

## Overview

### About this plan

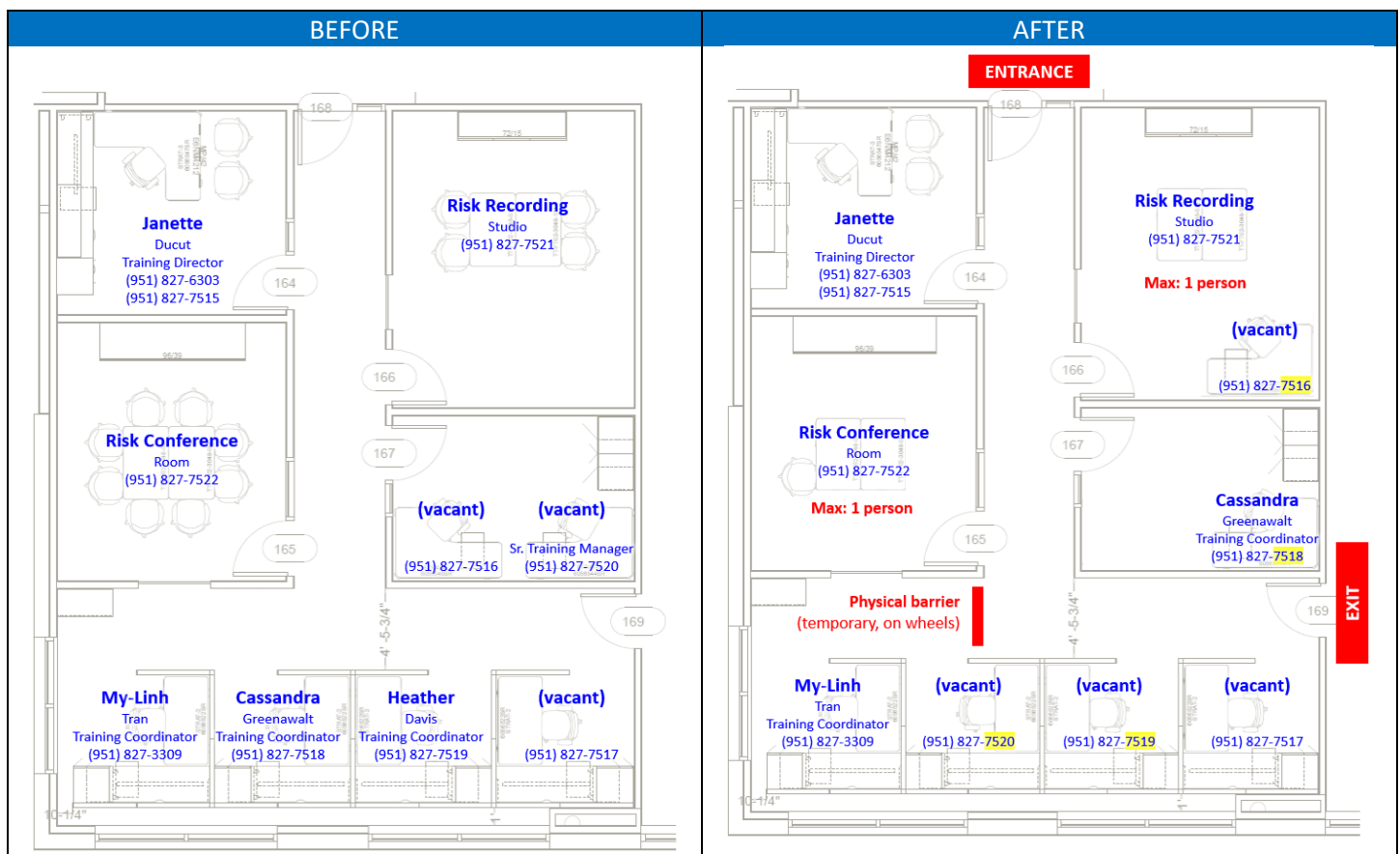
This plan was developed in an effort to prevent Coronavirus (“COVID-19”) infection, as a result of a pandemic in 2020. This document follows [industry guidance for offices](#), issued by the California Department of Public Health (CDPH) and Cal/OSHA on 05/12/20. This plan applies to staff in the Training & Education department (a.k.a., Risk & Safety Training).

### Worksite characteristics

Training & Education staff report to the UC Intellicenter building (“UCPath”), and are enclosed within the “Risk Services” suite. This area is secured by a keypad only known to occupants. There are two doors used to access the space. Common areas (e.g., break room, restrooms, etc.) are maintained outside of the space. The before- and after- changes are summarized in *Figure 1*.

### Responsible Party

The individual responsible for implementation is **Janette de la Rosa Ducut**.



**Figure 1.** Layout of UCPath Risk Services suite.

Designate one door for entry, and another for exit. Discontinue group use of Conference Room and Recording Studio. Relocate staff to separate offices / spaces. Place physical barrier in cubicle area to separate staff from foot traffic. Move EH&S Training Coordinator to EH&S building.

## Risk assessment

The location-specific risks and controls are outlined in this section. Details involving schedules and daily standard operating procedures are indicated as well, which provide additional administrative controls. Staff will adhere to all prevention controls outlined in this section.

### LOCATIONS

Location	Risk	Control
<b>Entrance/exit and hallways</b>	<ul style="list-style-type: none"> <li>▪ <b>Common corridor.</b> Staff may run into each other during entry/exit</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Doors.</b> Designate entrance and exit doors. Door with keypad (North entrance) to be used only for <b>entrance</b>. Door on (South-East) to be used only for <b>exit</b>, and to remain <b>locked</b> during business hours.</li> <li>▪ <b>Face coverings.</b> Wear face coverings during entry/exit, and when moving outside of the cubicle, office, conference, or recording room spaces.</li> <li>▪ <b>Schedule &amp; Telecommuting.</b> Restrict work hours onsite based on an alternating days/time schedule. The remaining days will be conducted via telecommuting.</li> <li>▪ <b>Visitors.</b> Restrict use of space only to <b>occupants</b> (no visitors allowed).</li> <li>▪ <b>Signage.</b> Install <b>signs</b> and floor markings indicating entrance, exit, and when face coverings must be used.</li> <li>▪</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>▪ <b>Risk Manager.</b> Training Director's office is too small for more than one person.</li> <li>▪ <b>Risk Office.</b> Shared offices are too small for more than one person.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Communication.</b> Use <b>phone/webconference</b> to communicate (do not hand around doorways).</li> <li>▪ <b>Chairs.</b> Remove/block guest chairs in offices.</li> <li>▪ <b>Risk office workstation.</b> Remove 2<sup>nd</sup> workstation near door. Dedicate office for use by <b>only one person</b>. Ensure visitors (e.g., EH&amp;S Training Coordinator) use designated cubicle in the open workstation area.</li> </ul>
<b>Cubicles</b>	<ul style="list-style-type: none"> <li>▪ <b>Equipment.</b> Shared printer (color) is located next to one employee's cubicle. No other network connections are available to move/relocate the equipment.</li> <li>▪ <b>Location.</b> Four cubicles are side-by-side (close together).</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Equipment.</b> Purchase a <b>color-printer</b> for each employee</li> <li>▪ <b>Close/block every other</b> cubicle. Install signs indicating which cubicle is to be taken out of service.</li> <li>▪ <b>Relocation.</b> <b>Relocate</b> one employee to <b>office</b> (Cassandra Greenawalt). Relocate another employee to <b>EH&amp;S Training Manager office</b> (Heather Davis).</li> <li>▪ <b>Physical barrier.</b> Install a <b>temporary</b> physical barrier to separate employee (My-Linh Tran) from foot traffic near exit.</li> <li>▪ <b>Door.</b> Keep glass door closed at all times.</li> </ul>
<b>Conference Room</b>	<ul style="list-style-type: none"> <li>▪ <b>Space size.</b> Space is too small for full team group meetings at this time</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Maximum capacity.</b> Ensure no more than 1 person in room at any time. Restrict use as much as possible.</li> <li>▪ <b>Face coverings.</b> Wear face coverings in this space</li> <li>▪ <b>Webconference.</b> Conduct routine COE meetings <b>remotely</b> using zoom.</li> <li>▪ <b>EH&amp;S building.</b> Move required in-person meetings to <b>EH&amp;S building</b>.</li> <li>▪ <b>Schedule.</b> Use outlook calendar to reserve space.</li> </ul>
<b>Recording Studio</b>	<ul style="list-style-type: none"> <li>▪ <b>Space size.</b> Space is too small for full team group meetings at this time</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Maximum capacity.</b> Ensure no more than 1 person in room at any time. Restrict use as much as possible.</li> <li>▪ <b>Face coverings.</b> Wear face coverings in this space</li> <li>▪ <b>Schedule.</b> Designate one day in the week that each person can use (see Stage 3 schedule).</li> </ul>

## SCHEDULE

The following schedule will be implemented, based on the State of California [Resilience Roadmap Stages](#) for reopening.

### Stage 1

All staff conduct work via telecommuting.

MON	TUE	WED	THU	FRI
OUT	OUT	OUT	OUT	OUT

### Stage 2

Staff conduct work via telecommuting, primarily. Some staff may be called in for special project /work.

MON	TUE	WED	THU	FRI
OUT	OUT	OUT	OUT	OUT
*Special projects as needed	*Special projects as needed	*Special projects as needed	*Special projects as needed	

### Stage 3

Staff conduct work via alternate days/times onsite, and telecommuting secondarily.

MON	TUE	WED	THU	FRI
<b>PHASE A (1 day)</b> Janette Ducut	My-Linh Tran	Cassandra Greenawalt	Heather Davis**	OUT
<b>PHASE B (2 days)</b> (8:00 am – 12:00 pm) Janette Ducut (1:00 pm – 5:00 pm) My-Linh Tran	(8:00 am – 12:00 pm) Cassandra Greenawalt (1:00 pm – 5:00 pm) Heather Davis	(8:00 am – 12:00 pm) Janette Ducut (1:00 pm – 5:00 pm) My-Linh Tran	(8:00 am – 12:00 pm) Cassandra Greenawalt (1:00 pm – 5:00 pm) Heather Davis	OUT
<b>PHASE C (4 days)</b> (8:00 am – 10:00 am) Janette Ducut (10:00 am – 12:00 pm) My-Linh Tran (1:00 pm – 3:00 pm) Cassandra Greenawalt (3:00 pm – 5:00 pm) Heather Davis	(8:00 am – 10:00 am) Janette Ducut (10:00 am – 12:00 pm) My-Linh Tran (1:00 pm – 3:00 pm) Cassandra Greenawalt (3:00 pm – 5:00 pm) Heather Davis	(8:00 am – 10:00 am) Janette Ducut (10:00 am – 12:00 pm) My-Linh Tran (1:00 pm – 3:00 pm) Cassandra Greenawalt (3:00 pm – 5:00 pm) Heather Davis	(8:00 am – 10:00 am) Janette Ducut (10:00 am – 12:00 pm) My-Linh Tran (1:00 pm – 3:00 pm) Cassandra Greenawalt (3:00 pm – 5:00 pm) Heather Davis	OUT

### Stage 4

All staff conduct onsite with no restrictions.

MON	TUE	WED	THU	FRI
Janette Ducut My-Linh Tran Cassandra Greenawalt Heather Davis	Janette Ducut My-Linh Tran Cassandra Greenawalt Heather Davis	Janette Ducut My-Linh Tran Cassandra Greenawalt Heather Davis	Janette Ducut My-Linh Tran Cassandra Greenawalt Heather Davis	Janette Ducut My-Linh Tran Cassandra Greenawalt Heather Davis

\*\*NOTE: The EH&S Training Coordinator will be subject to a different schedule under the “EH&S Return to Work” guide.

## Contact

In the event of an outbreak amongst employees, the following will be contacted:

Campus Local health department	Building UC Intellicenter
<b>University of California Riverside</b> UCR Health <a href="http://ehs.ucr.edu/coronavirus">http://ehs.ucr.edu/coronavirus</a> (844) 827-6827 employee hotline <a href="#">For more information</a>	<b>University of California Office of the President</b> Building & Administrative Service Center Darryl Brown (951) 787-5021 <a href="mailto:darryl.brown@ucop.edu">darryl.brown@ucop.edu</a>

## Training & Communication

All employees and affiliates to the space are required to complete:

1. **COVID-19 return to work** training
2. **Worksite specific plan** training

## Investigation

- **Inspections.** The work area is evaluated **daily** in compliance with this plan.
- **Investigations.** COVID-19 illnesses are investigated by the **Training Director** on an **immediate** case-by-case basis. Additional investigations may occur from the local public health department (**UCR Health**) and/or Workers Compensation program (**Sedgwick**).
- **Contributing factors.** Work-related factors that could have contributed to risk of infection are **N/A (there have been no illnesses)**.
- **Corrections.** Plan updates since last investigation include: **N/A (there have been no illnesses)**

## Contact tracing

Close contacts (within 6' for 10 minutes or more) of an infected employee include: **N/A (there have been no illnesses)**

Actions taken to isolate positive employees and close contacts include:

- Direct employee to isolate at home (following CDC)
- Restrict visitors / close contacts from the work area

## STANDARD OPERATING PROCEDURES

All staff must adhere to the following procedures each time they report onsite.

Before	
<input type="checkbox"/>	1. Complete <b>health screening</b> (app, <a href="#">guidance</a> , and/or online survey) at home, before coming to work. If you experience any symptoms: A) Do not come to work, B) Ensure you use appropriate leave time for that day, and C) Follow CDC guidelines for isolation.
<input type="checkbox"/>	2. Bring your <b>face covering</b> to the work area. Follow signs indicating where they are to be used in the office.
During	
<input type="checkbox"/>	3. <b>Wash hands</b> frequently with soap for at least 20 seconds. If needed, use disposable <b>gloves and/or hand sanitizers</b> provided at each workstation or <b>dispensers</b> installed throughout the building.
	4. <b>Physical distancing.</b> Keep 6' distance from others. Limit your footprint (do not venture outside of your assigned workstation).
After	
<input type="checkbox"/>	5. Disinfect using <b>sanitizing wipes and/or spray</b> before you leave for the day. This should be done at least in the last 30 minutes of the workday.

## Guidelines

### VERIFICATION

Before reopening, we have:

1. Performed a detailed **risk assessment** and implement a site-specific protection plan **COMPLETED 05/18/20**
2. **Train** employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them **IN PROGRESS**
3. Implement individual control measures and **screenings** **IN PROGRESS**
4. Implement **disinfecting** protocols **COMPLETED 05/18/20**
5. Implement **physical distancing** guidelines **COMPLETED 05/18/20**

In addition building-specific guidance has been issued by campus and UCOP. You are expected to follow the guidance provided in the **EH&S Return to Work guide** (UCR) and UC Intellicenter guidance.

## Training Record

<b>Course:</b>	<b>COVID-19 prevention</b>
<b>Topics:</b>	<b>Overview of worksite-specific plan for preventing Coronavirus (COVID-19) infection. Topics include: Risk assessment, responsible party, contacts (for outbreaks), training &amp; communication, inspections / evaluations, investigations, contract tracing, and guidelines (e.g., control measures, disinfection, and physical distancing).</b>

Name	Date Trained	Student Signature	Instructor Signature*

*\*Instructor Signature: By my signature I certify that the individuals on this roster have successfully passed the course (assessment).*  
*\*\*Identification Number: Enter your Employee ID or UC NetID..*  
*\*\*\*Instructions: Submit this form to EH&S Training by campus mail, fax (951) 827-5122 or email [training@ucr.edu](mailto:training@ucr.edu).*