UC Berkeley Protection from COVID-19 Training

1. Introduction
Welcome to this short training on how to work safely when returning to campus during the COVID-19 pandemic.
This revised course supplements previous COVID-19 safety training with additional information required by the COVID-19 prevention emergency regulation (8 CCR 3205).
The training also reflects updated guidance from the California Department of Public Health (CDPH) and University of California policies.
This training is required for all UC Berkeley employees, including student employees, prior to returning to work on campus.
All employees are expected to follow the campus policies, protocols, and guidelines outlined in this training and detailed in UC Berkeley’s Guide for Returning to the Workplace.

2. Learning Objectives
After this training, you will be able to:
Minimize the risk of spreading COVID-19 in the workplace,
Maintain a hygienic workspace,
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, exhaling, and talking.
Infected individuals may show no symptoms and can transmit SARS-CoV-2 even if they are asymptomatic.

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. Spread

Particles containing the virus can travel more than six feet, especially indoors. Combine physical distancing with other controls to be effective. This includes face coverings, hand hygiene, and sanitation. Important new information about how COVID-19 can spread in communities. Large family gatherings can be a way for COVID-19 to spread in communities, as illustrated in the clusters of cases detailed in this report. Patient A1.1 was the first patient in family A. Patient A1.1 was the first case and represented the first transmission generation. In February 2020, a funeral was held for someone who died of non COVID-19 causes. A close friend of the family, Patient A1.1, shared a meal with members of the bereaved family, family B, the night before the funeral. Patient A1.1 had recently traveled out of the state and had mild respiratory symptoms. Patient A1.1 had close contact with members of family B at the funeral. Three members of family B developed symptoms in the days following the funeral. Patient B2.1 was hospitalized. Patient B3.1 developed symptoms days after embracing patient B2.1 in the hospital while not wearing personal protective equipment (or PPE). Patient B2.1 died on day 28. Three days after the funeral, A1.1 attended a birthday party with nine other members of family A. Seven party attendees then developed symptoms of COVID-19. Three were confirmed to have COVID-19 and the four others were diagnosed with probable COVID-19. Patients A2.1 and A2.2 were hospitalized and ultimately died. One family member and a home care professional developed probable COVID-19 after providing personal care for A2.1 without using PPE. Patient A3.1 likely spread the disease to patient A4.1, a household contact who did not attend the birthday party. Three birthday party attendees with probably COVID-19 attended church six days after developing symptoms. Patient D4.1 developed COVID-19 following close contact with three of these patients at church. This cluster ultimately resulted in 16 cases and 3 deaths and highlights how quickly the virus can spread in the community. Staying home and avoiding large gatherings are key to avoiding the spread of COVID-19.”
7. **Symptoms**
People with COVID-19 have reported a wide range of symptoms that include:
- Fever (>100°F)
- 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. Review the CDC website for more information about symptoms.

8. **Underlying Health Conditions**
Some underlying health conditions may make individuals more susceptible to the virus.
- These include cancer, chronic kidney disease, heart conditions, obesity, pregnancy, smoking, type 2 diabetes, and others.
Review the CDC website for more information.

9. **Self Monitoring**
Before coming to the University each day, report your symptoms using the Daily Symptom Screener.
- Refer to your email or use the link to the Symptom Screener to self-screen for temperature and/or symptoms per CDC guidelines.
- Carry your Daily Symptom Screener clearance certificate, your “Essential Employee—Shelter in Place Exemption Letter,” and your Cal 1 Card when on campus and traveling to and from work.
10. **Testing Requirements**
Effective April 16, 2021, campus surveillance testing requirements have changed for fully vaccinated faculty, staff, and students. You’re considered fully vaccinated 14 days after your final vaccine dose. Vaccinated students living in on-campus residence halls or participating in athletics will still be required to get tested, but the frequency will change from twice weekly to once a week. For vaccinated students living in on-campus apartments or at University Village, weekly testing will not be required for 180 days from the date you are fully vaccinated. For everyone else, weekly testing will not be required for 180 days from the date you are fully vaccinated. If you’re not fully vaccinated, you’re required to be tested weekly for COVID-19 before coming to work or study on UC Berkeley property unless you are coming to work on site by yourself for less than an hour and no more than once per week. This is referred to as the Rule of Ones: one person, one hour, one day a week. Anything more requires testing. If you live in a campus residence hall or campus-owned apartment and are not fully vaccinated, test twice weekly. Students who live at University Village and are not fully vaccinated will be required to test weekly, and surveillance testing is now available onsite. This information is current as of May 12, 2021. Refer to the UHS Community Screening Web Page for the most recent testing requirements.

11. **Badge Requirement**
You must have a green public health badge to enter any campus building. In order to have a green badge, stay current with your testing regimen and be in compliance with campus requirements. If you have been vaccinated outside of UHS, upload a record of your vaccination to eTang, and complete at least one surveillance test at UHS to receive a green badge status for 180 days from the date you are fully vaccinated. If you tested positive for COVID-19 and have been cleared from isolation, your badge will stay green for 90 days after the date of your positive test. Access your badge at the eTang website or the Berkeley mobile app. This information is current as of May 12, 2021. Refer to the Campus Surveillance Testing - Badge System Web Page for the most recent requirements.
12. **Testing Access**
If you are required to get tested, work with your supervisor to allow time for testing within your regular work schedule. Please check the UHS website for the most up-to-date testing sites and hours. Review the COVID Testing FAQ for more information.

13. **Vaccination Plan**
The University is committed to offering the vaccine to all members of the UC Berkeley community as soon as possible. Individuals will be contacted and offered vaccination as supply becomes available, in accordance with the UC Berkeley and UCOP distribution plans. Visit the University Health Services vaccine webpage for the most recent information.

14. **Stay Home**
It is important that you do not come to work if you:
1) experience symptoms,
2) are diagnosed with COVID-19 and are still in isolation, or
3) had contact within the past 10-14 days with someone diagnosed with COVID-19, unless you received clearance from Occupational Health or UHS (student workers).
Contact your supervisor to arrange work from home or use of accrued leave time, as applicable, and seek further guidance and treatment from your primary health care provider.

15. **Returning to work**
You may return to work after a positive COVID-19 diagnosis if:
At least 10 days have passed since symptoms first appeared,
Your temperature is below 100.4°F for 24 hours without the use of fever-reducing medications.
Your symptoms have improved, and
You isolated for 10 days after a positive COVID-19 diagnosis and did not experience symptoms.
16. **Returning to work**
Return to work after 10-14 days if you were exposed to someone who tested positive with COVID-19, you do not develop any symptoms, AND you were cleared by Occupational Health or UHS (student workers).
If you are instructed to return to work on-site and have concerns about doing so, first consult with your supervisor.
UC Berkeley’s Guide for Returning to the Workplace also includes information about the reasonable accommodation process and other resources.

17. **COVID benefits and leave**
There are University and government leave benefits you may be entitled to, which may make it financially easier to stay at home if your job duties cannot be performed remotely.
Learn more about these programs at the Berkeley People & Culture COVID-19 Resources website.

18. **Mental and Emotional Wellbeing**
UC Berkeley is committed to supporting your wellbeing during this potentially stressful period.
Employee Assistance offers free and confidential emotional support.
Telephone and video appointments are available.
Be Well At Work provides resources to help you stay healthy, manage stress, and enhance your resilience.
See UC Berkeley’s Guide for Returning to the Workplace for more information.

19. **Face Coverings**
UC Berkeley is providing cloth face coverings to all personnel who are required to be on campus while the public health order mandates them to be worn.
Wearing your own face covering at work is OK.
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.
Wash and machine dry your cloth face coverings frequently.

20. **Always Wear a Face Covering**
Wear a face covering everywhere on UC Berkeley property at all times, whether outdoors or indoors.
Always wear your face covering when working in shared or partitioned work areas in large, open environments.
If you forget your face covering, you may request one from Environment, Health & Safety.
21.  **COVID-19 Update: Cloth Face Coverings**

Wearing cloth face coverings is part of a good strategy to limit the spread of COVID-19 in the workplace.

Let’s talk about how to wear, care for, and store them.

We’ll start by going over some details you need to know.

Remember, even when you’re wearing a face covering, you must practice social distancing when feasible.

Wash your hands or use alcohol-based hand sanitizer before touching your face covering.

Inspect it to make sure there are no tears in the material and the stitching is intact.

Check the elastic bands or ties for any damage.

If damaged, it should be replaced.

**Putting on Your Face Covering.**

- Wear a freshly laundered face covering each day.
- Put it on by placing it over your nose and mouth and adjusting the fabric under your chin.
- Place the elastic straps around your ears.
- Make sure it fits snug but comfortably against your face.
- Reposition it to get a good fit if needed.

**Taking Off Your Face Covering.**

- Carefully remove your face covering so that you do not touch your eyes, nose, or mouth.
- Best practice is to touch only the straps as you remove it, pulling it off and away from your face.
- Be sure to wash your hands or use an alcohol-based hand sanitizer immediately after removing your face covering.
- Place the face covering in a paper bag to allow it to air out and for transport.

**Cleaning Your Face Covering.**

- At home, wash your face covering each day.
- Hold it by the elastic straps or bands, washing your hands or using hand sanitizer immediately after.
- You can wash your face covering with your regular laundry in very warm water. Don’t use chemicals or disinfectants.
- Your face covering can go into the dryer or be left out to air dry.

**How Face Coverings Help Prevent the Spread of COVID-19.**

Let’s talk about how face coverings help prevent the spread of COVID-19.

You may be infected with the virus without showing any signs or symptoms. That means when simply breathing, speaking, coughing, or sneezing, you could be spreading aerosol droplets to your friends, co-workers, and other surfaces.

Demonstration: Wearing a Cloth Face Covering Makes a Difference
I'll use a candle and flame to demonstrate how wearing a cloth face covering can make a big difference and how far your breath can travel away from you and potentially droplets.

With the use of a simple candle, sitting at about two feet away, with a heavy sigh, I can easily extinguish the flame.

Now let's relight the candle, place a face covering over my nose and mouth, around my ears, and adjusting for comfort.

Now let’s use the same heavy sigh.

You can see there’s no impact on the flame.

Now if I take a big heavy deep breath, and do my very best to try to extinguish the flame.

You can see that wearing the mask causes no impact on the flame whatsoever.

You can see how significantly the cloth face covering reduces the distance my breath can travel across the space.

If I'm infected, wearing it will help to protect my friends and co-workers from becoming infected as well.

22. **Exceptions**

Face covering exceptions can be made when:

Alone in a private office with the door closed,

Wearing respiratory protection,

Eating and drinking as long as you are at least six feet away from others and in areas with good ventilation.

You have a medical condition, mental condition or disability for which you have received accommodation, or for Hearing impaired communication.

Face Coverings are not PPE.

Face coverings are neither tested nor certified as personal protective equipment (PPE).

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

23. **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.
UC Berkeley’s Guide for Returning to the Workplace contains additional guidance about phased occupancy of campus buildings for facility managers and supervisors.

24. **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.

25. **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.

26. **Enhanced Cleaning and Disinfection**
During the pandemic, UC Berkeley Facilities Services has enhanced custodial services to include:
Increased frequency of wiping down high-touch surfaces,
Adding sanitation stations in high-traffic areas, and
Disinfecting and sanitizing areas with electrostatic sprayers.

27. **Cleaning Chemicals**
Follow product label directions for disinfectants you use.
Refer to manufacturer’s information, Safety Data Sheets, ventilation
requirements, and Cal/OSHA requirements for safe use and the hazards associated with the product.

28. **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.

29. **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.

30. **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.

31. COVID-19 Prevention Program
The COVID-19 Prevention Program contains information intended to help departments identify hazards and implement controls to reduce the risk of transmission of COVID-19.
If you are part of Athletics, contact your supervisor or coach regarding the athletic facility-specific Plan that may apply to you.

32. Notification of Workplace Exposure to COVID-19
UC Berkeley will notify you via email if there is a potential COVID-19 exposure on campus property.
The notification directs you to check the COVID-19 Workplace Exposure Dashboard for information on the specific worksite location of the potential exposure.
Please note that this dashboard and notifications are separate from the University's contact tracing protocol, which remains unchanged.
For more information, review UC Berkeley’s Guide for Returning to the Workplace.

33. 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.

34. UC Berkeley Community Public Health Pledge for Employees
All employees 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 as recommended by our public health professionals; 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, even if I have been vaccinated, to fulfill my responsibility for protecting the health of our community.

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

3. I will comply with the requirements for the mandatory community testing program. If asked in order to gain entry to a UC Berkeley facility, I will show my testing badge to demonstrate my compliance with the mandatory testing requirements.

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 ≥ 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

or
I have had a POSITIVE COVID test by nasal swab, oral swab or saliva in the past (10) 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 with the door closed; (b) while eating or drinking and at least 6 ft. apart from others; (c) when wearing respiratory protection; or (d) 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.
35. **Together we can stay healthy!**
If we each implement the measures included in this training, the combined effect will reduce the risk of spreading COVID-19 at work.
In that spirit, when you see someone who has forgotten to put on their mask, politely remind them.
And if you are reminded, say “Thank you” and immediately resume the proper safety protocol.
Together, we can stay healthy by wearing face coverings, maintaining physical distancing, washing hands frequently and thoroughly, and cleaning and disinfecting objects and surfaces often.

36. **Resources and References**
Please see the resources tab of this course for links to COVID-19 resources.
Thank you to the following organizations for sharing resources for this presentation:
Centers for Disease Control (CDC).
Lawrence Livermore National Laboratory (LLNL).
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