



Roadmap for recovery

Every building space is unique, so each department must create a worksite plan that meets current public health guidelines before employees who've been working remotely may gradually return to campus — when appropriate and necessary. The purpose of this document is to outline criteria to assess for building compliance to COVID-19 mandates, guidelines, and safety readiness. Following initial building assessment and identification of required mitigations, facilities will not be re-opened for operations until all mitigations are met and a statement of attestation is executed.

Develop and Communicate your worksite plan:

1. Submit the worksite plan for review/approval to worksite@ucsc.edu
2. Share the worksite plan with all employees
3. Post the worksite plan at building entrances

This worksite checklist is by no means exhaustive; many items are optional and may not apply to your particular organization. Please also note that some requirements are the responsibility of the Building Manager while some are the responsibility of the Department. It was created to help you understand what will be required when your worksite operations resume and to provide a framework to help you think about all the necessary variables for adapting to this new normal. For more information on COVID-19 and how to complete this checklist, visit [visit http://recovery.ucsc.edu/](http://recovery.ucsc.edu/)

CONTACT INFORMATION

Department/ Organization Name _____

Building Name _____

Rooms Occupied _____

Building Manager _____

Principal Officer _____

Phone Number _____

Email Address _____

A. BUILDING ACCESS—ENTIRE SECTION BUILDING MANAGER RESPONSIBILITY

1. Develop floor plans that indicate:
 - a. Ingress and egress – arrows showing direction of travel for corridors, elevators and stairwells. Yes No N/A
 - b. Location of hand-washing and hand-sanitizer stations Yes No N/A
2. ADA Access – Ensure that no facility use decisions impact ADA accessibility. If they do, make and communicate accommodations in advance. Yes No N/A

B. MEASURES TO PROTECT EMPLOYEES

1. Direct employees who can carry out their work duties remotely to do so. (Dept.) Yes No N/A
2. Direct employees to complete return-to-workplace training. (Dept.) Yes No N/A
3. Direct employees and instructors to stay home if sick. (Dept.) Yes No N/A
4. Require daily symptom questionnaires before employees may enter the building. (Dept.) Yes No N/A
5. Require all employees to wear a face covering. (Dept.) Yes No N/A
6. Require employees to disinfect their personal workspace a minimum of two times per shift and supply the necessary cleaning product. Provide time for employees to implement cleaning practices. If cleaning is assigned to the worker, they must be compensated for that time. (Dept.) Yes No N/A
7. Instruct employees to bring a clean paper bag or thin plastic bag (unsealed) for storing face coverings during eating. (Dept.) Yes No N/A
8. Ensure designated eating areas have ample hand sanitizer and disinfectant. Provide signage to clean hands and surfaces before and after eating, to store face coverings in a clean bag while eating, and to keep six feet apart when masks are removed for eating. Eating areas are for single occupancy only. (Building Mgr.) Yes No N/A
9. Provide disinfectants and cleaning supplies to service your employees (refer to List N:Disinfectants approved for COVID-19. (Dept.) Yes No N/A
10. Provide hand sanitizer effective against COVID-19 at every entrance/exit. (Building Mgr.) Yes No N/A
11. Ensure soap and water are available in all restrooms, kitchen areas, and other hand washing stations. (Building Mgr.) Yes No N/A
12. Distribute copies of the approved classroom checklist to all employees. (Dept.) Yes No N/A
13. Assign a Supervisor, Department Safety Officer, or other manager to monitor areas and verify people are keeping six feet apart and wearing face coverings. (Dept.) Yes No N/A
14. Prevent people from sharing any items when possible (e.g. pens, phones, desks, etc.). Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface. (Dept.) Yes No N/A

C. SPACE MANAGEMENT

1. Classrooms: Confirm seating capacity to ensure 6 ft. distancing requirement. (Dept.) Yes No N/A
2. Research Labs: Confirm occupancy per actual square footage to ensure 6 ft. distancing requirement. (Dept.) Yes No N/A
3. Break Rooms/Kitchens: Post signage which advises single occupancy only. Provide cleaning materials for disinfecting. (Building Mgr.) Yes No N/A
4. Administrative Workspace: Confirm office space configuration to 6 ft. distancing requirement. (Dept.) Yes No N/A
5. Isolation Space: Designate a holding room for symptomatic individuals who cannot immediately leave the workplace. This should room be empty of any other occupants and should not have any porous furniture or flooring (fabric). Note that after each use, the space will be locked for usage for 3 days for custodial to disinfect. (Building Mgr.) Yes No N/A
Room # of Isolation Space: _____
6. Common Areas: Where possible, block access to any large gathering common areas such as conference rooms or lounge areas. This can be accomplished by locking doors, taping areas off, posting signage, and/or removing furniture. (Building Mgr.) Yes No N/A

D. FACILITIES

1. Establish custodial cleaning schedule for building. (Building Mgr.) Yes No N/A
2. Close and bag up all usable push button water fountains. (Building Mgr.) Yes No N/A
3. Hands free bottle filler stations may stay open for use. (Building Mgr.) Yes No N/A
4. Identify optimal approach for setting air handling system. Open windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. In addition to opening windows or when opening windows poses a safety or health risk (e.g. allowing truck exhaust or pollens) to facility occupants, use room air conditioners or blowers on "fresh air" setting, and room HEPA (high-efficiency particulate air) cleaners. (Building Mgr.) Yes No N/A
5. Identify locations where plexiglass barriers need to be installed (service counters, close proximity workstations, common use tables) and generate a work order for installation. (Building Mgr./ Dept.) Yes No N/A
6. Provide disinfectants for any shared copiers, tools, or instruments. (Dept.) Yes No N/A
7. Verify with Campus Fire Marshal that all Fire and Life Safety equipment is functional before re-opening the building. (Building Mgr.) Yes No N/A
8. Ensure that the building's water system has been flushed before re-opening. (Building Mgr.) Yes No N/A

E. MEASURES TO PREVENT UNNECESSARY CONTACT AND MAINTAIN SOCIAL DISTANCING

1. Prevent people from self-servicing any items that are food-related. (Dept.)
 - a. All items are pre-packaged in sealed containers by dining services staff. Yes No N/A
 - b. Hand sanitizer is available at food serving areas. Yes No N/A
2. Provide for contactless payment systems or sanitize payment systems regularly. (Dept.) Yes No N/A
3. Ensure all automated doors are functional. (Building Mgr.) Yes No N/A
4. Reduce or discontinue non-essential travel and encourage video meetings instead of in-person meetings. (Dept.) Yes No N/A

F. MEASURES TO INCREASE SANITIZATION

1. Ensure restrooms normally open to the public remain open to the public and well stocked with soap and hand drying options. (Building Mgr.) Yes No N/A
2. Provide disinfection supplies that are effective against COVID-19 at designated areas within the department. (Dept.) Yes No N/A
3. Place hand sanitizer, soap and water, or effective disinfectants at or near the entrance of the facility, at checkout and reception counters, and anywhere else inside the facility or immediately outside where people have direct interactions. (Building Mgr.) Yes No N/A
4. Disinfect all payment portals, pens and styluses after each use. (Dept.) Yes No N/A
5. Increase the frequency of disinfecting break rooms, bathrooms, common areas and high-contact surfaces (door handles, computer input devices, electronics devices, etc.). (Building Mgr./ Dept.) Yes No N/A
6. Other optional measures (please describe) (Building Mgr./ Dept.) Yes No N/A

ADDITIONAL NOTES OR COMMENTS

CAMPUS CONTACTS

Security	Jason Moore (jasmoores@ucsc.edu)
Signage.....	Dan Henderson (danhenderson@ucsc.edu)
Fire Prevention.....	Nicholas Otis (notis@ucsc.edu)
Emergency Procedure Guidance	Amanda Gullings (algullin@ucsc.edu)
Personal Protective Equipment and Disinfecting Supplies	Steven Loveridge (sloverid@ucsc.edu)
Facilities (custodial, HVAC, plumbing, etc.)	Jim Kari (jkari@ucsc.edu)

RESOURCES

[COVID-19 Work Order Procedure](#)

[Cal/OSHA Guidance on Requirements to Protect Workers from COVID-19](#)

[CDC Guidance for Businesses and Employers](#)

[COVID-19 Daily Symptom Check](#)

[COVID-19 Protective Equipment and Supplies Request Process](#)

[COVID-19 Workplace Safety](#)

[Cal-OSHA Higher Education Guidance](#)

[CDPH Guidance for use of face coverings](#)

[List N: EPA Disinfectants approved for COVID-19](#)

[UCSC Interim Public Health Policy](#)