COVID-19 Worksite Plan

Department/Organization

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

Date

8/12/20

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

Department/Organization	Voorhies Administrative Offices
Campus Location	Davis Campus
Contact Name	Melissa Lovejoy
Phone Number	530-752-6684
Email Address	mlovejoy@ucdavis.edu

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.

Department/Organization	
Campus Location	
Contact Name	
Phone Number	
Email Address	

Document Revision History

Version	Revision Date	Approved By	Approval Date	Reason

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, headsets and web cameras provided to employees lacking resources to work remotely.

How many employees are returning to the worksite?

During Phase 2 Voorhies Hall faculty, lecturers and graduate students providing instruction online. Currently there are 6 Voorhies administrative staff that have returned to working on site full time (28%). 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 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 relevant changes to employee schedules including, if applicable, use of staggered and alternate schedules.

Voorhies Hall occupants that are assigned to a multiple occupancy office 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.

Business service requirements are being met by the following methods:
Telephone
Email
Zoom
In person-following COVID-19 protocols

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).

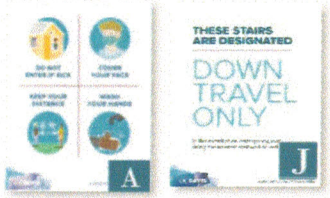
Describe how employees will be trained on new protocols.

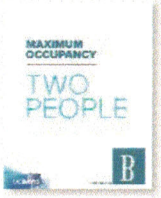
All employees will need to confirm that they've read the Worksite Ready Plan.

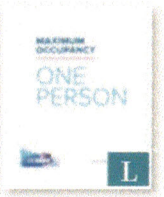
All employees returning to Voorhies Hall will need to complete the Campus Ready Worksite Training at
https://campusready.ucdavis.edu/training

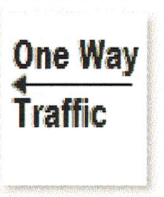
All employees are required to take the symptom checker survey at https://campusready.ucdavis.edu/symptom-monitoring before they come onto campus. Symptom survey link has been sent out to all Voorhies Hall listservs instructing them to complete each time they enter a campus building. Upon completion of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

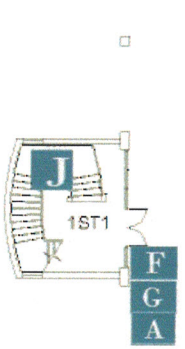
Voorhies Hall First Floor

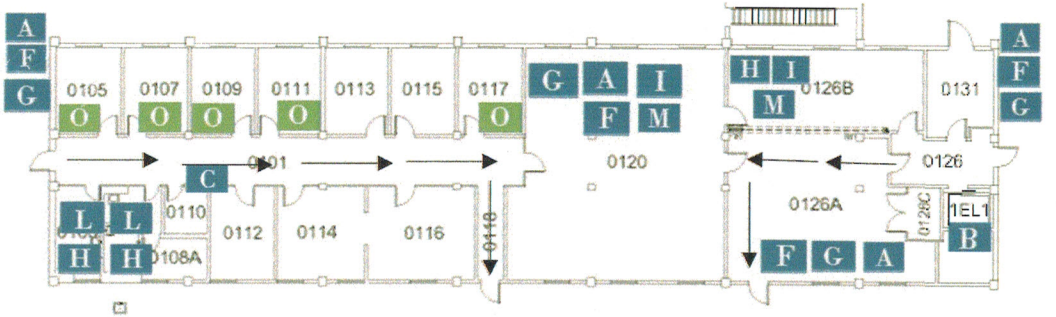




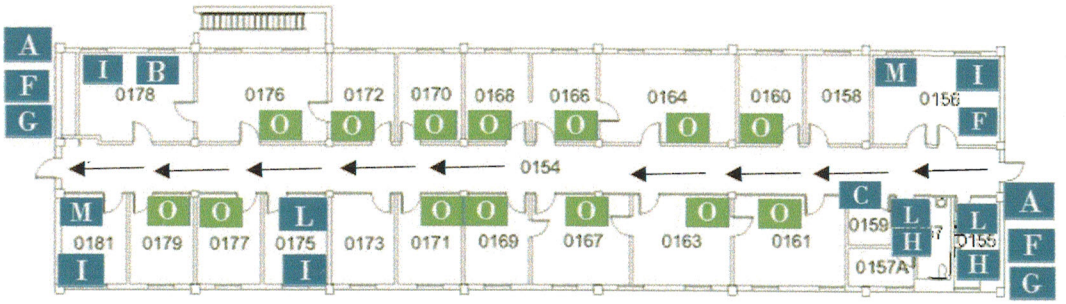


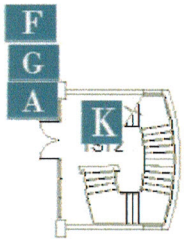




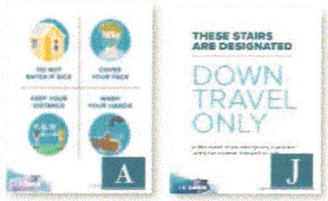


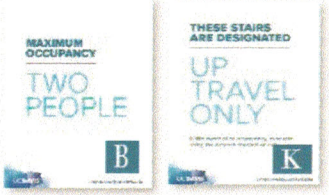
In Case Of Emergency
Please Evacuate Using
The Nearest Stairwell Or Exit

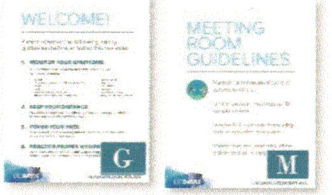


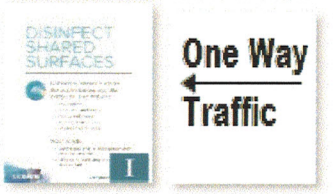


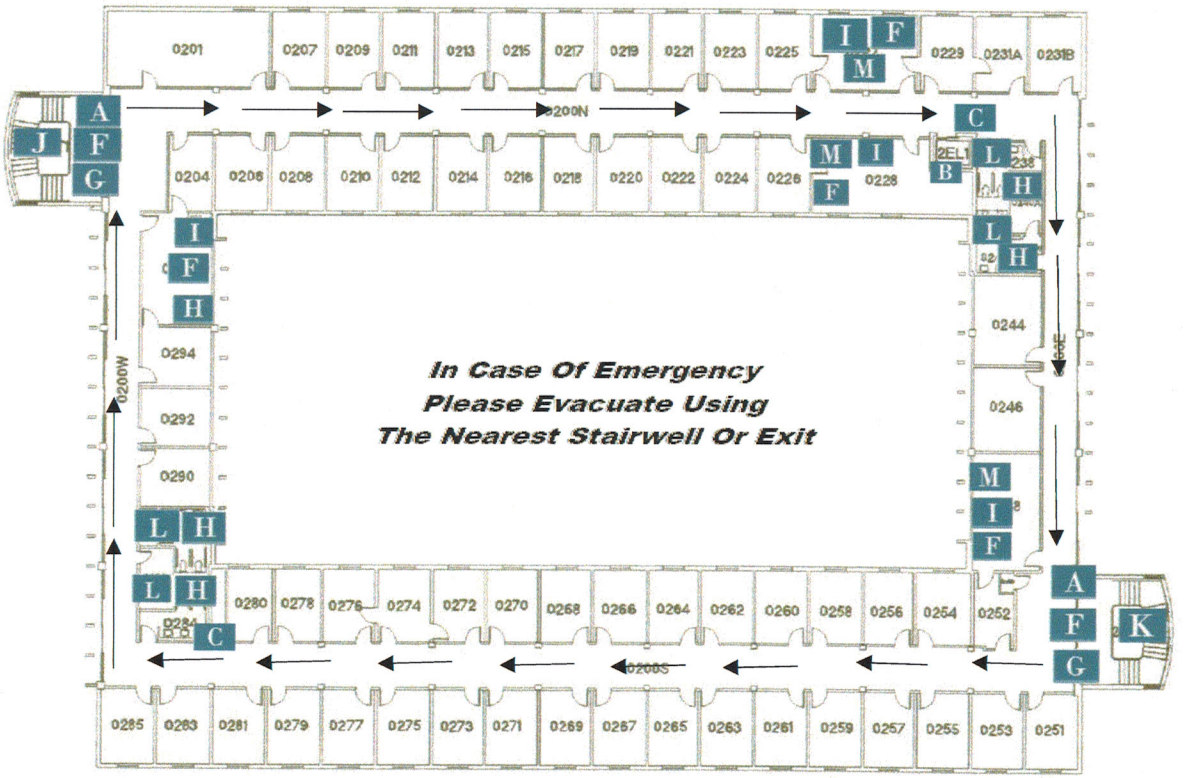
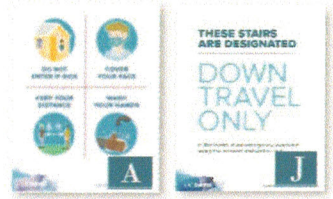
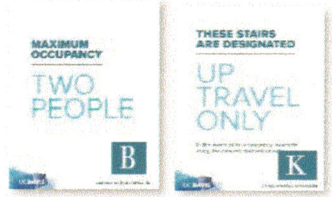
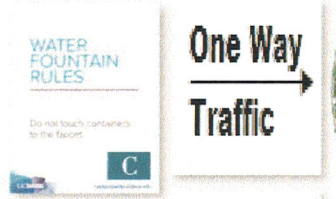
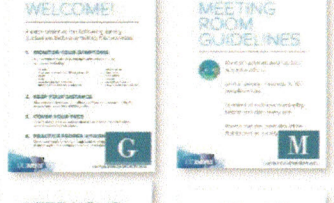
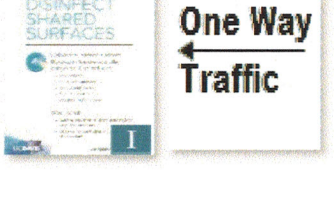
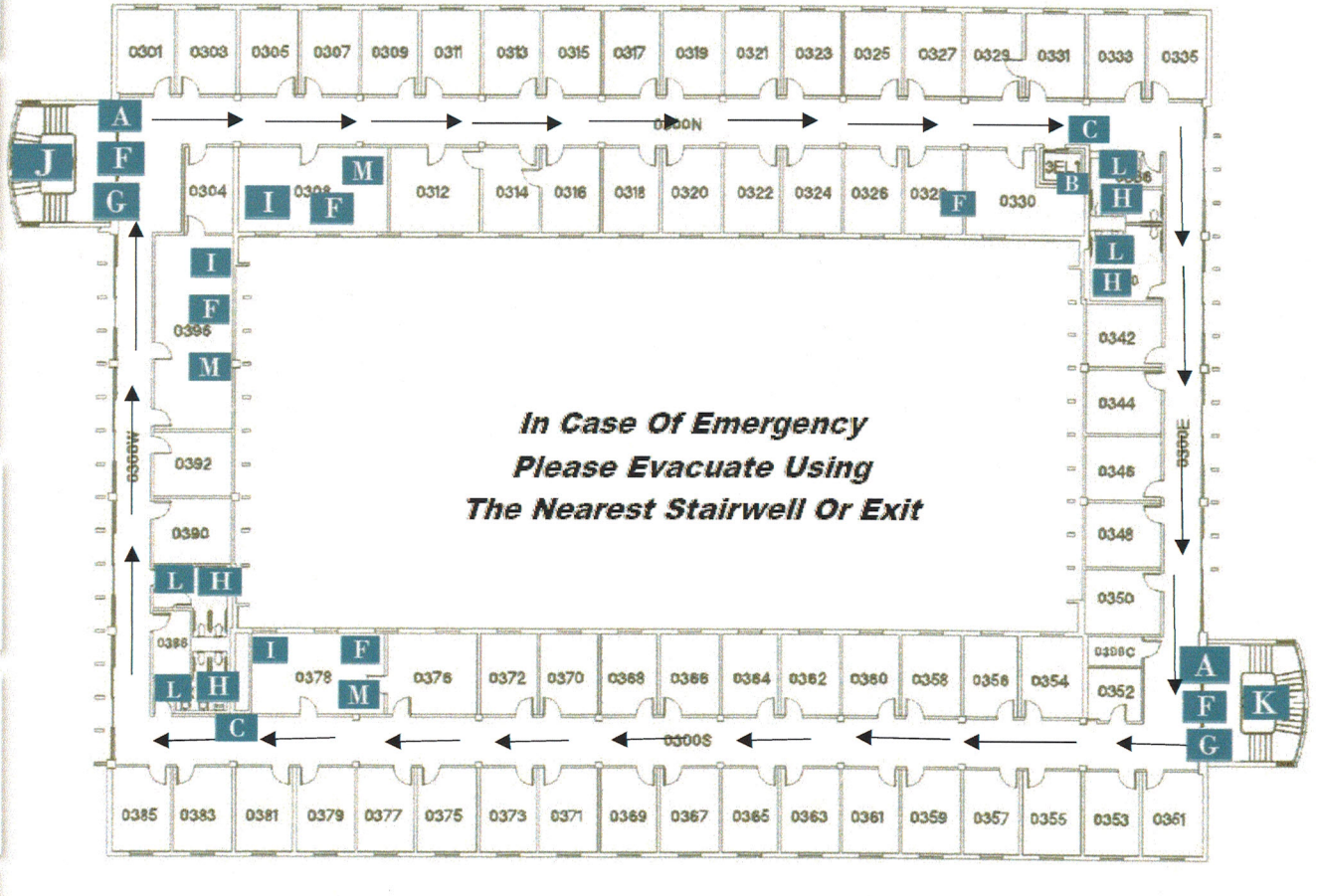
Voorhies Hall Second Floor











Voorhies Hall Third Floor