.)
g) Use the largest available room. The bigger the room the lower the risk.
h) Distance as much as practical.
Can you confirm whether or not an individual who is not vaccinated can be alone in a room, with or without the door closed, and not have to wear a mask?

Effective July 29, 2021, mask wearing will be required indoors while on campus owned or operated facilities (including vehicles), regardless of vaccination status. Unvaccinated individuals must continue to wear a mask at all times. Vaccinated individuals who have uploaded their record may work without a mask while working outdoors or indoors alone in a closed office, room, or vehicle; however, masks are required in indoor communal spaces and meetings with others.
Where go I go to communicate a safety concern that I have?

We encourage employees to share concerns with their supervisors or departmental HR Business Partner. However there are other avenues that an employee or anyone can take.

You can report both COVID related and general safety concerns via the EH&S Report A Concern. If you would like a follow up to be shared with you, please leave your contact information, but you can be anonymous.

You can also report your concerns through the Whistleblower hotline.
Live Questions & Answers
Thank you!

Additional Questions:

Please review the UCR Campus Return website:

- **Face Coverings**: Face coverings mandatory when indoors.
  - [MASK UP](#)

- **Wellness Check**: Fill out the Daily Wellness Check before coming to campus.
  - [COMPLETE THE CHECK](#)

- **Testing**: Free testing options on and off campus.
  - [GET TESTED](#)

- **Vaccines**: Required for students and employees and widely available.
  - [LEARN MORE](#)

- **COVID Prevention Plan**
  - [MORE INFORMATION](#)

- **Facilities**
  - [MORE INFORMATION](#)

- **Environmental Health & Safety**
  - [MORE INFORMATION](#)

- **Teaching@UCR**
  - [MORE INFORMATION](#)

- **Student Health**
  - [MORE INFORMATION](#)

- **Remote Work**
  - [MORE INFORMATION](#)

- **Events & Gatherings**
  - [MORE INFORMATION](#)