Guide for Returning to the Workplace

July 1, 2020
This guide is intended to prepare faculty and staff for a return to campus following the COVID-19 campus closure that began in March 2020. The risk of transmission of the COVID-19 virus continues to pose health and safety concerns. However, there are actions that institutions and individuals can take to lower the risk of COVID-19 exposure and spread. This document describes the personal prevention practices we will ask of you, and the environmental protection practices we will provide for you, as you return to the campus.
The College is committed to establishing a dynamic campus environment that enables faculty, students and staff to advance the College’s mission, further their educational and professional goals, pursue personal achievements, and forge and sustain bonds of affiliation with each other and the institution; the way we do this must be consistent with applicable State and Local Public Health Department (“Public Health”) orders and the advice of experts.

While the elimination of risk is not possible, the College will implement COVID-19 practices based on scientific evidence and Public Health guidance in order to best mitigate the spread of COVID-19. The College will adopt and adapt rules, policies or practices related to physical distancing, universal face covering, cleaning practices, and other mitigation measures to the extent necessary and appropriate based on scientific and Public Health data.

The College will address individual challenges arising from the COVID-19 pandemic on a case-by-case basis, in recognition that past practice and current policy may not fully meet current institutional needs.

The College will remain flexible in its response to the COVID-19 pandemic and will adjust rapidly to changes in conditions. This includes tightening or loosening guidelines as needed.
Workforce Expectations

In order to adequately respond to the COVID-19 pandemic, the College has adjusted its policies, procedures and regulations, many of which are outlined in this Guide. All employees are expected to comply with these updated guidelines, and to contact their supervisor or Human Resources if they have any questions or concerns regarding compliance. Enforcement will be consistent with the principles outlined above and will be sensitive to the challenges with adjusting rapidly to a new work environment; however, failure to comply may result in corrective action.

Who, When, and How?

Human Resources will work with Department Heads to identify positions that will be required to be on campus, either full-time or on certain days, and in alignment with the principles outlined above. Human Resources will be available to help resolve issues and, among other things, will engage in the reasonable accommodation process under the Americans with Disabilities Act (“ADA”) where appropriate.

We will continue to follow reopening guidelines from the City of San Francisco and do not anticipate a significant increase in on campus operations until August. We anticipate a phased approach to increasing on campus activities in order to assess and adjust our protocols related to provisioning personal protective equipment (“PPE”) and providing enhanced disinfection of campus facilities.

No employees should resume working on campus prior to receiving approval from their supervisor. Employees are permitted to return to campus for short periods of time to retrieve belongings, pick up mail, or conduct other physical business that cannot be completed virtually. It is imperative that the resumption of on-campus activities be coordinated. Not only will we be managing the changes related to COVID-19, but we are also coordinating the opening of our new building at 333 Golden Gate, and many offices have already moved.
Will the College Allow Alternative Work Schedules?

For employees that will be working on campus, Department Heads will be encouraged to evaluate alternatives to a normal work schedule in order to address some of the concerns employees have about returning to work. Such alternatives may include:

- Staggering schedules to avoid the peak rush hour times;
- Alternating staffing and rotating duties among team members to reduce staff overlap on campus; and
- Shifting expectations around turn-around times to reduce the need for constant on-campus presence.

All alternative arrangements must be made consistent with applicable collective bargaining agreements. Contact Human Resources to discuss prior to implementing alternative schedules.

Individual Circumstances and Concerns

The CDC has identified certain underlying health conditions and other factors that may put individuals at risk for more serious illness related to COVID-19 infection.

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that may place them at higher risk, those who are pregnant, or those who wish to seek reasonable accommodations for any other qualified reason should consult with their supervisor or Human Resources in order to engage in the interactive 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 Human Resources to resolve the issue.
What do I need to know?

There are a number of things the College is requiring in order to protect the health and safety of our community. Outlined below are some of the major changes; however, this list is not exhaustive. All employees are expected to follow these and any other instructions provided by the Operations Department and Human Resources.

Staying Home When Sick

Employees must stay home when sick whether it be because they tested positive for COVID-19 or because they have other symptoms of illness. Staying home while sick is critically important to stop the spread of COVID-19. It also ensures we manage understandable fear in the community of seeing individuals exhibiting symptoms of illness.

Symptoms Monitoring

All staff who have been instructed or allowed to return to campus must complete a symptoms monitoring questionnaire, (also available on the Hastings Safe App), each day they come to campus, prior to entry. We suggest scheduling a calendar event as a reminder to complete the questionnaire from home on each day you plan to be on campus. Employees who do not have internet access should contact Human Resources to make other arrangements. If, upon completing the questionnaire, the results indicate you should stay home, you should immediately notify your supervisor. You will be required to remain off campus until cleared to return to work. Depending on your job functions and the severity of your symptoms, you may be allowed to work from home until you are cleared to return to campus.
Confirmed Case Protocol

The College has a protocol to follow when an employee is confirmed or is believed to have COVID-19, as well as when they have had close contact with someone confirmed or believed to have COVID-19. The Centers for Disease Control and Prevention ("CDC") defines close contact as being within 6-feet of an individual for more than 15 minutes.

Employees who have COVID-19, believe they have COVID-19, or have had close contact with someone who does, must notify their supervisor or Human Resources, immediately. If you are a supervisor of an employee who has informed you they have/believe that they have COVID-19 or have been in close contact with someone who does, you must notify Human Resources immediately. Such employees will be required to self-isolate and remain off-campus until cleared to return to campus. The College, working with Public Health, will notify those who have had close contact with the individual to ensure they take proper precautions, including self-isolation and enhanced symptoms monitoring as appropriate.

If there is a COVID-19 diagnosis of an individual who was recently on campus, we will ensure appropriate cleaning and disinfection of the areas including the potential for a short-term or long-term closure of the impacted spaces.

Testing

Neither the CDC nor Public Health have released specific guidance on COVID-19 testing for institutions of higher education. However, both the CDC and Public Health have stated that they do not recommend universal COVID-19 testing, which is testing individuals irrespective of symptoms, and instead recommend daily symptoms assessments, as we are implementing. We intend to follow this or any additional guidance of the CDC or Public Health.

As to testing for antibodies, there is not sufficient evidence to support the efficacy of antibody testing in determining immunity to COVID-19. The CDC and Public Health do not recommend antibody testing for institutions of higher education. We will continue to monitor antibody testing as a potential tool if studies support its use in the future.
Once on campus, all individuals must follow the updated guidelines below to protect their safety and the safety of those around them.

**Face Coverings**

- A face covering is a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose, mouth, and surrounding areas of the lower face. A face covering need not be medical grade such as an N-95 respirator as those remain in short supply and should be reserved for health care workers and first responders.
- Employees must wear a face covering or face mask when arriving at and located within the workplace, except when in a private office or other area that is not shared and not likely to be visited by others without prior warning.
  - Face coverings must be worn in all indoor public spaces including elevators, hallways, reception areas, and shared offices.
  - If someone enters an occupied private office or area and is likely to remain nearby for longer than 15 minutes, all individuals must put on a face covering for the duration of the interaction.
- The College will provide up to five reusable face coverings (one for each weekday) for employees requesting them.
- Employees may also use personal face coverings. The [COVID-19 page on My Hastings](https://my.hastings.edu) has more information about face coverings including how to make them, how to wear them, and how to clean them.
The College will have a limited supply of disposable masks available at the guard booths for those who have forgotten one, as individuals are not permitted entry to the campus without a face covering. This supply of disposable face masks should not replace the employee’s responsibility, per Public Health and College requirements, to arrive at campus wearing a face covering.

- Disposable masks may only be worn for one day and then must be thrown away.
- Wearing a face covering is not a substitute for social distancing as these practices, along with others, work in concert to reduce risk of transmission.

**Anyone who cannot wear a face covering because of a documented disability or medical condition, or because of religious reasons, can seek a reasonable accommodation exempting them from this requirement. Employees should consult with Human Resources to begin the process of requesting an exemption.**
Social Distancing

- Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others even if neither you nor they appear to have symptoms.
- Social distancing requires that you stay at least six feet from other people.
- Facilities will ensure that all work areas have at least six feet of distance between employees and make recommendations to departments about which spaces not to use due to social distancing limitations.
- Managers are expected to model appropriate social distancing and assist with enforcement.
- Please do not congregate in groups or loiter in areas that could get congested such as hallways and stairwells.
Handwashing Hygiene

Wash hands often with soap and water for at least 20 seconds, especially after blowing your nose, sneezing/coughing, or touching your face. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

Gloves

According to the Centers for Disease Control, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands remains the best practice for everyday tasks outside of a healthcare setting.

Coughing & Sneezing Etiquette

If you are in a private setting and do not have your face covering on, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or to use the inside of your elbow (in lieu of your hand) if a tissue is not available. Throw used tissues in the trash. Immediately wash your hands with soap and water or use 60% alcohol hand sanitizer if soap and water are not available.
Adequate Supplies

We will provide adequate supplies to support healthy hygiene behaviors. Such supplies will include soap, hand sanitizer with at least 60% alcohol, disinfectant wipes, paper towels, tissues, as well as a limited supply of face coverings and disposable masks.

If additional healthy hygiene or other supplies are needed, please contact Facilities at facilities@uchastings.edu or, for more urgent matters, contact Security at (415) 565-1414 and they will initiate an immediate Facilities response.

Limiting Occupancy

In order to promote the ability of individuals to practice safe social distancing, we will limit occupancy in buildings and in individual spaces throughout the campus. Specifically, we will limit occupancy in areas including classrooms, meeting rooms, office suites, bathrooms, and areas where people tend to congregate. While the guards will monitor total building occupancy, responsibility for individual spaces remains with those present in the spaces. We will post signage about these occupancy limitations and ask that employees monitor themselves and each other. We also request additional responsibility for occupancy monitoring from department managers in office suites and faculty in classrooms.

Use of Physical Barriers

In locations where social distancing is not possible given the function of the space, we will provide physical barriers in order to facilitate brief interactions in closer proximity. For example, at the guard booths, a physical barrier is necessary because visitors must interact with the guard as the guard reviews their photo identification. Note, however, that a barrier does not replace the need for social distancing in settings where it is possible such as classrooms, the library, offices, and study rooms.
Cleaning & Disinfecting

The College will provide enhanced cleaning and disinfection of all work and common areas in compliance with CDC and Public Health guidelines. Specifically:

- We will disinfect all high-touch areas in common spaces two times per day, or more often depending on frequency of use.
- All cleaning products will meet CDC guidance for use against COVID-19.
- We will provide disinfectant wipes in work areas for employee use.
- Employees should participate in the cleaning/disinfecting process by regularly wiping down commonly used surfaces such as conference tables, desks, doorknobs, and light switches before and after use. Employees should also disinfect their desks and workstations regularly; this is especially important if other individuals have been in or near their workspace.
- If additional cleaning/disinfection materials are needed, please contact Facilities at facilities@uchastings.edu or, for more urgent matters, contact Security at (415) 565-1414 and they will initiate an immediate Facilities response.
Meetings & Events

Group settings increase the risk of viral transmission. Although employee presence on campus will increase with our phased reopening, meetings and events when feasible should continue to be held in whole or in part using virtual collaboration tools such as Teams or Zoom. When in-person meetings and events do occur, all participants should adhere to the six-foot social distancing guidelines, wear face coverings, and ensure room occupancy does not exceed limitations provided by State and local guidelines. Meetings should not include shared food unless absolutely necessary and only then if all food is individually wrapped. Buffet style serving of food is not permitted.

Visitors

In order to limit the number of people on campus, visitors are not permitted on campus if the visit can be achieved virtually. Additionally, no visitor should come to campus if they have any symptoms that may be indications of COVID-19, have returned from travel in the past 14 days, or have been in close contact with anyone diagnosed with or believed to have COVID-19. If a visitor does come to campus, they must abide by all social distancing and related campus protocols including completing a symptoms monitoring questionnaire.
Travel

In order to reduce the spread of COVID-19, the College is significantly limiting work-related travel. All employees are expected to comply with this policy. Any exceptions to this policy must be obtained in advance of travel. Reimbursement for any travel-related expenses will not be permitted if the travel violates this policy. For specific details on the travel policy, including how to request an exception to travel, please visit the COVID-19 page on My Hastings.

Employees who have been traveling and plan to come to campus should contact Human Resources to notify the College of this intention and to receive current information about restrictions. Currently, employees who have been traveling, domestically or internationally, should plan to quarantine for 14 days prior to returning to campus. Faculty planning travel should consult with Academic Dean Morris Ratner.

Use of Shared Objects

We discourage sharing of items that are difficult or unrealistic to clean or disinfect between uses, such as computers, pens, and staplers. If items do require sharing, please ensure that they are disinfected between each use.

Photo Identification Required

In order to secure the campus, all employees must have their UC Hastings Law ID badge while on campus. In the fall, we anticipate having scanners to badge in electronically at the guard booths. Employees must present their badge to the guard at the booth, or the scanner when available, as they enter each building. If you do not have your UC Hastings Law ID badge, you are required to present alternative photo identification to the guard even if they know who you are. We ask your understanding and participation in helping the guards be successful in securing the campus.
Elevators

Occupancy shall be limited in elevators in accordance with posted signs. All riders are required to wear face coverings while riding elevators. We encourage use of stairs by those that are able to use them to reduce elevator wait times.

Restrooms

We will increase disinfection in all public restrooms. Occupancy in restrooms should be limited so as to provide for sufficient space to socially distance; access to stalls and sinks will be limited in order to maintain six feet between users. We will provide disinfectant wipes, tissues, paper towels, soap, and other supplies to ensure healthy hygiene practices.

Hallways

We recognize that there may be challenges avoiding congregation in the hallways during peak times. The academic schedule has been built with this in mind and provides for more time between classes. All staff should attempt to avoid moving around campus during these peak times. For a copy of the schedule of the classes, including break times, please visit the Fall 2020 registration page on My Hastings.
Communal Kitchens

Employees may continue to use their office kitchens while keeping in mind social distancing protocols. However, per CDC guidance, employees should eliminate reusable kitchen items such as flatware, dishes, and cups as well as cleaning tools such as sponges, brushes, and dish towels and replace them with single use items. In the interest of continuing to support sustainable practices, departments may contact Kathryn Cunningham, Operations & Sustainability Coordinator, at cunninghamk@uchastings.edu for sustainability recommendations.

Ventilation Systems

The CDC recommends ensuring ventilation systems are operating properly and maximizing air exchange, which means bringing as much fresh air into the system as possible. Accordingly, the College will test and program all ventilation systems prior to staff returning to campus. Note, however, that 100 McAllister – the Tower – does not have a ventilation system. As such, CDC guidance recommends increasing circulation of air by opening windows and doors when feasible.

Plumbing Systems

Per CDC guidance, the College is taking steps to ensure that all water systems and features are safe to use after the shutdown. This minimizes the risk of Legionnaire’s disease and other diseases associated with water systems.
Signage

In order to promote these protective measures that help to control the spread of COVID-19, we will post informational signs in visible locations. We will also post directions related to space occupancy and where to stand to support social distancing practices. We ask your participation in following the instructions provided.

Behavioral Change & Community Support

It is critical that each member of our community work together to personally uphold these requirements and to call on our colleagues to do the same. We encourage the community to work collectively in creating behavioral change to accomplish these goals and thereby reduce the risk of transmission. When you see someone that is not following College safety guidelines, you are empowered to politely remind them of proper protocol.

Enforcement

While we fully anticipate that our community will rise to the challenge of adhering to these requirements, we must provide a mechanism for enforcement. To that end, all social distancing and related COVID-19 protocols are treated as any other protocol or policy of the institution and subject to the same enforcement channels in the event of violations. Please reach out to Human Resources if you have concerns about enforcement.
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. Here are some available resources to keep in mind:

**Employee Assistance Program**: 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. Contact information is available on the UC Hastings Employee Assistance Program Flyer.

**Other Support**: We also have several resources available to support everything from technology support to how to thrive at home. Additionally, many organizations have resources and support specifically tailored to the current health crisis. Our COVID-19 My Hastings page has a compilation of these internal and external resources.
Who Should I Contact with Questions or Concerns?

This Guide is intended to work in concert with the COVID-19 page on My Hastings, which provides additional information. And, there are bound to be questions and concerns as we navigate a return to on-campus operations and welcome our new class of students to UC Hastings Law. Please do not hesitate to contact the following resources with questions or concerns:

**Human Resources**
Humanresources@uchastings.edu

- Individual employee circumstances
- Child/Dependent-care issue
- Self-isolation and return to work policies and procedures
- Alternative work schedules questions
- Leave and Reasonable Accommodation policies and requests
- Reporting COVID-19 case or possible COVID-19 case
- Requesting to return to campus after traveling
- Compliance questions and concerns
- Policy questions
- Finding resources

**Operations**
Operations@uchastings.edu

- Social distancing guidelines
- Cleaning and disinfecting protocols
- Questions about State or local health regulations

**Facilities**
Facilities@uchastings.edu or (415) 565-4611 for urgent needs

- Request for supplies
- Request for face coverings

**Other Resources**
- [UC Hastings Employee Assistance Program](https://www.ucuschastings.edu/employee-assistance-program)
- [UC Hastings COVID-19 Intranet Page](https://intranet.uchastings.edu)