

Appendix A – WORKSITE SPECIFIC COVID-19 PREVENTION PLAN

All departments/divisions must implement all measures listed below in order to ensure a safe workplace for employees. Review the UCR EH&S CORONAVIRUS WEBSITE www.ehs.ucr.edu/coronavirus for additional details and tools.

Department:

Buildings/Room(s):

A. General Signage:

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](#)
 - 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.
- [Additional signage](#)

B. Employee Based Protection Protocols:

- All employees have completed [COVID-19 Prevention](#) online training via [UC Learning Center](#) prior to returning to work.
- 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](#).
- Employees have been informed to [monitor](#) their health and not come to work if sick. 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.
- COVID-19 TESTING - Once onsite testing is available, the return to campus may begin. Updates will be sent when available.
- Personnel who are at a [higher risk](#) for COVID-19 illness have been informed not to hesitate to reach out UCR Disability Management (disabilitymanagement@ucr.edu) for potential reasonable accommodation to collectively prioritize everyone's health and safety.
- 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/>
- Department scheduling has been adjusted to limit space conflicts and allow for adequate disinfection by staggering shifts, offering remote work days, staggering breaks, etc.
- The number of personnel in buildings, rooms, or other general areas have been limited at any one time to easily maintain at least six-foot distance from one another at all practicable times.
- Personnel have been informed to not share items or 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 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 and to use available sanitizer as an alternative.

- 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.
- Supervisor or other manager is monitoring areas to ensure everyone is maintaining at least a six-foot distance and wearing face coverings.
- Copies of this completed Worksite Specific COVID-19 Prevention Plan have been distributed to all personnel.

C. Space Based Protection Protocols: All signage is available on the [EH&S website](#).

- Use colored painter’s tape to indicate where people should stand to support six feet distancing.
- Separate or close areas to prevent gathering and close proximity.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.
- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- 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.
- Discontinue [nonessential travel](#) and encourage distance meetings via phone and internet.
- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Re-arrange office spaces, cubicles, etc., if feasible and decrease the capacity for conferencing and meeting to ensure workspaces to allow for six feet between employees.
- Assign personnel to disinfect high-use areas and traffic areas as needed to supplement scheduled cleanings if desired.
- Disinfectant kits with wipes that are effective against COVID-19 are available near desks, in vehicles and other high-use areas. See the [Facilities Services website](#) for information on obtaining disinfecting kits.
- Disinfectant and related supplies are available to all personnel at the following location(s): _____ 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): _____ Note: Alcohol-based sanitizers should be stored away from ignition sources.
- Soap and water are available to all personnel the following location(s): _____
- Meeting rooms and breakrooms and other general areas are being disinfected and being utilized as follows (Attach additional sheets with information for other rooms as needed)

- Meeting Room:
 - Status: Open with occupancy limits and use guidance Closed until further notice
 - Occupancy limit _____ Occupancy sign posted at entrance
 - Room use guidance posted at entrance
 - Furniture removed/arranged/marked “Do not use” to ensure six feet distancing
 - Disinfection kit available
- Breakroom:

Status: Open with occupancy limits and use guidance Closed until further notice
Occupancy limit _____ Occupancy sign posted at entrance
 Room use guidance posted at entrance
 Furniture removed/arranged to ensure six feet distancing
 Disinfection kit available

- Other:

Status: Open with occupancy limits and use guidance Closed until further notice
Occupancy limit _____ Occupancy sign posted at entrance
 Room use guidance posted at entrance
 Furniture removed/arranged to ensure six feet distancing
 Disinfection kit available

- Other:

Status: Open with occupancy limits and use guidance Closed until further notice
Occupancy limit _____ Occupancy sign posted at entrance
 Room use guidance posted at entrance
 Furniture removed/arranged to ensure six feet distancing
 Disinfection kit available

*Any additional measures not included here should be listed on separate pages, which the department should attach to this document.

You may contact the following person with any questions, concerns or comments about this protocol:

Name:

Phone Number:

Date of Form Completed:

Incidents and safety concerns can be reported on the EH&S website ehs.ucr.edu through the online Report a Safety Concern link or to the [Ethics and Compliance office](#)