*Revised 1/5/2021 with changes highlighted.*

This document serves to inform the Bruin Community of UCLA’s plan to cautiously and gradually resume on-site university operations at both on-campus and off-campus UCLA buildings and facilities (collectively referred to as “on-site”). It is also intended to act as a COVID-19 Prevention Program in compliance with Cal/OSHA COVID-19 prevention regulations, 8 Cal. Code Regs. § 3205 et seq. The guidance includes progressive phases of increased on-site activity as local health conditions improve during the response and recovery period associated with the COVID-19 pandemic. The comprehensive protocols conveyed herein apply to all non-UCLA Health faculty, staff, student employees, contract workers, and volunteers (collectively referred to as “employees”) who are continuing or returning to work at on-site locations. Additionally, departmental plans to resume on-site work should incorporate these protocols as they apply to their unique work environments.

**NOTE:** Guidance for UCLA Health employees and related medical facilities are addressed by UCLA Health and do not fall within the scope of these guidelines.

Until full resumption of university operations is possible, the following overarching public health mitigations, including standards to provide a safer work environment for employees working at on-site locations, will remain in effect. These obligations are outlined in the UCLA Summary of COVID-19 Public Health Mitigation Requirements and are in accordance with Cal/OSHA COVID-19 prevention regulations and the Los Angeles County Department of Public Health (LACDPH) Reopening Protocol for Higher Education.

Furthermore, supplemental guidance documents will continue to be developed to support specific operations and aid in the development of departmental return to on-site work plans in accordance with the UCLA COVID-19 Departmental Resumption of On-Site Activities Plan Review Process. Please note that the content of this document is subject to change as local, state, and federal guidance and orders are updated. UCLA has developed additional COVID-19 protocols and mitigation plans to address ramping up research, Back to School Guidance During COVID-19, and other specific areas. They are available at Bruins Safe Online.
I. Criteria to Resume On-site Activities

Increased work at on-site locations will occur in phases to mitigate the risk of coronavirus spread. These phases will be consistent with public health guidelines and orders, scientific research, occupational safety regulations, and industry standards for best practices associated with environmental hazard reduction. These guidelines were developed in consultation with faculty and staff from across the campus with relevant expertise in areas including medicine, public health, engineering, environmental health, safety, and operations. Operational transitions between phases will occur in a manner consistent with federal, state, and local public health laws and guidelines, including:

- Cal/OSHA COVID-19 Prevention Regulations and Title 8 CCR 3205
- OSHA Guidelines for Preparing Workplaces for COVID-19
- California (Tiered) Blueprint for a Safer Economy
- Los Angeles County Roadmap to Recovery
- Los Angeles County Department of Public Health Reopening Protocols
- Los Angeles County Department of Public Health Reopening Protocol for Higher Education
- UC Office of the President Principles for Responsible Operation of University Locations in Light of the SARS-COV-2 Pandemic
- UC Consensus Standards for Campus Operations

These mandates, guidelines and criteria will determine if local conditions have sufficiently improved to support an increase in on-site activities. Each academic and administrative unit will be required to submit a COVID-19 Departmental Resumption of On-Site Activities Plan or Research Ramp-up Plan for review and approval by safety and compliance staff and campus leadership prior to a return to on-site activities. These plans must be flexible and are subject to modifications as campus operations increase or decrease in response to local and campus conditions.

UCLA may choose to enforce stricter policies and implement them more cautiously relative to county, state, and federal resumption plans.
**UCLA Phase Classifications: Safer Return to On-Site Work**

<table>
<thead>
<tr>
<th>Operational level</th>
<th>Permitted Activity</th>
<th>Approximate % of employees able to return to on-site work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>Remote work for all UCLA Employees with only essential functions and initial research on-site and limited student housing.</td>
<td>≤25%</td>
</tr>
<tr>
<td>Phase 2</td>
<td>Full research ramp-up and limited return to on-site work and limited student housing.</td>
<td>≤50%</td>
</tr>
<tr>
<td>Phase 3</td>
<td>Further expansion of on-site work, limited in-person classes, and increased student housing.</td>
<td>≤75%</td>
</tr>
<tr>
<td>Phase 4</td>
<td>Return to normal operations.</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Phase 1 – Curtailed Operations** [CA Blueprint “Purple” Tier WIDESPREAD]

**Phase 2 – Initial Recovery** [CA Blueprint “Red” Tier SUBSTANTIAL]

**Phase 3 – Mid-Recovery** [CA Blueprint “Orange” Tier MODERATE or “Yellow” Tier MINIMAL]

**Phase 4 - Full Recovery**
Phase 1 – Curtailed Operations [CA Blueprint “Purple” Tier WIDESPREAD]

On March 19, 2020, the State of California and Los Angeles County Department of Public Health LACDPH) mandated Safer at Home orders, which mandated that all non-essential operational activities be conducted remotely (at home). These orders have been subsequently updated and additional orders and guidelines issued to address a safer return to work and other activities in accordance with the LACDPH Health Officer Order for COVID-19.

Phase 1 of UCLA’s operational structure reflects the safer at home orders, during which only essential personnel (e.g., healthcare, maintenance, public safety, and limited research) continue to physically report to work on-site. This constitutes up to 25% of the workforce, including employees in essential functions, which includes critical operations and approved research activity. All employees who are able to work remotely should be doing so.

During this minimized operational phase, UCLA shall implement targeted mitigation practices to reduce the risk of employees contracting COVID-19 while working on-site. These mitigation practices should enable essential UCLA operations to continue and will inform the development of more wide-ranging adaptations to prepare for the eventual resumption of activities at on-site locations as the new cases of COVID-19 in the community are maintained at a manageable level. These efforts include building out capabilities for testing, contact tracing, and procuring adequate stock of sanitizer, face coverings, personal protective equipment, and other mitigations noted in Section III.

All individuals coming onto campus or into UCLA facilities will be expected to adhere to universal mitigation practices in accordance with the UCLA Summary of COVID-19 Public Health Mitigation Requirements, including but not limited to adhering to the COVID-19 Prevention Program, asymptomatic surveillance testing, symptom monitoring, wearing face coverings, maintaining a 6-foot physical distance from others, regularly washing their hands, avoiding touching their face, and staying home if they have COVID-19 symptoms.

UCLA employees who test positive for COVID-19 and were on UCLA premises for work or other activity during the infectious period are expected to report diagnoses to the UCLA COVID-19 Call Center at 310-267-3300, follow instructions for isolation, and only return to work after meeting the return-to-work criteria specified below. Student employees should contact the Ashe COVID-19 Hotline at 310-206-6217 and follow their instructions.
Phase 2 – Initial Recovery [CA Blueprint “Red” Tier SUBSTANTIAL]

Advancement criteria to proceed to Phase 2 is dependent on the easing of State and Los Angeles County Department of Public Health (LACDPH) restrictions and approval from campus leadership. The campus community will be notified when the decision has been made to transition to Phase 2.

Phase 2 permits the gradual increase of up to 50% of the workforce to return to work at on-site locations with the adherence to the mitigations outlined below.

The operational necessity for expanded activities will determine which functions return to on-site operations in Phase 2. Expanded on-site activities may include the resumption of preK-12 programs and schools, expanded research activities, limited office functions that cannot be effectively conducted remotely (including faculty work), expanded athletic training and competition, retail operations, food service operations; and other activities as permitted by the LACDPH Order.

With more employees coming back to work, mitigation practices will need to include increased efforts to ensure physical distancing, such as modifying or reassigning workspaces to spread out those working at the same time in the same area. Employees should continue to work remotely if they can effectively do so as determined by supervisors.
Phase 3 – Mid-Recovery [CA Blueprint “Orange” Tier MODERATE or “Yellow” Tier MINIMAL]

Should public health conditions at Phase 2 continue to improve, further ramping up of on-site work may be allowable, subject to State and LACDPH restrictions and approval from campus leadership. The campus community will be notified when the decision has been made to transition to Phase 3.

Resumption of modified dine-in options at food facilities, increased on-campus housing, limited domestic airline travel, recreational events, limited in-person classes, and increased corresponding support functions are examples of activities that may be expanded during Phase 3. The ramp-up could result in up to 75% of employees returning to on-site work.

Mitigation practices and related requirements for working on-site will continue unless otherwise specified. UCLA employees who can continue to effectively work remotely should continue to do so, as determined by supervisors.

Phase 4 - Full Recovery

Full resumption of on-site operations is not expected until a COVID-19 vaccine is available and widely administered, there are available advanced therapeutics to control the virus, or the virus otherwise no longer poses a significant health risk such that related State and LACDPH restrictions have been rescinded. The campus community will be notified when the decision has been made to transition to Phase 4.

UCLA can return to normal full-capacity operations in this phase, including full in-person classes, international travel, full capacity housing and dining, all employees able to work on-site, and the resumption of large conferences, sporting events, special events, and other gatherings.

It is likely that the return to “normal” activities will differ from pre-COVID-19. For instance, part-time and full-time telecommuting for certain staff may occur at much higher levels than before the pandemic.

Once this phase is achieved, mitigation factors will no longer be required.
II. Criteria to Reduce On-site Work

Ramp-down and Pivot Points

If COVID-19 cases significantly increase at UCLA locations or within the Los Angeles County community, it may become necessary to reverse course and reduce on-site work and return to previous phases as warranted.

The critical indicators which could trigger consideration to ramp down on-site work may include:

- LACDPH or other regulatory directives issued to reduce campus occupancy or curtail operations.
- Local hospitals are nearing ICU surge capacity.
- UCLA resources for infection control, case management, contact tracing, and testing are becoming limited.
- Dedicated isolation/quarantine rooms are nearing full occupancy.
- Severe shortage of personal protective equipment for essential staff.
- Test results of symptomatic individuals on campus becomes backlogged and consistently exceeds 48-hour turnaround time.
- Increased numbers of asymptomatic individuals are testing positive (as compared to baseline asymptomatic tests).
- Excessive non-compliance with the required mitigation measures, including but not limited to asymptomatic surveillance testing, physical distancing and face covering usage.

III. Campus Actions and Mitigation Practices

COVID-19 Prevention Program

UCLA has implemented COVID-19 mitigation practices at its locations and operations to ensure a safer work environment for employees who currently work on-site, and employees who will eventually return to on-site work as public health conditions allow. These efforts are also in accordance with Cal/OSHA COVID-19 Prevention Regulations, namely Title 8 CCR 3205. In addition, students, faculty, and third parties (such as...
contractors and volunteers) returning to campus shall follow requirements specific to their corresponding classification. Departments must submit COVID-19 resumption plans prior to increasing an on-site presence, and must reference these measures per the UCLA COVID-19 Departmental Resumption of On-Site Activities Plan Review Process.
In accordance with Cal/OSHA Title 8 CCR 3205, the following COVID-19 prevention measures are being applied to all UCLA locations and operations in all four phases:

1. **System for Communicating**

   Our goal is to ensure that we have effective two-way communication with our employees, in a form that is helpful and understandable. UCLA COVID-19 Protocols, Standard Operating Procedures, and Guidances are posted to [Bruins Safe Online (BSO)](https://bruinssafeonline.ucla.edu), and include but are not limited to the following:

   - Procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
   - Process for UCLA employees to access COVID-19 testing at UCLA and/or local resources, based on UCLA Exposure Management criteria for surveillance (asymptomatic), diagnostic (symptomatic) and close contact, and voluntary testing.
   - In the event testing is required because of a workplace exposure or outbreak, UCLA employees will be offered instruction and COVID-19 testing per the [UCLA Symptomatic and Close Contact Testing Protocol](https://bruinssafeonline.ucla.edu/covid-19-testing). Testing will be offered at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
   - Information and notification process about confirmed and potential COVID-19 employee exposures (per AB 685 and Cal/OSHA Title 8 CCR 3205 requirements), including other employers and individuals in contact with our workplace, and what is being done to control those hazards, and our COVID-19 policies and procedures.
   - UCLA COVID-19 protocols are posted to Bruins Safe Online (BSO) to provide education on campus mitigation requirements and procedures.
   - COVID-19 signage is posted throughout common areas to promote adherence to the mitigation practices and campus protocols.
   - Campus communications (e.g., Bruin Posts) are issued routinely to convey significant state and county public health updates impacting the UCLA community.
2. Identification and Evaluation of COVID-19 Hazards

- **UCLA COVID-19 Response and Recovery Task Force Infection Control Workgroup** and EH&S review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the LA County Department of Public Health (LACDPH) related to COVID-19 hazards and prevention.

- **UCLA COVID-19 Response and Recovery Task Force Infection Control Workgroup** and EH&S evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

- EH&S and/or departmental designee conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

- EH&S conducts workplace-specific evaluations of higher-risk areas such as food facilities and machine shops where physical distancing might be difficult to maintain, in addition to routine inspections upon departmental request. EH&S maintains a COVID-19 inspection checklist of food facilities and machine shops.

- Staff and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards consistent with their department-specific COVID-19 Resumption Plan, and through joint COVID-19 inspections with EH&S.

- Screening of staff for COVID-19 related symptoms is done by requiring completion of a symptom monitoring survey prior to performing onsite work or activity on UCLA premises (per the UCLA Requirements for Symptom Monitoring for employees, students, and third-party contractors).

- Periodic asymptomatic surveillance testing is required for all students, faculty, staff, and volunteers participating in on-site learning, living, or working, consistent with the UCLA Community Screening/Surveillance Testing Protocol.

- Strategic testing of symptomatic individuals and close contacts per the UCLA COVID-19 Symptomatic Close Contact Testing Protocol.
3. Correction of COVID-19 Hazards

- If unsafe or unhealthy work conditions, practices or procedures become known to managers or supervisors, they must be documented and corrected in a timely manner based on the severity of the hazards per the UCLA Procedures for Compliance and Enforcement of COVID-19 Public Health Mitigations.

- All individuals are required to wear face coverings while on-site.

- Routine cleaning and sanitization of high-touch areas has been increased per the UCLA Facilities Management Custodial Services COVID-19 Procedures, and thorough sanitizing of any space in which there is a known exposure to the virus is required per the Standard Operating Procedures (SOP) for Responding to COVID-19 Cases on the UCLA Campus.

- UCLA has implemented an Exposure Management Team which conducts robust contact tracing when a campus community member tests positive for COVID-19, identifying and notify all close contacts who were potentially exposed to someone with the virus.

- All employees and students are directed to quarantine if considered a close contact to someone with COVID-19.

4. Control of COVID-19 Hazards

Physical Distancing

- Remote work to continue to the extent possible until Phase 4. Employees who require campus equipment or other resources to successfully continue to work remotely should refer to the UCLA guidelines for Equipment Removal and Safe Lifting.

- UCLA Employees in high-risk populations (those with underlying health conditions and/or older Employees) may request Workplace Accommodation through the office of Insurance and Risk Management.

- Departments to work with their respective employees to determine which positions need to return to working on-site and when that will be permissible, consistent with LACDPH guidelines and density levels associated with each Phase outlined in this
document.

- When it is necessary to identify individuals to perform on-site work, supervisors to consider preferences of employees to return, and as feasible, prioritize those with the strongest preference to return, while paying attention to individual risk factors and equity.
- Virtual meetings to continue to the extent feasible.
- If meetings must be held in-person, implement 6-foot distance between individuals and discourage socializing before and after meetings.
- Discourage congregating in breakrooms and kitchenettes and eat meals outdoors or at workstation when possible.
- Managers to consider implementing work shifts and/or staggering days of on-site presence to reduce occupancy.
- Individuals to maintain a 6-foot distance from others whenever possible, including instances where people are waiting in lines, lobbies, and other waiting areas, where physical distancing aids should be used. Individuals to be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.
- Departmental resumption plans to reference and follow the UCLA Reopening Protocol for Higher Education.
- Signage to promote physical distancing are posted at primary building entries and in areas where people tend to congregate, including classrooms, instructional laboratories, and elevators, which are available from the COVID-19 Signage Page.
- Floor decals or other markings to demarcate 6-foot intervals to be installed in areas where individuals queue or congregate, including classrooms, elevators, and other locations, which are available from the COVID-19 Signage Page.
- When practical and feasible, elevator occupancy to be limited to allow for 6-foot distancing, with all riders wearing face coverings and refraining from talking.
- Stairwell use to be encouraged, especially in the downward direction in high-rise buildings and in buildings that have limited elevators or are heavily dependent on them.
- Employees who work adjacent to each other and must work on-site during the same shift should be reassigned to other available work stations to allow for physical distancing or install barriers to separate work stations.
- Nonessential university travel (domestic or international) should not be approved until allowable under the UC Travel Directive and local restrictions.
Face Coverings

- UCLA will provide clean, undamaged face coverings and provide instructions on how they must be properly worn by employees over the nose, mouth, and chin. Departments may request cloth face coverings and use and care instructions by using the UCLA Cloth Face Covering Request Form for employees working on-site who are unable to provide their own.

- All employees must wear a face covering on-site while inside and outside where they are likely to come into contact with others consistent with the LACDPH Health Officer Order, and in accordance with UCLA COVID-19 Cloth Face Covering handout. Face shields are not a replacement for face coverings.

- The following are exceptions to the use of face coverings in the workplace:
  - Face coverings are not required while an employee is alone in an individual enclosed office.
  - While eating and drinking indoors, face coverings can be removed provided employees are at least six feet apart and outside air is supplied to the area to the maximum extent possible.
  - Employees wearing respiratory protection in accordance with Cal/OSHA Title 8 CCR 5144 or other safety orders.
  - Individuals who are exempt from wearing face coverings as outlined in the CA Department of Public health (CDPH) Guidance (including employees who have been directed not to wear a face covering by a medical professional for health reasons), but must wear an effective non-restrictive alternative, if their condition permits it. If not, the employee must consult with UCLA Insurance and Risk Management to obtain a Workplace Accommodation.
  - Specific tasks that cannot feasibly be performed with a face covering, where employees are kept at least six feet apart.

Engineering Controls

- The following measures may be implemented where at least six feet between individuals cannot be maintained.
  - Higher level masking requirements (e.g., surgical masks in lieu of face
coverings) as conditions warrant and as supply chains allow.
- Installation of plexiglass barriers in customer service areas.
- Other measures in consultation with UCLA COVID-19 Response and Recovery Task Force Infection Control Workgroup and/or EH&S.

- The quantity of outside air for buildings with mechanical or natural ventilation systems to be maximized to the extent feasible. Portable HEPA air filtration units or other options evaluated in consultation with UCLA Facilities Management and/or EH&S are acceptable supplements when building mechanical or natural ventilation systems to not meet the ASHRAE 62.1 or CDC guidelines for COVID-19.

Sanitization

- The availability of handwashing facilities will be evaluated, including the need for any additional facilities.
- Employees should frequently wash their hands with soap and water for 20 seconds or more or use sanitizing hand gel with a minimum of 60% alcohol.
- Hand sanitizer consistent with EPA approved list are accessible to employees.
- Employees should avoid touching their faces with unwashed hands to minimize the potential spread of the virus.
- In accordance with UCLA Facilities Management Custodial Services COVID-19 Procedures, high-touch surfaces will be sanitized twice daily (e.g., handrails, elevator buttons, and door handles) and in heavily used common areas, such as lobbies, classrooms, hallways, bathrooms, and building entrances, at least twice per day with EPA-registered disinfectant products qualified for use against the novel coronavirus.
- Use of shared coffee makers, shared utensils, and bulk food items must be discontinued until further notice.
- Employees must avoid sharing phones, work supplies, and office equipment wherever possible or disinfect between uses.
- At the beginning and end of each shift, employees to use sanitizer to clean all shared high-contact surfaces in their work area, including water coolers, refrigerators, photo copiers, pens, tables, telephones, keyboards, and other office equipment. If wipes are not available, hand sanitizer hand gel should be used before and after use of equipment.

M. Sityar rev. 1/5/21
COVID-19 disinfection packs are available for purchase by UCLA departments through Facilities Management.

Prior to using a university vehicle, employees to wipe down the steering wheel, gear lever, and other touch points with a disinfectant wipe.

When more than one individual is riding in a vehicle, riders should alternate seats and wear cloth face coverings with windows to be kept open to the extent possible. Occupancy of larger vehicles not to exceed 50%.

Managers and supervisors who become aware of a COVID-19 positive individual that was on-site within two days of being symptomatic or a positive test to contact the Facilities Management Trouble Call Desk at 310-825-9236 for follow-up sanitizing procedures per the Standard Operating Procedures (SOP) for Responding to COVID-19 Cases on the UCLA Campus.

Prior to the re-occupancy of closed buildings, Facilities Management to conduct proactive infrastructure assessment and preparation such as flushing any unused water lines, optimizing the ventilation systems, and conduct any other needed repairs.

Other Controls

- The need for personal protective equipment (PPE) (such as gloves, goggles, and face shields) will be evaluated for employees, and UCLA will provide such PPE as needed and at no cost to the employee.

- If physical distancing requirements are not feasible or maintained, alternate mitigation practices, including but not limited to respiratory protection for employees, will be evaluated upon request.

- Managers are expected to undertake efforts to ensure mitigation practices are being followed, which could include surveys, checklists, or other practices as they develop their individual departmental return to on-site work plans.

- LACDPH reopening protocols and resources may help guide development of mitigation practices.

5. Training and Instruction

Prior to returning to on-site working, all employees to complete the UCLA COVID-19 Safety Training, which provides information on UCLA’s COVID-19 guidelines and shared responsibilities, as well as strategies for limiting the spread of the disease.
19 Safety Training and instruction will be provided to UCLA employees, as follows:

- UCLA COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Potential modes of COVID-19 transmission and associated non-pharmaceutical interventions and mitigation practices.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings, hand-washing, and other non-pharmaceutical interventions.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and information that face coverings are not respiratory protective equipment or PPE - face coverings are intended to primarily protect other individuals from the wearer, not vice versa.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Student employees to receive separate course developed by Student Affairs.

6. Investigating and Responding to COVID-19 Cases

- Daily COVID-19 symptom monitoring will be required of employees and third-party contractors working at any UCLA location.
  - UCLA employees (defined as non-Health System staff and faculty) must monitor symptoms in accordance with the Employee Requirements for COVID-19 Symptom Monitoring and obtain a clearance certificate through the Employee Symptom Monitoring Survey prior to each visit to campus.
  - Student employees must monitor symptoms in accordance with the Student Requirements for COVID-19 Symptom Monitoring and obtain a clearance...
certificate through the **Student Symptom Monitoring Survey** prior to coming to campus for any purpose.

- UCLA Health System employees (faculty and staff) must monitor symptoms in accordance with the **UCLA Health Symptom Monitoring Survey**.

- Third-party contract workers must monitor symptoms in accordance with the **Third Party Contract Worker Requirements for COVID-19 Symptom Monitoring** and obtain a clearance certificate through the **Third-party Contractor Survey** prior to each visit to campus.

- Employees with any **COVID-19 symptoms** should follow the instructions provided by the symptom monitoring system, notify their supervisor, leave on-site workplace immediately, and isolate/stay home.

- **All employees, students, and third-parties working on-site with COVID-19 symptoms to be tested, either by UCLA or their healthcare provider.**

- **Per the **UCLA Symptomatic and Close Contact Testing Protocol**, employees with potential COVID-19 exposure in the workplace will be offered COVID-19 testing at no cost during their working hours, and information on benefits described in Training and Instruction. COVID-19 positive employees will be advised of the duration of their exclusion from on-site work in accordance with the Section 7, below.**

- Periodic asymptomatic surveillance testing is required for all employees working on-site, consistent with the **UCLA Community Screening (Asymptomatic Surveillance Testing) Protocol**.

- **Managers and supervisors who become aware of a COVID-19 positive individual shall follow the **Standard Operating Procedures (SOP) for Responding to COVID-19 Cases on the UCLA Campus**, which includes protocols for reporting to the appropriate campus entities, and coordination of disinfection of impacted spaces. In the event an employee reports that they are COVID-19 positive, even if they have not worked on the premises during the infectious period, should be reported to the UCLA COVID Call Center at 310-267-3300. In the event of a death of an employee who was COVID-19 positive, even if not working on University property, managers and supervisors should immediately report it to the EH&S Serious Injury Hotline at 310-825-9797.**

- **Employees who test positive for COVID-19 to participate in contact tracing process to identify individuals who were potentially exposed and considered close contacts as defined by the CDC in accordance with the **UCLA Exposure Management (Case**
Investigation/Contact Tracing Protocol.

- Per the Standard Operating Procedures (SOP) for Responding to COVID-19 Cases on the UCLA Campus (and pursuant to Title 8 CCR 3205(3)), specific actions will be taken following employer knowledge of a confirmed COVID-19 positive case: 1. Determine date and time and other information related to the COVID-19 case; 2. Determine who may have had potential COVID-19 exposure as defined as a close contact; 3. Give notice of potential exposure in one business day to all employees, exclusive union representatives, and employers of subcontracted employees; 4. Offer COVID-19 testing at no cost to employees; and 5. Investigate workplace conditions as contributing to risk of exposure.

7. Exclusion of COVID-19 Cases

When a COVID-19 case is identified in the workplace, transmission to be limited by:

- Ensuring that employees with COVID-19 exposure or test positive for COVID-19 are excluded from the workplace for the duration of (a) any applicable quarantine or isolation period recommended by LA CDPH; or (b) any applicable quarantine or isolation period recommended or ordered by a local health officer who has jurisdiction over the workplace.

- Providing employees at the time of exclusion with information on available benefits.

- Employees who are experiencing COVID-19 symptoms must immediately self-isolate and follow instructions provided by the symptom monitoring system.

- Supervisors who recognize employees with COVID-19 symptoms are to instruct them to leave the on-site workplace and direct them to contact the appropriate UCLA COVID-19 hotline for instruction.

- Notice shall be provided to the employee’s human resources representative prior to returning to on-site work or engaging in other on-site related activities

- Signage to be posted at the entrances to buildings to remind any individual (including visitors and delivery staff) not to enter if experiencing flu-like or COVID-19 symptoms, to maintain physical distancing, to wear face coverings, and will display a link to UCLA COVID-19 protocols and procedures.

- Employees identified as a "close contact" to be instructed to self-quarantine per the LACDPH Home Quarantine Instructions for Close Contacts to COVID-19 (even if
asymptomatic) in accordance with the UCLA COVID-19 Isolation and Quarantine Protocol.

- Employees excluded from work, who remain able and available to work, will continue to receive their earnings, seniority, and all other employee rights and benefits if the COVID-19 exposure is determined to be work-related.

**PLEASE NOTE:** UCLA faculty, staff, and student employees with questions about COVID-19 work-related illness should be referred to their department HR representative or UCLA Workers’ Compensation. For information about leaves, employees should refer to the UC COVID-19 Related Leaves and Job Protections Guidance and CHR COVID-19 FAQs, or contact their department HR representative or CHR Employee & Labor Relations. Employees of the David Geffen School of Medicine (DGSOM) and the Faculty Practice Group (FPG) should be referred to Insurance & Risk Management at wcreports@irm.ucla.edu or Health Human Resources. For questions about benefits, employees should contact CHR Benefits Services. Medical Center employees should be referred to the Medical Center Workers’ Compensation Department at HRWorkersComp@mednet.ucla.edu or Health Human Resources.

### 8. Return-to Work Criteria

- Employees who test positive for COVID-19, have symptoms, and/or have COVID-19 exposure (considered a close contact) must not return to work on-site until the expiration of any applicable quarantine or isolation period recommended by LACDPH or recommended or ordered by a local health officer who has jurisdiction over the workplace have expired.

- Non-health care workers who test positive for COVID-19 but never develop COVID-19 symptoms must not return to work until any applicable quarantine or isolation period recommended by LACDPH or recommended or ordered by a local health officer who has jurisdiction over the workplace has expired.

- A negative COVID-19 test result is not required for an employee to return to work.
9. Reporting, Recordkeeping, and Access

UCLA COVID-19 reporting processes are outlined in the Standard Operating Procedures (SOP) for Responding to COVID-19 Cases on the UCLA Campus, including but not limited to the following:

- Reporting information about COVID-19 cases at UCLA property to the local health department whenever required by law, and provide any related information requested by the local health department.

- Reporting immediately to the EH&S Serious Injury Hotline at 310-825-9797 (select option 2 for Cal/OSHA reporting) any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring at UCLA property or in connection with any UCLA employment activity.

- Maintaining records of the steps taken to implement written COVID-19 Prevention Program requirements in accordance with CCR Title 8 section 3203(b).

- Making UCLA’s written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Keeping a record of and tracking all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
Appendix A: Summary of Employee Responsibilities

As members of the UCLA community, employees, students, and affiliates must do their part in preventing the spread of COVID-19. It is evident that at this point in time, this disease will not be eliminated by one single action but by the collection of individual actions undertaken each day. UCLA COVID-19 Response and Recovery Task Force and Workgroups will develop, implement, and monitor the policies and practices to create a safer environment at UCLA. Each Bruin has a shared responsibility to do their part and comply in accordance with the UCLA Summary of COVID-19 Public Health Mitigation Requirements.

1. Complete the UCLA Employee COVID-19 Symptom Monitoring Survey each day prior to beginning work on-site. Student workers will be subject to the Student Symptom monitoring protocol.


3. Employees with any of these conditions applies must not come to work:
   b. Have been instructed by the UCLA COVID Call Center to isolate or quarantine.
   c. Have been instructed by health care provider to isolate or quarantine.
   d. Awaiting COVID-19 test results.
   e. Been diagnosed with COVID-19 and not received a clearance from their healthcare provider to return to work.

4. Bring clean face covering to work and wear it at all times where it is likely other people will be encountered, both indoors and outdoors, except when eating or alone in an office.

5. Maintain 6-foot physical distance from others, and be aware of and adhere to physical distancing markers on campus.

6. Frequently wash hands for 20 seconds or more using soap and water or use 60% alcohol hand sanitizer when hand washing facilities are not available, especially after touching high-contact surfaces.
7. Avoid touching face with unwashed hands.

8. Cough or sneeze into elbow or sleeve, and not into one’s hands. If covering a cough or sneeze with a tissue, discard tissue and immediately wash hands afterwards.

9. Refer any symptomatic or positively diagnosed employee who has been present on UCLA property to the UCLA COVID Call Center at 310-267-3300. Student workers should be referred to the Ashe COVID-19 Hotline at 310-206-6217.

10. Employees that are older or may have underlying health conditions potentially carry a higher risk of severe COVID-19 infection according to the CDC. UCLA Insurance and Risk Management can provide guidance and assistance to identify reasonable workplace accommodations that could reduce COVID-19 related risks to these employees.

11. At the beginning and end of each shift, employees shall use disinfectant wipes to clean all shared high-contact surfaces in their work area, including pens, tables, copiers, telephones, keyboards, and other office equipment.

12. Prior to using a university vehicle, employees shall wipe down the steering wheel, gear lever, and other touch points with a sanitizer wipe. When more than one occupant is in the vehicle, occupancy of larger vehicles should have no more than 50% occupancy and all riders shall wear cloth face coverings and spread out, and windows should be kept open to the extent possible.

13. Prior to returning to on-site working, employees shall view the UCLA COVID-19 Safety Training through the Campus Learning Management System (LMS).
Appendix B: Summary of Manager and Supervisor Responsibilities

Managers are expected to undertake efforts to ensure mitigation practices per the UCLA Summary of COVID-19 Public Health Mitigation Requirements are being followed, such efforts could include surveys, checklists, or other practices. Supervisors must also hold employees accountable to the above behaviors in the workplace in accordance with UCLA standards of professional conduct and integrated into standard disciplinary proceedings. All actions undertaken must be consistent with privacy and security requirements if data about employees is to be collected.

1. Managers and supervisors will be expected to hold their employees accountable for adhering to the above behaviors while in the workplace in accordance with UCLA Procedures for Compliance and Enforcement of COVID-19 Mitigation Measures.

2. Furthermore, department managers must continue to be flexible and continue allowing remote work wherever feasible until Phase 4.
   a. For ergonomic considerations for employees working remotely, direct employees to UCLA Ergonomics Telecommute webpage.

3. Remote work will continue to the extent possible until Phase 4.

4. Accommodations for individuals from high-risk populations (older individuals or those with underlying health conditions) should be considered as requested by employees.

5. Supervisors to work with their respective employees to determine which positions need to return to working on-site and when that will be permissible, consistent with density levels associated with each Phase. Departments shall coordinate resumption plans through the UCLA COVID-19 Departmental Resumption of On-Site Activities Plan Review Process.

6. When it is necessary to identify individuals to perform on-site work, supervisors should consider preferences of employees to return and as feasible, prioritize those with the strongest preference to return, while paying attention to individual risk factors.

7. Should employees who are working remotely wish to continue doing so, but their supervisor has instructed them to return to on-site work, they may appeal the process with their supervisor, department head, or the Central
Human Resources (CHR) Employee Relations Consultant assigned to their department. Further details will be posted to the forthcoming CHR Telecommuting website.

8. Virtual meetings will continue to the extent feasible. If meetings must be held in-person, implement 6-foot distance between individuals and discourage socializing before and after meetings.

9. Supervisors should consider implementing work shifts and/or staggering days of on-site presence to reduce occupancy.

10. Supervisors who become aware of a COVID-19 positive individual shall follow the Standard Operating Procedures (SOP) for Responding to COVID-19 Cases on the UCLA Campus. This includes protocols for reporting to the appropriate campus authorities, and coordination of disinfection of impacted spaces. It is important to protect the privacy of the impacted individuals, so limiting notification to those authorized in the SOP is imperative. In the event an employee reports that they are COVID-19 positive, even if they have not worked on the premises during the infectious period, should be reported to the UCLA COVID Call Center at 310-267-3300. In the event of a death of an employee who was COVID-19 positive, even if not working on University property, managers and supervisors should immediately report it to the EH&S Serious Injury Hotline at 310-825-9797.

11. Managers and supervisors who become aware of a COVID-19 positive individual that was on-site within two days of being symptomatic or a positive test shall contact the Facilities Management Trouble Call Desk at 310-825-9236 for follow-up sanitizing procedures per the Standard Operating Procedures (SOP) for Responding to COVID-19 Cases on the UCLA Campus.

12. Departments creating websites, signage, or communication materials related to COVID-19 should contact the UCLA Strategic Communications department to ensure consistency in messaging across campus. Where possible, it is preferable to link to the official COVID-19 page for UCLA to avoid duplicative, conflicting, or out of date content. References to official COVID-19 protocols can be found at Bruins Safe Online.
Appendix C: Summary of Departmental Management Responsibilities

Department managers should work with their respective supervisors and employees to determine which positions need to return to working on-site and when that will be permissible, consistent with density levels associated with each Phase. Individual department ramp-up plans must be developed prior to increasing an on-site work presence in accordance with the UCLA COVID-19 Departmental Resumption of On-Site Activities Plan Review Process.

- Department managers must reference and follow the Physical Distancing Guidelines as required under LACDPH. Refer to the UCLA Reopening Protocol for Higher Education for details.
- Approved physical distancing signage and aids need to be deployed and are available on the UCLA COVID-19 signage page.
- Department managers are able to request cloth face coverings through the UCLA Cloth Face Covering Request Form, which will come with instructions for use and care for employees who are able to otherwise able to procure their own.
- Use of shared coffee makers, shared utensils, and bulk food items shall be discouraged.
- Congregating in breakrooms and kitchenettes is prohibited and employees must eat meals outdoors or at their workstations when possible.
- Employer-administered temperature checks may be required for work areas where physical distancing may not be able to be consistently maintained, and shall be executed in accordance with the UCLA Campus Temperature Screening Guidelines for COVID-19.
- Nonessential travel (domestic or international) for university business is prohibited until otherwise allowed per the UC Travel Directive and local restrictions (likely in Phase 3).
- These mitigation measures must be referenced in individual departmental plan.
Appendix D: Summary of Campus Actions to Provide for Safer Operations

Until a vaccine or other prophylactic treatment is available to combat and/or eradicate COVID-19, measures designed to reduce the spread of the virus will need to continue. UCLA has developed institution-wide protocols intended to reduce the spread of COVID-19. These protocols include education and safety awareness training for all employees, personal hygiene practices, enhanced cleaning and disinfection of common areas and facilities, modifying building systems, asymptomatic/surveillance testing, physical distancing, symptom monitoring, isolation and testing of symptomatic individuals, contact tracing of close contacts potentially exposed to the virus.

Prior to increasing the number of employees on-site, the following actions need to be undertaken:

- Make face coverings available to all employees at no cost.
- Install physical distancing measures per the Cal/OSHA COVID-19 Prevention Program and UCLA Reopening Protocol for Higher Education.
- Procure and widely distribute alcohol-based hand sanitizer and surface disinfectants in common areas that are EPA-registered for deactivating the COVID-19 virus.
- Post signage at the entrances to buildings reminding any individuals (including visitors and delivery staff) not to enter if experiencing flu-like or COVID-like symptoms, maintain physical distancing, wearing face coverings, and will display a link to UCLA COVID-19 protocols and procedures.
- Increase cleaning of high-touch surfaces such as door handles, elevator buttons, handrails, and bathroom surfaces.
- Modify HVAC systems to increase air exchanges and replacement air percentage in buildings, where feasible.
- Implement system to enable all employees to complete daily monitoring of COVID-19 symptoms per the UCLA Requirements for COVID-19 Symptom Monitoring prior to working on-site.
- Safeguard the privacy of employees and the confidentiality and security of information collected about them for COVID-19 purposes through standard operating procedures and protocols, privacy notices, and information security controls.
- Implement procedures for swift isolation when an employee becomes symptomatic while on-site and for a robust contact tracing system for positive case.
- Prepare and implement a COVID-19 Safety Training module for all employees to complete prior to returning to on-sitework.
Appendix E: UCLA COVID-19 Resources

- Bruins Safe Online [www.bso.ucla.edu](http://www.bso.ucla.edu)
- UCLA Administration [https://www.adminvc.ucla.edu/covid-19](https://www.adminvc.ucla.edu/covid-19)
- ASHE: [https://www.studenthealth.ucla.edu/covid19](https://www.studenthealth.ucla.edu/covid19)

Questions or comments can be directed to [covid19@ucla.edu](mailto:covid19@ucla.edu).

Appendix F: Technical References

- The Centers for Disease Control and Prevention
- The National Institute for Occupational Safety and Health (NIOSH) Hierarchy of Controls
- American Industrial Hygiene Association (AIHA) – “Back to Work Safely” Guidance
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Position Document on Infectious Aerosols
- Considerations for Large Building Water Quality after Extended Stagnation
- Edmond J. Safra Center for Ethics at Harvard University J. - Roadmap to Pandemic Resilience
- American College Health Association - Considerations for Reopening Institutions of Higher Education in the COVID-19 Era
- California Department of Public Health/California Occupational Safety and Health Administration – COVID-19 Industry Guidance: Office Workspaces

Appendix G: On-Site Work Plan Resources

- UCLA COVID-19 Departmental Resumption of On-Site Activities Plan Review Process
- UCLA Ergonomics During Telecommuting
- UCLA Equipment Removal Guidelines for Telecommuting
- UCLA Ergonomics: Safe Lifting Fact Sheet