



COVID-19 Worksite Plan

Each UC Davis department is responsible for creating and documenting a plan aimed at mitigating the spread of coronavirus at each of their worksites. This worksite plan template lists the specific information that must be provided by each department as well as critical topics that departments must plan for and document. Any additional diagrams or documentation developed as part of the worksite plan should be attached to this document.

Filling Out the Template

This template is broken into 5 sections that must each be filled out completely. If you believe any part of this template does not apply to your department or worksite, include a description explaining why it does not apply.

Resources, including a worksite plan checklist, is available from campusready@ucdavis.edu to support your planning process.

Submitting Your Plan

Once your plan is complete:

1. Your Dean or Vice Chancellor must approve the plan
2. Submit approved plan along with supplemental diagrams and documentation via e-mail to campusready@ucdavis.edu
3. Your plan will be reviewed by FOA and Risk Management and kept on file
4. You'll be contacted if there are any questions about your plan
5. Begin / continue implementing your plan

Questions?

Please visit campusready@ucdavis.edu for the latest available information.

If you have any questions about this template, or worksite planning, please e-mail campusready@ucdavis.edu for support.

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

COVID-19 Worksite Plan

Department/Organization

Mathematics Department

Date

September 22, 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	Mathematics/College of Letters and Science
Campus Location	1130 Mathematical Sciences Building
Contact Name	Gladis Lopez
Phone Number	530-383-4008
Email Address	gylopez@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/College of Letters and Science
Campus Location	1130 Mathematical Sciences Building
Contact Name	Matt Silver
Phone Number	530-754-0138
Email Address	mtsilver@math.ucdavis.edu

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

Document Revision History

Version	Revision Date	Approved By	Approval Date	Reason

2. Physical Distancing

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

Elevators have 1-2 persons limit at a time and stair usage is encouraged as an alternate method for accessing floors.

Lobby area will be limited to no more than two persons at any given time.

Common spaces will be limited to 1-2 persons at a time depending on room size.

Signage will be posted at all outside entrances requiring face masks at all times and encouraging social distancing.

Signage is posted in meeting rooms limiting occupants based on room size and maintaining 6-ft (minimum) between seats. Computer Lab: computers/desks will be rearranged to observe six foot distance between users. This Lab is currently closed.

Plexiglass shields will be placed in the reception area and Peer Adviser's desk in room #1130, MSB.

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

The Mathematics' Department employees have private offices, with the exception of two larger offices that are shared. All staff members (except for one employee who comes in once a week) are working remotely from home (Fall Quarter). All our courses are offered online during Fall 2020.

Shared office space & graduate student offices: All employees have been notified that the expectation is that there will only be one occupant at a time per shared room during Phase 2. The offices with only two desks should provide enough space between desks to practice social distancing. Since our students are working from home and come to campus very occasionally, we believe that we do not need to monitor to ensure that there is only one person at a time in the shared offices (Phase 2). Once we move to Phase 3, we will develop a room reservation calendar for students to coordinate the use of the office. Conference rooms have been posted with minimal seating and not to exceed limits signs. Restrooms are limited to one person at a time with signage. Elevators have 1-2 persons limits at a time and stair usage is encouraged as an alternate method for accessing floors. Lobby area will be limited to no more than 2 people at any given time. Common spaces will be limited to 1-2 persons at a time depending on size. Student lounge, computer Lab and Calculus room remain closed.

Signage have been posted at all building main entrances requiring face masks at all times and encouraging social distancing. 3' x 2' signs will be posted to replace smaller signs.

Meeting rooms are posted limiting occupants based on room size and maintaining 6-ft (minimum) between seats. Our large conference room 1147 is not currently used (Fall Quarter), as well as our seminar room MSB 2112. We are not holding any in person events in Fall 2020. We posted one-way traffic signs for the stairwells.

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

Visual reminders have been posted on doors and walls to maintain physical distancing at gathering places and any queuing lines.

Restroom signage is posted on doors and inside to limit one person at a time. Wash hands signage is posted inside each restroom.

Elevators have 1-2 persons limits at a time and stair usage is encouraged as an alternate method for accessing floors.

Lobby area will be limited to a smaller group of people (two max) at any given time.

Common spaces will be limited to 1-2 persons at a time depending on room size.

Signage will be posted at all main building entrances requiring face masks at all times and encouraging social distancing. We have 3' x 2' signs for the main entrances.

Meeting rooms signs are posted limiting occupants based on room size and maintaining 6-ft (minimum) between seats. We posted one-way traffic signs for the stairwells

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.

Not applicable during Phase 2 but will re-evaluate in Phase 3.

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

Not applicable during Phase 2 but will re-evaluate in Phase 3.

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

The Mathematics Department created a tool to contact trace people coming into the building (MSB). This tool is also being used by the Statistics Department. 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. As the campus ramps up and more people are allowed to return to onsite work, cleaning and disinfecting will be done up to three times per day. How this is implemented and by whom is still TBD.

Hand sanitizer dispensers have been placed in each of the building four main entrances.

Hand sanitizer and disposable masks are available at the lobby front desk, MSB room #1130. Hand sanitizers have been placed in each office and in common areas such as conference rooms, where we have also included disinfecting wipes (conference rooms, Alder Room, kitchen, computer Labs, Calculus room and the reception area).

Each employee will be responsible for wiping down their phones, computers, keyboards and mouse, tables, chairs, pens, pencils, and cell phones in their own office.

Hand washing with soap is available in each of the restrooms.

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

Disinfecting and cleaning supplies will be available in the Administrative office, MSB 1130.

Hand sanitizers and a supply of face masks will be placed in the reception area.

Disinfecting spray, hand sanitizer, disposable latex gloves, and Clorox wipes or similar will also be available.

A hand sanitizer bottle will be placed in each office and shared common areas such as bathrooms, conference rooms, computer Labs, student lounge and calculus room.

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

Phase 2 FM Custodial will be cleaning the common areas. Meeting room space will be wiped down by the user after each meeting in rooms. Supplies will be maintained in each meeting space.

Phase 3 the following protocols will be implemented.

Commonly used equipment in the copy rooms should be wiped down after each use by the individual. Supplies will be placed at the site of equipment.

Commonly used spaces such as conference rooms and lobby area will be wiped down three times per day. Initially this will occur at least once per day. As the campus ramps up and more people are allowed to return to onsite work, this will increase to three times per day. How this will be implemented once employees return to work is TBD.

Clearly describe employee responsibilities related to sanitation.

Staff: As of the date of this worksite plan, employees continue to work remotely, except for one staff member who comes to the office once a week.

Those who are working onsite will be expected to wipe down their phones, computers, keyboards and mouse, tables, chairs, pens, pencils, and cell phones in their own office. This should be done at least once daily.

No in person meetings are taking place. All meetings are being held via Zoom.

Describe how the symptom survey will be implemented.

A daily symptom survey is a requirement for all UC Davis-operated facilities anywhere in California and serves as a reminder to pay attention to your symptoms. **Everyone — students, employees, visitors — must complete a [Daily Symptom Survey](#) before entering a university-managed facility.** Take the daily symptom survey at SymptomSurvey.ucdavis.edu

Email was sent to all employees & graduate students about COVID19 information, including the Daily Symptom Survey on 9/3/2020, with a reminder sent 9/22/2020. Employees were asked to forward their Daily Symptom Survey verification to the CAO. The CAO will monitor if the survey has been completed by the employees working onsite. The email notifications will also be available to the Department Chair.

There is also a Manual Symptom Survey that will be used for visitors to the Mathematics Department 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. Hard copies of this survey will be available in the main Administrative office, MSB 1130.

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

All employees of the Mathematics Department will 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.).

Employees and graduate students have been strongly encouraged to work Remotely. Employees and graduate students can come into the building only if absolutely necessary. All our classes during Fall 2020 are offered online.

Any equipment that has been needed, such as laptops, monitors, chairs, have been made available for use. Zoom has replaced all in person meetings. Employees have been strongly encouraged and allowed the flexibility needed to work remotely.

How many employees are returning to the worksite?

Most of our employees are able to work remotely. As we are currently in Phase 2, even with a 25% threshold, we estimate our onsite staffing to be ~10-15% at any given time. This reflects careful scheduling, consideration of access needs, and flexibility where necessary.

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

All administrative, academic and supervisory staff as well as graduate students have been strongly encouraged and allowed the flexibility needed to work remotely. As we move to Phase 3, we will work on a plan to return to work. We are considering using staggered and alternate schedules.

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

The Mathematics Department has private offices for most of the staff and academic employees. Graduate students share offices (4-6 students per office) and while we are in Phase 2, the physical layout is not an issue. As the onsite numbers increase, potential adjustments may be necessary to ensure safety guidelines are followed. Both staggered and alternative work schedules may become even more relevant for employees returning to onsite work arrangements. Monitoring the Public Health and Campus guidelines as the pandemic evolves will be necessary.

5. Communication Plan and Training Employees

Describe how your worksite plan will be communicated to employees.

We will post a link to the Worksite Plan on the Department website (Authorized page), and send it to all members of the Department via email. Additionally, a webpage on the Mathematics Department website has been created with guidelines. This can be found at <https://www.math.ucdavis.edu/resources/coronavirus-and-math-department/>. The Statistics Department with whom we share the building has also created a page with their COVID19 building policy <https://statistics.ucdavis.edu/statistics-covid-19-guidelines>.

An overview of the department plan will be presented to the faculty at a faculty meeting (held remotely) ; those who cannot attend will be asked to review the document.

Staff members will be trained at a staff meeting (held remotely); those who cannot attend will be asked to review the document.

Graduate students will receive training at a student town hall meeting (held remotely); those who cannot attend will be asked to review the document.

All members of the department have been notified via email (original email sent 9/3/20 with a reminder sent 9/22/2020) about the required campus training at <https://campusready.ucdavis.edu/training>. Several email messages have been sent to all department members with reminders about COVID19 restrictions

Describe how employees will be trained on new protocols.

All employees working on campus will be required to take the eLearning training course “Return to Campus” by December 15, 2020

All employees will be required to read and e-sign the worksite plan prior to returning to campus.

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.

The attached floor plans are for the Mathematics Department space in the Mathematical Sciences Building (MSB). Notations have been made for building entrances, meeting rooms, restrooms, common areas.

Signage details are as follows:

Face Masks Required and Social Distancing signage at all entrances.

Restrooms limited to one person at a time.

Meeting room signage posted at entry doors, seating with limited use in the room, disinfect space after use.

Mathematics Department

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.

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