

## COVID-19 Mitigation Measures

### Risk Assessment and Control Measures

Risk assessment criteria and guidance is based on current details and directives provided by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Cal-OSHA and the local county health officer. As new information becomes available or is updated by these agencies, control measures and protocols associated with this COVID-19 Worksite Specific Safety Plan are adjusted accordingly.

All personnel must remain diligent to limit COVID-19 outbreaks by following control measures outlined in the Worksite Specific Safety Plan.

Among them is the “[Daily COVID-19 Screening](#)” faculty and staff must complete before arriving on campus. The screening is designed to validate/confirm they are not experiencing any symptoms of COVID-19.

More information and guidance on transitioning staff back to the on-site workplace may be found at [Cal/OSHA](#) and the [UCSB Covid-19 Prevention Plan](#).

### Universal Prevention Measures for All Employees

The following universal prevention measures and accompanying guidance should be followed by all employees while working and interacting with others in the facility. The universal prevention measures include hand washing, avoiding close contact with individuals if not vaccinated, and use of face coverings in shared indoor spaces.

#### Hand Washing

- Wash hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry.
- Avoid touching eyes, nose or mouth with unwashed hands.

#### Avoid Close Contact

- Close contact with people who are sick should be avoided, even those within the same household.

- A minimum distance of six feet should be maintained between unvaccinated individuals and others who are not part of their households.
  - Remember that some people may be able to spread COVID-19 even if they are not presenting symptoms.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping a distance of at least six feet from others is especially important for people who are at higher risk of getting very sick.










## **Enhanced Cleanliness**

- COVID-19 can be transmitted to others even by those who do not feel sick.
- Wash your hands frequently throughout the day (i.e., every time you are returning to your personal workspace).
- Employees who have a medical condition that prohibits them from wearing a face covering should inform their supervisors and departmental HR representatives for guidance.

## ***Note the following with regards to face coverings:***

- Face coverings are not personal protective equipment (PPE) as the protection they provide the wearer is limited.
- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- Employees should wash or sanitize hands before and after putting on, removing, or adjusting face coverings.
- Employees should avoid touching their faces — eyes, nose and mouth in particular.
- Face coverings should be washed after each shift.
- Upon request, unvaccinated employees may be provided with respirators for voluntary use. More information regarding respirators can be found at [How to Obtain a N95 Respirator During COVID-19](#).

### When do I need to wear a face covering?

	VACCINATED	NON-VACCINATED
Indoor Campus Spaces		
Outdoor Campus Spaces		 within 6ft of others
Campus Vehicles		
Indoor Campus Childcare Facilities		
Indoor Campus Healthcare Settings		

\* Please remember: Any individual who chooses to wear face coverings may do so in any setting.

**Coughs and Sneezes**

- If you are in a private setting and are not wearing your cloth face covering, remember always to cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into the inside of your elbow.
- Dispose of used tissues in the trash.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol

**Cleaning Protocols**

Enhanced cleaning procedures are implemented to decrease the probability of coronavirus workplace exposure. They include:

- Never sharing PPE such as gloves, safety glasses or respiratory protection.

**University Vehicle Cleaning Protocol**

- o All commonly touched surfaces used to access and control the vehicle must be cleaned upon returning to work location and/or prior to checking a vehicle back into the vehicle pool. Common surfaces include, but are not limited to those shown in the following pictures:



**Be sure to wash your hands with soap and water for at least twenty-seconds after completing the cleaning process.**

The Centers for Disease Control has a [list of approved disinfectants](#) against viruses, including COVID-19.

Other Equipment Cleaning Protocols (document as appropriate)

## **Training and Communication**

Employees must review the available training materials and Worksite Specific Safety Plan as part of returning to work and resuming operations. The WSSP Training Record Form is used to document completed training.

## **Know How COVID-19 Spreads**

- The best way to prevent illness is to avoid being exposed to the virus.
- The virus is thought to spread mainly through person-to-person contact such as:
  - Between people who are at a distance of 6 feet — or 2 meters — or less for a cumulative/combined total of at least 15 minutes over a period of 24 hours.

- Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people nearby or can be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

## Know the Symptoms and Self-Monitor

People with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe.

According to CDC, [symptoms may appear anywhere from 2 to 14 days following exposure to the virus](#). People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

These are the most common symptoms; other less common symptoms also have been reported.

**If you or someone you live with are exhibiting any of these symptoms or have been diagnosed with COVID-19, do not report to work. Seek appropriate medical care as needed and inform your supervisor or the responsible person as soon as possible.**

Look for **emergency warning signs**<sup>1</sup> for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

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<sup>1</sup> This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

## **COVID-19 Case Investigations**

Self-monitoring, screening, rapid identification of COVID-positive individuals and effective contact tracing are critical to mitigating COVID-19. The following measures will be used to support COVID-case investigations.

- Require employees to conduct "[Daily COVID-19 Screening](#)" prior to reporting to campus.
- Quickly identify employees with COVID-like symptoms for further isolation guidance and medical evaluation including testing if appropriate.
- Follow UC Santa Barbara COVID-19 Flow Chart (attached below).
- Contact COVID-19 Hotline at [ucsb.edu/COVID-19-information/reporting](https://ucsb.edu/COVID-19-information/reporting) or (805) 893-3113 to report a confirmed/suspected case.
- Require employees to report any known exposure to COVID-19.

Questions related to COVID-19 case investigations should be directed to supervisors or the WSSP Responsible Person.

## **COVID-19 Reporting Protocol and Flowchart: Protocol for Staff, Faculty and Students Who are Confirmed to Have COVID-19**

### **Individuals**

- Staff and faculty members should immediately alert their supervisor or faculty advisor. They also should report their positive case on the [Reporting COVID-19](#) page or by calling or (805) 893-3113.
- Students should contact [Student Health](#) or call (805) 893-7129 to speak with the advice nurse or receive additional information.
- Provide Campus COVID-19 Response Team with data needed for contact tracing, including the date of testing and the date any symptoms began.
- Follow medical advice regarding treatment and isolation.
- Do not return to work or other campus activities until cleared to do so.

### **Supervisor/Faculty Advisor**

- Immediately alert the appropriate department staff and Building Point of Contact, maintaining confidentiality to the greatest extent possible.
- Report case on the [Reporting COVID-19](#) page or by calling or by calling (805) 893-3113. The Campus COVID-19 Response Team will identify any close contacts who may need to quarantine and assist with any necessary communications.

- Gather information about potential close contact that may have occurred between the affected individual and others in the 48 hours prior to start of symptoms or positive COVID-19 test result, and last date, time and place the individual was on campus.
- Close or restrict access to impacted area(s) and work with EHS to develop a cleaning and restoration plan.
- Work with the Building Point of Contact to post signage alerting users of restricted areas, closures and exposure investigation.

## **Building Point of Contact**

### *Immediate Response*

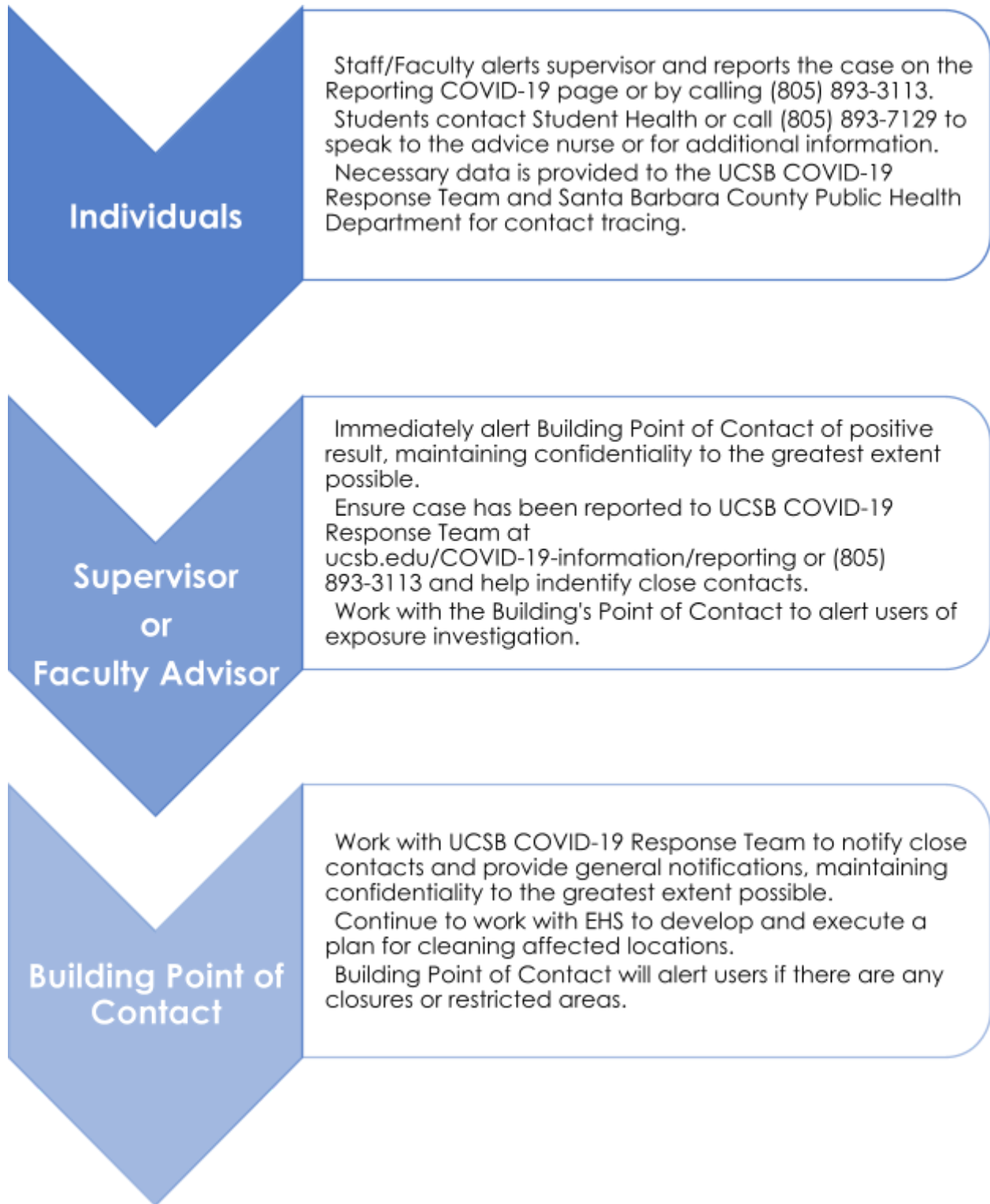
- Report case to the Campus COVID-19 Response Team using the [Reporting COVID-19](#) page or by calling (805) 893-3113. The Campus COVID-19 Response Team will identify any close contacts who may need to quarantine and assist with any necessary communications.
- In collaboration with the COVID-19 Response Team, determine which individuals should be deemed "close contacts" for other general notification purposes. Schedules and door records associated with the affected individual may be helpful.
- Provide information on [options for COVID-19 testing](#) to concerned individuals.
- Provide updates as appropriate via email while making all efforts to protect the confidentiality of the affected individual.

### *Continuing Response*

- Review all activities of individuals, supervisors and building staff to ensure compliance with infection control protocols.
- Update Standard Operating Procedures and training protocols as needed.
- Report schedule for reopening to Building Point of Contact, who will coordinate scheduling with users.



## Reporting Flow Chart





## **Specific Responsibilities**

### **Supervisor or Administrator:**

- Gathers information regarding person who tested positive for COVID-19:
  - Name, birthdate, email address and contact phone number
  - Role on campus — faculty, staff or student worker
  - Workplace details
  - Date of COVID-19 positive test result
  - Type of COVID-19 test (if known)
  - Date symptoms started
  - Last date/time/place on campus
  - Identify buildings from when last on campus
- List of who has been notified by individual and supervisor or administrator

### **Building Point of Contact:**

- Pulls Qualtrics data for person who tested positive for COVID-19:
  - Impacted areas.
  - Entire Building (if available)
- Communicates relevant details/updates to faculty, staff, managers and building occupants/users.
- Communicates information to group members and external users.

### **Department Head (or designee)**

- Relays information to UCSB COVID-19 Response Team. Gathers and submits:
  - All information above
  - Notification dates and times
  - Documentation of significant actions (meetings, planned facility shutdowns, etc.)
  - Contact information for all individuals who may have been impacted from
  - Building Attestation Forms

## Specific Contact Information

<i>Primary Building Point of Contact</i>	<i>Email</i>	<i>Phone</i>
Carolyn Sheehan	<a href="mailto:csheehan@ucsb.edu">csheehan@ucsb.edu</a>	619-540-3582
<i>Secondary Building Point of Contact</i>	<i>Email</i>	<i>Phone</i>
Kim Taylor	<a href="mailto:Kim.taylor@ucsb.edu">Kim.taylor@ucsb.edu</a>	805-893-3725
<i>Department Head</i>	<i>Email</i>	<i>Phone</i>
Gretchen Hofmann	hofmann@ucsb.edu	805-893-6175
<i>Department Head Designee</i>	<i>Email</i>	<i>Phone</i>

## COVID-19 Reporting Roles and Resources

### Santa Barbara County Public Health Department (SBCPHD)

- Takes into consideration issues such as:
  - Whether personal protective equipment was being used
  - Type of location, length of exposure, physical distancing, use of PPE
  - Community prevalence of disease
  - Any other associated positive cases when they make their determinations
- All criteria used varies with each situation
- SBCPHD has the responsibility for contact tracing.

### UCSB COVID-19 Response Team

- Contacts SBCPHD and provides any information necessary to make their determinations; serves as the liaison between SBCPHD and affected department.
- UC Santa Barbara follows guidelines and determinations of the SBCPHD
  - If SBCPHD directs the University to obtain more testing, the COVID-19 Response Team:
    - Helps the faculty, staff and students obtain that testing
    - Acts on any further positive results
- Helps the Department notify the staff/students that may have been exposed
- Confidentially notifies Chancellor's Office and campus leadership as appropriate

### Centers for Disease Control Standard of Cleaning if Someone Tests Positive for COVID-19

- Close off affected areas used by the person who tested positive
- Open outside doors and windows to increase air circulation in area if possible
- Wait at least 24 hours before cleaning area

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- Clean all areas used by infected personnel, such as offices, bathrooms, common areas, and all shared equipment such as tablets, touch screens, keyboards, remote controls, etc.
- Vacuum space if needed using high-efficiency particulate air (HEPA) filter
  - o Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum
  - o Consider temporarily turning off room fans and central HVAC system that services room or space, so that particles that escape from vacuuming will not circulate throughout building

## Sources

["Cal/OSHA and Statewide Industry Guidance on COVID-19."](#) Cal/OSHA. Retrieved 2020-07-12

["Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)"](#), May 2020." CDC. Retrieved 2020-07-12

["California Department of Public Health: COVID-19 Employer Playbook – Returning to Work \(Pages 14-17\)"](#), Updated 2020-07-28

## SUBMIT WITH WSSP FOR APPROVAL

DEPARTMENT			
	FIRST NAME	LAST NAME	DATE WSSP SIGNED
1			
2			
3			

## Worksite Specific Safety Plan Training Record Form

**Employee: Submit this signed page to your department.**

**Department: Retain signed copies locally as the official record holder.**

Prior to resuming operations and returning to work, all personnel must:

- Review the UC Santa Barbara COVID-19 Returning to Work Training e-course
- Read and Review the Worksite Specific Safety Plan (WSSP)
- Receive job-specific or task-specific COVID-19 prevention training as needed

Once the noted Learning Activity or noted job or task specific COVID-19 prevention training has been completed, the training record form should be initiated, dated and returned to the supervisor or the WSSP Responsible Person.

Initial	Date	Learning Activity
		Review UC Santa Barbara COVID-19 Returning to Work Training e-course
		Read and Review the Worksite Specific Safety Plan

Initial	Date	Job or Task Specific Training

By signing this document, I acknowledge that I have received training regarding the above items. I understand that it is my responsibility to follow the Worksite Specific Safety Plan and to implement measures that mitigate the potential of a COVID-19 outbreak.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note: Department is the official record holder. Retain/file local department copy.**