COVID-19 Worksite Plan – ESDC 1231, 1120 Bainer Hall and 1104 Ghausi Hall – College of Engineering

The following is our worksite plan as required in the Campus Ready guide. Please read it to be sure that you understand how our department or office will function. If you have any questions, please contact

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Workstations or offices

- Use the Office Configuration site
- Use Facilities Link to download your floorplan and/or diagram a simple one yourself

Distancing and separation

- Here is how we will maintain separation/distance: Refer to room layouts on Pg. 4-6
- 6-feet minimum separation will be implemented by only allowing use of select machines and work spaces. Users will have to ask ESDC staff for their assigned machine or area upon signing in and will not switch to another machine or area unless ESDC staff approves it.
- Barriers (e.g., Plexiglas – coordinate with Dave Griffiths) on casters will be placed between machines when simultaneous users cannot maintain 6 feet of separation.
- Time (shifts and minimizing together time). All users must schedule their visit one business day in advance. Use of the ESDC will be limited a maximum occupancy of
  - 1120 Bainer – total occupancy of 3. 1 staff and 2 users.
  - 1231 Bainer – total occupancy of 6. 1 staff and 3 users down stairs and 2 staff upstairs.
  - 1104 Ghausi – total occupancy of 6. 1 staff and 5 users.

Daily Symptom Survey

Until campus requires a shared symptom survey app, please perform a self-screening at home each day before coming to campus. Here is the UCD info on this and here is the CDC list of symptoms. You may be asked to self-certify that you’ve done it and that you are free of all symptoms each day.

Campus is planning on a pilot program for screening and/or may use an app to facilitate this. For now, all of us must perform a daily symptom check on ourselves.

Prior to accessing the ESDC all users must take the Daily Symptom Survey (found in the Campus Ready Site), be cleared to access UC Davis campus sites, and forward or show the results to ESDC staff at point of entry. If a user cannot take the online survey they will be required to take a verbal survey when checking in with staff.

Face coverings and/or personal protective equipment (PPE)
• Yolo County’s health order has expired however, the face covering order remains in place. It requires wearing a face covering outdoors when with others and inside at work at all times unless one is alone in a space with four walls with the door shut (i.e., your own office). We all need to plan accordingly.

• All users and staff must wear a cloth face mask that covers the nose and mouth. These face coverings will be worn in addition to any other PPE required by ESDC policy such as face shields for grinding and tinted face shields and helmets for welding.

• Use the Campus Ready site

**Hand sanitizers**

• Use the Campus Ready site on hand sanitization

• We will provide hand sanitizers as follows:

• Each room will have a station near each entrance and exit with hand sanitizer.

**Surface disinfecting**

• Use the Campus Ready site on how to sanitize surfaces

• We will provide surface disinfecting supplies as follows:

• Each room will have disinfecting wipes near the entrances.

• We will disinfect surfaces as follows:

• Each day before the ESDC opens to any users the staff will wipe down all commonly touched areas with sanitizing wipes and or sprays. This includes machine handles, keyboards, chuck keys, etc. Hand tools and cutting tools will be wiped or sprayed after each use. Staff will wipe down the same commonly touched areas mentioned above a second time during the lunch hour and after the ESDC closes for the day.

**Communicating and training**

• Use the Campus Ready site for training

• We will provide and require training in our dept/office as follows:

• We will have signage at each entrance stating that checking in with staff, wearing face coverings, and social distancing is requirement. In addition the ESDC’s website will be updated to state this as well as provide a link to the Campus Ready site.

• We will communicate with our various stakeholders as follows:

• Any updates to ESDC policy or Worksite Plan will be shown on the ESDC website.

**Traffic patterns in offices, halls, etc.**

• Use the Campus Ready site for movement of people

• Our traffic pattern is as follows and on the attached drawing:

• Due to our tight spaces and the risk of having people follow each other in a line the ESDC will not have one way traffic. Instead the ESDC will limit the number of users in each room and staff will remind users to maintain a safe distance from one another.

**Reception areas**

• Use the Campus Ready site for movement of people
• However the ESDC does not have any reception areas and users will not be allowed to stay in the ESDC unless they are working on an individual task.

Shared spaces and equipment

• Use the Campus Ready site for shared spaces and equipment
• Our shared spaces and equipment details are as follows and/or on the attached drawing:
• The breakroom in the upper floor of room 1231 Bainer has a maximum occupancy of one person. This area is exclusive to ESDC staff. This area will have signage reminding users use hand sanitizer before touching any surface and to wipe down surfaces with sanitizing wipes when they are done. Please see the layout map on Pg. 5.
• Copiers, etc. like any other shared equipment/machine in the ESDC will be wiped down with sanitizing wipes by staff after each individual use.

Visitors/guests

• Here is how we will manage our visitors:
• Before they arrive all users must take the Daily Symptom Survey (found in the Campus Ready Site), be cleared to access UC Davis campus sites, and forward the results to ESDC staff. If a visitor cannot take the online survey they will be required to take a verbal survey when checking in with staff.
• When entering any of the ESDC locations all users must use the hand sanitizer provided by each entrance and check in with a staff person for a machine assignment.
• Standing and/or seating locations: All users will be assigned a machine or work station to work at for the duration of their visit. If a user needs to change locations they must ask staff for availability.
• Passing of materials (e.g., papers, keys, etc.): If users need to use tools not already provided at their assigned machine or work station they will first use hand sanitizer provided at each tool box before touching the tool box and retrieving any tools. Once the user is done with the tools they will not place them back in their original location and instead will place them in a communal used tool bin. Tools in this bin will be sanitized by staff at the end of each work day. Users must not pick up tools from these bins. If a tool is only found in the used bin, users must inform staff so that staff can sanitize the tool on the spot for their use.

Signage

• Use signs from the Campus Ready site and/or supplement as needed.
• Consider signs for outside the office, the door, inside the office, in shared spaces, etc.
• We will use and post signs as follows:
  o Breakroom Guidelines
  o Hand Sanitizer Station
  o Narrow Stairway
  o Queue Six Feet Apart
  o Wear Your Face Covering
  o Worksite Entrance

Diagram(s)
• Diagram(s) for these spaces are attached
• Pg. 5 – 1231 Bainer Hall (Lower floor)
• Pg. 6 – 1231 Bainer Hall (Upper floor)
• Pg. 7 – 1120 Bainer Hall
• Pg. 8 – 1104 Ghausi Hall
Maximum Occupancy Of 2 In 1231 Bainer Hall (Upper Floor)

🌟 Staff w/ 6’ Diameter Circle
Maximum Occupancy Of 3 In 1120 Bainer Hall

★ = Staff w/ 6’ Diameter Circle
★ = User w/ 6’ Diameter Circle
Maximum Occupancy Of 6 In 1104 Ghausi Hall

★ = Staff w/ 6’ Diameter Circle
★ = User w/ 6’ Diameter Circle