Checklist for Returning to Campus
Auxiliary Services and Facilities Management
Revised: June 18, 2021

In order to resume campus operations, Unit Managers are required to conduct a detailed risk assessment. The information provided in this document is intended to provide criteria to consider when conducting a return to campus workspace 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 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 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?
  • 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 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.
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/
• EH&S website: https://www.ehs.uci.edu/public-health/covid-19/index.php
• OC Health Care Agency website: https://occovid19.ochealthinfo.com/