

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

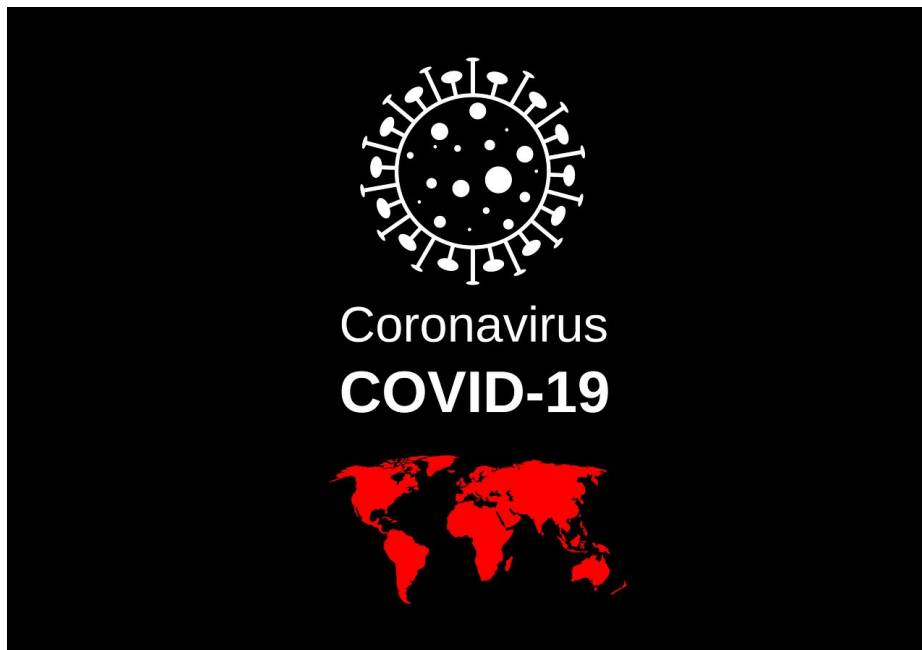


*(Revised 6/15/2020)*

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## GUIDING PRINCIPLES

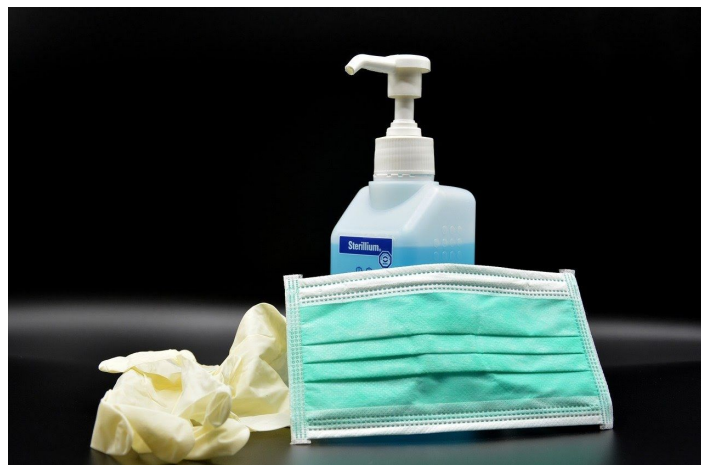
Berkeley's response to the COVID-19 pandemic seeks to protect the health of our community, while continuing our vital missions of teaching, research and public service. Berkeley's plans will be aligned and consistent with local orders and ordinances of the City of Berkeley and Alameda County, as well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

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. 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

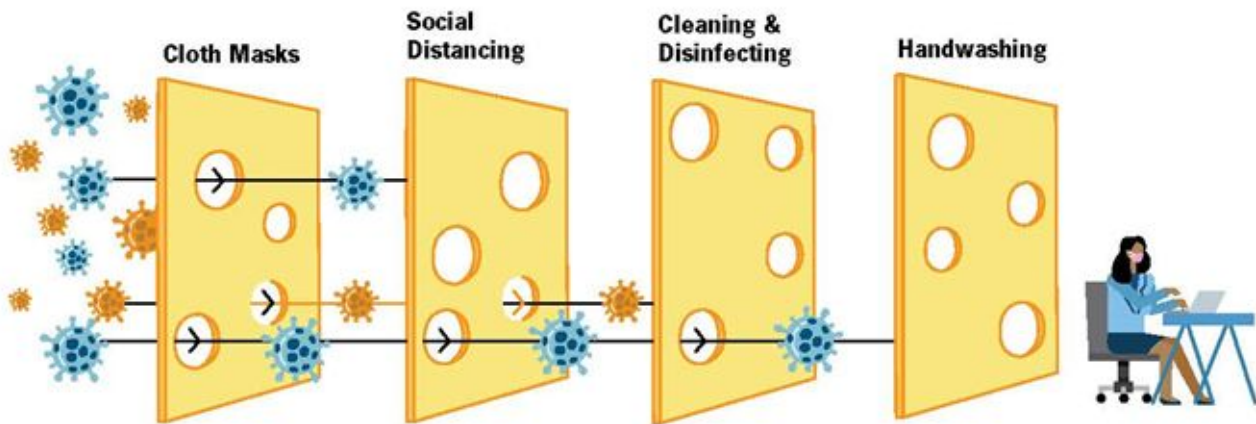
It is recognized that COVID-19 creates stress from fear of becoming ill, loved ones becoming ill, financial insecurity, and its impact on our normal routines, including having to practice social distancing. We want, therefore, to make sure that all employees are aware of UC's support resources:

**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, the less likely your activities will contribute to the spread of COVID-19:

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.
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, the risk of COVID-19 transmission is significantly reduced.

## 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. 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 offices and workspaces and other 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..

## Phased Occupancy of Campus Buildings

UC Berkeley will phase in a return of employees over time in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment), and a capacity to clean and disinfect, and to screen for COVID-19. Screening will include self-reporting of symptoms and/or testing for the COVID-19 virus.

UC Berkeley will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and the necessity to access on-site resources. These decisions, once approved, will be communicated through your respective Dean or Vice Chancellor.

The need to reduce the number of people on campus (density) to meet physical distancing requirements will continue for some time. Increasing on-site staffing will be tightly 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 instructed 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. Your Cal ID card/badge is required for entry to all buildings. Do not hold or prop open exterior doors for any other person.

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. These measures will include such things as limiting access to the building to certain entrances, designating traffic flow throughout the building to create physical separation, indicating waiting areas outside restrooms and elevators and, where possible, creating physical distance between seats in classrooms. All occupants of the building will be expected to comply with the 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.

If you have been instructed 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 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.

If you work in an office, no more than one person should be in the same office unless the required six feet of distancing can be consistently maintained. 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 workplace hazard assessments.

### **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 Research Operations & Continuity Planning](#) for details.

### **Using Restrooms**

Use of 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. 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

### **Meetings**

Convening in groups increases the risk of viral transmission. Meetings should be held using the extensive range of available collaboration online tools (e.g., Zoom, Google Hangouts, etc.). Conference calls by telephone also are a good option.

In-person meetings must be limited to **two people per room** (office or meeting room) unless signage on the meeting room indicates it is approved for greater occupancy. In addition, meetings should only take place if (1) individuals can maintain six feet of separation and (2) all participants in the meeting are wearing a mask/face covering. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Google Hangouts, telephone, etc.). It is a best practice for all meeting attendees to join a meeting using one of these collaboration tools if one attendee is using it.

### **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.

## 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.



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 can schedule partial staffing on alternating weeks (preferred to reduce the amount of cleaning/disinfecting required) or days. 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

Employees who return to the workplace, ***even if just to make a quick visit to pick something up from an office***, must conduct symptom monitoring every day before reporting to work and receive clearance from the University prior to work. You must be free of ANY symptoms potentially related to COVID-19 or have been evaluated and cleared by your medical provider to be eligible to report to work.

At this time, symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell



All employees should monitor symptom onset daily to lessen the community spread of COVID-19. If you have questions about your exposure, have a recorded temperature of greater than 100.4 degrees, or have any of the listed symptoms, you should contact your medical provider for an assessment and COVID-19 testing.

- 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. You can also call Occupational Health as above for testing if advised by your primary care clinician.
- Notify Occupational Health ((510) 332-7192) in the event of a positive test result.

You should self-isolate and maintain at least six feet of distance from others until cleared by your medical provider to return to work. Any employees that return to work following an illness should promptly report any recurrence of symptoms.

In addition to getting clearance from your medical provider, employees who are ill with fever or acute respiratory symptoms should not return to work until both of the following occur:

- At least three full days have passed with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
- At least 10 days have passed since the symptoms first appeared.

If an employee is confirmed to have COVID-19 infection, employees should be informed of their possible exposure to COVID-19 in the workplace 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
- 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.

## **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. As students return to campus in the fall, they will also be 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 and dispose. Use your elbow, not your hands.



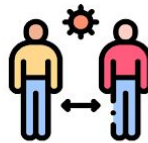
## AVOID

**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. Take your temperature & log any symptoms twice a day in the AM & PM.



## IF CHANGE OCCURS

If you have a fever of 100.4 or greater and/or develop symptoms, stay home & 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. **Face coverings are not, however, a substitute for adequate distancing.** 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.). The appropriate use of face masks or coverings is critical in reducing risks to others near you. You could spread COVID-19 to others even if you do not feel sick.

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 all employees at the campus Hazardous Materials Facility from 9–3 on Mondays, Wednesdays, and Fridays and at other locations. You must show your Cal ID to pick up your cloth face coverings. For more information about PPE, how to use it and the other locations to pick up cloth face coverings, go to <https://ehs.berkeley.edu/ppe>.

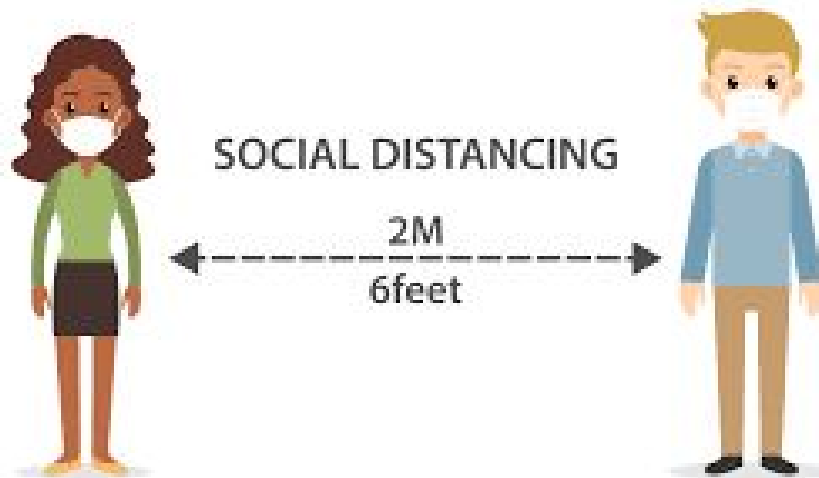
**Gloves.** According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Healthcare workers and others in high-risk areas should use gloves as part of their PPE (Personal Protective 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. Facilities Services 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 follow the manufacturer's instructions, such as those pertaining to concentration, contact time, and 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/>

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)

## EMPLOYEE ACKNOWLEDGEMENT AND ATTESTATION

All employees must complete this acknowledgement and attestation to help us minimize the spread of COVID-19 on campus. **Should you choose not to complete this requirement, you are not allowed on campus 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 for proper airflow to reduce the possibility of airborne transmission of the virus; and
- Building occupancy management to reduce density and facilitate physical distancing

1. I have read UC Berkeley's COVID-19 Health and Safety Guide for Returning to the Workplace and commit to following the guidelines to fulfill my responsibility for protecting the health of our community.

2. I understand that I must complete the online training: [UC Berkeley Guidelines on Protecting Workers from COVID-19](#).

3. I will check my temperature daily and stay home if my temperature is higher than 100.4 degrees.

4. I will stay home if I have any of the following:

- Fever
- Chills or shivers
- Muscle pains or aches (not due to exercise)
- Cough (worse than usual if you have a daily cough)
- Shortness of breath or trouble breathing
- Headache (worse than usual if you have headaches)
- Scratchy or painful sore throat
- New loss of taste and smell
- 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

- A member of my household has a confirmed COVID-19 infection or I have been in close contact with someone who had a confirmed COVID-19 infection.

5. I will practice good hand-washing hygiene (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, and utilize hand sanitizer if hand washing facilities are not available.
6. I will practice physical/social distancing (6 ft.) on and off campus, when on University business.
7. I will stay home if I have been exposed to anyone suspected to have COVID-19 or confirmed to have COVID-19.
8. I will wear a face covering at all times, both inside and outside, when working on-site. (This excludes a personal office when alone as well while eating or drinking).

**I acknowledge and agree to the previous requirements 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 \_\_\_\_\_

