

Checklist for Returning to Campus Administrative and General Work Areas

Revised: September 7, 2021

In order to resume campus operations, Unit Managers are required to conduct a risk assessment of their work area. The information provided in this document is intended to provide criteria to consider when conducting a return to campus risk assessment and assist in resuming operations.

Pre-Start Checklist for Safety Considerations: The following criteria should be evaluated and included in your risk assessment and control measures evaluation:

General Guidance for Unit Managers:

- Check your health status before coming to work. It is recommended to check your temperature and any potential symptoms of COVID-19. If you share a living space with another person, monitor their health status as well.
- Review [UCI's recommendations for face coverings](#), and advise team members to do the same.
- Review all emergency/evacuation plans for staff and building.

Arriving to the Workplace

- When you arrive for the first time, turn on lights, observe the space briefly before entering, then proceed with caution.
- Turn on and ensure essential equipment is operating properly.
- Check that equipment restarts and functions appropriately.
 - Is calibration needed?
 - Do safety devices operate properly?

Evaluate Supplies

- Evaluate safety supplies – Do you have an appropriate safety supplies (e.g., disposable gloves, face coverings) on hand to perform the work you intend to do?
- Review the [EH&S COVID-19 Cleaning Procedures for General Environments](#) and ensure that all team members have done the same.
- Review applicable Standard Operating Procedures, safety manuals and equipment specific work procedures to ensure safe start-up and operations.
- Evaluate cleaning materials available to sanitize/disinfect the space.
 - Do you have a sufficient quantity?
- Evaluate other supplies needed to complete your assigned tasks.

Evaluate Support Services

- Verify the availability of support services needed for your work:
 - Supply deliveries
 - Other halted services
 - Regular custodial services

Evaluate EH&S Services

- Walk through the space to check if there has been a chemical spill. If you are not comfortable with cleaning up the spill, call EH&S at (949) 824-6200 for assistance.
- Inspect hazardous waste, biological and radiological storage as applicable.

General Guidance for Staff:

- Review [UCI's recommendations for face coverings](#) and ask your department/supervisor if you have any questions.
- Check your health status before coming to work. It is recommended to check your temperature and any potential symptoms of COVID-19. If you share a living space with another person, monitor their health status as well.
- Complete [required COVID-19 "Returning to Work" training available in UC Learning Center](#).
- Always practice respiratory etiquette by covering your cough or sneeze. If you get the urge to sneeze or cough, cover your nose, mouth, and face covering with a towel or handkerchief.
- Avoid touching your face.
- Wash your hands frequently with soap and water for 20 seconds. At a minimum, employees should wash their hands upon arrival to work, after touching their face or face covering or any common contact surfaces, and when leaving work.

Procedures for Confirmed and Suspected COVID-19 Cases

- Contact Human Resources (HR) to report confirmed and suspected COVID-19 cases: <https://hr.uci.edu/disaster-relief/report-known-cases.php>
- Contact Workers' Compensation (wcdm@uci.edu) for potential work-acquired COVID-19 exposure.
- Contact Environmental Health and Safety (EH&S) at (949) 824-6200 for decontamination strategies. Departments may choose to use an EH&S-approved cleaning and disinfection contractor or contact Facilities Management Custodial Services to disinfect spaces.
- According to the Centers for Disease Control (CDC), if it has been more than three days since the person with suspected/confirmed COVID-19 visited or used the space, additional cleaning and disinfection are not necessary: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Additional COVID-19 Resources

- UCI website: <https://uci.edu/coronavirus/>
- EH&S website: <https://www.ehs.uci.edu/PublicHealth/covid-19/>
- CDC website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- OC Health Care Agency website: <https://occovid19.ochealthinfo.com/>
- Emergency Management Evacuation link: <https://www.police.uci.edu/emergency-mgmt/emerg-responseprocedures-sub/evacuation.php>