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

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Instructions for Contractors and Visitors

In order to access UC Berkeley worksites, you must:

1. Read the updated UC Berkeley Guidelines on Protecting Workers from COVID-19 for Contractors and Visitors training (pages 4-13)

2. Review the “UC Berkeley Community Public Health Pledge for Contractors and Visitors” (pages 14-15) and email your department contact person and the EH&S Training Team (ehstrain@berkeley.edu) to confirm that you have completed the training and acknowledged the guide.

3. 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 and Visitors

Introduction
UC Berkeley Guidelines on Protecting Workers from COVID-19 (Original 6/1/20, Revised 2/8/21). 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 contractors and visitors prior to being on campus. All contractors and visitors 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.

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.

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).

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.

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.
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.

Large family gatherings can be a way for COVID-19 to spread in communities. Staying home and avoiding large gatherings are key to avoiding the spread of COVID-19.

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.

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.

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 when on campus.

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,
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.

**Being on Campus**
You may come to campus 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.

Come to campus after 10-14 days if you were exposed to someone who tested positive with COVID-19 and you do not develop any symptoms. If you are instructed to return to work on-site and have concerns about doing so, first consult with your supervisor.

**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.

Wash and machine dry your cloth face coverings frequently.

**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.

**COVID-19 Update: Cloth Face Coverings (Video from the University of Michigan)**
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.

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.

**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.

**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.

**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.
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.

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.

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.

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.

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.

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.

**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 work with Athletics, contact your supervisor regarding the athletic facility-specific Plan that may apply to you.

**Notification of Workplace Exposure to COVID-19**
UC Berkeley may 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.

If a contractor or visitor on the UC Berkeley campus tests positive for COVID-19, or develops symptoms, they are encouraged to confidentially report this to the UCB Occupational Health Clinic at 510-332-7192; medical privacy will be maintained. If the contractor or visitor obtained the COVID-19 test from a personal medical provider, the medical provider will inform the local public health agency (where the person resides) who may, in turn, notify UC Berkeley, or specific individuals who may have been exposed.

**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.

**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.

**Resources and References**

The following are links to resources provided for your reference.

CDC COVID-19 Symptoms:

University Health Services COVID-19 Testing:
https://uhs.berkeley.edu/coronavirus/health-information/testing-covid-19.html

CDC Handwashing Information:
https://www.cdc.gov/handwashing/index.html

CDC Face Coverings:

UHS Masks Information:
https://uhs.berkeley.edu/coronavirus/health-information/masks-information

EH&S Cloth Face Covering Distribution:
https://ehs.berkeley.edu/face-mask-distribution

EPA List N: Disinfectants for Use Against SARS-CoV-2:
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Berkeley News COVID-19 Information:
https://news.berkeley.edu/coronavirus/

UHS Symptom Screener:
https://calberkeley.ca1.qualtrics.com/jfe/form/SV_3xTgcs162K19qRv

People & Culture Flu Vaccine Info:
https://hr.berkeley.edu/2020-flu-vaccine

UHS Community Screening:
https://uhs.berkeley.edu/coronavirus/testing-covid-19/campus-surveillance-testing
UHS Vaccine Info: 
https://uhs.berkeley.edu/coronavirus/vaccines-covid-19

People & Culture Covid Resources: 
https://hr.berkeley.edu/covid-19-resources

Employee Assistance Website: 
https://uhs.berkeley.edu/bewellatwork/employee-assistance

Be Well at Work Website:  
https://uhs.berkeley.edu/bewellatwork

UC Berkeley’s Guide for Returning to the Workplace:  
https://hr.berkeley.edu/sites/default/files/uc_berkeleys_guide_for_returning_to_the_workpla ce_-_master.pdf

CDPH Face Covering Guidelines:  
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx

UC Berkeley Disinfection Guide:  

UCB Facilities Services Operations:  
https://facilities.berkeley.edu/operating-units/campus-operations/campus-operations-covid-1 9-operational-services-information

Protecting Workers Using Cleaning Chemicals:  

UC Safety Data Sheet Program:  
https://ehs.berkeley.edu/hazardous-materials/safety-data-sheets-formerly-msds

UC Berkeley COVID-19 Prevention Program:  

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 Community Public Health Pledge
for Contractors and Visitors

All contractors and visitors 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, this training, “UC Berkeley Guidelines on Protecting Workers from COVID-19 for Contractors and Visitors”.

3. I will complete a [symptom screener](#) for each day that I intend to work on site.

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.

NAME ____________________________________________________

DATE ___________________________