



EMPLOYEE GUIDE

University of California, Irvine

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EMPLOYEE GUIDE FOR WORKING WELL™

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INTRODUCTION

After months of working remotely or in a limited on-site capacity, we are now ready to gradually re-engage some campus operations. Not all of us will return to campus at the same time or anytime soon. The need for on-site operations will be thoughtfully determined and will resume gradually, with some areas returning to in-person operations before others. The well-being of our community is at the forefront of our decision-making and we remain committed to high quality instruction, research, healthcare, public service, and being an employer of choice. We also acknowledge that changes occur rapidly in this environment, so we all need to remain flexible and agile. Our return to campus will be guided by public health metrics.

As we ramp up to resume some on-campus operations, we have created new protocols that employees need to be aware of prior to returning to campus. These new protocols also apply to those essential workers who continued their important work on campus throughout the stay-at-home order.

In order to help you prepare for on-site operations, we have created the Working Well™ program to supply you with everything you need to work well. A Working Well™ environment puts the well-being of every individual first. Some aspects of the Working Well™ program will come easily for employees. Some ideas and concepts will be new. This Working Well™ employee guide will provide resources, recommendations, and guidance on how to help employees acclimate and thrive in the new Working Well™ environment.

GUIDING PRINCIPLES

Everyone's well-being on campus is our primary concern. UCI's plans and activities must incorporate precautions to protect the health and safety of our faculty, students, employees, patients, research participants, and visitors. Our guiding principles are:

1. Making Informed Decisions

Our decisions will be founded on public health directives from government agencies and our own public health experts, who may maintain a higher standard.

2. Transitions Will Be Gradual and Thoughtful

Phase-in decisions will be made at the unit or functional level, in coordination with administration, based on the expertise and knowledge of the leadership in those areas.

3. Plans Are Flexible

Understanding that spikes or outbreaks of new infections could occur, all operations will be ready to retreat to more conservative phases if necessary.

4. Our Commitment to Quality Will Not Waver

Whether our activities are remote or on-site, we will provide the superior experience that has become synonymous with UCI for our students, faculty, staff, and community.

PHASED STAFFING

UCI will gradually return employees to on-site work to mitigate potential risks and take reasonable precautions with respect to the workplace we provide to our employees and the communities we serve. No unit or department should increase staffing levels in an office or workspace beyond its current needs to support essential on-site operations without review by its respective senior leadership and approval from the designated campus authority. Once decisions to expand on-site operations in certain areas have been made, your leaders will follow the policies and protocols detailed in the Leader Guide for returning employees to work on campus.

On-site Work Plans: Senior Leaders (deans, vice chancellors, and associate chancellors) shall propose plans for a phased return to on-site work based on business needs (including the necessity to access on-site resources) and the ability to control and manage specific work environments.

Managing Density: The need to manage the number of people on campus to meet physical distancing requirements will continue for some time. Functions that continue to effectively work remotely will likely continue to do so until certain public health milestones are met.

As on-site staffing increases and operations expand, senior leadership will closely monitor and assess the potential spread of the virus and existing policies and procedures to mitigate it.

Staffing Options

Once on-site functions are determined and employees are identified, departments will consider several options to maintain required physical distancing measures and reduce population density within buildings and workspaces. These options include:

Remote Work: A portion of work schedules may include remote work.

Alternating Days: In order to limit the number of individuals on campus and in-person interactions, departments may schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: In order to limit the number of individuals entering/exiting a space at the same time, departments may stagger reporting and departure times within the same facility to reduce traffic in common areas and meet physical distancing requirements. (See Enter/Exit Controls in the “Preparing the Workspace for Working Well™” section for further details).

ACCOMMODATIONS AND NON-DISCRIMINATION

We will review and accommodate employees, where possible, with special needs or requests. On a case-by-case basis, we will engage in an interactive discussion with employees who wish to change where or how they work. Your supervisor should consult with your departmental human resources or academic personnel representative to find a workplace adjustment solution that works for you and for the department. You may also refer to this resource: [Employee Concerns with returning to on-site work](#).

If you need to have a different work arrangement due to a disability or COVID-related reason, contact your departmental human resources or academic personnel representative. Your HR or AP representative will contact a Disability Management Consultant to start the interactive process.

Employees at increased risk whose job functions can be performed remotely will be allowed to continue remote work. According to the CDC, individuals with certain conditions may have an elevated risk for contracting COVID and a higher risk of severe illness. You may review the specific guidance at [CDC](#). Older adults and people of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

Decisions related to the resumption of on-site operations shall be made in accordance with the [UC Non-Discrimination Policy](#).

PREPARING TO RETURN TO THE WORKPLACE

Required “Returning to Campus” Training

You are required to view relevant modules in a training video entitled “Returning to Campus,” which explains what COVID-19 is, how it is transmitted, the steps we’re taking to reduce potential exposure, and what you can do to protect yourself and others. This training is required by Cal/OSHA and the California Department of Public Health. Even if you will continue to work remotely, complete the relevant modules of this training. The video is available through the [UC Learning Center](#) and can be searched for by title using the **Find a Course** function.

Completing the relevant modules of this training does not mean that you may return to work on-site. The training is only one step in the process of preparing for returning to on-site work. Talk to your supervisor about your unit’s plans for a phased return.

Daily Symptom Screening

Working Well™ means taking care of ourselves and our colleagues in the UCI Community.

If you return to work on-site you are required to conduct symptom screening every day before reporting to work. **If you are exhibiting symptoms, you must be evaluated and cleared by the Center for Occupational and Environmental Health (COEH) before reporting to work.**

There are three ways to conduct symptom screening:

1. Respond to the Email

- You will receive a daily email. If you check-in using the smartphone app, you can simply delete the email.

2. Smartphone App

You can also download the check-in app for Apple or Android from your device’s app store by searching ‘Now Mobile.’ The email and the app work exactly in the same manner, so the method of completing the screening is based on your preference.

Once in the Now Mobile app, users will be prompted for UCI’s instance and nickname:

- Instance URL: uci.service-now.com (all lower case)
- Nickname: Production

You should contact the Coronavirus Response Center at 949.824.9918 or covid19@uci.edu if you have any trouble downloading or using the app.

3. Call the Working Well™ Daily Symptom Check Line

- If you do not receive the email, and are unable to use the smartphone app, you must call the Coronavirus Response Center at 949.824.0300 and answer the check-in questions by phone.

Employees will be asked

1. Are you currently experiencing any of the following symptoms. If you have chronic conditions (e.g. migraines) and are experiencing symptoms identical to your usual symptoms, do not report those here.
 - Fever (99F+)
 - Chills
 - Muscle aches
 - Cough (new)
 - Shortness of breath (new)
 - Unexpected fatigue
 - Sore throat
 - Loss of taste or smell
 - Headache
 - Diarrhea, vomiting, or nausea
 - Other cold symptoms
2. Have you been tested for COVID-19 using a nasal, oral, or nasopharyngeal swab in the past 14 days? NOTE: If you have already discussed your test with UCI's Center for Occupational and Environmental Health (COEH) and have been cleared by COEH you should reply NO to this question.
3. Within the past 14 days has anyone you live with had a positive COVID-19 test using a nasal, oral, or nasopharyngeal swab (excluding any contact previously reported in this symptom screening program)? NOTE: If you have already discussed a positive test for someone living in your home with COEH and have been cleared by COEH you should reply NO to this question.
4. Have you been within 6 feet of a COVID-19 infected person for at least 15 minutes within the last 14 days? NOTE: If you have already discussed possible exposure with COEH and have been cleared by COEH you should reply NO to this question.

There are three response options within the symptom screening:

1. **Not scheduled to work on-site:** This option should be used if you are working remotely, are on leave, have approved vacation, have called in sick, or are otherwise not intending to work on-site that day.
2. **No:** This option should be used if you are intending to work on-site, but have self-assessed and have determined that you are not experiencing any of the symptoms listed.

3. Yes – Exhibiting Symptoms: This option should be used if you are experiencing one or more of the symptoms listed. By answering ‘yes,’ you are NOT indicating anything other than that you are experiencing a symptom. A ‘yes’ answer does not mean that you have or do not have COVID-19 or any other possible illness.

If you answer ‘yes,’ the symptom screening will direct you to stay home and to call UCI’s Center for Occupational and Environmental Health (COEH) at 949.824.8685 or coehclinic@hs.uci.edu (Mon.-Fri. 7:00 a.m.–4:00 p.m.). UCI has arranged for COEH medical professionals to speak with any employee exhibiting one or more symptoms to help assess whether further medical intervention is advised. In some cases, COEH may inform employees that they may proceed to work on-site.

Application Data Management

The data collected from the Working Well™ Daily Symptom Check application is stored for thirty (30) days, and is then permanently deleted.

Access to Data

Access to the application data is restricted to a small number of UCI central Human Resources (HR) professionals and UCI Office of Information and Technology (OIT) employees specifically involved in supporting the Working Well™ Daily Symptom Check application. Leaders, managers, supervisors, other HR professionals, and other OIT employees do not have access to the application data. Should this change, you will be notified in advance via email.

Confidentiality

The data collected includes the individual respondent’s name and response selected by day (symptoms, no symptoms, or not working on-site). No personal health information is collected.

Reporting Concerns

If you have concerns regarding the utilization of this application, you should contact your supervisor or equivalent, dean or vice chancellor, and/or Academic Personnel or Human Resources, as appropriate. If you want to make a confidential inquiry, you can contact the UCI Coronavirus Response Center at 949.824.9918 or covid19@uci.edu.

Reporting a COVID-19 Case

1. Do not come to work
2. Inform a supervisor or equivalent
3. Report the case at this website: <https://hr.uci.edu/disaster-relief/report-known-cases.php>

WORKING WELL™ GUIDANCE

Personal COVID-19 Safety Practices

Refer to detailed guidance from EH&S for face covering, physical distancing, and personal hygiene practices at [EH&S Return to Work Resources Page](#). A summary of these practices is below.

All employees returning to on-site work will receive a Working Well™ Welcome Back Kit, containing one branded UCI face covering (reusable, washable), three non branded face coverings (reusable, washable), one branded UCI lanyard, and hand sanitizer. Your unit will also provide disinfecting supplies and additional hand sanitizer for employee use.

Reusable face coverings: Face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. A cloth face covering is not a substitute for physical distancing. Follow proper face covering cleaning requirements and inspect face coverings before usage to ensure the face covering can be worn properly.

Physical Distancing: Keeping space between you and others is one of the best tools to limit exposure to the COVID-19 virus and slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees working on-site should follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If hands are not visibly soiled and not recently in contact with chemicals that should be rinsed off, alcohol-based hand sanitizer can be used to clean hands. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Personal Disinfection: While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Refer to EH&S general cleaning guidance document: [Cleaning Guidance Resources](#). Your unit will provide hand sanitizer and disinfecting supplies. Before starting work, you should wipe down all work areas with [Cleaning Guidance Resources](#). This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

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 hands are not visibly soiled and not recently in contact with chemicals that should be rinsed off, alcohol-based hand sanitizer can be used to clean hands.

Guidance for Specific Workplace Scenarios

Public Transportation/UCI Transit: If you must take public transportation or use UCI Transit, wear a face covering before boarding and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your face covering.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared workspace/room.

Departments are assessing open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and visitors, such as:

- Visual cues such as floor decals, colored tape, or signs to indicate to visitors where they should stand while waiting in line.
- One-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.

If you work in an office, no more than one person should be in the same room unless at least 6 feet of distancing can be consistently maintained. If more than one person is in a room, face coverings should be worn at all times.

Face coverings should be worn by any employee in a reception area. Face coverings should be used when inside any UCI facility where others are present, including walking in narrow hallways where others travel and in break rooms, elevators, conference rooms, restrooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Follow posted elevator occupancy signage regarding capacity during COVID-19. If you are using the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Skype, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders and should ensure individuals can maintain at least 6 feet of separation. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees.

Outdoor meetings, assuming individuals can still maintain at least 6 feet of separation for physical distancing requirements, are also an option.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors 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, Skype, Microsoft Teams, etc.)

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 face covering until you are ready to eat and replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. You are encouraged to take food back to your office area or eat outside when possible and/or when physical distancing is not possible in a breakroom or other common area.

If you are eating in your work environment (breakroom, office, etc.), maintain at least 6 feet of distance between you and others. Individuals should not sit facing one another. Only remove your face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee breakrooms to support physical distancing practices between employees. Wipe all surfaces, including tables, refrigerator handles, coffee machines, etc. after using common areas.

Enter/Exit Control: Departments and building coordinators have identified usable building access points and will coordinate arrival and departure times of employees to reduce congestion during typical “rush hours” of the business day.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access point and at the designated time to limit the number of people entering and exiting buildings at any one time.

Emotional and Mental Well-Being

Mental Health is an important issue for the University, and we remain committed to fostering your physical and emotional well-being. Change is stressful under normal circumstances, and it is an even greater challenge due to the uncertainties of COVID-19. A variety of support resources are available.

Various mental health resources available here: [Mental Health Resources](#)

- **Employee Assistance Program:** EAP is available to offer emotional support. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets, and computers with a camera. You may contact EAP by calling (844) 824-3273.
- **Wellness at UCI:** Visit the [Virtual Self-Care webpage](#) for more information and resources to offer support, manage stress, and enhance your resilience.

WHOM TO CONTACT WITH QUESTIONS OR FEEDBACK

Contact your **local Human Resources** or academic personnel representative with questions. If you have any specific questions related to physical distancing, training, cleaning or safety procedures, please contact EH&S at 949-824-6200 or safety@uci.edu.

UCI is dedicated to helping its community learn more about the SARS-CoV-2 virus, the COVID-19 disease it causes, and how to maintain a healthy lifestyle during this pandemic. You can find this information at the following links:

- [UCI's Working Well Program](#)
- [UCI's COVID-19 Website](#)
- [UCI Health's COVID-19 Website](#)
- [UCI EH&S](#)
- [OC Health Care Agency](#)
- [COVID-19 Cases by County](#)
- [Daily metrics about the public health effects of the pandemic in Orange County](#)
- [Information about California's Roadmap](#)
- [Information about California's Stay at Home order](#)
- [Information from the CDC about SARS-CoV-2](#)