

UC Davis, College of Engineering

Mechanical and Aerospace Engineering**COVID-19 Worksite Plan**

September 2020

The following is our [worksite plan](#) as required in the [Campus Ready](#) guide. Please read it to be sure that you understand how our department will function. If you have any questions, please contact

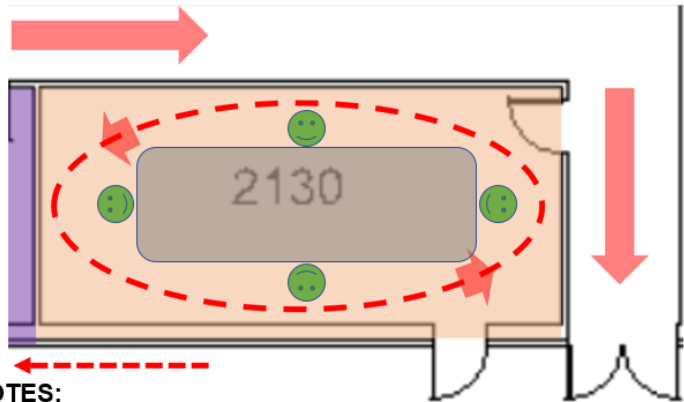
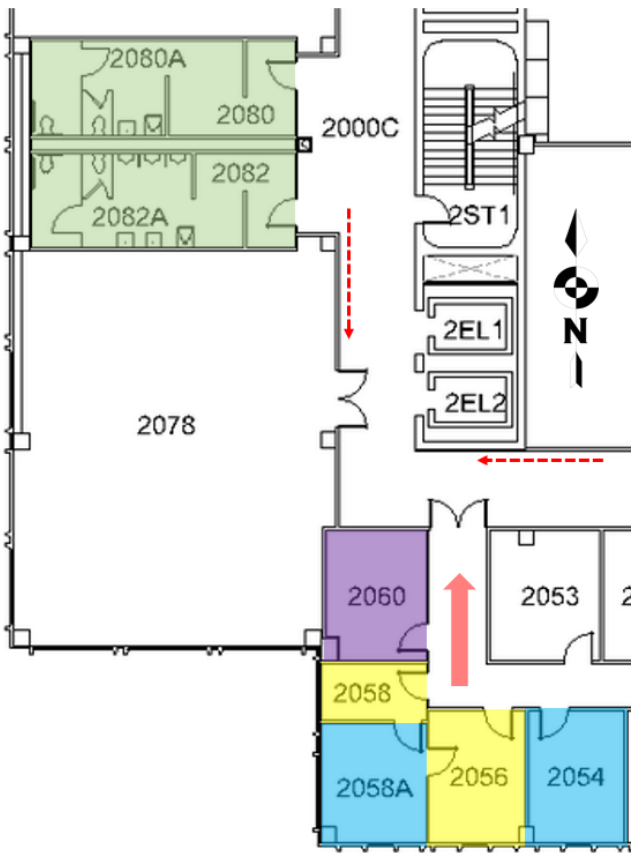
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Workstations and offices

For the purpose of this plan, the different types of spaces are defined as follows:

- **Personal office** – any single occupancy, fully encapsulated, behind closed at all times door, workspace;
- **Shared space** – any area used by more than one MAE staff or faculty member. However, no more than one person is allowed for prolonged (>15mins) periods of time;
- **Common space** – any area where more than one person, including visitors, could be expected to be present;
- **Interdepartmental/public space** – any area not designated to a specific department; please refer to COE's "[Building plan for COVID-19](#)"





NOTES:

- 2002, Chair’s assistant office – no more than one visitor;
- 2060, Conference room – use only when *no other* options available, no more than two people at a time, masks at all times, use the marked chairs, move around the table in a counterclockwise fashion;
- 2080A/82A, restrooms – minimal occupancy, “time window”, masks at all times - refer to COE’s “Building plan for COVID-19”;
- 2130, Conference room – use only when *no other* options available, no more than four people at a time, masks at all times, only use the marked chairs, move around the table in a counterclockwise fashion;
- 2132, Main office – no more than one staff member and a visitor can be present at a time, no walk-ins (by appointment only);
- 2132E, Merala room – only one person allowed (second can enter *briefly* to access the fridge, sink, etc.), mask can be removed when eating;
- 2133, Mail room – only one person allowed at any given time.

Distancing and separation

- **Distance** – please maintain a minimum of 6 feet between people at any times;
- **Occupancy** – no more than one person and a visitor allowed for extended (>15mins) periods of time;
- **Individual offices** – can be used only provided their occupant’s schedule has been approved, they are not adjacent, and doors are kept closed at all times;
- **Barriers** – Plexiglas shields are installed where workstations are in common spaces;
- **Time** – to the maximum extent possible, work will be done in shifts; together time will be kept to a minimum;

Asymptomatic testing, Daily Symptom Survey, and Contact Tracking

Before accessing any UC Davis-operated facilities anywhere in California, there are several requirements that need to be met first:

COVID-19 testing (saliva sample) is now available to all UC Davis students and employees, and will be required on a weekly basis to access any Davis campus facility. You do not need to wait for your results if the testing was done the same day, but must immediately **notify the University** if you, or someone with whom you share a residence, receive a confirmed positive COVID-19 test result or diagnose.

A **Daily Symptom Survey** is also required and serves as a reminder to pay attention to your symptoms. Everyone - students, employees, visitors - must complete it and send the approval letter to their supervisor or another dedicated person. Be advised that facility occupants should be prepared to verify their Daily Symptom Survey at any time (via screenshot on a device, printed approval letter, etc.).

For general MAE staff, please forward your approval letter to mae-symptomsurvey@ucdavis.edu

For AHMCT staff, please forward your approval letter to ahmctsafety@ucdavis.edu

There are [University- and state-wide tracking tools](#) available now, and everyone is strongly encouraged to use them. At the very least, you must use [THIS GOOGLE SHEET](#) to log in your campus visits (you will need to use a Kerberos-signed-in browser). This information might be used if you, or anyone you have recently met in person with, is confirmed as COVID-19 positive.


Face coverings and/or personal protective equipment (PPE)

Yolo County’s health order has expired; however, the *face covering order remains in place*. It requires wearing a face covering *outdoors* when in proximity with others and *inside* at work at all times *unless one is alone in a space with four walls with the door shut* (i.e., your own office). We all need to plan accordingly.

Please note that only cloth face coverings or disposable masks are allowed. Single-layer bandanas and neck gaiters show to be less effective. The N-95 type are considered respirators and as such require certification and medical clearance for each wearer. Additionally, any exhaust vent-equipped masks are specifically forbidden as they defy the purpose.

MAE has purchased a large supply of washable, reusable three-layer cloth facemasks. They are available to each faculty, staff, and research teams’ members. To request them, please contact Krasen Kovachev.

Brief information on some types of masks and their intended use can be found in the chart below. For more details, please use the [Campus Ready/Face Coverings](#) site.

Type	<p>Cloth Face Covering</p> 	<p>Disposable Mask</p> 	<p>Medical-Grade Surgical Mask</p> 	<p>N95 Respirator</p> 
<p>Description</p>	<p>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</p>	<p>Commercially manufactured masks that help contain wearer’s respiratory emissions</p>	<p>FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer’s respiratory emissions</p>	<p>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</p>
<p>Intended Use</p>	<p>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6-feet physical distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</p>		<p>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.</p>	

Hand hygiene and sanitizers

Practicing good hand hygiene is an important preventative action in the effort to slow the spread of COVID-19. Wash your hands upon arriving and after leaving your workplace, as well as often throughout the day - with soap and water for at least 20 seconds and especially after you have been in a public place, or after blowing your nose, coughing, sneezing, etc. If soap and water are not readily available, use a hand sanitizer that contains ≈70% alcohol. UC Davis has placed temporary and permanent hand hygiene stations across campus in critical locations, and which can be found on this [COVID-19 Resources digital map](#).

MAE will provide hand sanitizers for:

- Main administrative office (2132 Bainer)
- Shared spaces such the Merala and Mail Rooms
- Common spaces such as MAE's conference rooms

Brief information on what, when and how to use those can be found in the chart below. For more details, please use the [Campus Ready/Hand Sanitization](#) site.

Type	Soap and Water	Alcohol-Based Hand Sanitizer
When to Use	<ul style="list-style-type: none"> • After entering from outside. • Before and after eating. • After using the restroom. • After taking out or touching garbage. • After blowing your nose, coughing or sneezing. • When your hands are visibly dirty or greasy. 	<ul style="list-style-type: none"> • After entering a building if a washroom is not immediately available. • After coming in contact with high-touch surfaces and/or equipment if a washroom is not immediately available. • After blowing your nose, coughing or sneezing. • Do not use hand sanitizer if your hands are visibly dirty, wash with soap and water instead.
How to Use	<ul style="list-style-type: none"> • Wet your hands with clean, running water then apply the soap. • Lather your hands front and back, between your fingers and under your nails. • Scrub for at least 20 seconds. • Rinse under running water. • Dry using a clean towel or air dry. 	<ul style="list-style-type: none"> • Make sure it contains at least 60% alcohol. • Use enough to cover your hands completely • Rub your hands together until they feel dry. • Do not rinse or wipe off before it is dry.

Surface disinfecting

We are all going to need to pitch in and do our part to help make sure that we limit the potential spread of COVID-19 via surfaces. This means helping with sanitization multiple times per day of campus areas traditionally covered by Custodial Services such as restrooms, lobbies, hallways, etc., as well as coordinating with Custodial Services as they transition to provide multiple daily cleanings in high-occupancy, high-touch buildings and classrooms.

Every employee is personally responsible for increasing the disinfection of their work areas and potentially participating in the responsibility of cleaning shared equipment, fixtures, common areas, high-touch surfaces and more. Please visit the [Campus Ready/Sanitize Surfaces](#) site for additional information.

MAE will provide surface disinfecting supplies at the following locations:

- Main administrative office (2132 Bainer)
- Shared spaces such the Merala and Mail Rooms
- Common spaces such as MAE's conference rooms

Surfaces must be disinfected as follows:

- **Personal office** – any high-touch areas such as light switches, door knobs, keypad and mouse, etc. - at least twice a day, upon arrival and before departing, or more often if needed;
- **Front counter** – once the office lobby is open, the front counter will be wiped down at least twice per day by the front desk person or another responsible peer;
- **Common and shared spaces** - any high-touch areas such as light switches and door knobs, as well as anything else that you (might) have touched;

Communicating and training

[“UC Davis - Resuming Normal Campus Operations”](#) e-course – as UC Davis resumes normal campus operations, everyone is personally responsible for being up to date on returning to campus guidance. This short (12min) training is strictly required and provides basic information about reducing the spread of coronavirus, describes some of the strategies that may be used on campus, and where to find the latest information.

We will provide and require training in our dept/office as follows:

- “UC Davis - Resuming Normal Campus Operations” e-course
- This “MAE - COVID-19 Worksite Plan”

We will communicate with our various stakeholders as follows:

- This “MAE - COVID-19 Worksite Plan” will be appropriately posted
- Various signs will be posted where applicable
- In person, and as needed, we will engage politely to request separation, face coverings, etc.

Traffic patterns in offices, halls, etc.

- Use Bainer's main staircase whenever possible. The West side stairs next to the elevator should be used only in case of an emergency;
- Always stay to the right side;
- In hallways, and whenever possible, practice one-way (clockwise) traffic in accordance to the posted signs; to avoid collisions, all occupants should plan to open doors into the hallways carefully and persons walking the hallway should be aware of the potential for doors being opened.

Reception areas

- No more than one staff member will be present for prolonged periods of time (>15 mins) in MAE's Main Office reception area;
- No more than one visitor is allowed to be present at any time in MAE's Main Office reception area.

Shared spaces and equipment

It is especially important that the current Health Authorities' guidance, and UC Davis policies, are strictly followed when using shared space and equipment. All high-touch areas, such as light switches, door knobs, office equipment, etc., will be cleaned and disinfected at least twice a day by a dedicated person. Everyone is still personally responsible to immediately disinfect any surface(s) they have been in contact with. Face covering and at least 6-ft distance are required at all times.

- **Break (Merala) room** – no more than one person is allowed for prolonged (more than 5 mins) periods of time. Whenever possible, please avoid the use of shared amenities such as microwave, coffee maker, refrigerator, etc.
- **Mail/copiers room** – please only access if no other person is currently using it.
- **Conference room** – Meetings should occur remotely whenever possible. If absolutely necessary to use it, no more than 4 people can be present. The allowed for use chairs will be marked. Always stay to the right, moving counter-clockwise around the table.

For more information, please visit the [Campus Ready/Office Configuration Guidance](#) site.

Visitors/guests

Here is how we will manage our visitors:

- Every visitor must at all times abide by the Health Authorities' requirements;
- Before they arrive, and whenever possible, visitors should schedule their visit in advance;
- Visitor entry is allowed only after successfully clearing the [Daily Symptom Survey](#);
- Standing and/or seating locations – only one visitor at a time in MAE's Main office;
- Please follow all best practices when passing materials (e.g., papers, keys, etc.).

Signage and feedback

Official and approved by UC Davis signs will be posted as appropriate (inside and outside offices, doors, in shared spaces, hallways, etc.). Please let Krasen Kovachev (kdkovachev@ucdavis.edu) or Felicia Smith (fasmith@ucdavis.edu) know if you believe there should be additional signs placed, or have any other comments or concerns.