

**UC ANR COVID 19 Telecommute and Limited On-Site Operations Transition Plan
For REC Directors, UCCE County Directors, SI Leaders, Statewide Program Directors
Prepared by the UC ANR COVID 19 Task Force**

3/16/20 12:58 p.m.

As you all know, national, state and local agencies have been implementing various measures to reduce the rate and risk of community spread of COVID-19. Many California counties, businesses and school districts have implemented remote working protocols and six Bay Area counties today issued a [shelter in place](#) order. All UC locations are also implementing protective measures. Last week UC ANR offices in Davis, Berkeley and at the Office of the President in Oakland began implementing telecommute and limited on-site operations protocols. A number of our County Extension offices have also been impacted.

Starting **today, March 16**, all other UC ANR locations and programs will begin moving in phases to telecommuting and limited on-site operations status with the goal of having all functions, events, activities, meetings, etc. either postponed, cancelled or moved to Zoom, and all employees working remotely by **Friday, March 20** (with the exception of designated essential on-site staff/academics). This directive also includes **all volunteer-led youth or adult programming, meetings, or gatherings**.

Important: the guidelines for your County or for a specific UC Campus must be followed if they are more restrictive than that of UC ANR. Please consult your County Director or Campus Dean for more information.

This guidance will stay in effect through close of business on **April 3, 2020 and** may be extended. UC ANR academics and staff will continue to operate on their normal business hours unless otherwise specifically stated.

The goal of this decision is to support all UC ANR employees, volunteers, and our broader communities by [reducing the risk of community spread](#) (see Appendix A) through minimization of face-to-face interactions, reduction in commuting and travel, and an increase in social-distancing. This phased approach reduces risk by immediately reducing the number of people in UC ANR offices, facilities, and activities. This also ensures that those required to remain on-site for any period of time will also be at lower risk.

I. Meetings/Events/Gatherings

Following UC-wide protocols, **all UC ANR-hosted meetings, events and gatherings of any size that are scheduled to take place through April 3, 2020 must be conducted via Zoom, postponed or cancelled.**

This includes all in-person programming, meetings and gatherings - whether led by UC ANR employees or volunteers (e.g., 4-H club or project meetings, Master Gardener workshops, Master Food Preserver classes, and Nutrition Education programs, etc.). County Directors and program staff will need to communicate with their 4-H, MG, MFP participants and volunteer leaders about this guidance and the need to pause in-person programs for the next few weeks in support of state and national efforts to employ social distancing in our communities. For program activity being conducted as part of an agreement (MOU) with a partner agency, inform the partner of the UC ANR directive to restrict in-person activities.

In addition, as of the date of this document distribution, **CDC guidance further extends the date of this directive for UC-hosted in-person meetings or events of 50 participants or more to May 10.**

Note that both dates may be extended. If your county mandates more restrictive guidelines, you must follow your county's directive.

We recognize that this requirement to cancel programs and meetings may result in cancellation of some contracts for meeting space, activities, hotels, etc. This may also affect contract agreements with community partners. Please notify Vice Provost [Mark Lagrimini](#) if you need assistance resolving issues or communicating with partnering agencies.

II. UC ANR Phased Approach to Telecommuting and Limited On-Site Operations

In accordance with UC guidelines, UC ANR will implement a Phased Approach to Telecommuting and Limited On-Site Operations as follows:

- **Group 1:** Staff and Supervisors who are in the [CDC COVID 19 High Risk Populations](#) should work with their supervisors to transition to telecommuting as soon as possible.
- **Group 2:** All staff who are **fully equipped and approved by their Director to work remotely** must telecommute starting **Tuesday, March 17.**
- **Group 3:** Staff who are **not yet equipped to work remotely**, but whose function can be performed remotely when equipment is available, will continue to report to the office until they have been equipped to work from home. Supervisors of these individuals should also continue to report to the office until their team has been fully transitioned. The goal is to move this group to telecommuting by **Friday, March 20.**
- **Group 4:** Staff and Supervisors required for **limited on-site operations** whose work cannot be done remotely will continue to report to work and will have continual access to the office. Staffing levels may be reduced and/or moved to an on-site staff rotation model. Staff with reduced work hours will be eligible for administrative leave according to UC's [Novel Coronavirus 2019 \(COVID-19\) and Paid Leave and Remote Work Provisions](#).
- **Group 5:** Staff and Supervisors who are required to support **limited on-site operations** may be asked to work from home but be available to report to the office/worksites on an as needed basis and will have continual access to the office/worksites.

A standardized worksheet will be sent to each location/program director to help you track employee status and equipment check-out for this remote work-period.

III. REC Research Protocols

The intent of this protocol is to reduce the risk of community spread by minimizing face-to-face interactions; that said, we recognize that certain staff and supervisors will likely be required to be on-site to monitor/perform critical work, for example certain research projects at our RECs. Academics and staff who are needed to perform this work staff should be listed under Group 4 or 5, which will allow them access to the site as required. Directors should work with their researchers to identify and report the critical functions that must continue.

IV. Additional Measures to Increase Social Distancing for On-site Staff

To support staff who are required to be on-site during limited on-site operations, directors may consider staggering shifts and working to create further physical separation between staff where possible (see Group 4 above). In planning for operations with reduced on-site staff, supervisors must consider the safety of work tasks that preclude working alone, and aim to strike a balance between the goals of social distancing and the physical or operational requirements of the work. Supervisors and staff on-site are strongly encouraged to conduct all meetings by phone or Zoom regardless of the number of participants.

In addition, staff should be aware of maintaining the recommended 6 feet of distance to other people during lunch or other breaks and be mindful of contact with hard surfaces in common areas. If you have questions or concerns about a particular issue, please contact [John Fox](#) or [Brian Oatman](#).

V. Access to the Office/Worksite during Telecommute and Limited On-Site Operations

For the safety of all our staff, any staff requiring access to their worksites who are on telecommute status and are not on the approved designated on-site operations staffing list (Group 4 or 5) must notify their site/program director before arriving onsite. Note: access information for the UC ANR building in Davis is different and has been communicated to 2nd Street building staff separately.

We ask that all staff plan to take what they need before starting to telecommute so visits to the office/worksite are minimized.

VI. Equipping Staff to Work Remotely

In order to facilitate effective telecommuting, Directors may authorize UC ANR staff to take UC ANR-owned equipment home during this work-from-home period if needed to fulfill job duties (for example, monitor, docking station, keyboard, mouse, headset, webcam, desktop computer).

- a. Those working on county office equipment and/or networks will need to consult with the responsible county officials before taking any equipment home.
- b. Directors must approve and track any equipment taken home. As mentioned previously, a standardized worksheet will be sent to each location/program director to help track employee status and equipment check-out for this remote work-period.
- c. If an employee has physical limitations in transporting equipment, they should notify their Director who will work to make accommodations.

The UC ANR COVID-19 Task Force will work with location leaders to prioritize the issuance of our limited inventory of laptops and look at other equipment options for supporting telecommuting if there is a shortage of laptops.

Written guidance (Appendix B) will be sent to all ANR employees on [preparing to telecommute](#).

VII. Visitors (including program clientele, volunteers, contractors, consultants, etc.)

All visitors, including program clientele, volunteers, contractors, and consultants should be notified that our UC ANR offices are on telecommute and limited on-site operations status starting March 18 and therefore these groups will not have access to the building/site unless specifically approved in advance by the UC ANR location/site director.

If a location anticipates that any visitors will require access to any UC ANR facility during our telecommute and limited on-site operations status, please submit the following information to the UC ANR location/site director.

- Name
- Company
- Phone number (prefer cell number)
- UC ANR contact
- Dates and times required to be on-site

The primary UC ANR location contact should immediately notify their contractors, consultants, and visitors to inform them of UC ANR's telecommute and limited on-site operations status and wherever possible arrange to conduct business remotely.

VIII. New Hire Protocols

For those units/locations in the middle of a hiring process, UC ANR HR will work with hiring managers to continue the hiring process remotely if/as possible. Onboarding new staff during this telecommute period is likely not ideal. Please contact [Bethanie Brown \(Human Resources\)](#) with any recruiting/staffing questions.

IX. Communications During the Limited Operations/Telecommuting Period

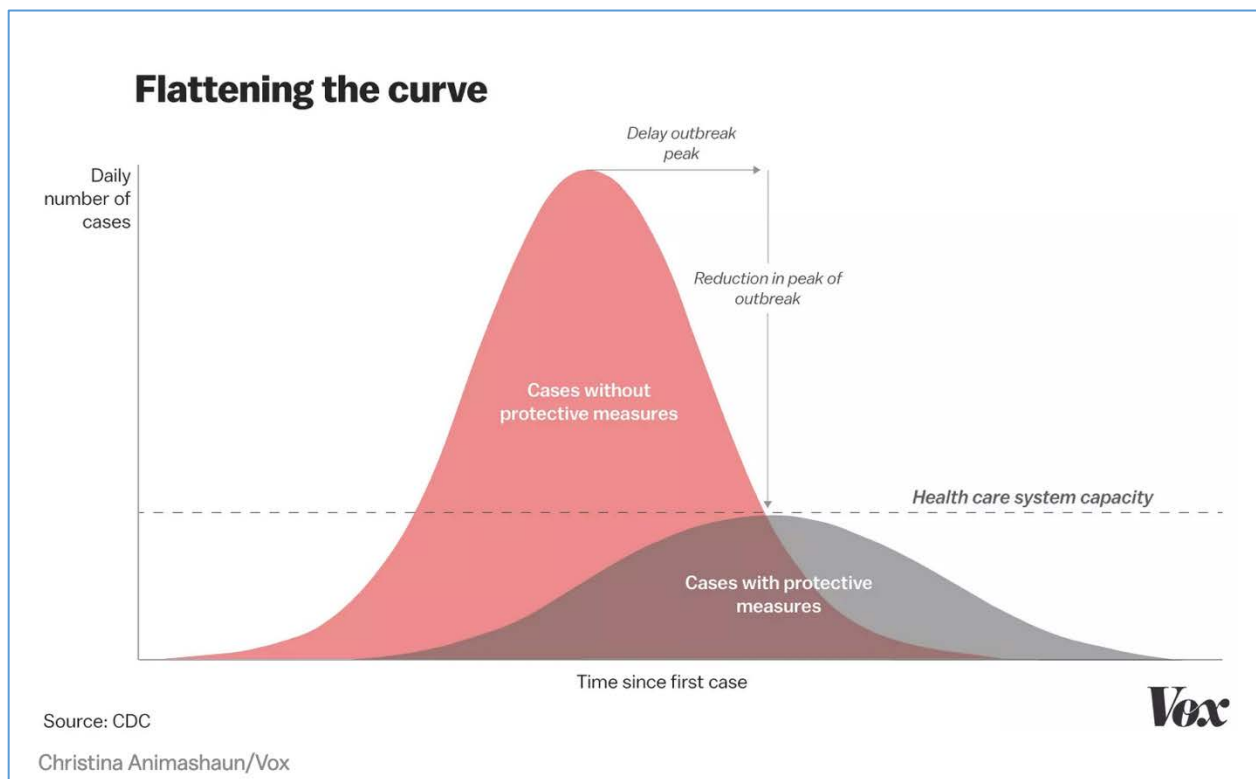
- a. Each Location should develop and distribute an Employee & Key Stakeholder/Volunteer Contact List with phone numbers and email addresses.
- b. It is important that program volunteers and participants feel connected during this time. Ensure that they have contact information and be sure to keep them informed of all status/scheduling changes.
- c. Supervisors and employees are expected to work normal UC ANR business hours (or business hours previously established by each location) and regular email and/or phone contact is expected.
- d. Updates will be posted regularly at <http://ucanr.edu/covid19>. All staff should frequently check this site for the most up to date information; it will show our "work status" and will be updated as the status changes. Communication will also be sent weekly via *ANR Update* or more frequently as needed.
- e. Official Back to Work Protocols are being developed. However, **unless otherwise informed, we are all expected to return to our regular work locations on Monday, April 6th.**
- f. **Formal communication regarding return to work will be sent to all employees by their Directors and via *ANR Update* by COB on Friday, 4/3.**

APPENDIX A: Why social distancing, event cancellations and self-quarantines are necessary

The speed at which the COVID-19 outbreak plays-out matters hugely for its consequences. What epidemiologists fear most is the health care system becoming overwhelmed by a sudden explosion of illness that requires more people to be hospitalized than it can handle. In that scenario, more people will die because there won't be enough hospital beds or ventilators to keep them alive.

A disastrous inundation of hospitals can likely be averted with protective measures — closing schools, canceling mass gatherings, working from home, [self-quarantine](#), [self-isolation](#), avoiding crowds — to keep the virus from spreading fast.

Epidemiologists call this strategy of preventing a huge spike in cases “flattening the curve”:



Flattening the curve means that all the social distancing measures now being deployed aren't so much about preventing illness but rather slowing down the rate at which people get sick.

So even if you're young and healthy, it's your job to follow social distancing measures to avoid spreading it to others and keep the epidemic in slow motion. The more young and healthy people are sick at the same time, the more old people will be sick, and the more pressure there will be on the health care system. Along with social distancing measures, people must stay home if they are feeling unwell and especially if they received a formal COVID-19 diagnosis and [advice to self-isolate](#). That way, the US health care system can focus on the patients who really need it during this outbreak.

Learn more at <https://www.vox.com/2020/3/10/21171481/coronavirus-us-cases-quarantine-cancellation>.

APPENDIX B: How to Prepare for Working Remotely

In order to prepare for effective telecommuting, all staff should review the following guidelines. **Note: these guidelines apply to UC ANR-owned equipment. Some of you may be working on county office equipment and/or networks. You will need to consult with the responsible county officials before taking any equipment home. Please reach out to UC ANR IT via the Zoom Hotline (contact info. below) for assistance if necessary.**

If you have a UC ANR-owned laptop:

1. Take your laptop and your power cord home with you.
2. We strongly recommended that you save all essential work in BOX folders so that you have access to it in the event you temporarily do not have access to your work laptop or VPN. For more information about BOX or for login instructions please see <https://itcatalog.ucdavis.edu/service/box> or contact UCANR IT (help@ucanr.edu)
3. Know how to use [Zoom](#). In order to conduct conference and video-calls, know how to set up a Zoom call, video conference, and use screen sharing as needed. Zoom also has a chat function available to all Zoom users. If you need a tutorial on Zoom, contact UCANR IT (help@ucanr.edu) and refer to [these instructions](#) in order to sign in.
 - o Please note that the Zoom service provider may be overloaded during peak times as many businesses move to remote work. The UCOP ITCS and UC ANR IT team will closely monitor performance and attempt to proactively notify staff of performance issues or outages.
4. If it is necessary to your job function for you to take UC ANR-owned peripherals home to fulfill your job duties:
 - o Please contact your County Office or REC facilities to let the supervisor know what you will be taking so they can log it appropriately.
 - o If you feel you may have any personal physical limitations in transporting peripherals, please notify your supervisor who will work to determine if an accommodation can be met.
 - o Peripherals that may be used at home include:
 - Monitor
 - Keyboard
 - Docking station
 - Mouse
 - Headset
 - Webcam (non-integrated)

If you do not have a UC ANR laptop:

1. **Option 1:** If you don't have a personal computer that you can use for UC ANR related work, please contact your supervisor to issue you a laptop if possible. Note that our inventory of laptops is very limited, and laptops will be issued by criticality of job function.
2. **Option 2:** If you have a personal computer and you are willing to use it for work, you may do so. Please notify your supervisor so that he/she can inform UCANR IT. If you choose to use your personal computer, you are required to follow these guidelines:
 - a. Do not store any work files on your personal computers. All files should be stored on SharePoint or Box.

- b. Do not access or store any Personal Identifiable Information (PII) on your home computer or print this information at home
 - c. Personal computers can be used to access all your UC ANR work through the following tools:
 - i. Use VPN to local network drives (depending on individual counties setup)
 - ii. Outlook Web Access – for email, calendar
 - iii. Zoom – conference and video conference calls. Also use Zoom to make all calls as Jabber is not available on personal computers.
 - iv. Zoom chat function – This function can be used to Instant Message other UCOP employees assuming they have Zoom open to avoid text message data charges if that is a concern.
 - v. Box – to access your Box folders
3. **Option 3:** If you do not have a UC ANR laptop or personal laptop that you are willing to use and there are no loaner laptops available you may be allowed to take your ANR-owned desktop computer home. Please let your supervisor know so that equipment can be logged before taken.

Other IT Services:

1. Printing at home

- a. If you need to print at home and don't have your home printer set up on your UC ANR laptop, you may need to request admin rights to add your printer. Contact UC ANR IT Services.
- b. Printing at home should be limited to only the most important documents that require printing.
- c. UC ANR will not be able to reimburse for toner cartridges for home printers.
- d. Check with your supervisor about taking home printer paper from the county office or REC to print from home. Your supervisor is encouraged to accommodate this request.

2. Bulk Printing

- a. Please contact your supervisor to work with appropriate party to get printing materials where available.

3. UC ANR IT Services Zoom Hotline

- a. For support, an on-going Zoom meeting will be running during business hours (8 a.m.-5 p.m.)
 - i. Phone: 669 900 6833
 - ii. Meeting ID: 908 346 0196
 - iii. Web: <https://UCOP.zoom.us/j/9083460196>

Validate and update your contact and emergency information:

- 1. Please be sure your information is up to date on your County Office or REC contact list, if unsure please contact your supervisor. Please stay in close communication with your team members during this work-remote time.
- 2. In UCPATH, please also validate and update your contact information in UCPATH by:
 - a. Login to UCPATH here: [UCPATH](#)
 - b. Select Employee Actions location on the left side of the screen.
 - c. Select Personal Information.
 - d. Select Personal Information Summary.
 - e. Click on Phone Numbers to view and change numbers, as applicable.
 - f. Click on Emergency Contacts to view and change, as applicable.