COVID-19 Worksite Plan

Department/Organization
Voorhies Administration-Davis Humanities Institute-English-University Writing Program-Medieval Studies

Date
9/30/20

1. Compliance Contacts
Assign a supervisor, Department Safety Officer or other manager to monitor areas and verify people are following personal protection practices. If compliance contact does not have authority to act upon non-compliant individuals, they will report their findings to management.

Worksite COVID-19 Coordinator Contact Info

<table>
<thead>
<tr>
<th>Department/Organization</th>
<th>Voorhies Administrative Offices</th>
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<tbody>
<tr>
<td>Campus Location</td>
<td>Davis Campus</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Melissa Lovejoy</td>
</tr>
<tr>
<td>Phone Number</td>
<td>530-752-6684</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:mlovejoy@ucdavis.edu">mlovejoy@ucdavis.edu</a></td>
</tr>
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Other Building Compliance Contacts
Coordination with other occupants that share building, floor or workspace is required in return to campus plan. Provide the contact information of the other building contacts that you have coordinated with.

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<thead>
<tr>
<th>Department/Organization</th>
<th>College of Letters and Science Dean’s Office</th>
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<tbody>
<tr>
<td>Campus Location</td>
<td>1212 Social Sciences and Humanities Building</td>
</tr>
<tr>
<td>Contact Name</td>
<td>LS-Deans Office Space Team</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:ls-space@ucdavis.edu">ls-space@ucdavis.edu</a></td>
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Document Revision History

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<tr>
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2. Physical Distancing

Describe physical distancing guidelines that have been instituted for each type of space at your worksite.

To enter Voorhies Hall everyone must wear a face covering and social distance a minimum of 6 feet. Voorhies Hall administrative staff offices single occupancy-occupants to wear face coverings when others are in their office and remain 6 feet away from each other. Voorhies Hall graduate student offices multiple occupants-those occupants will be required to submit a schedule of when they will occupy the office to avoid other office mates. Voorhies Hall lecturer offices double occupancy-those occupants will be required to submit a schedule of when they will occupy the office to avoid other office mate. Foot traffic through Voorhies Hall is one way only through hallways and stairwells.

If applicable, describe how spaces have been modified to ensure physical distancing.

There are “social distancing stand here” floor signs at the entry of every administrative single occupancy office to remind visitors to remain 6 feet away from the office inhabitant. Voorhies Hall hallways and stairwells are clearly marked with black floor arrows and wall signage that there is one way to walk through the building and stairwells. Sneeze shields installed at the counters of undergrad and graduate main offices. Chairs removed or separated in offices, meeting rooms, and workrooms to promote 6 feet social distancing. Reconfigured conference rooms by removing chairs to accommodate maximum of 10 people. Reconfigured offices by moving furniture and chairs to accommodate social distancing and no loitering. Installed sanitizer stations at each entrance and exit of the building along with two in each hallway of second and third floor of Voorhies Hall.

Detail how signage will be used to support physical distancing and movement of people.

There are “social distancing stand here” floor signs at the entry of every administrative single occupancy office to remind visitors to remain 6 feet away from the office inhabitant. Black arrow floor stickers placed on floors and wall signage on walls indicating the one way and clockwise traffic through the building. Meeting rooms have wall signage indicating that there is only to be a maximum of 10 people in the room at all times. Entrances, exits, hallways, meeting rooms and workrooms have signage posted to maintain social distancing, wear face coverings, stay home if you’re sick, and keep your hands clean.
Describe measures put in place where physical distancing is not possible (installation of barriers, new protocols, etc.) Where physical distancing is not possible for essential work, describe analysis and mitigation measures that can be put in place.

Since Voorhies Hall has many offices with multiple occupants, an internal form was created and sent to those occupants requesting they submit to Voorhies Hall administrative staff, a staggered work schedule as to not be in their office at the same time as other officemates. Voorhies Hall administrative staff will review the internal form to make sure those occupants are not in the office at the same time.

All employees are required to take the symptom checker survey at https://campusready.ucdavis.edu/symptom-monitoring before they come onto campus. Symptom survey link has been sent out to all Voorhies Hall listservs instructing them to complete each time they enter a campus building. Upon completion of the Daily Symptom Survey, the employee will forward the survey approval verification to vhsc@ucdavis.edu prior to entering Voorhies Hall.

All employees returning to Voorhies Hall will need to complete the Campus Ready Worksite Training at https://campusready.ucdavis.edu/training

Describe how signage will be used to support physical distancing and movement of people.

There are "social distancing stand here" signs at the entry of every administrative single occupancy office to remind visitors to remain 6 feet away from the office inhabitant. Black arrow stickers placed on floors and wall signage on walls indicating the one way and clockwise traffic through the building. Meeting rooms have wall signage indicating that there is only to be a maximum of 10 people in the room at all times. Entrances, exits, hallways, meeting rooms and workrooms have signage posted to maintain social distancing, wear face coverings, stay home if you're sick, and keep your hands clean. Signage indicating the "maximum occupancy" has been posted on the entrance doors of common areas like workrooms, conference rooms, restrooms and the elevator.

Describe how you have collaborated with departments that share your space.

N/A
3. Hygiene, Disinfection and Symptom Survey

Describe measures to increase sanitization throughout the workspace. Measures should include details about access to hand washing and hand sanitization stations, expectations for cleaning individual workspaces as well as common areas, access to disinfection supplies, and a cleaning schedule to ensure a minimum of two disinfections per shift.

Per an email from Finis Jones, custodial services will disinfect two times per shift. Each academic and staff office within Voorhies Hall has a bottle of hand sanitizer and a package of disinfecting wipes. The occupants of those offices will be responsible for disinfecting their own spaces and if more supplies are needed, they will be provided. Workrooms have hand sanitizer and disinfecting wipes so that copy machines, microwaves, and refrigerator door handles can be wiped down before and after each use. Conference rooms have hand sanitizer and disinfecting wipes so that the room can be wiped down before and after each use by meeting organizer and/or administrative staff member. Administrative staff member will wipe down meeting rooms and workrooms at the beginning and end of each day. Four restrooms are available on each floor of Voorhies Hall for hand washing.

Describe what hygiene and disinfection supplies will be supplied and where they will be located.

Hand sanitizer, disinfecting wipes and disinfecting spray with paper towels will be supplied to all offices, workrooms and conference rooms. Voorhies administrative staff will keep the common areas supplied. Office occupants will need to contact Voorhies administrative staff for more supplies for the academic and or staff offices.

Describe plans and protocols for disinfecting commonly used spaces and equipment between use.

Signage stating, “disinfect before and after every use”, is posted in the conference rooms and workrooms.
Per an email from Finis Jones, custodial services will disinfect two times per shift. Workrooms have hand sanitizer and disinfecting wipes so that copy machines, microwaves, and refrigerator door handles can be wiped down before and after each use. Conference rooms have hand sanitizer and disinfecting wipes so that the room can be wiped down before and after each use by meeting organizer and/or administrative staff member. Administrative staff member will wipe down meeting rooms and workrooms at the beginning and end of each day.
Clearly describe employee responsibilities related to sanitation.

Each academic and staff office within Voorhies Hall has a bottle of hand sanitizer and a package of disinfecting wipes. The occupants of those offices will be responsible for disinfecting their own spaces and if more supplies are needed, they will be provided.

Describe how the symptom survey will be implemented.

https://campusready.ucdavis.edu/symptom-monitoring
All UCD employees are required to monitor symptoms and take the symptom survey daily before entering Voorhies Hall. Symptom survey link has been sent out to all Voorhies Hall listservs instructing them to complete each time they enter a campus building. Upon completion of the Daily Symptom Survey, the employee will forward the survey approval verification to vhsc@ucdavis.edu prior to entering Voorhies Hall.

Describe essential travel review and approval process. Identify how the process is deployed and operational within the department.

We are encouraging all employees to find an alternate means of conducting business such as video and web conferencing (ZOOM).
4. Employee Scheduling

Describe how remote work will be supported (e.g. equipment, ergonomics, communication, etc.).

Loaner laptops, monitors, headsets, web cameras, chairs and desks have been made available and or provided to employees lacking resources to work remotely. Remote work has been supported by Voorhies Administrative Unit. Zoom has replaced most all in person meetings. Employees have been encouraged and allowed to work remotely making adjustment for union agreements.

How many employees are returning to the worksite?

Most of our employees are able to work remotely. During Phase 2 Voorhies Hall faculty, lecturers and graduate students providing instruction online. Currently there are 5 Voorhies administrative staff that have returned to working on site full time (25% or below). This will be re-evaluated during Phase 3. The Voorhies Hall administrative staff that are working on site have private single occupancy offices with “keep social distance-stand here” decals on the floor at the doorway, are required to wear face coverings, reception areas have Plexiglas sneeze shields, are required to adhere to the “one way traffic” in and out of the building and follow the other protocols. To ensure we keep onsite presence limited, a WorkForce log has been created to track who is in the office on a daily basis. Remaining Voorhies administrative staff are on rotating schedule and/or working remotely.

All employees are required to take the symptom checker survey at https://campusready.ucdavis.edu/symptom-monitoring before they come onto campus. Symptom survey link has been sent out to all Voorhies Hall listserv instructing them to complete each time they enter a campus building. Upon completion of the Daily Symptom Survey, the employee will forward the survey approval verification to vhsc@ucdavis.edu prior to entering Voorhies Hall.

All employees returning to Voorhies Hall will need to complete the Campus Ready Worksite Training at https://campusready.ucdavis.edu/training

Describe relevant changes to employee schedules including, if applicable, use of staggered and alternate schedules.

Administrative, academic and supervisory staff have been encouraged and allowed the flexibility needed to work remotely. To ensure we keep onsite presence limited, a WorkForce log has been created in Voorhies Administrative Unit to track who is in the office on a daily basis. Voorhies Hall occupants that are assigned to a multiple occupancy offices will be required to submit a schedule of when they will occupy the office to avoid other office mates.
Describe how your scheduling plan balances physical layout of worksite and business service requirements.

The Voorhis Hall administrative staff that are working on site have private single occupancy offices with “keep social distance-stand here” decals on the floor at the doorway, are required to wear face coverings, have Plexiglas sneeze shields, are required to adhere to the “one way traffic” in and out of the building and follow the other safety protocols. During Phase 2, to ensure we keep onsite presence limited, a WorkForce log has been created to track who is in the office on a daily basis. During Phase 3, the plan will be re-evaluated, however the protocols and office modifications will still remain in place as they ensure the current safety guidelines are being followed.

The remaining Voorhis Hall administrative staff are on a rotating schedule and/or working remotely.

Business service requirements are being met by the following methods:
- Telephone
- Email
- Zoom

In-person—always following COVID-19 protocols during all phases of return to work plan.

Monitoring the Public Health and Campus guidelines as the pandemic evolves will be necessary.

5. Communication Plan and Training Employees

Describe how your worksite plan will be communicated to employees.

The Worksite Ready Plan will be added to the department websites.
The Worksite Ready Plan will be emailed out to everyone in the department.
The Worksite Ready Plan will be posted at each entry point into the building.
The Worksite Ready Plan will be posted in all common areas (mailroom and conference rooms).
The Worksite Ready Plan will be discussed at the Chair’s and Director’s faculty meetings.

Describe how employees will be trained on new protocols.

All employees will need to confirm via email confirmation that they’ve read the Worksite Ready Plan.
All employees returning to Voorhis Hall will need to complete the Campus Ready Worksite Training at https://campusready.ucdavis.edu/training
All Voorhis Hall administrative employees have completed the Campus Ready Worksite eLearning Training.

All employees are required to take the symptom checker survey at https://campusready.ucdavis.edu/symptom-monitoring before they come onto campus.
Symptom survey link has been sent out to all Voorhis Hall listservs instructing them to complete each time they enter a campus building. Upon completion of the Daily Symptom Survey, the employee will forward the survey approval verification to vhsc@ucdavis.edu prior to entering Voorhis Hall.
Reporting COVID-19

Stay home when you are sick. Individuals must immediately report COVID-19 exposures in accordance with the current protocol found on the Safety Service reporting page.

Supplemental Documentation and Diagrams

Supply any additional information below or attach any documents and/or diagrams that support your plan to the end of this document.

Addendum to College of Letters and Science Unit Worksite Plans

In the event of a situation that makes it impossible to use one’s home for remote work, and it becomes necessary to use campus facilities to conduct university work, a Unit Facilities Coordinator (UFC) will coordinate the facility access needs. The College of Letters and Science prioritization of facilities access is as follows:

1. Remote instruction to be held for a class in session OR research needs that would preserve the life of an animal or avoid the loss of a major project;
2. Remote instruction prep for a class in session for the current quarter;
3. All other research, instructional, and administrative activities;
4. The facility should not exceed the capacity of 1/3 of the total unit members.

In the event of an emergency, the designated UFC will determine what activities will need to be put on hold in order to allow the prioritized work activities to proceed. Individuals may be asked to leave the facility in order to ensure unit capacity limits are maintained and space is available for the prioritized work activities as noted above.
Voorhies Hall First Floor

In Case Of Emergency
Please Evacuate Using
The Nearest Stairwell Or Exit
Voorhies Hall Second Floor

In Case Of Emergency
Please Evacuate Using
The Nearest Stairwell Or Exit