Campus Ready Plan

Getting Campus Ready Takes All of Us

July 31, 2020
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Campus Ready is a comprehensive plan to prepare campus for the gradual return of research, operations, instruction and other activities in a way that limits the spread of COVID-19. This plan includes the tremendous efforts of several workgroups with representatives from across the university looking at various aspects of preparation, including academic instruction, operations and research.

This dynamic plan will continue to evolve based on information from university, local, state and national public health directives and orders, and it will continue to evolve and adapt based on the latest science surrounding COVID-19 and the collective efforts of our planning teams.

To Get Campus Ready, We Must:
Each Aggie is expected to assume personal responsibility to be Campus Ready to help protect ourselves and others.

**Require essential safe protocols and enforce with disciplinary action.**

Students, staff, academics and visitors must follow a set of personal protection practices to protect themselves and others.

- These protocols apply to anyone on campus, including but not limited to all students, staff, academics, contractors, vendors, suppliers and visitors.
- Protocols include wearing a face covering indoors and outdoors, physical distancing to keep a minimum of six feet apart from people not in your household and hand hygiene.
- Failure to comply with these protocols may result in disciplinary action through Academic Affairs (academic personnel), Human Resources (staff) and Student Affairs (students).
- We will distribute Welcome Kits and use incentives and gifts to recognize behaviors that meet the health and safety expectations.
Establish a comprehensive screening, testing and contact tracing program.

All students, staff, academics and visitors will be required to complete a daily, HIPAA-compliant Symptom Survey prior to entering facilities on campus.

- Individuals who fail the symptom survey are not permitted to enter UC Davis facilities, unless they live in on-campus housing or are otherwise seeking treatment at an on-campus clinic.
- We will invest in the latest testing capabilities and processes with the goal of effectively mitigating the spread of COVID-19. At all times we will align with the current best practices of local, state and national public health officials.
- The campus reporting protocol mandates that all academics, staff and students report a confirmed positive COVID-19 test result or a COVID-positive diagnosis from a physician.
- Academic and staff members reporting COVID-19 symptoms and those identified through contact tracing will be required to contact their primary doctors for further assessment and testing and to abide by local public health orders relating to isolation and quarantine.
- Additional testing protocols may include the proactive testing of roommates, regular screening of our athletic teams, closely monitoring select sites and surveillance testing.
- We are working closely with local public health officials to establish a UC Davis team to support public health efforts with contact tracing.
Acquire, maintain and install critical equipment and supplies to minimize exposure.

UC Davis’ Supply Chain Management will procure and maintain a reserve of critical equipment and supplies for the UC Davis community to help limit the spread of COVID-19 on campus.

- These equipment and supplies include reusable and disposable face coverings, hand sanitizer, disinfection solutions, gloves, face masks and face shields.
- The university also maintains temporary and permanent hand hygiene stations across campus in critical locations and maintains a digital map of locations on its Campus Ready website.

Implement a robust flu vaccination program.

The current COVID-19 pandemic makes vaccination for the upcoming 2020-21 flu season even more critical to help protect the health of our campus community, including students, staff and academics. A reduction in the number of influenza cases preserves valuable healthcare resources to prevent and treat COVID-19.

- All medical insurance providers are required to cover influenza vaccinations. Students with Student Health Insurance Plan (SHIP) can access flu shots at the Student Health and Wellness Center with 100% coverage.
- Clinics will also be held on campus this fall for students, staff and academics who cannot access flu shots through their health providers or insurance. To ensure an adequate supply of influenza vaccines for vulnerable students, we highly encourage staff and academics to access their health care providers for influenza immunizations.
Comply with local, state and national travel rules and restrictions.

Under current UC guidance, all non-essential university international travel is prohibited. In addition, domestic travel, especially by plane, is not recommended by the university until the COVID-19 outbreak has been mitigated.

- Protocols are in place, managed by the UC Davis Travel Security Manager in accordance with UC Policy and advised by recommendations from the Centers for Disease Control and Prevention (CDC) and the U.S. Department of State, to accommodate requests for UC Davis-sponsored international travel.

- Under the current conditions all UC Davis-sponsored international travel plans and itineraries must be submitted to the UC Davis Travel Review Committee for approval. UC Davis-sponsored international travel will only be approved if it is related to life-saving research.

- Students, academics and staff are strongly encouraged to limit personal travel to minimize exposure and limit the spread of COVID-19.

- Upon returning from international travel, per UC guidelines, Aggies are required to self-isolate for 14 days before returning to campus and are expected to exercise personal responsibility to minimize contact within the Davis community during the incubation period.

More information is available at globalaffairs.ucdavis.edu/travel.

Information specific to international students and scholars is available at siss.ucdavis.edu.

Publish HR resources to provide comprehensive guidance for supervisors to support impacted employees.

Human Resources is maintaining online resources for employees and supervisors. HR’s website includes guidance, training and support for:

- Employee leave and job protections
- Remote work
- Temporary work opportunities
- Zoom training
- Catastrophic leave
- Mental health virtual support groups
- Employee hardship fund
- Virtual job fairs

More information is available at hr.ucdavis.edu/coronavirus.
Arrange physical spaces and ramp up disinfection services to reduce risk.

**Require worksite plans for workspaces on campus.**

Each department must create a plan specific to its worksite that meets required health and safety guidelines, including plans to install signage as well as measures to protect employees, prevent crowds from gathering, keep people at least six feet apart, prevent unnecessary contact and increase sanitization.

- All departments will develop an appropriate worksite plan specific to each workspace, submit plans to their dean or vice chancellor, train employees on the plan and frequently evaluate the plan to make adjustments as needed.
- All departments must designate a supervisor, Department Safety Coordinator or other manager to monitor areas, verify people are following personal protection practices and deliver progressive discipline for staff and students who refuse to follow university guidelines.

**De-densify all classrooms as well as campus living and studying spaces.**

Classrooms, libraries, study spaces, living spaces, dining halls, Memorial Union and Activities and Recreation Center will be de-densified to allow for physical distancing, with an enhanced commitment to the health and safety of our campus community.
Redesign classroom and instructional spaces.

For the fall, we still hope to slightly increase in-person teaching and research from its current status, consistent with public health guidance, even as we know that a majority of teaching will need to be remote.

- All classes with enrollments greater than or equal to 50 students will be remote.
- For classes with fewer than 50 students, in-person instruction may be possible. The decision to hold an in-person class will be made by the instructor of record in coordination with department chairs and deans, followed by committee review and approval by the provost.
- We hope to have other options available for offering laboratory-based, studio-based and equipment-based instruction to meet both safety and educational needs.
- Resources will be identified to support academics in both in-person and remote teaching.

Maintain the majority of staff on remote work status.

Work that can be done remotely should continue to be done remotely through the fall quarter. There will be some exceptions consistent with the university’s designation as an essential sector.

Unless there are significant and compelling reasons to bring staff back to campus (e.g., health care and veterinary care workers, managing facilities that remain open, supporting critical research programs, providing hands-on services to employees/students, etc.), then employees should be directed to continue remote work to the fullest extent possible.
Ready buildings, common spaces for activities and establish guidelines for gatherings.

UC Davis is not allowing events or gatherings on our campuses or in our facilities. The guidance from the state indicates that “all gatherings should be postponed or cancelled.”

- We will continue to support events/gatherings that are related to our mission or public health. For example, blood drives and EMT courses are the types of events UC Davis approves on an exception basis.
- There will be some permitted activities, such as lap swimming, which are allowed by Phase 2 and 3 guidance in Yolo or Sacramento County. In these few cases, we are developing protocols that ensure compliance.
- We will provide guidance and policy documents to assist event planners when events and gatherings resume on our campuses and in our facilities.

Publish disinfection protocols and establish cleaning schedules.

Via the Campus Ready website, our Aggie community can find recommended protocols for the sanitization of both office and lab spaces and learn more about Custodial Services cleaning schedules and suggested disinfection protocols.

- Each office or lab occupant is tasked with maintaining the sanitization of their personal worksites with EPA-listed disinfectants on a twice-daily basis.
- During reduced operations, custodial staff focuses on multiple daily sanitizations of common areas including restrooms, lobbies, stairwells, elevators and hallways.
- As lab and office operations ramp up and classes begin, custodial staff will continue to focus on the sanitization of common areas, including classrooms and study spaces.
Provide a residential education to students as part of an enhanced learning environment and co-curricular experience using practices to reduce risk.

Ensure living spaces in residence halls address physical distancing protocols.

Proper physical distancing in residence halls, new cleaning and sanitization protocols, revised room assignment plans—particularly for those with health considerations—and overall enhanced hygiene practices will be enacted.

- The number of residential spaces in residence halls will be reduced per state guidelines for higher education.
- In addition to room assignments, residents will be assigned to specific restrooms, based on the number of residents per facility.
- Common areas, such as community kitchens, game/recreation rooms and computer center, will be governed by Yolo County Public Health gathering guidelines.
- A no-guest policy will be in effect for the duration of the year including bedrooms, common areas and dining commons.
- Elevated sanitization practices will be implemented in accordance with public health guidelines for high-contact areas with hospital-grade disinfectants.

Identify and set aside rooms for isolation and quarantine.

- UC Davis has set aside designated isolation and quarantine spaces, with contingency plans in place should more space be needed.
- Residents with confirmed cases will be isolated for the duration of illness and residents who may have been exposed will be quarantined. Residents in isolation or quarantine will be provided access to medical and/or other care as well as food and essentials.
- Continue collaboration with local apartment owners to share best practices and encourage them to establish isolation and quarantine plans and processes.
Implement a multifaceted approach to minimize risk in dining halls.

- All campus dining commons (DC) and Residential Markets will be open for operation in the fall and will accommodate reduced capacity seating to maintain 6 ft. physical distancing and heightened sanitization practices.
- Face coverings will be required for everyone to enter and while moving about the DC. Face coverings may only be removed while eating.
- Washing hands and/or using hand sanitizer will be required for all individuals entering the DC.
- Residents will be permitted to ‘dine-in’ only at the DC within their assigned areas and as county regulations allow.
- All residential meal plan holders will be able to order to-go meals from any DC, regardless of their assigned DC.
- Service will be limited to residents and university-affiliated voluntary meal plan holders only.
- All self-service and buffet stations within DCs will be eliminated. Silverware will be distributed at cashier check stands when residents swipe in and communal condiments will be replaced with single-use packets.

Establish guidelines and protocols for student organization and group meetings.

Recognizing that the broad and diverse nature of UC Davis’ more than 800 student organizations significantly contributes to the educational experience, we are committed to fostering an environment that supports their activities while prioritizing the health and safety of their members.

To accomplish this we will:

- Provide information for student leaders on new practices, including how to incorporate health and safety guidelines.
- Provide guidelines for on and off-campus events and activities that include social distancing protocols and other safe practices.
- Support the reformatting of activities to maximize safe practices, such as virtual events.

Encourage student leaders to create opportunities for students not on campus to engage with their fellow students.
Extend residence hall move-in process for all students.

A staged return of students into campus housing is planned to de-densify activities ahead of the first day of classes.

- Residence hall move-in will be staggered over multiple days rather than the traditional two days and will be provided a designated time slot to reduce the flow of traffic.
- Each resident will be limited to two guests to assist them with moving into the building

Physical distancing will be implemented in check-in lines and service desks and elevator occupancy will be reduced in accordance with local public health guidance.

Adapt student orientation to minimize risk.

This fall, the university will offer orientation remotely to minimize exposure and ensure the information is accessible to all students, regardless of if they are on campus, off campus or remote.

Reopen campus recreational services with protocols to prevent the spread of COVID-19.

By order of the state, the ARC is closed until further notice. When restrictions are lifted but limitations are still in place, some equipment and building areas may remain offline until safe usage can resume. In addition, face coverings and physical distancing will be required.

Partner across the Davis community to collectively advance safety efforts, particularly for students living and engaging in activities off campus.

The university is working closely with our partners in Yolo County and the City of Davis to align our operations for the greatest impact and benefit. We are working with off-campus housing affiliates to align requirements and ensure compliance with university expectations for health and safety guidelines.

- Partner with the City of Davis, Downtown Davis Business Association and others to promote consistent messaging regarding personal responsibility to achieve public health protection.
- Encourage partner institutions to stringently enforce required protection measures.
Offer a range of instructional options for students and academic professionals.

Offer students robust, on-campus, hybrid and remote options for the Fall 2020 quarter.

UC Davis believes strongly in the benefits to our students of a residential education. We are preparing to resume limited in-person academic and extracurricular activities this fall, using practices based on the best medical and scientific evidence available to reduce risk. Students can choose to enroll only in courses that are being offered remotely.

- We recognize that each student must make their own decision about whether or not to return to campus. Students will be able to choose whether they want to take courses on campus or remotely in the fall.
- In-person courses are carefully reviewed for safety protocols and adherence to public health directives. For remote courses, the Keep Teaching website provides resources to assist instructors in moving their course content online and to support students in their learning.
Create interactive and engaging instruction experiences for students not able to be in residence.

We are prioritizing the safety of all members of our UC Davis community while doing all we can to maintain educational excellence and student success. We are committed to being resilient in the face of disruption and uncertainty, while providing top-quality educational experiences even under these challenging circumstances.

- Recognizing that there will be factors—predictable and unpredictable—outside of our control that will arise during the fall quarter.
- The Keep Teaching program is helping academics redesign their courses as resilient offerings that will be flexible for face-to-face and hybrid delivery.
- Special focus is being given to large lecture, lab intensive, experiential, writing intensive and project/team/design courses.

Plan early for expanded in-person offerings in winter and spring.

As our global community races to find a vaccine, we are confident these challenging conditions are only temporary. In the meantime, we are looking forward to a time when we can return to a more normal experience on campus. To that end, we are planning for expanding in-person offerings as soon as local, state and national public health officials lift restrictions.
Support the most vulnerable members of our campus community.

Establish criteria for assessment of vulnerable populations and a process for accommodating vulnerable individuals.

- Academics and staff will self-assess and self-report their vulnerability level, with appropriate and necessary accommodations made to allow job duties and responsibilities to continue to be performed in a safe manner.

- Human Resources will work with individuals and supervisors on appropriate workplace accommodations, potentially including remote work, alternative work schedules, special PPE and/or physical alterations to work environments.
Establish a protocol for on-campus housing to further protect the most vulnerable people.

Students with health conditions that place them at greater vulnerability to severe illness due to COVID-19 will be offered living accommodations that reduce their risk of contracting the disease.

• Accommodations will include single-occupancy rooms and rooms in which fewer students share a bathroom.
• Additionally, students who have already contracted and recovered from COVID-19 will be asked to self-identify, particularly prior to widespread COVID-19 vaccination, and may be paired as roommates with more vulnerable students.

Optimize academics and staff ability to work remotely through necessary equipment and skills training.

Remote employees will be eligible to obtain necessary home office equipment when required. Human Resources has published resources to help supervisor and employee navigate remote work.

Identify child care options and flexible work schedules to align with K-12 education.

The university recognizes the significant impacts that school closures have on our workforce. We are exploring ways to provide as much flexibility and paid leave options as possible. We are asking supervisors to offer support and assistance to families navigating the challenges of having displaced students learning at home.
Provide consistent and timely communication and clear guidance.

Share the latest information via the Campus Ready website.

CampusReady.ucdavis.edu is our campus and community’s source for the latest information, guidance and answers to the most frequently asked questions.

Create and disseminate engaging and meaningful collateral around the Campus Ready Plan.

The Campus Ready marketing campaign is intended to promote our Aggie values of respect, responsibility and resilience. By asking everyone to be prepared, informed and personally responsible, we can all get back to our campus community quicker. Getting campus ready takes all of us.
Resume on-campus research in phases to allow gradual increase in activities.

The Office of Research, in collaboration with campus leadership and representatives, has published an On-Campus Research Ramp-up Plan following a controlled, phased approach. This plan will be updated to reflect the latest guidance and directives from local, state and national authorities.

- **Phase 1:** Only critical research activities may occur (including COVID-19 research)
- **Phase 2:** Addition of time-sensitive research activities (limited to 33% of research personnel)
- **Phase 3:** Gradual restart of general research activities (limited to 66% of research personnel)
- **Phase 4:** Full return to research operations

Advance our research mission in a safe and responsible way.
Assess and implement safety measures in research labs and facilities.

In order to proceed with activities for a given phase, lab managers must prepare plans and protocols sufficient to mitigate related risks.

The following safety measures to be in effect during restrictions:

• Minimize time on campus to work on activities requiring your presence.
• Maintain at least 6 feet between people while in the lab. Exceptions require use of the appropriate PPE when physical distancing is not possible.
• Use of face coverings when in common areas.
• Procedures to clean and disinfect equipment, contact surfaces and other shared spaces.
• Process to maintain access and track use.
• Lab managers to define supplies needed to maintain safety specific to their operations.
• Applicable signage posted outside and within the lab.

The following checklists have been made available:

• Lab Ramp-Up
• Lab Cleaning and Disinfecting
• Field Work Ramp-Up

Protect the health and safety for those involved in clinical or human subject research

Specific guidance for clinical research has been provided to protect researchers, clinical patients and human research subjects.

• Clinical Phase 1: Observational and clinical research that can be conducted remotely.
• Clinical Phase 2: In-person research with physical distancing or use of appropriate PPE.
• Clinical Phase 3: By exception, in-person research in which research cannot be conducted with distancing or PPE.
• Clinical Phase 4: Full return to clinical research operations.

The plan is available online at research.ucdavis.edu.
Anticipate and plan for contingencies.

Plan extensively for the possibility of an outbreak on campus.

The Campus Ready project workgroups are developing a range of contingency plans based on situations and circumstances that might occur and that may require the university to change operational status.

- UC Davis is taking into careful consideration health care and treatment capabilities, on-campus testing capacities and back-up providers, and available isolation and quarantine capabilities on and around campus.
- Contingency planning is also taking into account what is happening in the surrounding community as well as federal and state guidelines.

Prepare for the possibility of local or state closure orders.

The university is prepared to handle a scenario where the state or county mandates a restriction of on-campus services and operation. During the early stages of the pandemic, the state ordered a shelter in place and county leaders worked closely with the university to help us align our operational status, while caring for students still living on campus.

Utilize protocols for providing timely communications.

The university has protocols in place to communicate with the campus community in an emergency, including WarnMe or Aggie Alert messages. In addition, there are other established channels to circulate information quickly.