COVID-19 WORKSITE PLAN

UC DAVIS FIRE DEPARTMENT
RECOMMENDED ACTIONS AND GUIDANCE

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PURPOSE

This document provides guidance about how the UC Davis Fire Department (UCDFD) will transition and evolve administrative and office work with more employees returning to university facilities over time in a coordinated process consistent with public health guidance. It is expected that the transition for administrative and office work will be gradual.

This document is intended as a companion resource to: Responding to a Patient with Signs or Symptoms of Respiratory Infection - UCDFD Guidelines and Recommendations, and does not discard any requirements/guidance that it contains.

OVERARCHING EXPECTATIONS AND GUIDANCE

All employees are expected to fully comply with policies, protocols and guidelines outlined below and communicated through university webpages, emails and other portals. Protocols about reporting COVID-19 concerns and confirmed cases are online and important for everyone to understand. Fire Department specific reporting guidelines must also be followed.

Plans developed to support employees returning to campus should be sufficiently flexible to respond to a rapidly changing environment. And, all actions taken to return employees to work in university facilities should endeavor to align with Principles of Community and advance our goals of diversity, equity and inclusion.

Key prevention practices must be exercised including:
• staying home if you are sick and encouraging others to do the same,
• physical distancing,
• use of face coverings (note: Yolo County has a Public Health face covering order),
• frequently practice hand hygiene (i.e., handwashing, sanitizer);
• regular cleaning and disinfection of workspace and personal items, and
• minimizing the use of shared or communal property or equipment.
GUIDING PRINCIPLES

1. Comply with local, state and national public health directives and orders regarding Shelter in Place, physical distancing and face coverings, or similar matters intended to advance and protect the health of the community.

2. Administrative and office work will ramp-up in alignment with workload drivers that trigger the need for on-campus personnel.

3. For the foreseeable future, activities that can be conducted remotely should continue in remote mode to the fullest extent possible as determined and assigned by the Office of the Fire Chief.
   - Partial transitions are encouraged using hybrid models.
   - Consideration and planning for long-term flexible work arrangements are encouraged. HR is developing additional tools to support these efforts.
   - Individuals should not be subject to advantages or disadvantages based on the mode of work that they arrange in coordination with the Office of the Fire Chief.

4. Reasonable accommodations should be assessed and implemented using an interactive process and should consider individual COVID-19 risk status and related factors such as child care to the extent allowed by law.

5. Readiness to quickly add, modify or remove business practices in response to new public health guidance, new data, and the most current information about best practices.

NEED FOR BUSINESS PURPOSE

Until Phase 4 is achieved, as described in the following section, no person shall be admitted into the fire/police building without a specific and valid business purpose.

PHASES FOR INCREASING ON-CAMPUS ACTIVITIES

All phases of the return to administrative and office work in university facilities are subject to ongoing review and revision with input and guidance from local public health, UC Davis medical experts, human resources, EH&S, campus counsel and other subject matter experts.

All activities for Phases 1-4 must align with the principles stated above and be guided by an approved plan with necessary training for all who are returning to campus.

In all phases, we anticipate that returning to work in university facilities will be gradual and guided by approved worksite plans.

PHASE 1 (March 18, 2020 Through May 31, 2020): Stay At Home Order; Campus Operations Are Suspended
(key references: UC Davis policy 390-12 and Yolo County Public Health Shelter-in-Place)

1. Staff performing essential services working on site as determined by the Office of the Fire Chief in accordance with campus, local and other public health guidance.
a. Note: Essential services evolve to accommodate changing circumstances on-campus and new public health guidance.

2. Administrative functions largely supported remotely.

3. Most staff working remotely guided by short-term telework agreements (in addition, some staff have approved long-term flexible work arrangements).

4. Critical research continues with very limited access to in-person essential services.
   a. Effective May 11, 2020, gradual and incremental ramp-up of additional research programs and core facilities subject to review and approval per the research ramp-up guidelines.

5. Most campus buildings locked with limited access by employees with key/keycard access.
   a. Construction projects, those managed by external general contractors and UC Davis staff, are continuing.

PHASE 2 (Effective June 1, 2020): Time-Sensitive Research Resumes, Some Administrative And Office Functions Are Transitioned Back To University Facilities, Campus Operations Are Reduced

Note: Estimating up to one-third (33%) of employees included in this phase

1. Most campus buildings locked with limited access by employees with key/keycard access.
2. Most visitor services remain closed.
3. Most campus administrative services remain remote.
4. Gradual return of some staff with direct ties to research ramp-up, support of clinical operations, instruction, or other functions that are shifting to more on-campus activity.

PHASE 3: Continued Gradual Increases To On-Campus Activities; Campus Operations Are Reduced

Note: Estimating up to two-thirds (67%) of employees included in this phase

1. Additional campus facilities and visitor services reopen.
2. Gradual return of some staff with direct ties to next phase of research ramp-up; support for instruction, co-curricular and other student activities that are restarting or planned to restart; and support for other essential functions that are shifting to more activities in university facilities.
3. Most other services remain remote.

PHASE 4: End Of Stay Home Order; Return To Quasi-Normal Operations; Campus Operating Status TBD

Note: Estimating 80% or more of employees included in this phase; anticipate that some employees will transition to long-term flexible work arrangements.

1. All facilities gradually reopen.
2. Most staff gradually return to work at university facilities.
3. Some staff transition to documented long-term flexible work arrangements based on unit needs, consistent with campus policies and guidelines.
4. Mass gatherings and large attendance events subject to public health guidance.

UCDFD WORKLOAD TRIGGERS

The following are examples of some of the workload triggers that indicate a need for partial return-to-work status for administrative and office employees:
• Needed access to office equipment, not accessible remotely, to support key department programs and services.
• Certification, testing, and training of employees.
• Management and coordination of student employee program ramp-up.
• Management, coordination, and implementation of EMS education programs.

UCDFD COVID-19 WORKSITE PLAN COMPONENTS

SIGNAGE:
• Fire/Police Building Main Lobby – A COVID-19 Pilot Program A-frame shall be placed at the lobby door directing those gaining access to the building to complete the Qualtrics screening survey and informing them of protective practices in place for the building:
  o Mandatory face covering for building visitors and for employees when physical distancing cannot be maintained
  o Mandatory temperature screening upon successful survey screening
  o Mandatory participation in contact tracing
  o Hand sanitizer use prior to entry
  o All Building Access Doors – All doors providing access to the building shall be labeled with signs stating “Not a public entrance. All visitors and vendors MUST enter through the lobby. All employees must successfully complete daily screening prior to entry, maintain 6’ distancing, Hand sanitizer use prior to entry, and wear face coverings. DO NOT ENTER IF SICK.”
• Eating Areas – Signs shall be placed in eating areas stating “Clean hands and surfaces before and after eating, maintain 6’ distance when eating without a mask.”

MEASURES TO PROTECT EMPLOYEES:
• Employees should stay home if sick.
• Employees assigned to Command and Support Staff roles should work remotely unless during assigned return-to-work schedule established by the Office of the Fire Chief to support approved programs and services.
• Employees must complete a daily symptom survey prior to entering the building. Shift employees working consecutive days shall complete the survey between 0600 and 0800 each day.
• All employees shall wear a face covering for in-person interactions less than 6’ feet apart.
• All work stations in common areas shall be 6’ feet apart.
• Disinfection of common areas shall occur a minimum of two times per shift. All employees are expected to assist in cleaning of common areas.
• Employees should bring a clean paper bag, or unsealed plastic bag, for storage of masks when not in use.
• Eating areas shall provide access to hand sanitizer, disinfecting wipes, or handwashing.
• The department provides cleaning supplies and disinfectants to all employees. Make appropriate notifications when supplies run low.
• The department provides hand sanitizer to all employees. Make appropriate notifications when supplies run low.
• The department ensures that soap and water are available at restrooms at all times. Any issues should be reported to custodial or facilities immediately.
• A copy of this worksite plan shall be made available to all employees.
• The Deputy Chief of Operations and Safety is designated as the Department Safety Officer and is responsible for ensuring that these measures are in place.
• Sharing of items (e.g. pens, phones, desks, etc.) should be avoided whenever possible. When sharing can’t be avoided items should be disinfected between users.

MEASURES TO PREVENT CROWDS FROM GATHERING:
• Visitors are not allowed in any portion of the building without a business purpose.
• The number of visitors allowed in the lobby is limited to a maximum of 3 to maintain appropriate physical distancing of 6’ at all practicable times.

MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART:
• Visual reminders are posted to reinforce physical distancing and queuing lines.
• Markings are placed at least 6’ apart in queuing lines and on walkways at the public entrance with signs directing individuals to use the markings to maintain distance.
• Employees are instructed to maintain at least 6’ distance from visitors and from each other, except employees may momentarily come closer when necessary to provide essential services. Appropriate universal precautions shall be used.
• When visiting buildings with elevators, employees should use stairs if physically able.

MEASURES TO PREVENT UNNECESSARY CONTACT:
• Contact-less service options should be made available whenever possible.

MEASURES TO INCREASE SANITIZATION:
• Building restrooms are for building employees only. Visitors, not on fire/police business, should be directed to public restrooms at a nearby facility.
• Disinfecting wipes are deployed for use throughout the building.
• Handsanitizer is placed at/near the entrance of the facility, at customer service counters, and any place in the facility, or outside, where people have direct interactions.
• Disinfection of items used by others should occur after each use. (pens, electronics, etc.)
• Frequent cleaning of high use surfaces and common areas is in place.

HOW TO REPORT COVID-19 CONCERNS AND CONFIRMED CASES

About COVID-19 Reporting Process:

• The primary concern is the overall safety of the campus and campus community.
• Engages a team to review the medical circumstances surrounding potential issues, including the UC Davis Student Health Clinic, Occupational Health Services and Risk Management.
• Involves medical and administrative staff to provide medical guidance to the affected individual and ascertain risk to the campus, while continuing to balance the need for privacy.
• Evaluates proximity issues for individuals having close or even tertiary contact with known positive cases. In most of these circumstances with asymptomatic individuals, the risk to campus is very low. Most times, no further action is necessary aside from providing the guidance on monitoring for new symptoms.

In addition to the existing reporting procedures in RESPONDING TO A PATIENT WITH SIGNS OR SYMPTOMS OF RESPIRATORY INFECTION - UCDFD Guidelines and Recommendations document, use the reporting process when you have:
Received confirmed COVID-19 diagnosis, based on your own positive test result or the test result of someone with whom you share a residence - MANDATORY

Concerns about a member of the campus community having COVID-19, whether on or off campus

Report to:
reportcovid@ucdavis.edu

COVID-19 Positive Report

Report reviewed within 24 hours by team in Student Health, Occupational Health and Risk Management

The COVID-19 report response team understands the urgency of responding rapidly to positive COVID-19 reports.

MEDICAL RESPONSE

UC Davis Medical Directors coordinate response with Yolo County Public Health.
Isolation/Quarantine orders may be issued for individuals identified through contact tracing to be at risk.

Isolate affected areas as needed and guided by Student Health and/or Occupational Health.
Affected areas will be cleaned and disinfected by Custodial Services or outside contractor, as guided by Student Health and/or Occupational Health

Return to campus/work pending review by Student Health and/or Occupational Health

PUBLIC INFORMATION AND COMMUNICATIONS

Campus leadership and Dean are notified.
Office of Campus Counsel, Human Resources and Custodial Services may be notified.

Notification to affected department as guided by Human Resources, Legal and Dean

PILOT COVID ASSESSMENT PROGRAM

The UC Davis Fire Department is participating in a campus pilot COVID assessment program. The program is aimed at collecting feedback, ideas and a shared understanding of the best way to move forward with consistent campus-wide COVID assessment protocols. We are applying processes to individuals (employees, students, community members) entering facilities, with the goal of developing consistency across the Davis Campus. This pilot project will help us find out what works and what doesn’t, what processes should be scaled or modified, and what processes should be abandoned.
SELF-SCREENING PROCEDURE

A 3-step screening procedure is required to enter the fire/police building. This is being put in place to keep potentially COVID positive individuals out of critical work space and protect the overall health of the community.

Screenings should occur PRIOR to entering the building:

**STEP 1:** Before entering the building: complete Qualtrics health screening and receive a green clearance.

If you do not receive a green clearance, stay at/return home. Do not enter the building.

**STEP 2:** With a “clear” screening take your temperature.

If a staff member’s results are below 100.4, continue to work. If equal to or above 100.4, notify your supervisor and do not enter the building - remain at/go home.

**STEP 3:** If Step 1 and Step 2 are cleared the employee may enter the building.

Upon entry the employee shall wear a clip-on green ID card reading: “SCREENED” at all times unless work could cause melting of the card.

If a staff member is symptomatic and had to go home, they should contact their medical provider’s office for additional instructions about seeking care.

If a student is symptomatic and had to go home, they should contact Student Health and Counseling Services at 530-752-2349 or their primary medical provider prior to arriving at the medical office.

VENDOR/VISITOR SCREENING PROCEDURE

The lobby entrance is designated as the single point of entry for all non-building employees. No employees should bring someone into the building through another point of entry unless that person has successfully completed screening for the day.

Screenings should occur PRIOR to entering the building:

**STEP 1:** Before entering the building: complete Qualtrics health screening and receive a green clearance.

If no green clearance is received, do not enter/deny entrance to the building.

**STEP 2:** With a “clear” screening, vendor/visitor temperature will be taken by a designated staff member. If visiting Fire, a UCDFD staff member will be contacted by the fire/police front desk staff.

A UCDFD member will take vendor/visitor temperature using a touchless thermometer, while both persons are masked.
If vendor/visitor’s results are below 100.4, they will be allowed to enter the building. If equal to or above 100.4 the person will not be allowed access.

**STEP 3:** If Step 1 and Step 2 are cleared the vendor/visitor may enter the building.

Upon entry the vendor/visitor shall wear a self-expiring sticker badge, labeled VISITOR and the name of the department, FIRE, printed on the front.

**WORKPLACE DISTANCING FLOOR PLAN/SCHEDULING DIAGRAMS**