

COVID-19 Worksite Plan

Department/Organization

Statistics

Date

September 19, 2020

1. Compliance Contacts

Assign a supervisor, Department Safety Officer or other manager to monitor areas and verify people are following personal protection practices. If compliance contact does not have authority to act upon non-compliant individuals, they will report their findings to management.

Worksite COVID-19 Coordinator Contact Info

Department/Organization	Statistics
Campus Location	Mathematical Sciences Building
Contact Name	(1) Pete Scully (2) Nehad Ismail
Phone Number	(1) 530-754-4128 (2) 530-754-2382
Email Address	(1) pscully@ucdavis.edu (2) nnismail@ucdavis.edu

Worksite COVID-19 Coordinator Contact Info

Department/Organization	College of Letters and Science Dean's Office
Campus Location	1212 Social Sciences and Humanities Building
Contact Name	LS-Deans Office Space Team
Phone Number	
Email Address	ls-space@ucdavis.edu

Other Building Compliance Contacts

Coordination with other occupants that share building, floor or workspace is required in return to campus plan. Provide the contact information of the other building contacts that you have coordinated with.

Department/Organization	Mathematics
Campus Location	Mathematical Sciences Building
Contact Name	(1) Gladis Lopez (2) Zach Johnson

	(3) Matthew Silver
Phone Number	(1) 530-752-0829 (2) 530-752-8801 (3) 530-754-0138
Email Address	(1) gylopez@math.ucdavis.edu (2) zjohnson@math.ucdavis.edu (3) mtsilver@math.ucdavis.edu

Document Revision History

Version	Revision Date	Approved By	Approval Date	Reason
1		Ari Kelman	9/24/20	
2	11/03/2020			Per Campus Ready feedback on version 1

2. Physical Distancing

Describe physical distancing guidelines that have been instituted for each type of space at your worksite.

The main office 4118 and the copy room 4118A will remain closed to general traffic. Faculty, staff and graduate students may access if maintaining six feet distance and wearing facial coverings. Hallways are two-way directional traffic, but maintain social distance of six feet when passing.

Elevators to have 2 person limit at all times. People must keep a six feet distance from entrance while waiting.

Kitchen 4217 to have 2 person limit at all times. Kitchen will remain locked and accessible only to those with access key (staff, faculty, graduate students), and surfaces and handles must be sanitized after use.

Restrooms to have 2 person limit at all times.

The study lounge 4110 will remain closed for general use, however it may be reserved for single use by teaching staff for remote teaching purposes. Graduate students may access to use the scanner, one person at a time.

The conference room 4208 and seminar room 1143 may be reserved for single use by teaching staff or by graduate students taking remote qualifying exams or defenses.

The computer lab 1139 is closed until further notice, however the printer is available for graduate students and teaching staff. Only one person may access the lab at a time (exceptions made for department technical staff).

Student offices will be single use only, available by reservation.

Signage is posted requiring facial coverings in all areas where interaction with other people is

possible (hallways, lobby, common areas, shared offices).

If applicable, describe how spaces have been modified to ensure physical distancing.

The main office will have plastic barrier installed around main desk area. Most staff and faculty offices are individual with the exception of 4242 (shared by two visiting assistant professors), 4240 (shared by one lecturer and one visiting assistant professor), 1135 (shared by four lecturers) and 4229 (shared by two post-docs; emeriti have desks but are all working remotely). Shared offices have desks more than six feet apart but will rotate usage.

The study lounge 4110 will remain closed and tables stacked to discourage usage.

Detail how signage will be used to support physical distancing and movement of people.

We have placed signage around the department and at entrances to the building about physical distancing and wearing facial coverings. In stairwells we have placed the warning that there will be two-way traffic. We are not instituting one-way traffic in the hallways.

Describe measures put in place where physical distancing is not possible (installation of barriers, new protocols, etc.) Where physical distancing is not possible for essential work, describe analysis and mitigation measures that can be put in place.

We will install a plastic barrier at the front desk of the main office, although the staff are planning to work remotely and the office itself will remain closed.

Describe how signage will be used to support physical distancing and movement of people.

See previous.

Describe how you have collaborated with departments that share your space.

With the Mathematics Department we have established a building attendance form asking people to check in every time they enter the building. Signage has been placed all over both departments with a scannable barcode. The link is here: <http://bit.ly/msbct>

3. Hygiene, Disinfection and Symptom Survey

Describe measures to increase sanitization throughout the workspace. Measures should include details about access to hand washing and hand sanitization stations, expectations for cleaning individual workspaces as well as common areas, access to disinfection supplies, and a cleaning schedule to ensure a minimum of two disinfections per shift.

In addition to the FM Custodial Services being provided for COVID-19 (<https://facilities.ucdavis.edu/custodial-protocols-during-covid-19>), disinfection protocols will be implemented when the Campus moves into Phase 3. Most staff will continue working remotely so only commonly used areas such as the main office will be disinfected regularly, although the schedule of this is to be determined.

Reservable single-use spaces (4110, 4208, 1143, 1147 and the student offices) will be provided with disinfectant supplies and those using will be expected to disinfect before and after use. This includes the scanning facility in the study lounge. Faculty and staff in own offices are responsible for disinfect own space and equipment each time they come in. Shared office space such as 1135, 4242, 4240, 4229 must be disinfected by those using it each time they come in.

Kitchen 4217 is a shared common area and surfaces, handles and equipment such as the microwave must be disinfected by each user after use. Disinfectant supplies will be placed within the kitchen.

Describe what hygiene and disinfection supplies will be supplied and where they will be located.

Disinfectant supplies (wipes) will be made available in every single-use shared office, and every individual office. Additional supplies will be located in the main office store cabinets. Hand sanitizer will be available at the main office.

Hand washing with soap is available at rest rooms.

Automated hand sanitizing stations are available at the front and rear building entrances.

Describe plans and protocols for disinfecting commonly used spaces and equipment between use.

Reservable single-use spaces (4110, 4208, 1143, 1147 and the student offices) will be provided with disinfectant supplies and those using will be expected to disinfect before and after use.

Kitchen 4217 is a shared common area and must be disinfected by each user after use, including wiping down sink and fridge handles and safely wiping microwave buttons.

Clearly describe employee responsibilities related to sanitation.

If employees will come to the building they will be required to take the daily symptom survey, and will be responsible for sanitizing their own work spaces at minimum upon arrival and departure, as well as any common spaces they use such as the kitchen 4217.

Good personal hygiene is required, including thoroughly washing hands regularly. Information can be found at: <https://campusready.ucdavis.edu/hand-sanitization>

The majority of faculty and staff have indicated they will continue to work remotely during Phase 2 and so the building will be low usage.

Describe how the symptom survey will be implemented.

All staff, faculty and students, as well as visitors, are required to take the daily symptom survey: <http://symptomsurvey.ucdavis.edu/> for access to any UC Davis facilities. Signage with links to the survey have been posted around the building. Instructions have been sent out via email and will be posted on our website.

Staff employees coming to campus will be asked to send a copy of their daily symptom survey to their supervisor. Faculty and post-docs will be asked to send a copy of their daily symptom survey to the department manager. Graduate students who come to work in their offices in the department will be asked to send a copy of their daily symptom survey to the graduate coordinator.

There is also a Manual Symptom Survey will be used for visitors that do not have access to the online version. <https://campusready.ucdavis.edu/symptom-monitoring>. A paper symptom survey needs to be administered to anyone who does not have university credentials.

If an employee or graduate student, or someone with whom they share a residence, receives a confirmed positive COVID-19 test result or a COVID-positive diagnosis from a physician, the official reporting process must be followed: <https://safetyervices.ucdavis.edu/coronavirus/reporting-concerns-confirmed-cases>

Describe essential travel review and approval process. Identify how the process is deployed and operational within the department.

All employees are asked to follow and adhere to the travel guidelines posted by Global Affairs <https://globalaffairs.ucdavis.edu/announcements/travel-announcement-novel-coronavirus>.

4. Employee Scheduling

Describe how remote work will be supported (e.g. equipment, ergonomics, communication, etc.).

The Department of Statistics encourages remote work where possible, as supported by campus leadership. Faculty and staff may use their university-owned furniture such as chairs at home if a signed form is submitted to the department manager. Computing equipment is managed through the IT Manager. Teaching staff are provided with digital tablets for remote teaching purposes where requested. There are also a limited number of laptops and document cameras available for checkout to TA/faculty each quarter, and can be reserved in advance, with highest priority for instructional needs.

Meetings and classes are conducted through Zoom. The Department and the Dean's Office have provided Zoom licenses and equipment for classes to be taught remotely such as digital tablets. The Department is holding no in-person classes this Fall, and the building will be locked. Advisors will only be available remotely via Zoom, telephone or email, but not for in-person advising. Undergraduate students will be expected to connect with their faculty, TAs or advisors remotely via Zoom or the indicated methods, since faculty, staff and graduate students will be working remotely. Faculty, staff and graduate students physically coming to the department are not expected to meet with undergraduate students in person.

How many employees are returning to the worksite?

Staff: of the nine full-time staff members in the department no more than three are likely to come to campus regularly during Phase 2. Student assistants and peer advisors will also work remotely during Phase 2.

Faculty: There are 23 full-time faculty, plus 5 lecturers, 3 visiting assistant professors and 2 post-docs in the department. Less than 25% (approximately 8) of these surveyed are planning to work on campus regularly during Phase 2.

Graduate Student employees are working remotely but graduate student offices are available by reservation (single-use only) for those who need to work on campus. There are thirteen graduate student offices and are usually six students per office, but have been scaled back for Fall to one student per office. Of the approximately 70 graduate students with assigned desks, we anticipate less than 25% - between 10 and 15 - to be present in the department at any one time.

Undergraduate student employees such as Readers will not be expected to come to the department, but will need to connect remotely with their supervisors via Zoom or similar, including those faculty who will be working on campus.

Describe relevant changes to employee schedules including, if applicable, use of staggered and alternate schedules.

We are not planning to stagger employee schedules since the majority will work remotely. Technical staff and COVID 19 Compliance contacts will be on site more often. Lecturers in the shared offices may stagger the times when they come in so to maintain physical distance but this will be arranged among those sharing the office, based on their schedules..

Describe how your scheduling plan balances physical layout of worksite and business service requirements.

Through use of the building attendance form the Math Department has established (<http://bit.ly/msbct>) in the building we will monitor how many people are coming in and adjust our plans if we see a larger increase than anticipated. We will continue to monitor the county's public health and safety guidelines and follow direction from the campus as the health situation evolves.

5. Communication Plan and Training Employees

Describe how your worksite plan will be communicated to employees.

We will add the Worksite Plan to the department website, email to all members of the department, and post in prominent places within the department (noticeboard on 4th and 1st floor, main office).

Additionally a page on the Statistics department website has been created with guidelines for those entering the department. This can be found at: <https://statistics.ucdavis.edu/statistics-covid-19-guidelines>

The Math Department with whom we share the building has also created a page with their COVID-19 building policy: <https://www.math.ucdavis.edu/resources/coronavirus-and-math-department/>

Faculty will be trained at a faculty meeting (held remotely) at the start of the quarter; those who cannot attend will be asked to review the document and sign the form before returning to the department, and submit electronically.

Staff will be trained at a staff meeting (held remotely); those who cannot attend will be asked to review the document and sign the form, and submit electronically.

Students will also receive training at a student town hall meeting (held remotely); those who cannot attend will be asked to review the document and sign the form, and submit electronically.

There will be no in-person training in the department. All live training will be held via Zoom.

All members of the department have been notified via email (sent 9/2/20) about the required campus training at <https://campusready.ucdavis.edu/training>.

Describe how employees will be trained on new protocols.

Employees and graduate students housed in the department will need to confirm they have read and understood the Worksite Plan.

All department members will be required to take the training at <https://campusready.ucdavis.edu/training>

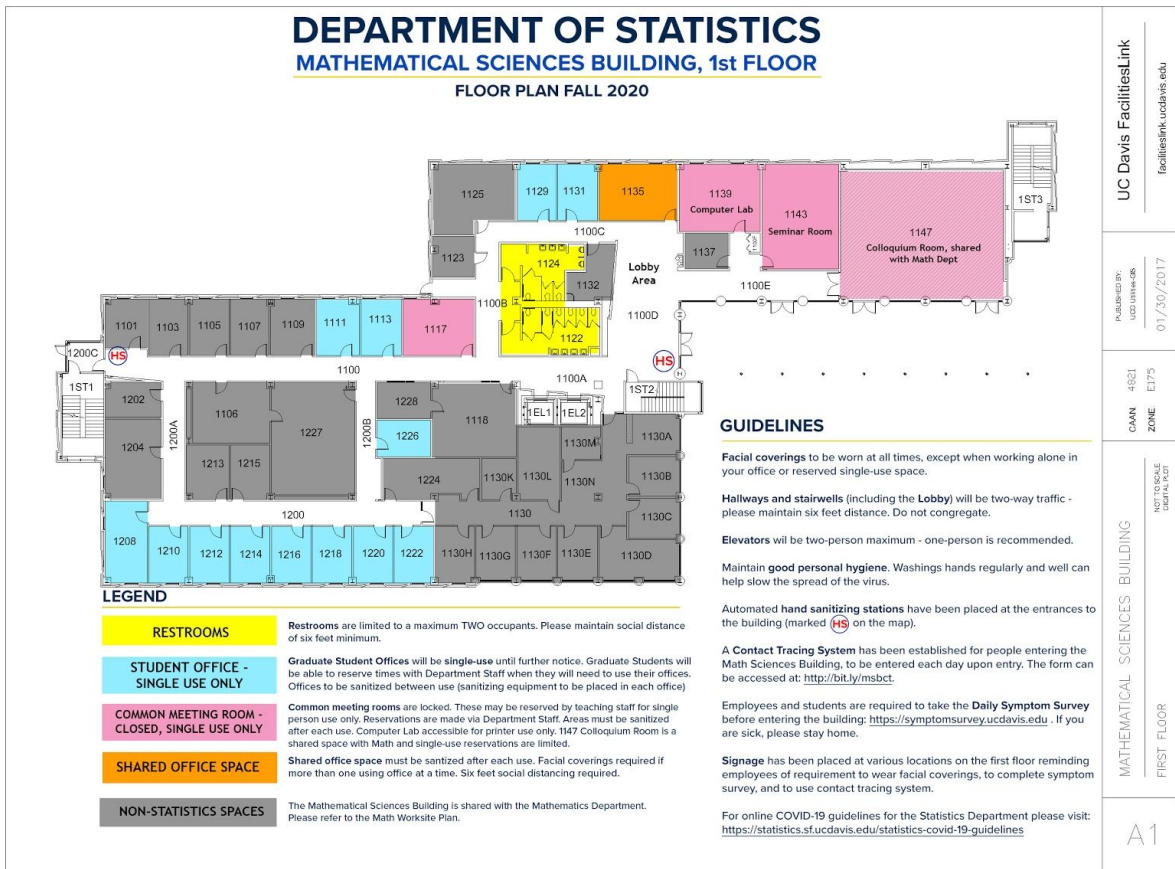
All department members who will be onsite will be required to take the Daily Symptom Survey if working in the Mathematical Sciences Building. Information about this has been communicated by email (9/1/20). Signage about the Symptom Survey has been placed around the department.

Reporting COVID-19

Stay home when you are sick. Individuals must immediately report COVID-19 exposures in accordance with the current protocol found on the [Safety Service reporting page](#).

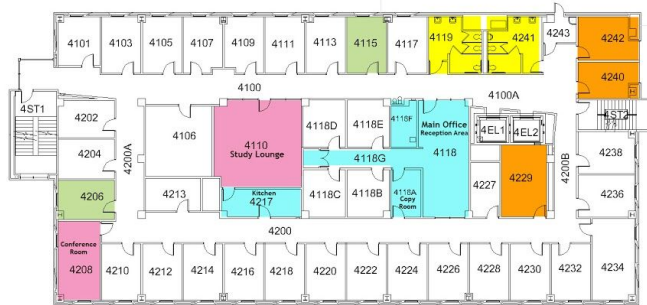
Supplemental Documentation and Diagrams

Supply any additional information below or attach any documents and/or diagrams that support your plan to the end of this document.



DEPARTMENT OF STATISTICS MATHEMATICAL SCIENCES BUILDING, 4th FLOOR

FLOOR PLAN FALL 2020



GUIDELINES

Facial coverings to be worn at all times, except when working alone in your office or reserved single-use space.

Hallways and stairwells will be two-way traffic - please maintain six feet distance. Do not congregate.

Elevators will be two-person maximum - one-person is recommended.

A **Contact Tracing System** has been established for people entering the Math Sciences Building, to be entered each day upon entry. The form can be accessed at: <http://bit.ly/msbct>

Maintain **good personal hygiene**. Washings hands regularly and well can help slow the spread of the virus.

Employees and students are required to take the **Daily Symptom Survey** before entering the building: <https://symptomsurvey.ucdavis.edu>. If you are sick, please stay home.

Signage has been placed at various locations on the fourth floor reminding employees of requirement to wear facial coverings, to complete symptom survey, and to use contact tracing system.

For online COVID-19 guidelines for the Statistics Department please visit: <https://statistics.ucdavis.edu/statistics-covid-19-guidelines>

LEGEND

RESTROOMS

Restrooms are limited to a maximum TWO occupants. Please maintain social distance of six feet minimum.

SHARED OFFICE SPACE

Shared office space must be sanitized after each use. Facial coverings required if more than one using office at a time. Six feet social distancing required.

COMPLIANCE CONTACT

Statistics Compliance Contacts: Pete Scully (MSB 4115), pscully@ucdavis.edu, Nehad Ismail (MSB 4206), nnismail@ucdavis.edu

COMMON MEETING ROOM - CLOSED, SINGLE USE ONLY

Common meeting rooms are locked. These may be reserved by teaching staff for single person use only. Reservations are made via Department Staff. Areas must be sanitized after each use.

COMMON AREAS - CLOSED except to authorized personnel

Common areas - the main office, the copy room, the kitchen - are locked and accessible to authorized personnel (faculty and staff). Staff will not be present. Areas must be sanitized after each use.

UC Davis FacilitiesLink
facilitieslink.ucdavis.edu

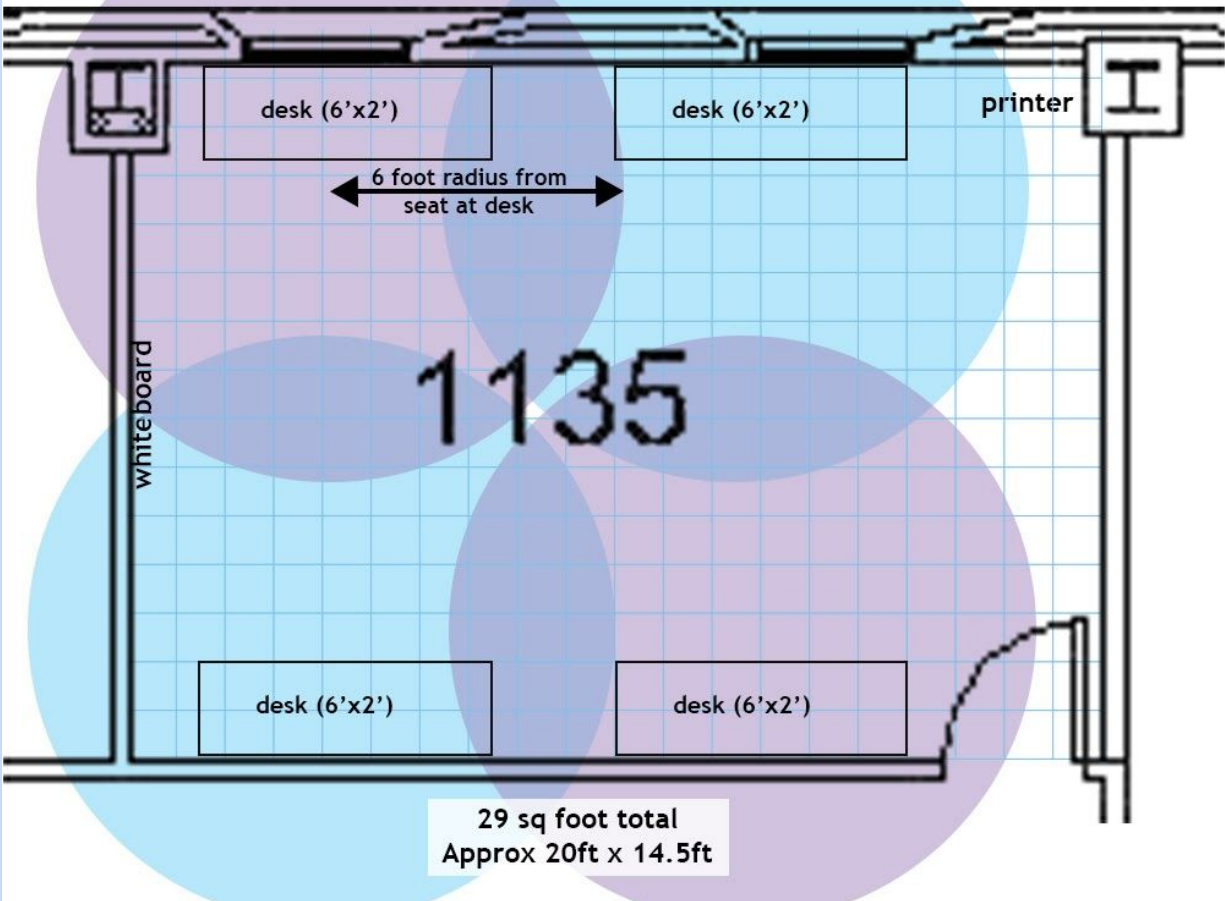
PUBLISHED BY:
UCD BHEC ORG
04/04/2013

CAMN 4821
ZONE E175

MATHEMATICAL SCIENCES BUILDING
FOURTH FLOOR
NORTH SCALE
DRAWN BY: TCT

A4

Example of shared office space: MSB 1135 (Lecturer Office)



WorkForce Log

Log which employees are working on-site and their COVID-19 training completion date. Ensure that the total percentage of your onsite workforce does not exceed the return guidance percentage described on page 2 of this template. Update this log as your on-site/remote employee mix changes.

Department/Organization

Date _____

[illegible]

TOTAL ON-SITE (percentage of workforce)					
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Return to Campus Agreement

Department/Organization

Date

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

I understand that:

- I must complete the UC Davis Symptom 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.
- I will maintain social distancing at all times when in the office.
- 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 Plan may change as conditions evolve and that I will receive written notification of changes.
- I understand that additional UC Davis information regarding the campus' response to COVID-19 may be found at campusready.ucdavis.edu.

Employee Signature

Date

Supervisor Signature

Date

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.

Return of staff to campus is subject to department planning and training as described here, using resources and the checklist available on Campus Ready [website](#).

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	PHASE 2	PHASE 3	PHASE 4
Date	March 18, 2020 through May 31, 2020	Effective June 1, 2020	TBD	TBD
Campus Directive	Stay At Home Order; Campus operations are suspended	Time-sensitive research resumes, some administrative and office functions are transitioned back to University facilities, Campus operations are reduced	Continued gradual increase to on-campus activities; Campus operations are reduced	End of stay home order, Return to quasi-normal operations, Campus operating status to be determined
Return Guidance	Essential work and critical research continues, remainder of all employees working remotely where possible	Estimate 25% of employees included in Phase 2 return	Estimate 67% of employees included in Phase 3 return	Estimate 80% or more employees included in Phase 4 return

Addendum to College of Letters and Science Unit Worksite Plans

In the event of a situation that makes it impossible to use one's home for remote work, and it becomes necessary to use campus facilities to conduct university work, a Unit Facilities Coordinator (UFC) will coordinate the facility access needs. The College of Letters and Science prioritization of facilities access is as follows:

- 1. Remote instruction to be held for a class in session OR research needs that would preserve the life of an animal or avoid the loss of a major project;*
- 2. Remote instruction prep for a class in session for the current quarter;*
- 3. All other research, instructional, and administrative activities;*
- 4. The facility should not exceed the capacity of 1/3 of the total unit members.*

In the event of an emergency, the designated UFC will determine what activities will need to be put on hold in order to allow the prioritized work activities to proceed. Individuals may be asked to leave the facility in order to ensure unit capacity limits are maintained and space is available for the prioritized work activities as noted above.