COVID-19 Prevention Plan

Purpose

To provide an informative resource for UC Riverside faculty, staff and students who will be returning to campus following California's Blueprint for a Safer Economy. This COVID-19 Prevention Plan includes the prevention measures the campus has put in place and what specific responsibilities are placed on faculty, staff, and students returning to campus, and essential personnel remaining on campus to ensure the safety of the entire campus community.

Current Campus Status

Definitions (8CCR3205)

- **COVID-19** – coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)

- **COVID-19 Case** – a person who (1) has a positive "COVID-19 test" as defined below; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

  A person is no longer a "COVID-19 Case" when a licensed health care professional determines that the person does not have COVID-19, per the recommendations made by the California Department of Public Health (CDPH) or the local health department.

- **COVID-19 exposure** – being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined below. This definition applies regardless of the use of face coverings.

- **COVID-19 hazard** – exposure to potentially infectious materials that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, most commonly resulting from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons that may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
• **COVID-19 symptoms** - fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

• **COVID-19 test** – a viral test for SARS-CoV-2 that is (1) approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered under the FDA approval or the FDA Emergency Use Authorization as applicable.

• **Exposed workplace** - any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. This will also include but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

• **Face covering** - a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

• **High-risk exposure period** – the following time periods: (1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

## Returning to Campus

Before returning to campus for any period of time:

**All Employees:**

• Complete the [COVID-19 Prevention training course](#)
• Complete the daily [Wellness Survey](#) and stay home if sick or if directed by UCR COVID-19 Wellness Hotline
• Receive an [influenza immunization](#). Information regarding [accommodations](#) is also available if needed

Updated 4.12.2021
• Review this plan and your department's Worksite Specific Plan for details regarding working on campus
• Review COVID-19 testing information for onsite workers.
• Wear provided face coverings over the nose and mouth when indoors, outdoors, and less than six feet away from another person, and where required by UCOP, CDPH, Riverside County orders.
• 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 COVID-19 Worksite Specific Plan for your space and submit it to the Operations Continuity Workgroup. PIs should additionally review Research Continuity Information. Coordinate plans for any shared spaces.
  o 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.
  o These plans shall be approved by department heads/chairs, Deans, VC, or Provost.
  o For any questions or concerns, contact EH&S at 951-827-5528 or ehspublichealth@ucr.edu.
• Request a disinfecting kit from Facilities Services for your area
• Request face coverings for each employee from EH&S and document distribution.
• Review work schedule considerations and coordinate with employees as appropriate to reduce the number of people in each space at a given time.
• Supervisors are responsible for ensuring all workers submit the Daily Wellness Survey immediately before arriving on campus.
• Supervisors must review the Supervisors Guidelines for Monitoring and Reporting Procedures

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 plan should be read in its entirety by all UCR employees to understand the requirements. Supervisors are encouraged to conduct as much preparation in their workspaces in advance of employee return as possible.
**Personal Protocols**

Each faculty, staff and students shall follow established protocols to limit the spread of COVID-19 on campus.

**Training:**

Each employee returning to work on campus must complete the COVID-19 Prevention online training course, which will discuss UCR's policies and procedures to protect individuals from COVID-19 hazards. 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. New employees must complete the training.

**Worksite Specific Plan:**

Each department with employees working on campus for any length of time (even occasional visits) must complete the Worksite Specific Plan prior to returning to campus. The Worksite Specific Plan assesses all interactions, areas, activities, processes, equipment, and materials that could expose employees to COVID-19 hazards. The plan template must be used when applying to return to campus for work, either as an individual department, research lab, or campus unit. Units and individual departments who continued to work on campus as essential personnel during the pandemic must also submit a plan and receive proper approvals. Please consult with the Operations Continuity Workgroup before preparing plans or for additional guidance.

**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 before November 1, 2020 or before returning to campus during the 2020-21 flu season.

A process is 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. To request accommodation, contact disabilitymanagement@ucr.edu. More information about the implementation of UC’s requirements is available on the EH&S coronavirus website.

**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 unless otherwise directed. Contact the UCR Employee COVID Hotline (844) 827-6827 or your primary care provider to discuss the next steps. More information can be found on the CDC website.

**High-Risk Individuals:**

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

- Over 65 years of age
- Severe asthma
- Chronic lung disease
- Diabetes

Updated 4.12.2021
• Serious heart conditions
• Chronic kidney disease is treated with dialysis
• Severe obesity
• Liver disease
• Immunocompromised – HIV, AIDS, chemotherapy 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-19 Testing:

UCR offers free on-campus COVID-19 testing to students, the COVID-19 Response Team (Student Health Services, UCR Health, MRB/CLIA Lab Group), and Athletics staff approved for competition, per NCAA and Big West protocols (MBB and WBB). Faculty/Staff can obtain COVID-19 testing at UCR Lot 26, which is administered by Curative seven (7) days a week and any other available sites throughout the Riverside County. For more details, visit https://ehs.ucr.edu/coronavirus/testing.

When a worksite has been identified as the location of a COVID-19 outbreak of 3 or more COVID-19 cases within 14 days, COVID-19 testing is available to all employees at the exposed worksite except for employees who were not present during the period of an outbreak. Individuals will be notified by UCR Health or HRBP and will need to be tested immediately upon notification and again, one week later. COVID-19 testing is available at no cost to employees during an employee's working hours. Individuals should work with their supervisors to schedule testing times. The duration of any quarantine period will not be affected by a negative COVID-19 test result. After the first two COVID-19 tests, continuous COVID-19 testing will be required at least once per week, or more frequently if recommended by UCR COVID-19 Wellness Hotlines, HRBP/Leave Coordinator, Riverside County Department of Public Health.

When a worksite has been identified as a location of a major COVID-19 outbreak of 20 or more COVID-19 cases within 30 days, COVID-19 testing is available to all employees present at the exposed worksite during the relevant 30-day period(s) and who remain at the worksite. Individuals will be notified by UCR COVID-19 Wellness Hotline or HRBP/Leave Coordinator. They will need to be tested twice a week or more frequently if recommended by UCR COVID-19 Wellness Hotline, HRBP/Leave Coordinator, or Riverside County Department of Public Health.

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 unless otherwise directed. Employees are required to conduct a self-assessment and participate in temperature monitoring before beginning work each day 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 and CalOSHA, you are required to wear face coverings over the nose and mouth at all times while at work, indoors and outdoors, with the following exceptions:
  - When performing duties outdoors and are alone when others are not nearby or within a 6-feet radius – face covering must be accessible and used if individual if others are within 6 feet of other individuals not living in the same household
  - When working alone in a room.
  - While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area; if indoors, has been maximized to the extent possible.
  - Participants of the UCR Respiratory Protection Program
  - Individuals who cannot wear face coverings due to a medical or mental health condition or disability or deaf and hard of hearing or communicating with a hearing-impaired person.
    - If accommodations are required, please contact the UCR Disability Management Office.
    - Individuals exempted from wearing face coverings due to medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom if their condition or disability permits it.
  - Specific tasks that cannot feasibly be performed with a face covering.

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Any employee not wearing a face covering must remain six feet apart from all other persons unless tested at least twice per week for COVID-19. Testing is not an alternative to face coverings when face coverings are otherwise required.

- 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 workday.
- 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.

Hygiene:

Employees are encouraged to wash their hands with soap for at least 20 seconds or use sanitizer when the sink or handwashing facility is not accessible, preferably every one to two hours, before and after eating, using shared equipment 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 the eyes, nose, and mouth.

- Wash your hands with soap for 20 seconds, often throughout the day - at least every hour or two at a minimum.
- Avoid touching your eyes, nose, and mouth 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 at least 60% ethyl 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 doorknobs 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 faculty, staff, and students are encouraged to avoid in-person interactions and gatherings. When it is not possible to avoid others, everyone shall maintain a minimum 6-feet 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-feet separation except for momentary exposure while persons are in movement. Methods of physical distancing include telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where individuals should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, to allow a greater distance between employees. A general rule of thumb is to consider a maximum occupancy of 25% of the posted and normal occupancy of an area/space until the campus is approved for a higher occupancy rate.

**Signs:**

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

**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](https://www.ucr.edu/coronavirus/)

**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.](https://www.ucr.edu/coronavirus/)

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 disinfect often and often disinfected. 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-feet distancing from all persons
- Limit what surfaces you touch in common areas. Wash your hands with soap before and after touching common area surfaces
- Wash your hands often with soap for at least 20 seconds. You may use a hand sanitizer that contains at least 60% ethyl alcohol as an alternative if handwashing is not available
- Do not use standard 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 the poster
- STAIRS – 6-feet 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, or cleanable solid partitions, are not substitutes for physical distancing and come with their own set of disinfection requirements. Barriers shall effectively reduce aerosol transmission between individuals and be considered in locations where it is not possible to maintain the physical distancing requirements at all times, such as customer service positions (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 themselves while using the space based on current guidelines. Spaces shall not be occupied more than 25% of approved code occupancy, and a 6-feet distance must be maintained for the initial phase of re-occupancy.

- 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 the use and minimize areas that require frequent disinfection.

• Elevators are currently limited to one rider at a time.

**Ventilation**

In coordination with Facilities Services, environmental health and safety will evaluate indoor locations for adequate ventilation on a case-by-case basis. Evaluations will occur based upon information obtained in [Worksite Specific Plans](#). The quantity of outdoor air for indoor locations being evaluated will be maximized to the greatest extent feasible. Ventilation systems will also be evaluated to ensure that filtration efficiency is maximized to the highest level compatible with the existing system.

There are instances when outside air quantities in naturally or mechanically ventilated spaces cannot be maximized due to environmental conditions. These conditions include:

• When the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant.

• When the outside air temperature is excessively hot or cold.

When a worksite has been identified as the location of a COVID-19 outbreak of 3 or more COVID-19 cases within 14 days, an investigation into issues concerning insufficient outdoor air or insufficient air filtration will be accomplished. Certain indoor tasks may be moved outdoors or performed remotely if increases in outdoor air or air filtration improvement cannot be accomplished due to ventilation system limitations.

When a worksite has been identified as the location of a COVID-19 outbreak of 20 or more COVID-19 cases within 30 days, indoor locations with mechanical ventilation will be evaluated to determine if filter efficiency can be increased to filters with a Minimum Efficiency Reporting Value (MERV) 13 or higher. MERV 13 or higher efficiency filter, then suppose the ventilation system is not compatible with a filter with a MERV 13 or higher efficiency. In that case, operations within that specific area will be moved to an outdoor location, or the operations will be performed remotely. Portable or mounted High-Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, will be considered a last resort method to reduce the last resort method to reduce transmission risk, where feasible.

• Do not use campus or grant funds to purchase HEPA or other air filtration units unless there is specific approval from the UCR Senior Industrial Hygienist.
Employees may not bring personal HEPA or other filtration units to campus for use. Any personal units found will be unplugged and will be disposed of within 48 hours if not removed.

**Cleaning and Disinfection:**

Facilities Services will provide regular cleaning and disinfection services for the campus, focusing on frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls in 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 to ensure products meet the 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.

Suppose an employee tests positive for COVID-19 after working on campus. In that case, Facilities Services will work with the department to clean and disinfect areas, materials, and equipment used by a COVID-19 case during the high-risk exposure period that may have likely been contaminated. 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:**

<table>
<thead>
<tr>
<th>Outdoors/Common Areas (Parking areas, sidewalks, restrooms, seating areas):</th>
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</thead>
</table>
| • 6-feet 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)  
• Personnel walking or working alone outdoors must have a face covering them and put on the face-covering if they come within 6 feet of other individuals not living in the same household. |

<table>
<thead>
<tr>
<th>Building/Office entrance and exits</th>
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<tbody>
<tr>
<td>• Post the <a href="#">Keeping Yourself Healthy sign</a> in highly visible locations that promote everyday protection measures and describe how to stop the spread of germs (such as properly washing hands, physical distancing, and properly wearing a cloth face covering).</td>
</tr>
</tbody>
</table>
• Building entrances and exits are places of congestion. If possible, establish a one-way in, a 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 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 work comfortably.
• Avoid sharing desks and equipment when possible to minimize how often disinfection is required and 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:

• Post the Keeping Yourself Healthy sign in highly visible locations that promote everyday protection measures and describe how to stop the spread of germs (such as properly washing hands, physical distancing, and properly wearing a cloth face covering).
• 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. Indoor floor markings are also available at EH&S. Submit a request for pre-printed signs.
• A 6-feet zone around reception desks should be taped.
• If people are to wait in a line, spots should be marked at 6-feet 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 handwashing should be posted at the entrance and inside the restroom.
- Information regarding Facilities Services cleaning schedules can be found on the [Facilities Services website](#).

### Drinking Fountains & Hydration Stations:

- Avoid the 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 before 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 the 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.

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Break Rooms:

- Discourage employees from eating in break rooms.
- Limit the number of employees allowed in break rooms to ensure 6 feet of 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.

<table>
<thead>
<tr>
<th>Ice Machine utilizing a scoop located in the communal area:</th>
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<tbody>
<tr>
<td>• Do not use the ice machine for consumption if located in a communal area.</td>
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<tr>
<td>• Tape/Restrict access and post a sign on the machine to alert any potential users.</td>
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<tr>
<td>• Anyone needing ice should be encouraged to purchase from a retailer instead.</td>
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<tr>
<th>Locker/Shower Room:</th>
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<td>• Discourage the use of these spaces unless necessary.</td>
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<tr>
<td>• Determine how many people can safely use the space and label/sign.</td>
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<tr>
<td>• Departmental disinfection plan should be clear and posted with supplies provided.</td>
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<tr>
<td>• Schedule use of the room to allow time between users for disinfection.</td>
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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 precise 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 a 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 an 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 the 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 systems, 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 (i.e., 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.
• All drivers and passengers must have completed the COVID-19 Daily Wellness Check and have clearance before entering any shared vehicle.
• 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.
• If more than one person is necessary, face coverings are required.
• Drivers and passengers must be distanced a minimum of 3 feet in all directions.
• All windows should be rolled down, and do not use the A/C recirculated air option.
• Departments must provide a disinfecting kit for vehicles to be kept inside the vehicle or be available for pickup if temperatures are above 85°F.
• Review COVID-19 Shared Vehicle Guidance
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<td>Request the approved Housing, Dining, and Hospitality Services and Residential Life Services plan for campus-specific details.</td>
</tr>
<tr>
<td>Request the approved Early Childhood Services plan for campus-specific details.</td>
</tr>
<tr>
<td><strong>UCR Bookstore:</strong> <a href="#">State Retail Guidance</a></td>
</tr>
<tr>
<td>- Create clearly marked curbside or outside pick up points that maintain 6-feet distancing with visual cues or other measures.</td>
</tr>
<tr>
<td>- Increase pickup service options for customers to help minimize in-store contact.</td>
</tr>
<tr>
<td>- Implement measures to ensure 6 feet distancing between workers and customers.</td>
</tr>
<tr>
<td>- Consider providing dividers or barriers between cashiers and customers.</td>
</tr>
<tr>
<td>- Limit the number of people in the storage at one time to no more than 50% maximum occupancy.</td>
</tr>
<tr>
<td>- Employees and customers are required to wear face coverings at all times.</td>
</tr>
<tr>
<td>- Post &quot;Keeping Yourself Healthy&quot; <a href="#">poster</a> at the entrance and throughout the facility.</td>
</tr>
<tr>
<td>- Provide a single, clearly designated entrance and separate exit.</td>
</tr>
<tr>
<td>- Be prepared to queue customers outside while maintaining 6-feet distancing. Use visual cues like tape marks to make the spacing requirement clear for customers.</td>
</tr>
<tr>
<td>- Dedicate shopping hours for vulnerable populations, including seniors and those medically vulnerable, preferably at a time following a complete cleaning and disinfection process.</td>
</tr>
<tr>
<td>- Use transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures.</td>
</tr>
<tr>
<td>- Supply contactless payment systems, or if not workable, sanitizing payment systems regularly.</td>
</tr>
<tr>
<td>- Disinfect all payment portals, pens, and styluses after each use.</td>
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<tr>
<td>- Remove or restrict access to public seating areas.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Library:</strong></td>
</tr>
<tr>
<td>- Employees should follow office spaces guidelines and post-occupancy limitations in public areas assigned to their departments.</td>
</tr>
<tr>
<td>- Institute a contactless curbside pickup and return system.</td>
</tr>
<tr>
<td>- Patrons should place a hold in the library's online catalog or make an appointment in order to make use of the curbside pickup service.</td>
</tr>
<tr>
<td>- Provide accommodation and support for patrons with mobility issues or who are without mobile devices or internet access at home.</td>
</tr>
</tbody>
</table>
### HUB:
- Employees should follow office spaces guidelines and posted 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 the 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 (Indoors/Outdoors): 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-feet 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 tickets.
- 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 typically 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:
  o Identifies frequently touched surfaces (i.e., Handrails, grabrails, etc.) to sanitize.
  o Establishes frequency to check shared restrooms to ensure they are stocked with hand soap and paper towels.
  o Schedules time slots for use on busy days to control the flow of users.
  o Designates a 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 patrons' equipment, such as kickboards, 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-foot physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.

Employer-Provided Housing
• Prioritize housing assignments in the following order:
  1. Residents who usually maintain a household together outside of work, such as family members, shall be housed in the same housing unit without other persons.
  2. Residents who work in the same crew or work together at the same worksite shall be housed in the same housing unit without other persons.
  3. Employees who do not usually maintain a common household, work crew or worksite shall be housed in the same housing unit only when no other housing alternatives are possible.
• Physical distancing
Ensure the premises are of sufficient size and layout to permit at least six feet physical distancing between residents in housing units, common areas, and other areas of the premises.

- Ensure beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads.

- **Face coverings**
  - Provide face coverings to all residents and provide information to residents on when they should be used per UC procedures, state or local health orders, or guidance.

- **Cleaning and disinfecting**
  - Ensure housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19.
  - Ensure that unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

- **Report COVID-19 symptoms to UCR COVID Hotline.**

- **Establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.**

- **Isolation of COVID-19 cases and persons with COVID-19 exposure**
  - Effectively isolate COVID-19 exposed residents and COVID-19 cases from all other occupants and from all occupants who are not COVID-19 cases, respectively. Effective isolation shall include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility not shared by non-COVID-19 case occupants.

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**Work Schedule Considerations:**

All units and departments will need to reduce the overall number of occupants and maintain six feet 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:**

Updated 4.12.2021
For more information or additional guidance, please contact Sharyl Murdock.

References:

- **CDPH/CalOSHA COVID-19 Industry Guidance**
  - [Institutions of Higher Education](#)
  - [Childcare](#)
  - [Gyms and Fitness Centers](#)
  - [Office Workspaces](#)
  - [Restaurants, wineries, and bars](#)
  - [Retail](#)

- **CalOSHA**
  - [8CCR3205](#)