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| **UC Davis RMI Public Spaces Standard Operating Procedure**  **COVID-19 Safety Plan**  Version 1 - May 07, 2020 | |
| Area: UC Davis RMI Building Complex Public Access Areas | |
| Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Safety Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Health Considerations**   If you feel unwell for any reason, especially if you are exhibiting any symptom of COVID-19, notify your supervisor and/or Department Safety Coordinator (Lucy Joseph or Vanessa Lieberman) and do not come to work or leave immediately if you are at work. Contact your physician and follow quarantine guidelines as appropriate.   1. **Safety equipment**  * Face coverings * Disinfectant wipes * Spray bottles of disinfectant dispersed throughout the buildings * Paper towel dispensers at appropriate locations * Gloves in mailroom   **3. Disinfectant chemicals**   * 70% ethanol or isopropanol * Other agents can be found at  [htt**ps://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2**](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)   **4. Physical distancing**   * Personnel are only permitted to enter the RMI buildings to work on **approved projects** or to **maintain critical infrastructure** after **signing this SOP** and sending it to their supervisor via email. * S**tagger occupancy** and work outside of 9.00 am – 5.00 pm as needed to maintain safe physical distancing; however, do not work alone when tired or performing potentially hazardous procedures * Use of an online scheduler is recommended to avoid overcrowding in spaces and is a valuable tool when tracing contacts should there be a potential case of COVID-19.   + **Stay at least 6 feet apart** from any other person, including when passing in a hallway, in the bathroom, or in work area. Wait for a person to move away if you need to pass but cannot keep 6 feet away.   + **1 person maximum in offices and small spaces.** *If you want to enter an office, visually check through the glass window to see if the room is empty before entering, if possible. If not possible, knock, but only enter if there is no**verbal response. Do not enter an office to ask questions, instead use electronic media such as Slack or e-mail.* * **Do not congregate in break areas.** Observe maximum occupancy signs posted in break areas. Consider eating outside while practicing appropriate distancing.   **5. Movement in, out, and around the RMI Building Complex**.  In order to maximize safety for everyone in the RMI, take the following precautions when starting and when ending work:   * Follow all posted signage regarding use of a space and what procedures are to be followed * Use the push buttons to open doors rather than bare hands. * Carry a paper towel to use as a barrier when opening doors * Avoid touching support rails in stairways. * One person at a time in elevators. * Before using any computer keyboard other than your personal computer, wipe with disinfectant. * Equipment (e.g. microwaves ovens, coffee machines) should be cleaned before and after use. * If you have to use equipment in another facility or a common equipment room, coordinate your visit with others first and maintain social distancing guidelines. * Any package that enters the building should be handled with gloves and disinfected by spraying with 70% ethanol or isopropyl alcohol. * Ensure doors to the bathrooms are kept open by doorstops when not in use and closed when in use. * The RMI buildings will remain locked to prevent unauthorized entry and theft. Ensure that nobody else enters the RMI buildings when you exit or enter to maintain security.   **6. General guidelines for working**   * Minimize work locations to prevent potential virus spread. * Wash your hands with soap and water for ≥20 seconds whenever leaving a space and moving to a new space or leaving the building. * Avoid touching your eyes, nose, or mouth. * As required by health guidelines, wear a face covering while in the public areas of the RMI Complex. * Practice proper respiratory etiquette, including covering coughs and sneezes.   + Cover your mouth and nose with a tissue when you cough or sneeze.   + Put your used tissue in a waste basket.   + If you don’t have a tissue, cough or sneeze into your upper sleeve, not your hands.   + Wash your hands. Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean your hands. * Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. * Cleaning guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>   **7. Maintenance of supplies**  If any safety supplies are close to depleted or missing, inform your supervisor or a Safety Coordinator.  **8. Disposal of waste**  Wipes used for disinfecting, paper towels, and disposal face coverings should be discarded into a trash bin for disposal.  **9. Problems and non-compliance**  Communicate any concerns or possible breaches of safety procedures to your supervisor and/or a Safety Coordinator. Concerns can be communicated confidentially or anonymously to any of the above. Please provide sufficient detail so remedial action can be taken. Egregious or repeated failures to follow this safety SOP and endangering the health of others will result in the offending individual(s) being denied entry to the RMI building complex.  Read and agree to follow these guidelines.  Name:.…………………………………………………………………….  Signed:…………………………………………………………………….. Date: ………………………………………………… | |