

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

March 22, 2021 Revision

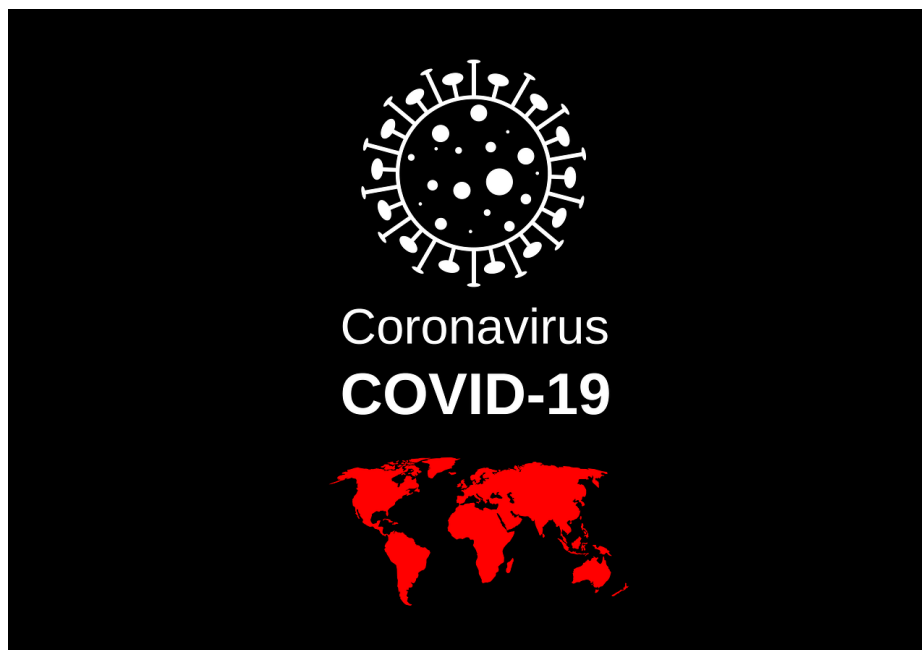


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# CONTENTS

*Click on the heading to jump to that section*

<a href="#"><b>Guiding Principles</b></a> .....	3
<a href="#"><u>Mental and Emotional Well-being</u></a> .....	4
<a href="#"><b>Return to the Workplace Health &amp; Safety Guide</b></a> .....	5
<a href="#"><u>Responsibilities for Individual Employees</u></a> .....	5
<a href="#"><u>Management Responsibilities</u></a> .....	8
<a href="#"><u>Phased Occupancy of Campus Buildings</u></a> .....	8
<a href="#"><u>Building Access</u></a> .....	9
<a href="#"><u>Guidance for Specific Workplace Scenarios</u></a> .....	10
<a href="#"><u>Approaches to Maintaining Physical Distancing</u></a> .....	13
<a href="#"><u>Symptom Monitoring Requirement</u></a> .....	13
<a href="#"><u>Personal Safety Practices</u></a> .....	16
<a href="#"><b>Additional Resources</b></a> .....	20
<a href="#"><b>Employee Acknowledgement and Attestation</b></a> .....	21



## GUIDING PRINCIPLES

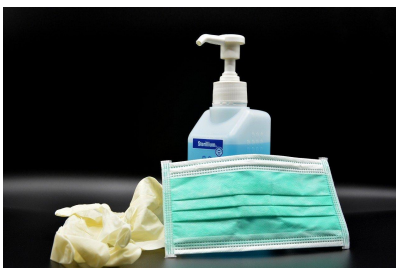
Berkeley's response to the COVID-19 pandemic seeks to protect the health of our community, while continuing our vital missions of teaching, research and public service. Berkeley's plans will be aligned and consistent with local orders and ordinances of the City of Berkeley and Alameda County, as well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

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, are expected to comply fully with the policies, protocols, and guidelines set forth in this Guide. In addition, all employees 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 and individual employees 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. In that spirit, 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.**





## Mental and Emotional Wellbeing

It is recognized that COVID-19 creates stress from fear of becoming ill, loved ones becoming ill, financial insecurity, and its impact on our normal routines, including having to practice social distancing. We want, therefore, to make sure that all employees are aware of UC's support resources:

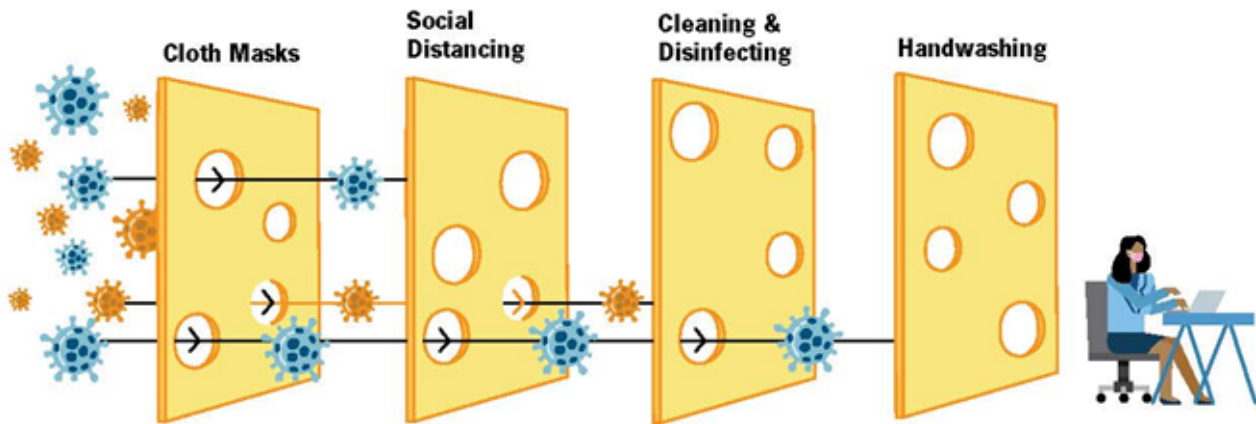
**Employee Assistance:** offers free and confidential emotional support, and is available during this potentially stressful period. Managers can also get consultation for assistance in supporting others. Telephonic or video appointments are available, and you can access this service using most smartphones, tablets and computers. You may contact Employee Assistance by calling (510) 643-7754, emailing [employeeassistance@berkeley.edu](mailto:employeeassistance@berkeley.edu), or visiting the [Employee Assistance website](#).

**Be Well At Work:** Berkeley is committed to supporting your overall health and wellbeing. Visit the [Faculty & Staff Resources](#) page and the [Be Well at Work](#) website for more information and resources to offer support, stay healthy, manage stress, and enhance your resilience.



# RETURN TO THE WORKPLACE HEALTH & SAFETY GUIDE

## Responsibilities for Individual Employees



Credit: Cleveland Clinic, Return to Work Amid Covid 19: A Cleveland Clinic Guide

**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, ***even if you are vaccinated***, the less likely your activities will contribute to the spread of COVID-19. We expect all employees to cooperate with the following:

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. Particles containing the virus can travel more than six feet (especially indoors), so combine physical distancing with other controls to be effective.
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, including vaccination, the risk of COVID-19 transmission is significantly reduced. In addition, you may want to opt-in to exposure notifications from [CA Notify](#), an app created by

the State of California to send you an alert if you were in close contact with someone who tests positive for COVID-19. Your privacy is protected as your identity is not known and your location is not tracked.

### **NEW AS OF NOVEMBER 1, 2020: Mandatory Flu Shots for Employees**

Effective November 1, 2020, the University of California system implemented a requirement that all employees coming to UC-owned or -managed properties must have received a flu shot. All UC Berkeley employees (including students working in research or instructional roles) must attest to having had a flu shot, or receive an approved exception. All employees must attest or seek an exception through the People & Culture flu shot website (<https://hr.berkeley.edu/2020-flu-vaccine>). Students working on campus who attested through e-Tang must also re-attest through the People & Culture website. Confirmation of an employee's compliance with the flu shot attestation will appear on the employee's People Card (see <https://portal.berkeley.edu/people>).

### **NEW FOR JANUARY 2021: Mandatory Community Testing for Employees**

The mandatory testing program is one part of UC Berkeley's commitment to helping slow the spread of COVID-19. As of January 26, 2021, all employees who come to UC Berkeley property in the Bay Area (including central campus, Fourth Street and the Richmond Field Station) to work or study - including faculty, staff, postdocs and students who have permission to work on campus - are required to get tested for COVID-19 unless they will be on site working alone 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. Individuals will need to participate in the mandatory testing even if they have been vaccinated.

Testing compliance will be monitored using the [color-coded badge system](#). A green badge will be required to enter any university building on or adjacent to the central campus. You may be asked to show your public health badge upon entering campus buildings. Employees may wish to download the [Berkeley mobile app](#) for easy access to the badge and other tools.

In order to have a green badge, you will need to be current with your testing regimen. You should refer to the [UHS Community Screening Web Page](#) for the most current testing requirements. As of January 26, 2021, the requirements are as follows:

- Anyone living on campus will be required to test twice weekly. This includes students in residence halls and campus-owned apartments, residential life staff and resident faculty. (See details for University Village below.)
- Any employee or student regularly coming to campus will be required to test weekly. This includes faculty, staff, postdocs and students who have permission to work in-person on UC Berkeley property in the Bay Area (including central campus, Fourth Street and the Richmond Field Station) . It also includes students receiving in-person instruction.

- *Special Note for “Occasional Access”:* Any employees who come to UC Berkeley property in the Bay Area (including central campus, Fourth Street and the Richmond Field Station) to work or study - including faculty, staff, postdocs and students who have permission to work on campus - are required to get tested for COVID-19 unless they will be on site working alone 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.
- Individuals who have tested positive for COVID-19 do not need to get tested for 90 days following the date of their positive test, unless they develop symptoms or are a close contact to a positive and then should call Occupational Health for evaluation.

If you seek testing in the community and receive a positive test, we request that employees call UHS Occupational Health at 510-332-7192, and students call the confidential UHS student line at 510-643-8227 to allow the campus to comply with state reporting requirements, and connect you with relevant campus resources.

For employees who are required to get tested, the time spent getting tested should be considered time worked. Managers should work with their employees to allow time for testing within the employee’s regular work schedule.

Please check the UHS website at <https://uhs.berkeley.edu/coronavirus/testing-covid-19/campus-surveillance-testing> for the most up-to-date testing sites and hours.

An [FAQ](#) has been developed to answer additional questions:  
<https://uhs.berkeley.edu/covid-testing-faq>.

## Management Responsibilities

Prior to allowing employees to return to campus, departments will assess building spaces that they use, to institute measures to physically separate and increase distance. See the *Phased Occupancy* section below for more information on returning to campus. Department supervisors may also consider rotating or staggering employee 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 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. Employees can contact their building manager to request restocking of hand sanitizer and/or other disinfectant supplies through the Facilities Services COVID-19 disinfectant supply store while funding and supplies last.

### **NEW FOR JANUARY 2021: Notification of Workplace Exposure to COVID-19**

The campus has created a public [COVID-19 Workplace Exposure Dashboard](#) to provide the locations and dates of potential COVID-19 exposures on campus property during the last two weeks. In addition, in compliance with [Assembly Bill 685](#) and other regulations, an email notification will be sent to all campus employees, exclusive union representatives and employers of subcontractors on campus of potential exposure to COVID-19 in the workplace. The notification will direct employees to check the [Workplace Exposure Dashboard](#) for information on the specific worksite location of the potential exposure.

AB 685 also requires the campus to provide notice to all unions of any employee (including those not represented by a union) who tested positive for COVID-19 and who worked at campus facilities, and to provide the name, job title, date of onset of illness and location of the worksite. Employees may request that their names not be included in such notifications so long as such a request is voluntary and independent. If you do not want your identity to be disclosed in this union notification, you must complete this [form](#).

Please note that the Workplace Exposure dashboard and notifications are separate from contact tracing, which remains unchanged. There is no need to contact University Health Services Occupational Health if you receive a workplace exposure email notification: if the UHS Contact Tracing team determines that you may have been in close contact with a person who tested positive for COVID-19 (as defined by COVID-19 contact tracing guidelines) you will be contacted directly by the UHS Contact Tracing Team and provided appropriate instructions.

## Phased Occupancy of Campus Buildings

Since mid-2020, UC Berkeley has taken a phased approach to allowing employees to return to campus - first complying with applicable public health orders to determine what activities and/or individuals are allowed to return to campus, and second, applying people density limits to ensure appropriate physical distancing, availability of PPE (personal protective equipment), and a capacity



to clean and disinfect, and to screen for COVID-19. These decisions, once approved and as they evolve, will continue to be communicated through your respective Dean or Vice Chancellor.

The need to restrict the number of people on campus (density) to meet physical distancing requirements is expected to continue through at least mid-2021, even after vaccines become more widely available. As restrictions are lifted by our public health authorities, the process of increasing on-site staffing will continue to be controlled and coordinated to mitigate potential risks for employees, as well as the communities we serve. Employees 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 should follow the policies and protocols detailed in this guide for returning to work on campus.

In order to determine whether an employee can be required or allowed to return to campus to work, managers should use the [Decision Tree and Guidelines](#) to guide their decision-making.

If an employee and their supervisor cannot reach agreement about returning to work on-site, the employee and the manager should work with Employee and Labor Relations or the Academic Personnel Office, as applicable, to resolve the dispute.

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 and you may be asked to show your [Testing Badge](#) to demonstrate that you have completed the required mandatory community testing. Your Cal ID card/badge is required for entry to all buildings. Do not hold or prop open exterior doors for any other person. Members of the community are not allowed to enter buildings to use campus restrooms at this time.

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. Each Department/Facility/Unit (and Principal Investigators in laboratory buildings) within the building will need to develop plans to manage personnel density within the spaces they control, using relevant campus guidelines (for laboratories, classrooms, and/or departmentally-controlled spaces). These plans must be first approved by a Building Oversight Committee (BOC) convened by cognizant deans, and receive final approval by the campus Joint Planning Committee for Academic Buildings (JPCAB). For questions, please contact [jpcab@berkeley.edu](mailto:jpcab@berkeley.edu). All occupants of the building will be expected to comply with approved 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.

Managers/supervisors/Principal Investigators seeking to grant building access for their employees should consult with their building manager or director/chair to confirm the applicable approval process.

If you have been required or authorized 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 or open laboratory 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. For guidelines pertaining to laboratory spaces please see the [VC Research COVID-19 website](#).

If you work in an office in a non-academic building, no more than one person should be in the same office unless the required six feet of distancing can be consistently maintained. In academic buildings, the limit is determined by the number of people per square feet (see guidelines on the [Joint Planning Committee for Academic Buildings \(JPCAB\) website](#)). 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 guidance.

### 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

Restrooms should be used by one person at 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 to avoid queues, and ease delays for those who are not able to use stairs. 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.

### **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. All off-campus research must also be approved in advance by the VC Research Office. Please submit an exceptional request using [this form](#).

## 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.

Under current Public Health orders and UC Berkeley COVID-19 policy, all work that can be done remotely, must be done remotely.



If a department determines that certain work must be performed on campus (within campus [guidelines](#) and as approved by the cognizant Dean or Vice Chancellor), please use the following guidelines:

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 should consider scheduling partial staffing on alternating weeks. 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

In addition to the mandatory testing requirement, employees 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](#). 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<sup>1</sup>:

Having 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 -

- Living with OR having close contact with anyone who has had a positive COVID-19 test in the past 14 days
- a POSITIVE COVID test by nasal swab, oral swab or saliva in the past (10) days



If you develop mild symptoms **while on campus**, call the UC Berkeley Occupational Health COVID hotline at (510) 332-7192 from 10am-4pm for assessment and instructions. Otherwise, please call your own primary care provider for advice - or go directly to the nearest hospital emergency room if your conditions worsen. You can also call Occupational Health as above for testing if advised by your primary care clinician.

Notify Occupational Health at (510) 332-7192 if you receive a positive test result when tested off campus.

If you report a positive COVID-19 test to your supervisor, your supervisor should determine if work-related factors could have contributed to your illness. An [EFR \(Employers First Report\)](#) should be filed for the ill employee if a work-related COVID-19 infection is confirmed.

### **NEW FOR JANUARY 2021: Return to Work Clearance Process**

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<sup>1</sup> This list will be updated as knowledge about COVID-19 changes. The Daily Symptom Screener contains the most current list of symptoms and risk factors.

If you had **symptoms** you may return after a positive COVID-19 diagnosis only if: 1) at least 10 days have passed since symptoms first appeared, 2) your symptoms have improved, AND 3) you have no fever of 100.4 or higher for 24 hours. You must be fever free without the use of fever-reducing medications. If you had a positive COVID-19 diagnosis but **did not experience symptoms** you may return after 10 days have passed since the date that you took your first positive test.

If you were **exposed** to someone who tested positive with COVID-19, you may typically return if it has been at least 14 days after your last known COVID-19 exposure, and you do not develop any symptoms of COVID-19. Continue monitoring for COVID-19 symptoms for 14 days after your last date of contact with a person infected with COVID-19. Under no circumstances can a negative COVID-19 test be required for return to work.

### **Do not come to work!**

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 14 days with someone diagnosed with COVID-19 (who was or should have been in isolation because they were considered potentially infectious) unless you have received clearance from UC Berkeley Occupational Health. 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.

If an employee is confirmed to have COVID-19 infection, employees will be informed of their possible exposure to COVID-19 in the workplace consistent with AB685 and other applicable 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
- Cancer
- Pregnancy
- Smoking
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees 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 first consult with their supervisor. Other resources for the reasonable accommodation process include [People & Culture for staff](#) and the [Office of Faculty Equity and Welfare](#). [Faculty/staff disability management](#) can also provide guidance to employees and managers who are involved in the reasonable accommodation process.

Employees 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. If the employee and the supervisor cannot reach an agreement, the employee and the manager should work with Employee and Labor Relations or the Academic Personnel Office, as applicable, to resolve the dispute.

Employees are granted a finite amount of paid administrative leave that may be used if they are unable to work for COVID-19 related reasons. Eligibility to receive this paid leave is subject to conditions listed in the [March 16, 2020 Executive Order](#) issued by President Napolitano. In addition, employees may be eligible for [leaves under the Families First Coronavirus Response Act](#). All of the [leaves available to UC Berkeley employees](#) are summarized [here](#), and, for academic appointees, [here](#).

## Personal Safety Practices

All employees 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 have a shared understanding of our individual responsibility for mitigating the risks associated with COVID-19. Students are also 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.



# Keep Yourself HEALTHY

## During the COVID-19 Pandemic



### WASH

Wash hands frequently with soap and water for *at least 20 seconds*.



### DON'T TOUCH

Avoid touching your eyes, nose or mouth.



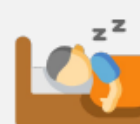
### CLEAN

Clean and disinfect surfaces that may have been contaminated



### COVER

Cover your coughs/sneezes with a tissue, or cough/sneeze into your elbow, not your hands. Discard used tissues in the trash.



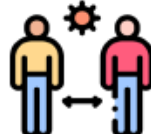
### AVOID

**AVOID** contact with sick people. Stay home if you are sick.



### STAY IN PLACE

**Except Essential Personnel**  
Stay Home. Public Gatherings are prohibited per City of Berkeley Health Order.



### MAINTAIN YOUR SPACE

Maintain Social Distance of 6 feet when in public.



### COVER YOUR FACE

**Follow City of Berkeley Health Order**  
Cover mouth and nose when around others or in public.



### SELF MONITOR

Non-health care essential personnel should self monitor daily. Check your temperature once a day, and complete the [Symptom Screener](#) before leaving home on days you plan to work on campus.



### IF CHANGE OCCURS

If you have a fever of 100.4 or greater and/or develop symptoms, stay home and report to your supervisor.



For updates from UC Berkeley, please visit:  
<https://news.berkeley.edu/coronavirus/>

## 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, even for those who have been vaccinated. The appropriate use of face masks or coverings is critical in reducing risks to others near you. You could spread COVID-19 to others by talking, sneezing, coughing, or exhaling, even if you do not feel sick. Face coverings are not, however, a substitute for adequate distancing. It's also important to note that face coverings are not a tested and certified piece of personal protective equipment (PPE). If needed for your job function, your supervisor will provide you with the appropriate PPE.

Face masks/coverings currently must be worn by **all** employees 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.). There are no exceptions for people who have been vaccinated. **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 should consult with their supervisor or HR partner to begin the process of requesting an exemption.**

You may wear a cloth face covering (a plus to cloth face coverings is they help the University reduce the need to purchase additional masks, which are in short supply). 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.

If you are required to come on-site to work, cloth face coverings or disposable/reusable masks will be provided by the University if needed. Two cloth face coverings are available for essential personnel at the campus Hazardous Materials Facility. You must show your Cal ID to pick up your cloth face coverings. Go to the [EH&S website](#) for more information about how to [obtain](#) and [use](#) cloth face coverings. Additionally, refer to the "[Guidance for the use of face coverings](#)" from the California Department of Public Health.

**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 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.

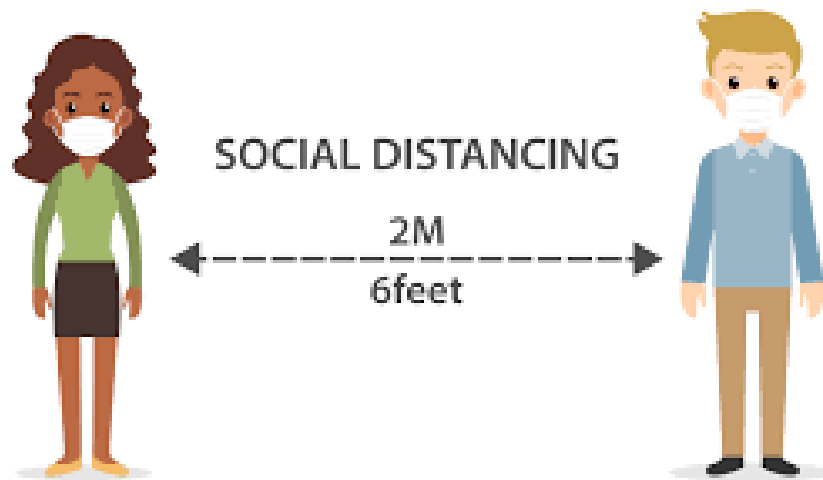
## 2. Physical Distancing

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 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. During the pandemic, Facilities Services has [enhanced custodial services](#) and 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 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 using cleaning and disinfection products should always refer to the hazards associated with the product, follow the manufacturer's instructions, Safety Data Sheet, and [Cal/OSHA requirements for safe use](#), such as those pertaining to concentration, contact time, and ventilation requirements. 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/>

University Health Service: <https://uhs.berkeley.edu/coronavirus-covid-19-information>

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

People & Culture: <https://hr.berkeley.edu/covid-19-resources>

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](https://www.who.int/health-topics/coronavirus#tab=tab_1)

## 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 have attested](#) that I have received a flu shot for the 2020-21 flu season, or have received an approved medical exemption or accommodation.
4. I will comply with the requirements for the [mandatory community testing program](#), which requires individuals living on campus to test two times per week and individuals working (but not living) on campus to test one time per week. 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.
5. I will stay home if<sup>2</sup> 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

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<sup>2</sup> This list will be updated as knowledge about COVID-19 changes. The Daily Symptom Screener contains the most current list of symptoms and risk factors.

- 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

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