Checklist for Returning to Campus
Auxiliary Services and Facilities Management
Revised: June 2020

In order to resume campus operations, Unit Managers (Plan Owners) are required to conduct a detailed risk assessment and implement a site-specific protection plan that addresses compliance monitoring and procedures for returning to an earlier phase if directed by state and local county agencies. The information provided in this document is intended to provide criteria to consider when conducting a return to campus work space 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 Plan Owners:

- 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.
- Draft, submit for approval, and post approved Risk Assessment and Control and Monitoring Plan in the workspace.
- Determine how many people can work safely in your workspace at a single time while observing appropriate physical distancing.
- Review the CDC’s guidance on social distancing, and advise team members to do the same.
  - Each individual working in the area should have at least 6 feet clearance on all sides from others.
  - No more than one person should occupy a small space/room at any time. This includes, but is not limited to, cold/dry storage rooms, golf carts (if applicable), and other small spaces/rooms.
  - Consider placing a colored tape on the ground around the workspaces indicating boundaries between workers – highly recommended for shared spaces.
- Review UCI’s recommendations for face coverings and advise team members to do the same.
- Your department/building/facility representatives should confirm your space assessment and the number of personnel you are proposing to allow in the space at a single time.
- Communicate with employees via emails, texts, automated phone calls, websites, and signage.
- Develop flexible work hours so personnel can work at different hours/days to minimize population density in a workplace.
- Review all emergency/evacuation plans for staff and building. Adjust plans accordingly due to COVID-19 staffing.
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 Before You Begin Work

- Evaluate PPE – Do you have an appropriate PPE (e.g., safety glasses, disposable gloves, face coverings, in addition to any unit specific required PPE) on hand to perform the work you intend to do?
  - What amount do you already have on-hand?
  - What is your expected weekly “burn rate” of PPE and do you have enough for the next 6 months?
  - Can you perform your work with existing quantities of PPE?
- Review the applicable procedure EH&S COVID-19 Cleaning Procedures for Dining Services, EH&S COVID-19 Cleaning Procedures for Student Housing and/or EH&S COVID-19 Cleaning Procedures for Facilities Management and ensure that all team members have done the same.
- Review the Chemical Disinfectants Against SARS-CoV-2 matrix, 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, quality?
  - Is it compatible with the equipment and the work conducted in the space?
- Evaluate other supplies needed to complete your research tasks.
- If PPE or other supplies in your work areas are low and you are unable to obtain them through normal routes, work with your department to coordinate with Procurement Services.

Evaluate Support Services

- Verify the availability of support services needed for your work:
  - Hazardous chemical or biological waste pick-up
  - 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, 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 maintain at least 6 feet of social distance.
- 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.
- Practice situational awareness, immediately report potential exposures to supervisors.

Disinfecting

- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions.
- Provide time for workers to implement cleaning practices before and after shifts.

Common Areas and Equipment

- Avoid sharing phones, other work supplies, or office equipment wherever possible.
- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared equipment such as walkie talkies, golf carts, supply carts, copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in shared areas, shared work stations, etc., with a cleaner appropriate for the surface.

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 seven 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/