UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Mitigation Standards Summary for COVID-19 Stage 2

Background

To help prevent the spread of COVID-19, California has been under a statewide stay-at-home order since March 19, 2020. California's roadmap for reopening advocates a gradual return to in-person activity and is allowing limited onsite operations as the State progresses through a four-stage resumption plan. UC ANR has implemented protocols to protect the health and safety of our employees, volunteers, program participants and communities in response to COVID-19, including the *UC ANR Safety Standards for Resuming In-Person Activity*, which are summarized below. Each UC ANR location will complete a *Safety Plan Checklist* which will document that they are meeting these standards and have plans in place to meet any additional local requirements.

Prevention Protocols

The best way to prevent illness is to avoid being exposed to the virus.

- UC ANR employees and volunteers who can still effectively work/engage remotely, should continue to do so until the Governor further revises California's stay-at-home order and UC ANR advises it is appropriate to return to in-person operations.
- Return to in-person work activity must be authorized. Employees and volunteers working at UC ANR offices, labs, field sites, and all program locations must follow **five mitigation protocols:**

5 Basic Mitigation Protocols

1. Do not come to work or participate in any in-person ANR activities if you are sick or have COVID-19 symptoms (*frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell*) or if you or someone you have been in contact with is diagnosed with COVID-19.
2. Maintain six feet of distance between people at all times.
3. Wear face coverings (cloth or paper masks, cloth bandanas, etc.) when six feet of separation between people cannot be maintained.
4. No group meetings/gatherings/events with more than 10 persons.
5. Maintain sanitary practices – frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer.

Health Monitoring, Testing & Tracing

- Employees, volunteers, or program participants who report COVID-19 symptoms or who have been exposed to or live with someone who has been diagnosed with COVID-19 may not come to work or engage in in-person UC ANR-sponsored activities until all symptoms have resolved or negative test results are provided.
- Employees or volunteers exhibiting obvious symptoms of illness may be sent home.
- Supervisors must refer symptomatic employees to their primary care physician and/or local testing resources.
- UC ANR is following State guidelines which recommend that employers conduct a daily assessment of those who will be working in-person. Employees who are authorized to work in-person will be required to complete a self-reported survey each day before coming to work.
- Directors and employees must follow UC ANR established reporting protocol for suspected or confirmed COVID-19 cases.
- An ANR employee who receives a positive COVID-19 diagnosis or has been exposed to another who has tested positive for the virus should report it to Jodi Rosenbaum, UC ANR's disability and leave coordinator. If a supervisor receives the employee report, they should forward the information to the same address.
- Track daily employee attendance and log all volunteers and visitors to your location.
- Each employee working onsite or engaged in offsite programming (other than telecommute) must maintain a Daily Contact Log of all in-person contacts (within six feet or 10 minutes or more) during the workday.
- Cooperate and assist with contact tracing personnel (from the local public health department and/or UCHealth resources) for any positive test cases or exposures associated with UC ANR employees, volunteers, or program participants.

Occupancy Precautions

- Limit occupancy of rooms and workspaces so that people can maintain the required six feet of separation from one another at all times.
- Implement measures to ensure six feet of separation or physical barriers between employees and any visitors.

- Post signs at each entrance of the facility to inform all visitors that they must:
  - ✓ Avoid entering the facility if they have a cough, fever, or other symptoms of COVID-19
  - ✓ Maintain a minimum six-foot distance from each other
  - ✓ Wear a face covering
- Ensure at least a six-foot separation between all people in meeting rooms, elevators, break rooms, supply rooms, and other common areas.

Face Coverings & Protective Equipment
- Face coverings are not a substitute for personal distancing.
- Face coverings are required (cloth or paper masks, cloth bandanas, etc.) for all personnel while working onsite or offsite when six feet of separation cannot be ensured and maintained.
- Employees should bring their own face coverings for comfort and choice, but each location must have a small supply to provide to employees or visitors that have forgotten them or on request.
- Employees may remove their face covering while working in a private offices or workspace if other people do not come within 6 feet.
- Employees in cubicle workspaces may remove their face coverings if it can be ensured that other employees will not come within 6 feet and the configuration of cubicle walls allows privacy and separation from others. In this case the employee must keep their face covering ready to quickly wear if needed.
- Single use gloves should be worn by employees performing specific tasks such as cleaning or handling frequently-touched materials (e.g. mail, samples, etc.). Single-use gloves must be provided for use by the location when needed.

Cleaning and Disinfection
- Ensure custodial cleaning of individual offices, workspaces, labs, etc. daily (*See CDC cleaning procedures*).
- In most cases, employees will be responsible for disinfecting their own work-surfaces and equipment. Ensure disinfectant and related supplies are available to all employees for self-cleaning.
- Disinfect common areas, meeting rooms, kitchens, restrooms, etc. at least twice per day.
- Employees are discouraged from using other employees' phones, desks, offices, or other work tools and equipment, whenever possible.
- Disinfect any shared work spaces or equipment between each user.
- Ensure that soap and hot water are available to all employees for handwashing at the following

location(s): bathrooms, kitchens, break rooms with sinks, lab spaces with sinks; etc..
- Ensure hand sanitizer is available to all employees at the following location(s):
  - ✓ Entrances to all buildings
  - ✓ High traffic areas (reception, copiers, etc.)
  - ✓ Other locations as needed to allow easy access

Travel Precautions
- Avoid non-essential travel outside of your designated County or local area.
- If possible, employees should avoid sharing a vehicle for any essential local travel. If that is not possible, then the employees must wear a face covering while they are in the vehicle together. Employees must self-disinfect high-touch surfaces in UC ANR/County-owned vehicles before and after use.
- UC guidance recommends against all non-essential University-sponsored domestic travel, particularly by air.
- UC has prohibited all non-essential University-related travel to international destinations until further notice. Any exceptions require pre-approval confirmed in writing from UC ANR VP Humiston.

Employee Communications & Training
- All employees returning to in-person activity must be provided with the *UC ANR Safety Standards for Resuming In-Person Activity – Stage 2* document, as well as the location's *COVID-19 Safety Plan Checklist* and any location- or program-specific measures to protect employees.
- All employees must be provided training which includes information about COVID-19, symptoms, how to reduce potential exposures, and your location specific measures to protect employees.
- This COVID-19 Prevention note and the accompanying COVID-19 Awareness note can be utilized for training and education.
- Training must be documented.
- Notify all onsite program participants and volunteers of the UC ANR Standards.

This note is based on information from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH)., as well as the statewide industry guidance to reduce risk.

For additional information about ANR's Safety Standards for Resuming In-Person Activity, see: http://ucanr.edu/resume