

UUCB Phase 0 & 1 Protocols

Individual Control Measures

Employees and volunteers must stay home if:

1. They are sick or exhibiting symptoms of COVID-19
2. They have tested positive for COVID-19 within the last 10 days
3. They have household members who are ill
4. They have been in contact with anyone who tested positive for COVID-19 within the last 10 days

Post signage inside and at entrance:

1. Face masks required
2. Frequent handwashing and use of hand sanitizer encouraged
3. Physical distancing (6') required
4. Volunteers sign in and out if they enter building (employees are tracked via schedules)
5. One person at a time uses (each) restroom

Building access is limited to essential business (signs posted outside entrances).

Cleaning/Disinfecting

Clean touchable surfaces between shifts or between users.

Make hand sanitizer and other sanitary supplies readily available at entrances and contact areas.

Remove items that are difficult to clean and sanitize from Atrium and any areas accessible to building users (e.g. printed material, pens/pencils, hymnals, cushions).

Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and train employees on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow the CDPH asthma-safer cleaning methods. Open windows if weather permits or run ventilation systems to introduce fresh outside air.

Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.

Consider upgrades to improve air filtration and ventilation.

Employees and volunteers are encouraged to bring their own water.

Physical Distancing

Reconfigure office spaces, meeting rooms, etc., to allow for at least six feet between people.

Utilize work practices, when feasible and necessary, to limit the number of employees and volunteers in office, meeting spaces, etc., at one time.

Limit restroom use to one person at a time to allow for physical distancing.

Encourage employees/volunteers to use established entrance/exit doors for kitchen; consider limiting kitchen use to one person at a time.

Consider offering employees and volunteers who request modified duties options that minimize their contact with other employees/volunteers.

Post signage outside and inside restrooms and kitchen.

Volunteer gardeners should stay six feet apart and wear masks (not necessary if gardeners are more than 20 feet apart).