WORKSITE SPECIFIC COVID-19 PREVENTION PLAN

INSTRUCTIONS:

Why must this Plan be completed?

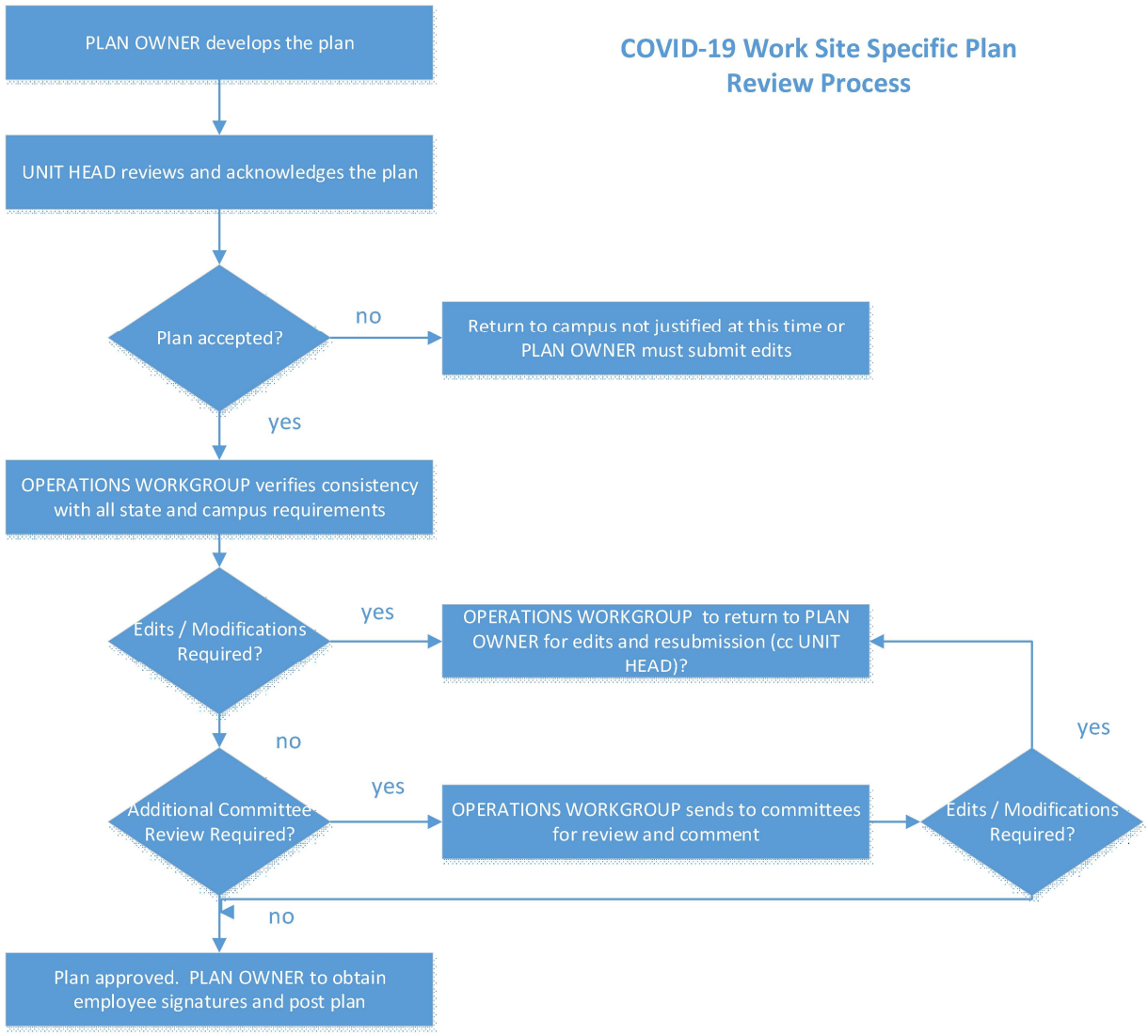
The state requires that each department with employees working on campus or any UCR owned or leased property must complete this plan. To ensure that all departments abide by all CDPH and CalOSHA requirements, this campus-wide template and centralized process has been implemented. This plan template must be used when applying to return to campus for work, either as a department, research lab or campus unit. Units or departments who continued to work on campus as essential personnel during the pandemic must also submit a plan to ensure all requirements have been met and centrally documented. If you submitted a plan to the UCR Public Health Workgroup prior to September 2020, you will be contacted by the Operations and Support Recovery Workgroup if any additional information is required. You may consult with the Operations and Support Recovery Workgroup for additional guidance.

Approval Types

Work Environment Type	Plan Owner develops the plan (Step 1)	Routing and Approval (Step 2)	Required Additional Reviewer* may be routed to others as appropriate (Step 3)	Final Review Workgroup (Step 4)
Research Lab/Facility	Principal Investigator or Lead Faculty	Department Chair and Dean	Operations and Support Recovery Workgroup	None
Research Centers/Core Facilities	Center Director	Dean or VCRED	Operations and Support Recovery Workgroup	None
Indoor Instructional Space (classroom, lab, studio, conference room, etc.) managed by the Registrar or a department	General Assignment space: Registrar (lead) and Department Chair Departmental space: Department Chair	General Assignment space: Provost Departmental Space: Dean	Operations and Support Recovery Workgroup	None
Office Space– few visitors or less than 25% return of employees or occasional return only	Staff office: Supervisor Faculty office: Department Chair	Staff office: Department Head and Dean or VC Faculty office: Dean	Operations and Support Recovery Workgroup	None
All other work environment types managed by UCR *Note some units must abide by specific CDPH guidelines that are beyond the scope of this template. Those units must address all additional requirements. Those units are advised to contact EH&S for consultation prior to submitting their plan including: Athletics,	Supervisor	Department Head and Dean or VC	Operations and Support Recovery Workgroup	Public Health

Dining, Library, Housing, Recreation Center, Early Childhood Services, Bookstore, Swimming Pools and Spas,				
Non UCR owned or managed locations such as field stations: Complete or demonstrate equivalency from host location.	Supervisor	Dept Head and Dean or VC	Copy of host locations work site specific plan must be provided to Operations and Support Recovery Workgroup	None

What steps do I follow?



The Plan Owner (supervisor/PI) must submit a return to campus plan to their respective Dean, VC or unit head for review and acknowledgement. A copy of the plan must be routed to the Operations and Support Recovery Workgroup for review for consistency with state and campus requirements. The plan

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document must include the required risk assessment and physical space assessment. The Operations and Support Recovery Workgroup will advise on any missing or incomplete submissions and work with the Plan Owner to ensure that all elements of the plan can be executed safely.

RESPONSIBLITIES:

1. **PLAN OWNER:** Plan Owner (Principal Investigator, Department Head) is responsible for completing this plan for their work area and routing it as indicated above for initial approval to return to campus. Plan Owner must ensure all employees have familiarized themselves with this plan. Plan Owner must ensure that all employees follow the plan as it is outlined. Refusal to follow the plan will be addressed through performance management processes with Human Resources.
   Obtain approval. Approval of each Plan must be obtained by the Authorized Official (Dean, Vice Chancellor, or designee). The Plan must be approved before employees are allowed to return to campus. *Some essential departments have continued work on campus or return plans were approved under a prior process. Those plans will be reviewed, and departments may be asked to complete additional items to ensure compliance with the current requirements.*
   Post the Plan. Approved plans must be posted in a public area assigned to the department.
   Implement the Plan. Take action on the items outlined in the Plan. All Plan Owners will be responsible for conducting periodic **compliance monitoring** measures such as spot checks of approved spaces to ensure that practices are compliant with the guidelines laid out in this safety plan.
   Update the Plan. Regularly assess for compliance. The Plan documents should be updated when requirements or circumstances change. Any updates to the Plan must be approved by the Authorizing Official.

2. **UNITS HEADS:** All Unit Heads (VCs, Deans, Chairs) must review the plans when they are received, assess the need to return to campus and ensure the plans are complete and meet the COVID-19 prevention plan requirements. Units heads must also be prepared to address compliance issues associated with not following approved plans.

3. **EMPLOYESS: All employees must sign and date this plan.** Electronic signature is acceptable. Employees must familiarize themselves with this plan and routinely follow the COVID-19 prevention plan procedures.

4. **OPERATIONS AND SUPPORT RECOVERY WORKGROUP** is responsible for providing consultation and verifying the completeness of plans as they are received. The workgroup is also responsible for collecting copies of each plan and distributing the plan to additional review groups or departments including but not limited to Facilities Services, HR, Compliance and the Registrar's office. EH&S may also conduct spot checks of spaces. The workgroup is responsible for centrally tracking all plans for the campus. For questions and concerns related to the completion of the Plan, please contact the Operations and Support Recovery Workgroup.

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All units must implement all measures listed below in order to ensure a safe workplace for employees. Review the UCR EH&S Coronavirus website https://ehs.ucr.edu/coronavirus for additional details and tools. Supervisors should regularly evaluate their facilities for compliance with the plan.

Copies of this completed plan shall be prepared by the supervisor (Plan Owner), reviewed with the Authorized Official and Operations and Support Recovery Workgroup for approval and shared with all employees.

Department: Materials Science and Engineering Plan Owner (Name, Title): Dr. Suveen Mathaudhu, Chair

Risk Assessment Date: 11/10/2020 Plan Owner Email/ Phone: suveen.mathaudhu@ucr.edu, 979-575-4300

Organization/Unit Space Type(s):

☐ General Office Space ☒ Laboratory/Research/Studio ☐ Childcare ☐ Athletics ☐ Dining

☐ Auxiliary Functions (Police, FS, PD&C) ☐ Housing ☐ Field Activities (Ag/Ops) ☐ Other _____

JUSTIFICATION FOR RETURN TO CAMPUS

1. Please describe the activities that will occur in your unit/research lab and the necessity of these activities to be performed on campus prior to full campus return.

The MSE Fee-For-Service (FFS) facilities is a user-facility that provides essential instrumentation for the research community on campus. Some of the instrumentation include an SEM/EDS, XRD, TGA, DSC, FTIR, Raman, Optical Microscopes, Instron, Furnace Tubes, and Polisher/Grinder.

2. How will you ramp back down if required?

The MSE FFS facilities can shut down its facilities if required.

3. How will you communicate your ramp up/ramp down communication plan with employees and guests?

The MSE FFS facilities will be contacted through email for any ramp up/ramp down communication plans.

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SPACE INFORMATION

Indicate location(s) of space(s) in which operations will occur and that are managed by the Plan Owner. Add rows to table, as needed. Please include any outdoor spaces you are proposing to use for work or instructional activity that may not already be part of your direct responsibility (i.e., Music department requesting to practice on the lawn). Please review specific guidance for each room type: https://campusreturn.ucr.edu/specific-spaces-types-and-considerations.

Building(s)	Rm(s) #	Room Type (office, break room, conference room, lab)	Square Feet*	Max personnel at one time planned**	Room Use Conditions
MSE	0051	Lab	632	2	☒ Open with occupancy limits and use guidance ☒ Max. Occupancy sign posted at entrance ☐ Closed until further notice ☐ Furniture removed/arranged to ensure six ft distance ☒ Disinfection kit available in room
MSE	0051A	Lab	204	1	☒ Open with occupancy limits and use guidance ☒ Max. Occupancy sign posted at entrance ☐ Closed until further notice ☐ Furniture removed/arranged to ensure six ft distance ☒ Disinfection kit available in room
MSE	0051B	Lab	131	1	☒ Open with occupancy limits and use guidance ☒ Max. Occupancy sign posted at entrance ☐ Closed until further notice ☐ Furniture removed/arranged to ensure six ft distance ☒ Disinfection kit available in room
MSE	150	Lab	690	2	☒ Open with occupancy limits and use guidance ☒ Max. Occupancy sign posted at entrance ☐ Closed until further notice ☐ Furniture removed/arranged to ensure six ft distance ☒ Disinfection kit available in room
MSE	250	Lab	675	2	☒ Open with occupancy limits and use guidance ☒ Max. Occupancy sign posted at entrance ☐ Closed until further notice

					☐ Furniture removed/arranged to ensure six ft distance ☒ Disinfection kit available in room
MSE	309	Lab	690	2	☒ Open with occupancy limits and use guidance ☒ Max. Occupancy sign posted at entrance ☐ Closed until further notice ☐ Furniture removed/arranged to ensure six ft distance ☒ Disinfection kit available in room

*Indicate square footage assigned to the unit/office (can be an estimate). You may contact Space Management for assistance in providing square footage.

** Please indicate the maximum number of people who can work in this space at any one time while maintaining physical distancing requirements (i.e. 25% of approved occupancy and maintaining at least six feet of distance between individuals)

PERSONNEL INFORMATION

How many unit employees (faculty/academic, staff, and students) will be returning to campus at this time, including yourself? *Please do not include names and contact information on this form.*

Number of Employees: 51 **Max. Number of Employees On-Site at One Time: 10**

Planning Items (check all that apply)

☒ Assess space for the ability to meet social distancing guidelines as outlined in the UCR Return to Campus Guidance.

☒ For work spaces shared with other units, work with the other units, supervisors, and facility representatives to establish appropriate guidelines for the space.

☒ Adjust department scheduling to limit space conflicts and allow for adequate disinfection by staggering shifts, offering remote work days, staggering breaks, etc.

☒ Limit the number of personnel in buildings, rooms, or other general areas at any one time to easily maintain at least six-feet distance from one another at all practicable times. This may require coordination with other building occupants and building managers.

Action Items (check all that apply)

Post the following signs and notices at main department/division entrance(s) and wherever needed to inform all personnel and visitors:

- ☒ Keep Yourself Healthy poster
- ☒ Face Covering poster
- ☒ Additional signage

☒ Post copies of this completed Worksite Specific COVID-19 Prevention Plan in the main office area for your department and/or other areas used for department postings.

☐ Use colored painter's tape to indicate where people should stand to support six feet distancing. Painter's tape is available as part of the Facilities Services disinfection kit.

☐ Separate or close areas to prevent gathering and close proximity.

☐ Designate separate routes for entry and exit into office spaces to help maintain social distancing and reduce the instances of people closely passing each other. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.

☒ Provide disinfectant kits with wipes that are effective against COVID-19 near desks, in vehicles and other high-use areas. See the Facilities Services website to obtain disinfecting kits. To order additional disinfecting supplies, visit this site. If using other supplies, please provide the manufacturer, product name and EPA Number. Click or tap here to enter text.

- ☐ Assign personnel to disinfect high-use areas and traffic areas as needed to supplement scheduled cleanings if desired.

☐ Upon return to the space:

- ☐ Turn on sink faucet to flush water pipes to remove any stagnant water.
- ☐ Pour water down dry traps/floor drains to mitigate sewer gas smells that are often confused with natural gas leaks.

Information Items (check all that apply)

☒ All employees and students have completed COVID-19 Prevention online training via UC Learning Center prior to returning to work.

☒ Employees and students have been informed to complete the Wellness Survey each day before coming to campus, they have been provided CDC guidance on What to do If You Are Sick, understand to notify their supervisor and/or contact the UCR Employee COVID Hotline (844) 827-6827 or email covid19@medsch.ucr.edu if they are showing any new COVID-19 symptoms, have tested positive or have been in close contact with anyone who has tested positive.

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☐ Employees have been informed of onsite COVID-19 testing procedures.

☐ Employees have been informed of workplace safety practices and resources and advised that they may request workplace adjustments. Employees have been informed that they may reach out UCR Disability Management (disabilitymanagement@ucr.edu) for potential reasonable accommodation to collectively prioritize everyone's health and safety.

☒ All employees have been informed of the systemwide executive order in influenza immunization as directed by UCOP Flu Vaccine Requirement Notice. For more information, visit: https://ehs.ucr.edu/flu-vaccine-2020

☒ Everyone who can carry out their work duties from home based on guidance from their supervisor, has been provided resources and directed to do so. https://keepworking.ucr.edu/

☒ Personnel have been informed to not share items such as office or lab equipment (e.g., pens, phones, dishes, desks, etc.). If sharing is unavoidable, disinfectant wipes will be available and used by each employee after use of shared equipment.

☐ All personnel who use campus owned vehicles have been instructed to follow the vehicle safety procedures (https://ehs.ucr.edu/document/covid-19-shared-vehicle-guidance)

☒ All personnel have been instructed not to share Personal Protective Equipment (PPE) including gloves, safety glasses, face shields, arc flash or welding gear, lab coats, and respiratory protection.

☒ All personnel have been instructed to wear face coverings while on campus. Face coverings are available through EH&S for those that need one. Face covering request form. If a medical accommodation is necessary, employees should work with Disability Management. Students in need of a medical accommodation must work with Student Disability Services.

☒ All personnel have been instructed to maintain at least six feet distance from others.

☒ All personnel have been instructed to frequently wash their hands with soap and water for at least 20 seconds or to use available sanitizer as an alternative.

☒ All personnel have been instructed to discontinue nonessential travel and encouraged to continue distance meetings via phone or internet when feasible.

☒ Supervisor or other manager is monitoring areas to ensure everyone is maintaining at least a six-feet distance and wearing face coverings.

☒ Supervisor will work with COVID-19 Hotline if there are any positive cases, and update the plan to prevent further cases, if necessary.

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☐ Supervisors will work with Operations and Support Recovery Workgroup and their HRBPs **before** sending out any communication regarding potential exposure to ensure employee privacy will be maintained. There is a defined campus process for notification.

☒ Supervisors will maintain a list of personnel contact information and work schedules and be able to provide during case investigation.

☒ This Plan has been shared with employees and signatures obtained confirming they have reviewed and understood the plan. Electronic signatures are acceptable. An electronic copy of the document is saved for reference.

☒ Incidents and safety concerns can be reported on the EH&S website through the online Report a Safety Concern link or to the Ethics and Compliance office

☒ Disinfectant and related supplies are available to all personnel at the following location(s): MSE 0051, 0051A, 0051B, 150, 250, 309 Note: Alcohol-based disinfectants should be stored away from ignition sources.

☒ Hand sanitizer effective against COVID-19 is available to all personnel at the following location(s): MSE 309 Note: Alcohol-based sanitizers should be stored away from ignition sources.

☒ Soap and water are available to all personnel at the following location(s): MSE 0051, 150, 250

☐ Meeting rooms and breakrooms under the department's control are being disinfected and being utilized as follows: (Attach additional sheets with information for other rooms as needed).

*Any additional measures not included here should be listed on separate pages, which the department should attach to this document. Or If your department also has functions separately addressed in state, county or OP guidance, please explain how you are addressing those requirements. For a complete list of current industry specific guidance see: https://covid19.ca.gov/industry-guidance/. The Operations and Support Recovery Workgroup and EH&S can assist to develop more specific plans.

Click or tap here to enter text.

Plan Owner

Signature: **Date:** 11/13/20

AUTHORIZED UNIT LEVEL ACKNOWLEDGEMENT

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UNITS HEADS: All Unit Heads (chair, Dean or VC) of the Plan Owner (Supervisor/PI) submitting this plan must review the plans when they are received, assess the need to return to campus and ensure the plans are complete and meet the COVID-19 prevention plan requirements. Units heads must also be prepared to address compliance issues associated with not following approved plans.

I have verified that the Plan Owner has:

1. Completed a site-specific prevention plan;
2. Adequately justified the need to return to campus at this time
3. Ensured:
    a. employees have been trained on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them;
    b. Implementation of the individual control measures and screenings;
    c. Implementation of the disinfecting protocols; and
    d. Implementation of the physical distancing guidelines

REVIEWED BY and DATE:

Unit Head's Name and Title:

Document Reviewed by Operations and Support Recovery Workgroup on _____(Date)

(If applicable) Routed to _____ Committee Group on _____ (Date)

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EMPLOYEE ACKNOWLEDGEMENT FORM

I have read and agree to follow the COVID-19 Worksite Specific Plan.

I understand that:

- I must complete the Wellness Survey each day before work. If I have symptoms, I will stay home and notify my supervisor in advance of my shift.
- If I feel symptoms during my shift, I will contact my supervisor and retake the Wellness Survey and/or contact the Employee COVID Hotline.
- I will maintain social distancing at all times when in the office/lab.
- I must maintain a high level of cleanliness for myself, my workspace, and any common areas I use.
- I will follow the proper procedures for the use and proper wearing of a face covering.
- I understand the COVID-19 Worksite Specific Plan may change as conditions evolve and that I will receive written notification of changes.
- I understand that additional UC Riverside information regarding the campus' response to COVID-19 may be found at https://ehs.ucr.edu/coronavirus.

Name (first, last)	Signature	Date
Mathaudhu, Suveen		11/13/20