



Return to Campus Guide

Purpose

To provide an informative resource for UC Riverside employees who will be returning to work on campus following the Riverside County's rescission to align with California's Stay-At-Home order for the COVID-19 pandemic. This guidance includes the prevention measures the campus has put in place and what specific responsibilities are placed on employees returning to campus, and essential personnel remaining on campus, in order to ensure the safety of the entire campus community.

[Current Campus Status](#)

Returning to Campus

Before returning to campus:

All Employees:

- Complete the [COVID-19 Prevention training course](#)
- Complete the daily [Wellness Survey](#) and stay home if sick
- Receive an [influenza immunization](#) (when available before Nov. 1, 2020). More guidance will be available on accommodations if required.
- Review this guide for details regarding working on campus
- Mandatory testing requirements for onsite workers – guidelines will be coming soon regarding testing for symptomatic and asymptomatic employees working onsite. Testing will be available on the main campus.
- Review the [Symptom Monitoring and Reporting Procedures for Covered Employees and Supervisors](#) and [Campus Response to Suspected COVID-19 Cases](#) to understand the campus process
- Information continues to change so please watch for additional campus communications

Supervisors/PIs:

- Complete the [Worksite Specific COVID-19 Prevention Plan](#) for your space. PIs should additionally review [Research Ramp Up Information](#). Coordinate plans for any shared spaces.
 - Share with employees and obtain signatures confirming they have reviewed and understood the plan. Electronic signatures are acceptable. Keep an electronic copy of the document for reference.

- Request a [disinfecting kit](#) from Facilities Services for your area
- These plans should be reviewed by department heads/chairs. For any questions or concerns, contact EH&S at 951-827-5528 or ehs@ucr.edu.
- Review [work schedule considerations](#) and coordinate with employees as appropriate.

The campus will begin to bring additional employees back to work in concert with California state orders and UC Office of the President guidance. Preparation for this will include a series of personal and location-based protocols outlined in the subsequent sections. This guide should be read in its entirety by all UCR employees to understand the recommended guidelines. Supervisors are encouraged to conduct as much preparation in their workspaces in advance of employee return as possible.

Personal Protocols

Each employee shall follow established protocols to limit the spread of COVID-19 on campus.

Training and Requirements:

Each employee returning to work on campus must complete the COVID-19 Prevention online training course and acknowledge they have reviewed the required protocols to work on campus. To access the training, visit [R'Space](#) and click on the UC Learning Center (LMS).

All UCR employees, whether working on campus or remotely, will receive an email notification providing instructions on how to access the course through the UC Learning Center. The training assignment should not be considered direction to discontinue telecommuting. However, training completion is required prior to returning to work on campus. Employees who have returned to campus must complete the course as soon as reasonably possible. Supervisors will receive an email notification when employees complete the course.

Signs will be posted across campus as a reminder of best practices. COVID-19 related information, changes to the return plan, and changes to campus status will be communicated via the [UCR Coronavirus](#) website and through campus notices from leadership.

Flu vaccine:

To support the health and well-being of UC students, faculty and staff and our communities, the University of California, in consultation with UC Health leadership, has issued a [systemwide executive order](#) requiring all members of the UC community to receive an influenza immunization when available before Nov. 1, 2020.

A process will be put in place for faculty and staff to request medical exemptions. Requests for disability or religious accommodations will be handled through the interactive process consistent with existing location policies and procedures.

More information about the implementation of UC's requirement, and when the flu vaccination for 2020-21 is available, will be shared in the coming weeks.

COVID-19 Symptoms and Testing:

If you have been exposed to COVID-19 it is important to note you may not become sick nor show symptoms. Symptoms vary with some people experiencing no or very mild symptoms while others experience very severe symptoms. These symptoms usually appear in 2-14 days after exposure and include:

- Cough
- Shortness of breath or difficulty breathing
- Fever greater than 100.4 F, or feeling feverish
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste and/or smell

If you are experiencing any of the above symptoms, stay home. Contact the UCR Employee COVID Hotline (844) 827-6827 or your primary care provider to discuss next steps. More information can be found at the [CDC website](#).

High Risk Individuals:

Per CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions include:

- Over 65 years of age
- Severe asthma
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Liver disease
- Immunocompromised – HIV, AIDS, chemo-therapy patients, transplant recipients, on immune-suppressing medications etc.
- Pregnancy

If you think you are considered high risk and need assistance, please contact the [UCR Disability Management Office](#) to discuss what reasonable accommodations can be addressed.

[COVID-Testing Sites](#)

On-site testing – more information will be available shortly

Health Monitoring:

The health and wellness protocols implemented are based on the Center for Disease Prevention and Control (CDC) and California state guidance. Employees must not work on campus if they are sick. Employees are required to conduct a self-assessment and participate in temperature monitoring prior to beginning work each day they report to campus using the [Wellness Survey](#) or approved alternative method. Employees will either be approved to work on campus or referred to the UCR COVID-19 Wellness Hotline (844-827-6827) or email covid19@medsch.ucr.edu for additional review.

Please remember that employee health issues are confidential. Employees and Supervisors should reach out to the UCR COVID Hotline for guidance on responding to possible or confirmed COVID cases.

[Wellness Survey](#)

[Symptom Monitoring and Reporting Procedures for Covered Employees and Supervisors](#)

[Campus Response to Suspected COVID-19 Cases](#)

Face Coverings:

- Per UC guidance, you are required to wear face coverings at all times while at work, indoors and outdoors with the following exceptions:
 - All staff who are performing duties outdoors and are alone, may remove the face covering when others are not nearby or within a 6-foot radius.
 - Administrative staff may remove face covering if working in an administrative area on their own.
 - Face coverings must be readily available to cover your face when others are nearby.
- Face coverings should be made of cloth or, if preferred, disposable masks are acceptable.
- Face coverings can be made with or without sewing readily available materials by following the direction at the CDC Face Mask Guidance website here ([CDC Face Mask Page](#))
- The purpose of face covering is to keep your respiratory droplets from spreading into other's breathing zones. Face coverings are not considered personal protective equipment (PPE).
- You are responsible for making sure you have a clean face covering each work day.
- You or your supervisor can [request a cloth face covering](#) if you do not have one.
- If you forget your face covering, contact your supervisor.
- Additional Face Covering Information can be found [here](#).
- If accommodations are required, please contact the UCR Disability Management Office.

Hygiene:

Employees are encouraged to wash their hands with soap for at least 20 seconds and/or use sanitizer often while on campus, preferably every one to two hours, before and after eating, using shared equipment, and traversing common areas.

The best way to prevent infection is to practice good hygiene. The main routes for a virus to enter your body are through eyes, nose, and mouth.

- Wash your hands with soap often throughout the day - at least every hour or two at a minimum.
- Avoid touching your face, whenever possible, especially with uncleaned hands. If you touch your face, wash your hands with soap and water for a minimum of 20 seconds.
- If handwashing facilities are not available, hand sanitizer with 60% or higher alcohol content is a good substitute. Make sure to continue to rub your hands on all surfaces, just as you would if washing, until the hand sanitizer has evaporated completely.
- Avoid touching surfaces like door knobs and elevator buttons, whenever possible, with bare hands. Use a clean tissue, shirt sleeve, or your elbow.
- If you cough or sneeze, do so into your elbow or cover your nose and mouth with a tissue. Tissues must be thrown in the trash, followed by hand washing.

Physical Distancing:

While on campus, all employees are encouraged to avoid in-person interactions and gatherings. When it is not possible to avoid others, everyone shall maintain a minimum 6-foot separation. Workstations may be adjusted to ensure the minimum distancing, when feasible. Employee work schedules may be altered to minimize the number of people in buildings or areas at the same time.

While on campus, all employees should avoid in-person interactions and gatherings. When it is not possible to avoid others, everyone shall maintain a minimum 6-foot separation. Workstations may be adjusted to ensure the minimum distancing, when feasible. Employee work schedules may be altered to minimize the number of people in buildings or areas at the same time. A general rule of thumb is to consider a maximum occupancy of 25% of the posted and normal occupancy of an area/space.

Visitors:

We recognize that visitors, contractors, vendors and other non-UCR personnel may need to come to campus. Non-UCR-affiliated individuals coming to campus for essential work must abide by these visitor guidelines.

[Non-UCR Affiliate Guide](#)

Location Based Protocols

Common Areas: (includes public corridors, lobbies, indoor seating areas, etc.)

Hand sanitizer stations have been placed at the main entrance of major campus buildings. [Map of station locations.](#)

Employees are expected to maintain distancing in common areas. Employees are encouraged to avoid touching door handles and other shared surfaces with bare hands, and to disinfect often. Employees are encouraged to stay to the right when walking and avoid entering crowded areas. Elevators are limited to one rider and 8 steps should be maintained between stair users.

It is important to be respectful of everyone's space during this time. Please adhere to the following guidance.

- Maintain 6-foot distancing from all persons
- Limit what surfaces you touch in common areas
- Wash your hands often with soap for at least 20 seconds. You may use hand sanitizer that contains at least 60% alcohol as an alternative if handwashing is not available.
- Wash your hands with soap before and after touching common area surfaces
- Do not use common area phones or computers unless you disinfect before and after use
- Do not enter a small room if someone else is in there
- RIGHT OF WAY - In all cases, the person exiting has the right of way
- STAY TO THE RIGHT - when walking in all areas, stay to the right. Do not attempt to pass people in corridors.
- ELEVATORS - occupancy in elevators is limited to one rider at a time. Wait 6 feet from the door and to the right to allow riders to exit to their right. [Click here to download poster](#)
- STAIRS - 6 foot spacing needs to be maintained on stairs. Stay 8 steps behind the person in front of you. [Click here to download poster](#)
- Additional posters are available [here](#)

Barriers:

Barriers are not a substitute for physical distancing and come with their own set of disinfection requirements. Barriers may be considered for customer service positions such as cashiers and receptionists. Information about purchasing barriers can be found on the [Facilities Services website.](#)

Occupancy Limits:

Rooms and areas should be assessed to determine the number of people who can safely distance while using the space based on current guidelines. UCR recommends that spaces not be occupied more than 25% of approved code occupancy and a 6-foot distance must be maintained for the initial phase of reoccupancy. This recommendation is expected to change as the state moves into future phases of recovery and will be messaged to the campus.

- Signs indicating new occupancy limits should be posted at room entrances.

- Printable occupancy signage can be found on the EH&S [website](#).
- Limit the number of workers in areas to ensure at least six feet of separation and no more than 25% of approved code occupancy. For questions on approved occupancy, contact EH&S or [Space Management](#).
- Some common areas may be closed, or access restricted, to prevent use and minimize areas that require frequent disinfection.
- Elevators are currently limited to one rider at a time.

Cleaning and Disinfection:

Facilities Services will provide cleaning and disinfection services for the campus, focusing on public areas such as public restrooms. Departments are required to assist with additional cleaning and disinfection of high-touch areas in spaces assigned to them.

Disinfection supplies should be acquired from Facilities Services in order to ensure products meet EPA criteria for COVID-19 disinfection. Information on these items is available on the [Facilities Services website](#). The Facilities Services website also provides information on the Custodial Cleaning Schedule for different space types to help with departmental disinfection planning.

If an employee tests positive for COVID-19 after working on campus, Facilities Services will work with the department to clean and disinfect areas likely contaminated as recommended by the CDC. If disinfection is required, building occupants will be notified and room signage will be posted. Entire buildings will not be shut down unless warranted.

Specific Space Type Considerations:

Outdoors/Common Areas (Parking areas, sidewalks, restrooms, seating areas):

- 6-foot distancing is required
- Do not gather in groups
- Stay out of crowded places and avoid gathering
- Units assigned outdoor spaces should determine and post the maximum occupancy for those spaces. (example HUB and dining patios)

Building/Office entrance and exits

- Building entrances and exits are places of congestion. If possible, establish a one-way in, one-way out pathway for office areas. Post signage.
- Establish a one-way up, and one-way down pathway for stairs. Post [signage](#).
- If one-way pathways are not feasible, post signs to encourage walking to the right.
- Contact Space Management at sharyl.murdock@ucr.edu, or have your department FMS transactor, look online for plans of your spaces, if available, so you can clearly map pathways and share with employees and visitors.

- If employees are scheduled for a shift outside of standard business hours, departments should provide a building key as necessary for access.

Office/Desk and Reception Areas:

- Offices are limited to 1 person per office at a time.
- Do not enter anyone else's office or cubicle area.
- It is important to allow each employee to have a "clean space" to comfortably work in.
- Avoid sharing of desks and equipment when possible to minimize how often disinfection is required and to conserve supplies.
- If desk sharing is required, departments should have a clear plan for disinfection.
- Consider providing dividers or barriers between cashiers or receptionists and customers. Information on purchasing barriers can be found on the [Facilities Services website](#).

Lobby and Public Lounge Areas:

- Lobbies should have clear floor markings and signs to ensure proper distancing. Blue painter's tape can be requested from Facilities services and is the only tape approved for use.
- A 6-foot zone around reception desks should be taped.
- If people are to wait in a line, spots should be marked at 6-foot intervals. If all spots are full, others must wait outside.
- Remove furniture in lobbies and lounge areas, or block access to prevent use, if possible.

Restrooms:

- It is necessary to limit the number of people who are in the group restrooms at any one time whenever possible.
- Individuals should only use available marked stalls and sinks at least 6 feet apart.
- Signage to reinforce proper hand washing should be posted at the entrance and inside the restroom.
- Information regarding Facilities Services cleaning schedules can be found on the [Facilities Services website](#).
- Per State Guidance for Higher Education, physical barriers will be placed between sinks in restrooms.

Drinking Fountains & Hydration Stations:

- Avoid use of drinking fountains.
- Non-touch hydration stations may be used. The UCR [campus map](#) shows hydration station locations.

Meeting and Conference Rooms:

- Meetings should be held remotely by phone or teleconferencing program when possible.

- Departments should establish a protocol for disinfecting surfaces after each meeting. Develop a disinfection plan if maintained by building managers/department or have a disinfection plan that each meeting host must complete prior to space use.
- On scheduling tool, allow at least 15 minutes between meetings for disinfection of surfaces.
- Set up room to encourage physical distancing by having tables and chairs set 6 feet apart. Remove, tag, or block access to any excess furniture.
- If meetings must be held in person, consider holding the meeting outdoors instead and ensure social distancing measures are followed.

Copy/Mail Rooms:

- Limit number of people who can be in the room. Preferably one at a time for small rooms.
- Provide disinfectant for use and require disinfection before and after each use of shared printers, equipment, and other items.
- Establish a protocol to pick up items from the printer immediately.

Kitchens:

- First time use after closure: Pour water down dry traps/floor drains to mitigate sewer gas smells that are often confused with natural gas leaks.
- Employees can store food in the kitchen area but should not prepare food. Encourage employees to use an insulated lunch bag or cooler instead of storing food in common areas.
- Discourage the use of shared appliances such as microwaves and toasters. Unplug and remove unnecessary appliances.
- Do not eat meals in the kitchen.
- Disinfect before and after touching surfaces including the sink faucet, refrigerator handles, cabinet handles, keypads, countertop, shared equipment (if must be used), etc.
- Replace reusable silverware and dinnerware with disposable or take your items home daily to wash.

Break Rooms:

- Discourage employees from eating in break rooms.
- Limit the number of employees allowed in break rooms at a time to ensure 6 feet distancing can be maintained.
- Remove, tag, or block access to excess furniture.
- Create and post a departmental disinfection plan.
- Encourage employees to eat outdoors or at their desks, if possible.

Ice Machine utilizing a scoop located in communal area:

- Do not use the ice machine for consumption if located in a communal area.
- Tape/Restrict access and post a sign on the machine to alert any potential users.
- Anyone needing ice should be encouraged to purchase from a retailer instead.

Locker/Shower Room:

- Discourage the use of these spaces unless necessary.
- Determine how many people can safely use the space and label/sign.
- Departmental disinfection plan should be clear and posted with supplies provided.
- Schedule use of the room to allow time between users for disinfection.

Workshops and Labs:

To support the variety and intricacy of research methods or workshop tasks, assessments are best made locally with EH&S support as needed. [See Research Ramp Up Checklist.](#)

- Separate workstations where six feet distancing should be designated.
- Discourage the use of shared workstations where social distancing cannot be supported.
- If workstations must be shared, establish a detailed plan for disinfection of surfaces and equipment, and a clear use schedule.
- Pathways to and from exits, and equipment should be kept clear.
- Establish lab entry procedures:
 - 1) Enter the lab
 - 2) wash hands with soap for at least 20 seconds
 - 3) put on eye protection
 - 4) put on lab coat
 - 5) put on gloves
- Establish lab exiting procedures:
 - 1) remove gloves
 - 2) remove lab coat
 - 3) wash hands with soap for at least 20 seconds
 - 4) remove eye protection
 - 5) exit by touching the door handle with elbow or hip/side, wipe, etc. (i.e. not with hands)
- Ensure required personal protective equipment (PPE) is available.
- Establish workshop entry/exit procedures:
 - 1) Enter shop - All PPE should be available immediately inside the door

- 2) Wash hands or use sanitizer prior to starting work and after using shared equipment
- 3) Use face covering or put on respirator/mask (N95, P100, or similar), if required, during entire work session
- 4) Wear eye protection and face shield, as required
- 5) Wear clean work gloves, where possible, that can be washed or sanitized with alcohol 70% solution.
- 6) Disinfect tools following work sessions or after using shared tools.
- 7) Wash hands or use sanitizer once work session is complete.

Note: Specific medical-grade PPE is currently prioritized for healthcare workers and first responders. Work with EH&S to determine alternative PPE or engineering solutions. Recycle any excess PPE supplies by contacting EH&S.

- For shared equipment (i.e. fume hood, biosafety cabinet, tools), establish a shared calendar or other multiuser scheduling system, and a disinfection plan before/after each use.
- Lab coats and safety eyewear should not be shared and should be stored on separate hooks. Shared PPE (i.e. face shields, chemical splash apron) should be cleaned and disinfected between each use. Wear nitrile gloves when using communal gloves (ie. Cryogenic gloves).
- Refrain from ordering large supplies of perishable materials in the event COVID-19 cases increase and the stay-at-home orders are reinstated.

Vehicles:

- Refrain from using shared vehicles whenever possible.
- If more than one person is necessary, face coverings are required, passengers should be distanced as much as possible, and all windows should be rolled down. Avoid using the recirculated air option.
- Wash your hands or use sanitizer upon entering and after exiting the vehicle.
- Disinfect high-touch surfaces before and after each use. Make sure to allow the full contact time specified on the provided disinfectant label.
- Departments should provide a disinfecting kit for vehicles to be kept inside the vehicle or be available for pickup if temperatures are above 85°F.

On-Campus Dining Facilities: <https://covid19.ca.gov/pdf/guidance-restaurants-bars.pdf>

Request the approved HOUSING, DINING and HOSPITALITY SERVICES & RESIDENTIAL LIFE SERVICES plan for campus specific details.

Early Childhood Services (CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>)

Request the approved Early Childhood Services plan for campus specific details.

UCR Bookstore: [State Retail Guidance](#)

- Create clearly marked curbside or outside pick up points that maintain 6-foot distancing with visual cues or other measure.
- Increase pickup service options for customers to help minimize in-store contact.
- Implement measures to ensure 6 feet distancing between workers and customers.
- Consider providing dividers or barriers between cashiers and customers.
- Limit the number of people in the storage at one time to no more than 50% maximum occupancy.
- Employees and customers are required to wear face coverings at all times.
- Post “Keeping Yourself Healthy” [poster](#) at the entrance and throughout the facility.
- Provide, a single, clearly designated entrance and separate exit.
- Be prepared to queue customers outside while maintaining 6-foot distancing. Use visual cues like tape marks to make the spacing requirement clear for customers.
- Dedicate shopping hours for vulnerable populations, including seniors and those medically vulnerable, preferably at a time following a complete cleaning and disinfection process.
- Use transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures.
- Supply contactless payment systems, or if not workable, sanitizing payment systems regularly.
- Disinfect all payment portals, pens, and styluses after each use.
- Remove or restrict access to public seating areas.
- Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of UCR regarding face coverings and necessary PPE.

[Library:](#)

- Employees should follow guidelines for office spaces and should post occupancy limitations in public areas assigned to their departments.
- Institute a contactless curbside pick-up and return system.
- Patrons should place a hold in the library’s online catalog or make an appointment in order to make use of the curbside pick-up service.
- Provide accommodation and support for patrons with mobility issues or are without mobile devices or internet access at home.

HUB:

- Employees should follow guidelines for office spaces and should post occupancy limitations in public areas assigned to their departments.
- Follow guidelines for Dining Facilities, Lobby and Public Lounge Areas and Event Spaces for specific space use.

Athletics:

- Employees should follow guidance above for office spaces.
- Request the approved Athletics plan for campus specific details when available.

Recreation Center: [State Fitness Facilities Guidance](#) Closed until campus phase 3.

- Request the approved Recreation Center plan for campus specific details when available.

Event Spaces: Closed until campus phase 3. When able to open consider the following and work with EH&S to determine the best layout and procedures:

- Limit the number of guests to 25% of theater capacity.
- Face coverings are required.
- Reduce seating to allow 6-foot distancing by blocking off seats and rows as required.
- Allow extra time for seating of guests and audience to ensure spacing can be maintained
- Provide sanitizer stations at all entrances and exits and backstage on each side
- Use only electronic ticketing to minimize person-to-person contact Have ticket scanners on stands for patrons to scan their ticket.
- Do not have intermissions to discourage gathering and crowding in lobby areas.
- Have employees monitor bathroom doors to prevent crowding.
- Use general admission tickets and seat guests as they arrive starting closest to the stage and moving to the back.
- Events without seating should have clear floor markings to show where people should stand.
- Musicians for performances should be spaced 6 feet or more apart and/or barriers should be used to minimize droplet migration. This is especially important for instruments that preclude wearing a face covering.
- Consider in some cases placing barriers between the audience and stage area.
- Provide an online program only that can be accessed on guest's phones.
- Do not sell food, drinks, or souvenirs. Consider online ordering for souvenirs. Consider allowing guests to bring their own water.
- For events that would normally be a banquet style event, do not serve food or consider grab and go style meals that can be picked up by guests.
- Avoid round table seating events and use rectangular tables in rows instead to avoid placing people in facing positions.
- Repeating performances/events should be scheduled to allow time for proper disinfection between. Either chemical disinfecting procedures must be employed for seating and common areas or a three-day wait time between shows/events should be scheduled to allow any virus present to become un-viable.

Swimming Pool and Spa Facilities: [State Guidance](#)

- Create a written disinfection plan which:
 - Identifies frequently touched surfaces (ie. Handrails, grabrails, etc.) to sanitize.
 - Establishes frequency to check shared restrooms to ensure they are stocked with hand soap and paper towels.
 - Schedules time slots for use on busy days to control the flow of users.
 - Designates person to complete disinfection tasks.
- Saunas, steam rooms, and hot tubs should remain closed.
- Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).
- Encourage patrons to bring and use their own towels wherever possible. If the facility is providing them, launder towels according to the manufacturer's instructions. Use the warmest

appropriate water temperature and dry items completely. Handle towels with disposable gloves and minimal disturbance, i.e., do not shake them.

- Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- Ensure that the facility has adequate equipment for patrons, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Clean and disinfect the items after each use.
- Consider implementing reservations for pool use or implementing other mechanisms to support physical distancing.
- Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- Aquatic venues should avoid activities that promote group gatherings.
- Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support six feet physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.

Work Schedule Considerations:

All units and departments will need to maintain distancing practices while working onsite. Employees must work with their immediate supervisors to develop a work schedule that works for the campus, department, and fellow employees using shared work and break areas. Supervisors may also have to coordinate with the Human Resources staff as represented employees may have different requirements. Considerations to ensure safe distancing may include:

- Continue remote work, if feasible. Supervisors should discuss with their employees.
- Stagger start times
- Stagger schedules for lunch and break times
- Establish alternating work schedules
- Add weekend or evening shifts, if appropriate - take into consideration personal safety and building access issue

Contact Information:

For more information or additional guidance, please contact [Sharyl Murdock](#).

Appendix A – WORKSITE SPECIFIC COVID-19 PREVENTION PLAN

All departments/divisions must implement all measures listed below in order to ensure a safe workplace for employees. Review the UCR EH&S CORONAVIRUS WEBSITE www.ehs.ucr.edu/coronavirus for additional details and tools. Supervisors should regularly evaluate their facilities for compliance with the plan.

Copies of this completed plan should be prepared by the supervisor, reviewed with their direct supervisor for approval, and shared with all employees.

Department:

Buildings/Room(s):

A. General Signage:

Post the following signs and notices at main department/division entrance(s) and wherever needed to inform all personnel and visitors:

- [Keep Yourself Healthy poster](#)
- [Face Covering poster](#)
 - Post copies of this completed Worksite Specific COVID-19 Prevention Plan in the main office area for your department and/or other areas used for department postings.
- [Additional signage](#)

B. Employee Based Protection Protocols:

- All employees have completed [COVID-19 Prevention](#) online training via [UC Learning Center](#) prior to returning to work.
- All personnel have been instructed to wear face coverings while on campus. Face coverings are available through EH&S for those that need one. [Face covering request form](#).
- Employees have been informed to complete the daily [Wellness Survey](#) before coming to campus, they have been provided CDC guidance on [What to do If You Are Sick](#), understand to notify their supervisor and/or contact the UCR Employee COVID Hotline (844) 827-6827.
- Onsite COVID-19 TESTING – more information will be sent when available
- Personnel who are at a [higher risk](#) for COVID-19 illness have been informed not to hesitate to reach out UCR Disability Management (disabilitymanagement@ucr.edu) for potential reasonable accommodation to collectively prioritize everyone's health and safety.
- Everyone who can carry out their work duties from home based on guidance from their supervisor, has been provided resources and directed to do so. <https://keepworking.ucr.edu/>
- Department scheduling has been adjusted to limit space conflicts and allow for adequate disinfection by staggering shifts, offering remote work days, staggering breaks, etc.
- The number of personnel in buildings, rooms, or other general areas have been limited at any one time to easily maintain at least six-foot distance from one another at all practicable times.
- Personnel have been informed to not share items or equipment (e.g., pens, phones, dishes, desks, etc.). If sharing is unavoidable, disinfectant wipes will be available and used by each employee after use of shared equipment.
- All personnel have been instructed to maintain at least six feet distance from others.

- All personnel have been instructed to frequently wash their hands with soap and water for at least 20 seconds and to use available sanitizer as an alternative.
- All personnel have been instructed not to share Personal Protective Equipment (PPE) including gloves, safety glasses, face shields, arc flash or welding gear, lab coats, and respiratory protection.
- Supervisor or other manager is monitoring areas to ensure everyone is maintaining at least a six-foot distance and wearing face coverings.
- This Plan has been shared with employees and signatures obtained confirming they have reviewed and understood the plan. Electronic signatures are acceptable. An electronic copy of the document is saved for reference.

C. Space Based Protection Protocols: All signage is available on the [EH&S website](#).

- Use colored painter's tape to indicate where people should stand to support six feet distancing. Painter's tape is available as part of the Facilities Services disinfection kit.
- Separate or close areas to prevent gathering and close proximity.
- If space is shared, coordinate use of space.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Turn on sink faucet to flush water pipes to remove any stagnant water.
- Pour water down dry traps/floor drains to mitigate sewer gas smells that are often confused with natural gas leaks.
- Discontinue [nonessential travel](#) and encourage distance meetings via phone and internet.
- If in person meetings are required, dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Re-arrange office spaces, cubicles, etc., if feasible and decrease the capacity for conferencing and meeting to ensure workspaces to allow for six feet between employees.
- Assign personnel to disinfect high-use areas and traffic areas as needed to supplement scheduled cleanings if desired.
- Disinfectant kits with wipes that are effective against COVID-19 are available near desks, in vehicles and other high-use areas. See the [Facilities Services website](#) for information on obtaining disinfecting kits.
- Disinfectant and related supplies are available to all personnel at the following location(s): _____ Note:
Alcohol-based disinfectants should be stored away from ignition sources.
- Hand sanitizer [effective against COVID-19](#) is available to all personnel at the following location(s): _____ Note:
Alcohol-based sanitizers should be stored away from ignition sources.
- Soap and water are available to all personnel the following location(s): _____
- Meeting rooms and breakrooms and other general areas are being disinfected and being utilized as follows (Attach additional sheets with information for other rooms as needed)
 - Meeting Room:
Status: Open with occupancy limits and use guidance Closed until further notice

- Occupancy limit _____ Occupancy sign posted at entrance
- Room use guidance posted at entrance
- Furniture removed/arranged/marked "Do not use" to ensure six feet distancing
- Disinfection kit available

- Breakroom:

- Status: Open with occupancy limits and use guidance Closed until further notice
- Occupancy limit _____ Occupancy sign posted at entrance
- Room use guidance posted at entrance
- Furniture removed/arranged to ensure six feet distancing
- Disinfection kit available

- Other:

- Status: Open with occupancy limits and use guidance Closed until further notice
- Occupancy limit _____ Occupancy sign posted at entrance
- Room use guidance posted at entrance
- Furniture removed/arranged to ensure six feet distancing
- Disinfection kit available

- Other:

- Status: Open with occupancy limits and use guidance Closed until further notice
- Occupancy limit _____ Occupancy sign posted at entrance
- Room use guidance posted at entrance
- Furniture removed/arranged to ensure six feet distancing
- Disinfection kit available

*Any additional measures not included here should be listed on separate pages, which the department should attach to this document.

You may contact the following person with any questions, concerns or comments about this protocol:

Name:

Phone Number:

Date of Form Completed:

Incidents and safety concerns can be reported on the EH&S website ehs.ucr.edu through the online Report a Safety Concern link or to the [Ethics and Compliance office](#)