

**UC Berkeley Guidelines on Protecting Workers
from COVID-19 for Contractors**

&

**UC Berkeley's COVID-19 Health and Safety Guide
for Returning to the Workplace for Contractors**



CONTENTS

Overview and Instructions for Contractors.....	3
UC Berkeley Guidelines on Protecting Workers from COVID-19 for Contractors.....	4
UC Berkeley's COVID-19 Health and Safety Guide for Returning to the Workplace for Contractors....	9

Overview

In order to protect public health during the coronavirus pandemic, the City of Berkeley Public Health Officer has issued a [Health Order](#) that includes specific instructions about what construction projects need to do to help protect workers from infection.

Construction projects on the UC Berkeley campus are managed by a designated Project Manager (PM). The PM should be responsible for ensuring that the project is following the Construction Project Safety Protocols outlined in the Health Order. This is not to imply that the PM should be the COVID-19 site supervisor. According to the Health Order, the COVID-19 supervisor will either be an onsite worker (for small projects), or a third-party affiliate (for large projects) designated to fulfill this role.

Instructions for Contractors

Contractors who work at a UC Berkeley *construction site* do NOT need to take any of the campus COVID-19 trainings and do NOT need to complete the daily symptom screener. They must follow their own worksite guidance in accordance with [City/County/State](#) orders or risk project delays by UC construction inspectors. A *construction site* includes any project that has a permit on file with the campus Building Department and is completely isolated from encountering campus staff, faculty, and students.

However, the UC Berkeley COVID-19 training and [Daily Symptom Screener](#) are required for service technicians and other vendors coming on-site at the request of campus personnel who are not completely isolated from encountering campus staff, faculty, and students. These service technicians and vendors coming on-site must:

1. Read the UC Berkeley Guidelines on Protecting Workers from COVID-19 for Contractors training (pages 4-8)
2. Review UC Berkeley's COVID-19 Health and Safety Guide for Returning to the Workplace for Contractors (pages 9-22)
3. Email your department contact person and the [EH&S Training Team](#) to confirm that you have completed the training and acknowledged the guide.
4. Complete a [Symptom Screener](#) for each day that you intend to work on site.

For questions or training help, please email the EH&S Training Team at ehstrain@berkeley.edu.

UC Berkeley Guidelines on Protecting Workers from COVID-19 for Contractors

1. Introduction

UC Berkeley Protection from COVID-19 training. Welcome to this short training on how to work safely when returning to campus during the COVID-19 pandemic. This training is required for all UC Berkeley students, staff, faculty, and contractors prior to returning to campus. It was created by the Office of Environment Health & Safety, in collaboration with University Health Services, and the Office of People and Culture.

2. Learning Objectives

After this training, you will be able to:

- Help prevent the spread of, and protect yourself from exposure to the COVID19 virus,
- Maintain a Hygienic Workplace, and
- Use various resources for the most recent information.

3. Coronavirus - General Information

Coronaviruses are a large family of viruses that typically cause respiratory infections and can result in more severe disease. The SARS-CoV-2 virus was first identified in humans in December 2019. Throughout this presentation we refer to the virus as SARS CoV-2 and the disease as “COVID-19” (Coronavirus Disease 2019).

4. Routes of Transmission #1

Person-to-person spread is a primary source of transmission. People transmit the virus in respiratory droplets by coughing, sneezing, breathing, and talking. Infected individuals can transmit SARS-CoV-2 even if they don't show any symptoms of illness.

5. Routes of Transmission #2

It is also possible to contract COVID-19 by touching one's own mouth, nose, and eyes after contact with a contaminated surface or object.

6. Symptoms

People with COVID-19 have reported a wide range of symptoms that include:

- Fever (>100F)
- Chills
- Persistent cough
- Difficulty breathing
- Chest pressure or pain
- Muscle aches
- Sore throat
- Loss of taste and smell
- Persistent headache

- Fatigue
- Nausea
- Diarrhea

Symptoms may appear 2-14 days after exposure to the virus.

7. Self Monitoring

On days that require you to be on campus, take your temperature and check for:

- Fever
- Cough
- Shortness of breath
- Sore throat

If you have any of these symptoms, stay home and discuss working remotely or taking sick leave with your supervisor. In addition, self isolate for 14 days after close contact with a COVID-19 symptomatic person, and self check daily, for developing symptoms.

8. Moderate to Severe Symptoms

If your symptoms are moderate to severe:

- Call 911 if you can't breathe.
- Otherwise, call your primary care provider and follow their instructions.

9. Testing

Please contact your medical provider if you have two or more symptoms. If you have tested positive outside of UHS, call the University Health Services CONFIDENTIAL line at (510) 643-8227 to inform them.

10. Personal Hygiene Practices

Good personal hygiene is critical in preventing the spread of the SARS CoV-2 virus. The Centers for Disease Control (CDC) instructs to:

- Wash your hands often.
- Cover your mouth and nose with a face cover when around others.
- Cover coughs and sneezes.
- Clean AND disinfect frequently touched surfaces daily.
- Also avoid using the same tools and equipment as others, if possible.

If you must share, wipe the items down with disinfectant before use, or wash/sanitize your hands after use.

11. Hand Hygiene

Wash your hands with soap and water often:

- Before touching your face

- Before preparing food or eating
- After coughing or sneezing
- After using the toilet
- After touching high-contact surfaces
- Before and after putting on, adjusting, or taking off your face covering

12. CDC Hand Washing Video

What you need to know about handwashing.

Why should I use soap and water to wash my hands? Germs can get onto your hands and items you touch throughout the day. When your hands may be dirty, it's best to wash with soap and water to remove whatever germs and chemicals may be on them.

Warm or cold water? Either is fine, as long as it's clean.

Bar soap or liquid? Either is fine.

Does the soap have to be antibacterial to work? No. Plain soap and water works just as well.

What if I don't have soap, but I have access to water? Using soap to wash hands is more effective than using water alone, but if water is all you have, rub your hands together under it and dry with a clean towel or air dry. When hands are not visibly dirty you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

How long do I need to scrub when washing my hands? Scrubbing your hands for at least 20-30 seconds is most effective.

Do I have to clean under my fingernails? Yes, germs like to hide under fingernails. Make sure to clean there, too.

What if I don't have soap or water to wash my hands? If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Protect yourself and others by washing your hands with soap and water. Learn more about the magic of hand washing. For more information, visit www.cdc.gov/handwashing

13. Physical Distancing

The goal of physical distancing is to reduce transmission of the SARS-CoV-2 virus between individuals.

Maintain a minimum of 6 feet from people in public and in common areas at work to reduce the spread of COVID-19.

Avoid close contact with people who are sick.

Modify work practices where necessary to maintain physical distancing.

Perform work remotely to the maximum extent possible.

Stagger shifts with co-workers so you're at work at different times. When possible, continue to use teleconferencing and video conferencing for meetings.

14. Physical Distancing in Action

Maintaining physical distancing requires analyzing risks and communicating with others.

Consider ventilation, time spent in close proximity, and common courtesy when crossing paths with others in common areas.

Be on the lookout for any new physical distancing directions within your building.

Traffic direction signs posted in buildings are intended for normal building circulation while maintaining physical distancing.

In the event of an emergency, proceed to the nearest exit to evacuate a building.

15. Face Coverings

Acceptable face coverings cover your mouth and nose, fit snugly and comfortably against your face, are secured with straps or ear loops, include multiple layers of fabric, and allow you to breathe easily.

Set an example, and wear a face covering at all times on UC Berkeley property, whether outdoors or indoors.

Always wear your face covering when working in shared or partitioned work areas in large, open environments.

You may remove your face covering when working alone in a confined office space, unless someone else enters the room.

Wash and machine dry your cloth face coverings frequently.

Speak with your supervisor about additional PPE that may be required for your work.

16. Cleaning and Disinfecting Your Workspace

Clean and disinfect high-touch surfaces and objects at least once a day.

Cleaning versus Disinfecting:

- Cleaning is the removal of visible soil.
- Disinfection eliminates many or all pathogenic microorganisms.

Disinfectants work best on surfaces that have been cleaned first.

Be sure to clean surfaces with soap and water or some other cleaner if they appear heavily soiled, then apply disinfectant.

Read the product labels for instructions about:

- How to safely use cleaners and disinfectants
- Contact time requirements for disinfectants

Disinfectants should be listed as effective against SARS-CoV-2.

Some cleaners and disinfectants may require additional Personal Protective Equipment (PPE).

Throw away used wipes. Launder cloth rags. Wash hands after disinfecting.

17. Communicate with Your Supervisor

Check with your supervisor about the work schedule, facility, and cleaning changes that apply to you.

This may include staggered shifts, job rotations, and meetings.

Additionally, there will be many new protocols, supplies, and expectations around routine cleaning.

Stay connected! Communicate frequently with your supervisor and colleagues.

18. Together we can stay healthy!

Together we can stay healthy by maintaining physical distancing, washing hands frequently and thoroughly, and cleaning and disinfecting objects and surfaces often.

19. Resources and References

The following are links to resources provided for your reference:

[Link to CDC COVID 19 Symptoms Webpage](#)

[Link to CDC Handwashing Information Webpage](#)

[Link to CDC Face Coverings Information Webpage](#)

[Link to EPA List N: Disinfectants for Use Against SARS-CoV-2 Information](#)

[Link to Berkeley News COVID-19 Information](#)

[Link to the daily UC Berkeley Symptom Tracker](#)

Thank you to the following organizations for sharing resources for this presentation:

- Centers for Disease Control (CDC)
- Lawrence Livermore National Laboratory (LLNL)
- Lawrence Berkeley National Laboratory (LBNL)
- Stanford University
- University of California, San Francisco (UCSF)
- University of California Risk & Safety Training Center of Excellence

UC Berkeley's COVID-19 Health and Safety Guide for Returning to the Workplace for Contractors

(Original 6/15/20, Revised 6/22/20 and 7/14/20)

GUIDING PRINCIPLES

Berkeley's response to the COVID-19 pandemic seeks to protect the health of our community, while continuing our vital missions of teaching, research and public service. Berkeley's plans will be aligned and consistent with local orders and ordinances of the City of Berkeley and Alameda County, as well as the State of California's Phased Reopening Model. This guide supplements the campus [workplace safety plan](#) (Injury Illness Prevention Plan) by providing information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19.

Berkeley's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, California Department of Public Health, Cal/OSHA, and Berkeley's COVID-19 Public Health & Testing Advisory Committee. Recognizing that the pandemic is an ever-evolving situation, this guide will be revised accordingly.

All employees, including student employees, and contractors, are expected to comply fully with the policies, protocols, and guidelines set forth in this Guide. In addition, all employees and contractors must take the **mandatory COVID-19 training** prior to returning to campus to work. As with all mandatory training, those who fail to take the training may face corrective action, up to and including termination. Both management, individual employees, and contractors share in the responsibility for protecting the health of our community and each member of our community will be expected to review and acknowledge these principles and guidelines prior to returning to work on-site at the University.

If we each implement the measures set forth in this Guide, the combined effect will reduce the risk of spreading COVID-19 at work. When you see someone who has forgotten to put on their mask or forgotten to clean a common area, simply remind them of the proper protocol with a polite, "Please." For example, "Please wear a mask when you are on campus." And for those of us who receive a reminder from a colleague, we should politely say "Thank you" and immediately follow the proper safety protocol.

Because our knowledge and understanding of the COVID-19 virus continue to evolve, our policies and plans will be updated as appropriate as more information becomes available.

The COVID-19 pandemic requires multiple layers of protection to serve as safeguards for our community. When used together consistently, the holes (or weaknesses) in any

single layer of protection may be reduced by the strengths of multiple layers of protection.

The more layers of effective interventions that are implemented, the less likely your activities will contribute to the spread of COVID-19:

1. **Masks/Face Coverings.** As a general rule, **masks/face coverings must be used at all times on UC Berkeley property**, whether indoors or outdoors, to slow the spread of COVID-19 and help prevent asymptomatic carriers from unknowingly transmitting it to others.
2. **Physical Distance.** Staying six feet away from other individuals in your workplace significantly reduces the likelihood of transmitting the virus.
3. **Cleaning and Disinfecting.** Cleaning and disinfecting equipment and office spaces is extremely important, but alone is not sufficient to stop the spread of COVID-19.
4. **Frequent Handwashing.** Frequent handwashing with soap and water is essential to prevent the spread of the virus.

While none of these interventions is perfect, when used in conjunction with a broader range of safety practices, the risk of COVID-19 transmission is significantly reduced.

Management Responsibilities

Prior to allowing employees and contractors to return to campus, departments will assess building spaces that they use, to institute measures to physically separate and increase distance. Department supervisors may also consider rotating or staggering employee and contractor work schedules in order to allow space for physical distancing in smaller groups. Lower occupancy limits for common-use areas such as break rooms, conference rooms, and restrooms must be implemented to maintain adequate physical distancing. Facilities Services will have primary responsibility for cleaning offices and workspaces and other high touch point surfaces on campus based on OSHA guidelines for disinfection. Facilities Services will also maintain hand-sanitizer stations at building entrances, elevator stops, and high-traffic areas, subject to the availability of hand sanitizer.

Phased Occupancy of Campus Buildings

UC Berkeley will phase in a return of employees and contractors over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment), and a capacity to clean and disinfect, and to screen employees for COVID-19. Employee screening will include self-reporting of symptoms and/or testing for the COVID-19 virus. Employees and contractors must complete the [daily Symptom Screener survey](#) in order to access their worksites (See [Instructions](#)). UC Berkeley will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and the necessity to access on-site resources. These decisions, once approved, will be

communicated through the department's respective Dean or Vice Chancellor. The need to reduce the number of people on campus (density) to meet physical distancing requirements will continue for some time. Increasing on-site staffing will be tightly controlled and coordinated to mitigate potential risks for employees, as well as the communities we serve. Employees and contractors who can continue to work remotely should continue to do so until restrictions are eased for larger gatherings consistent with public health directives. No unit or department should increase staffing levels beyond current needs without approval from your respective Dean or Vice Chancellor. Once decisions to expand on-site staffing in certain areas have been made, employees and contractors should follow the policies and protocols detailed in this guide for returning to work on campus. In order to determine whether an employee or contractor can be instructed to return to campus to work, managers should use [the Decision Tree and Guidelines](#) to guide their decision-making.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Building Access

Entry to buildings will be regulated and monitored. Do not hold or prop open exterior doors for any other person.

Prior to a building being reopened for use, the building's facility manager and Facilities Services will develop and implement a plan for the appropriate physical use of the building. These measures will include such things as limiting access to the building to certain entrances, designating traffic flow throughout the building to create physical separation, indicating waiting areas outside restrooms and elevators and, where possible, creating physical distance between seats in classrooms. All occupants of the building will be expected to comply with the measures so that the building can be used while still allowing for the necessary physical separation between individuals.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of employees to reduce congestion during typical "rush hours" of the business day. Employee arrivals and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

If you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors, guests, and pets are not allowed on worksites during this time.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas.

Guidance for Specific Workplace Scenarios

Public Transportation/Bear Transit/The Loop

If you take public transportation or use Bear Transit or the Loop, wear a mask before entering the vehicle and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use a hand sanitizer that contains at least 60% alcohol as soon as possible and before removing your mask.

Working in Office Environments

As a general principle, masks/face coverings must be used at all times on UC Berkeley property, whether outdoors or indoors, including walking in hallways where others travel and in break rooms, conference rooms, and other meeting locations. You should wear a face mask or face covering at all times while in a shared workspace/room even if you are six feet apart.

If you work in an open plan office environment, be sure to remain at least six feet away from co-workers at all times. For example, for those in cubicles, there must be at least one workspace separating you from another co-worker. Management will be responsible for rearranging and/or reassigning workspaces to maintain appropriate physical distance.

If you work in an office, no more than one person should be in the same office unless the required six feet of distancing can be consistently maintained. If more than one person is in an office, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space unless someone else enters the room. Note: working in a partitioned work area in a large open environment does **not** constitute working alone.

Masks/face coverings should be worn by any staff in a reception/receiving area.

Close Proximity Work

When a job task must be performed that puts two or more employees in close proximity of each other (e.g. within a couple of feet) for more than 15 minutes, employees and supervisors should work together to assess the exposure risks involved and determine the appropriate controls, including a review of engineering, administrative, and PPE controls. Contact EH&S at 510-642-3073 for workplace hazard assessments.

Laboratory Work

When working in a laboratory, the normal safety standards still apply, in addition to current COVID-19 standards of physical distancing, enhanced personal hygiene and regular disinfection. Specific criteria have been developed for employees working in laboratory environments. See [COVID-19 Guidelines for Faculty and Researchers](#) for details.

Using Restrooms

Use of restrooms should be used by one person at a time unless signage outside of the restroom indicates that there can be more than one occupant. Prior to entry in a restroom, please knock on the door and ask if it is occupied. If it is occupied, wait in the designated area for your turn to enter. Wash your hands thoroughly with soap and water afterward to reduce the potential transmission of the virus.

Using Water Fountains/Water Bottle Stations

Use of a personal water bottle to obtain water from a drinking fountain or refillable water bottle station is a better option than drinking water directly from fountain spigots and is recommended.

Please note water stagnation may occur during extended breaks potentially resulting in changes to color, taste, odors, and turbidity. To mitigate these issues, as well as other water quality concerns like lead and bacteria, Facilities Services has already flushed the water in campus buildings. It's still a good idea to let water run for a minute from drinking fountains, bottle fillers, or sink taps before using it for consumption. Water quality issues can be reported to [EH&S](#).

Using Elevators

No more than one person may use an elevator at a time, so please consider using the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use a hand sanitizer that contains at least 60% alcohol upon departing the elevator. Wait for the elevator in the designated area to maintain the necessary six foot separation.

Meetings

Convening in groups increases the risk of viral transmission. Meetings should be held using the extensive range of available collaboration online tools (e.g., Zoom, Google Hangouts, etc.). Conference calls by telephone also are a good option.

In-person meetings must be limited to **two people per room** (office or meeting room) unless signage on the meeting room indicates it is approved for greater occupancy. In addition, meetings should only take place if (1) individuals can maintain six feet of separation and (2) all participants in the meeting are wearing a mask/face covering. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Google Hangouts, telephone, etc.). It is a best practice for all meeting attendees to join a meeting using one of these collaboration tools if one attendee is using it.

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least six feet of distance between each customer, including lines and seating arrangements. Individuals should not sit directly facing one another. Staff are encouraged to take food back to their office area or eat outside if this is reasonable for your situation.

Shared Break Rooms and Kitchens

Use of shared break rooms and kitchens should be avoided. If you need to eat in your workplace, the use of a break room or kitchen for the preparation of food or drink for **one person at a time** is permitted. Dishes, utensils, microwave and other surfaces, including table, refrigerator handle, coffee machine, etc., must be sanitized after use.

Travel

Employees are advised to avoid any non-essential travel if possible. If travel is necessary, check the current UC Berkeley [Guidance for Traveling](#) beforehand.

Approaches to Maintaining Physical Distancing

There are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and workspaces.

- 1. Remote Work.** Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so, to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.
- 2. Alternating Weeks/Days.** In order to limit the number of individuals and interactions among those on campus, departments can schedule partial staffing on alternating weeks (preferred to reduce the amount of cleaning/disinfecting required) or days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.
- 3. Staggered Reporting/Departing.** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering

reporting and departure times will reduce traffic in common areas to meet physical distancing requirements. (See Enter/Exit Controls for further details.).

Alternating days and staggered schedules must be coordinated not only within your unit but also with the management of the building where your team works.

Symptom Monitoring Requirement

Employees and contractors who return to the workplace, ***even if just to make a quick visit to pick something up from an office***, must conduct symptom and risk factor monitoring every day before reporting to work and receive clearance from the University prior to work with the Daily Symptom Screener (See [Instructions for Contractors](#)). Employees must be cleared by the Daily Symptom Screener to be eligible to report to work. Any employee who does not have access to the online Daily Symptom Screener should consult their supervisor for alternate screening and workplace eligibility processes.

As of the revision date of this guide, risk factors that prohibit a return to on-site work include the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever > 100.0 F, chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Scratchy or painful sore throat
- Fatigue that is unusual or more severe than normal
- Eyes are unusually red or painful
- New gastrointestinal symptoms
- New loss of taste or smell

- or -

Living with OR having close contact with anyone who has had a positive COVID-19 test in the past 14 days.

- If you develop mild symptoms ***while on campus***, call your primary care provider for advice or go directly to the nearest hospital emergency room.
- Notify Occupational Health ((510) 332–7192) in the event of a positive test result.

You may not return to work until you have been cleared by a medical professional. Any employees and contractors that return to work following an illness should promptly report any recurrence of symptoms.

Return to Work Clearance Process

- Employees and contractors who are ineligible to report must not return to work until they are cleared for return by a medical professional.

If an employee or contractor is confirmed to have COVID-19 infection, employees will be informed of their possible exposure to COVID-19 in the workplace consistent with Cal/OSHA requirements while still maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Please [see further information](#) on protecting the privacy of persons with COVID-19 from the California Department of Fair Employment and Housing.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Age (particularly, 65 years and older)
- HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees and contractors who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should consult with their supervisor.

Employees and contractors who have been instructed to return to work on-site and have concerns about doing so for reasons unrelated to their own personal health should first discuss their concerns with the supervisor.

Personal Safety Practices

All employees and contractors will be required to complete an online [COVID-19 Health and Safety training](#) provided by Environment, Health & Safety (EH&S) prior to returning to campus to work. This purpose of this training is to ensure that all employees and contractors have a shared understanding of our individual responsibility for mitigating the risks associated with COVID-19. As students return to campus in the fall, they will also be provided with training.

In order to protect the health of the entire community, we are not only responsible for following the safety practices ourselves but also responsible for helping our colleagues to follow them as

well. When you see someone who has forgotten to put on their mask or forgotten to clean a common area, simply remind them of proper protocol with a polite, "Please." For example, "Please wear a mask when you're in the office." And for those of us who receive a reminder from a colleague, we should politely say "Thank you" and immediately resume the proper safety protocol.

1. Face Masks/Cloth Face Coverings

Face masks or other face coverings are recommended by the Centers for Disease Control and Prevention (CDC) to help prevent transmission. The appropriate use of face masks or coverings is critical in reducing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. **Face coverings are not, however, a substitute for adequate distancing.** Face masks/coverings currently must be worn by all employees and contractors working on or off campus, **whether indoors or outdoors**, when in the presence of others and in public settings (e.g., common workspaces, meeting rooms, classrooms, break rooms, etc.). **Anyone who cannot wear a face covering because of a documented disability or medical condition, or because of religious reasons, can seek a reasonable accommodation exempting them from this requirement. Employees and contractors should consult with their supervisor or HR partner to begin the process of requesting an exemption.**

You may wear a cloth face covering. Cloth face coverings (e.g., a tightly woven t-shirt or bandana that has been folded to create multiple layers) should be worn only for one day at a time; it should be properly laundered before use again. Having a one week supply of cloth face coverings can help reduce the need for daily laundering.

Gloves

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Healthcare workers and others in high-risk areas should use gloves as part of their PPE (Personal Protective Equipment).

Goggles/Face Shields

Employees and contractors do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

2. Physical Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Because people can spread the virus before they know they are sick, or without ever developing symptoms, it is important to keep your distance from others, even if you have no symptoms or are wearing a face mask or covering. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees and contractors at work on-site must follow these physical distancing practices:

- Stay at least six feet (about two arms' lengths) from other people at all times
- Stay out of crowded places and avoid mass gatherings

3. Cleaning/Disinfection

All campus buildings that are authorized to reopen will be cleaned regularly. Facilities Services will clean all building public spaces consistent with public health recommendations and [OSHA guidelines](#) for disinfection. Public spaces include building entries, lobbies, elevators, hallways, bathrooms, hallway door knobs, and designated conference rooms. Public spaces do not include offices/office suites, faculty labs, etc. It will continue to be the responsibility of building occupants to clean their own, non-public spaces such as cubicles and offices. Facilities Services will provide disinfecting wipes for this purpose. Facilities Services will also maintain hand-sanitizer stations at building entrances, elevator stops, and high-traffic areas.

Building occupants and contractors should wipe down their own frequently commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. Such surfaces include any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, personal desks and tables, lab and office light switches, doorknobs, drinking fountains, elevator call buttons and elevator panels, handrails for stairs, braille signage, etc.). Facilities will provide the materials necessary for wiping down surfaces. Employees and contractors using cleaning and disinfection products should always follow the manufacturer's instructions, such as those pertaining to concentration, contact time, and wash hands thoroughly after cleaning.

4. Handwashing and Hand Sanitizing

Washing our hands is one of the easiest and most important things we can do to stay healthy and stop the spread of bacteria and viruses. You should wash your hands with soap and water for at least 20 seconds:

- Whenever they look dirty.
- Before, during, and after you prepare food.
- Before eating.
- Before and after contact with an ill person.
- Before and after treating a cut, sore, or wound.
- After using the toilet or changing diapers.
- After using a disinfectant.
- When entering or exiting the workplace.
- After blowing your nose, coughing, or sneezing. (Wash your hands more often when you are sick to prevent spreading your illness to those around you.)
- After touching animals or animal waste.
- After touching garbage, body fluids, or anytime you have doubt if your hands are clean.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth. Wash your hands after touching your face.

Coughing/Sneezing Hygiene. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

ADDITIONAL RESOURCES

UC Berkeley Coronavirus New Site: <https://news.berkeley.edu/coronavirus/>

Environment Health & Safety: <https://ehs.berkeley.edu/> U.S.

Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization: https://www.who.int/health-topics/coronavirus#tab=tab_1

UC BERKELEY COMMUNITY PUBLIC HEALTH PLEDGE FOR EMPLOYEES AND CONTRACTORS

All employees and contractors must agree to this Community Public Health Pledge in order to help us minimize the spread of COVID-19 at UC Berkeley. **Should you choose not to complete this Community Public Health Pledge, you are not allowed on-site and are subject to corrective action, up to and including termination.** If you have questions, please contact your supervisor.

I understand the University will, in addition to its standard cleaning practices, be taking the following health and safety measures:

- Deep cleaning and disinfecting of common areas

- Ensuring hand sanitizer stations are located in all buildings, subject to availability of hand sanitizer;
- Checking Ventilation for proper airflow to reduce the possibility of airborne transmission of the virus; and
- Building occupancy management to reduce density and facilitate physical distancing

I understand that it is my responsibility to help reduce the spread of COVID-19 at UC Berkeley. I pledge that:

1. I have read UC Berkeley's COVID-19 Health and Safety Guide for Returning to the Workplace and commit to following the guidelines to fulfill my responsibility for protecting the health of our community.

2. I understand that I must complete, or have already completed, the training: [UC Berkeley Guidelines on Protecting Workers from COVID-19](#).

3. I will complete the daily [UC Berkeley Symptom Tracker](#), check my temperature daily, and stay home if my temperature is higher than 100.4 degrees.

4. I will stay home if I have within the past day (24 hours) any of the following symptoms that are new, not from a known or chronic condition:

- Fever \geq 100.0 F, chills
- Muscle pains or aches (not due to exercise)
- Cough (worse than usual if you have a daily cough)
- Shortness of breath or trouble breathing
- New loss of taste and smell
- Headache (worse than usual if you have headaches)
- Scratchy or painful sore throat
- Nausea/vomiting/diarrhea/stomach cramps
- Dizziness and lightheadedness
- Sneezing, runny nose, or congestion (worse than usual if this is common for you)
- Fatigue that is unusual or more severe than normal Eyes are unusually red or painful

- or -

- I have been living with OR have had close contact with anyone who has had a positive COVID-19 test in the past 14 days.

5. I will practice good hand-washing hygiene (by washing after touching your eyes, nose or mouth; washing after blowing your nose, or sneezing or coughing into your hand; washing after touching contaminated surfaces; washing after using a disinfectant product; washing before preparing food or eating and after; washing frequently and for 20 seconds with soap and water), or utilize hand sanitizer if hand washing facilities are not available.

6. I will practice physical/social distancing (6 ft. apart) when participating in University activities or functions.

7. I will wear a face covering/mask at all times, both inside and outside, when on University property. (This does not apply when (a) in a personal office when alone; (b) while eating or drinking, or (c) if a reasonable accommodation granted by the University, for medical or religious reasons, exempts me from this requirement).

An outbreak of COVID-19 in the UC Berkeley community could be devastating to me, my colleagues, community, and the mission of the University. I acknowledge that while it may be challenging, I understand the consequences and risk to those around me of not upholding this Community Public Health Pledge and I commit fully to the above actions.

I acknowledge and agree to the Community Public Health Pledge and understand that my failure to live by these requirements could lead to corrective action up to and including termination from the University.

NAME _____

DATE _____