



COVID-19 Standard Operating Procedures

Updated: April 19, 2022

PURPOSE: To define and provide staff with protocols and requirements to return to work in-office.

Occupational safety and health professionals use a framework called the "hierarchy of controls" to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.

During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and personal protective equipment (PPE). There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to COVID-19.

UWBA as the employer, supports the hierarchy of controls to minimize staff exposure and endorses best practices for Control Methods to support employee safety. These include:

- Stay home and work remotely.
- Avoid use of shared equipment and spaces.
- Consider if it is necessary to be in-person. UWBA recommends virtual appointments, meetings, site visits, and training by use of web conferencing applications or video calls.
- UWBA Management shall monitor public health communications about COVID-19 recommendations, ensure that workers have access to that information, and collaborate with workers to designate effective means of communicating important COVID-19 information.

I understand the purpose of this policy (Alice, add a space to initial each of these confirmations)

Communications:

- Staff must notify UWBA Human Resources within 24 hours of any household or personal positive cases of COVID-19 (only if they had visited the office in the preceding 10 days)
- UWBA Human Resources will notify affected staff of any positive work-related cases within 24 hours.
- UWBA Human Resources will notify Santa Clara County or San Francisco County when required according to local guidelines.
- UWBA Human Resources/Leadership will communicate changes in protocol within 48 hours.

I understand the communications requirements included in this policy



Staff Training:

- Staff will agree to follow the requirements detailed by signing the standard operating procedures and protocol document.

[I acknowledge that I will sign this SOP and any updated SOP as required](#)

Staff Leave Benefits:

- Staff are allowed up to 80 hours of COVID leave to care for someone with COVID or recover from COVID (expires October 16, 2022).

[I understand that these COVID related hours are provided by the CA and expire on 10/16/2022](#)

In Person Meetings:

- Hosting meetings in a UWBA office is allowed. Number of meeting attendees must follow the building and county capacity guidelines. Masks must be worn, and attendees must practice social distance requirements. Hosts are responsible to ensure their guests are aware of in-office protocols (including vaccination requirements). Guests will follow the honor system on proof of vaccination.
- If this is a UWBA staff-only meeting and all meeting attendees have provided proof of their vaccination, masks are not required per current county guidelines. Masks may continue to be worn at employee's discretion.
- Attending external meetings or site visits is permitted. The UWBA employee must be vaccinated and wear a mask if required, or at their own discretion. Employee is responsible for following the host organization's guidelines and following best practices for preventing exposure. UWBA staff who are not cleared for UWBA in-office work (by submitting vaccination proof to HR) cannot attend in-person external meetings.

[I understand the requirements for hosting UWBA meetings and attending external meetings.](#)

Office Cleaning:

- Building janitorial services will clean common areas daily (after hours).
- Cleaning supplies will be made available in each office (SF and SJ) for staff to use as needed.
- After use of common spaces/hotel area/equipment, staff should clean the surfaces with cleaning supplies provided. Follow posted signage with cleaning guidelines.

[I understand the steps to be taken for keeping the office clean.](#)

Vaccination Requirement:



- To attend in person meetings and/or come into the UWBA offices, you must be fully vaccinated with an FDA-approved COVID-19 vaccine and all eligible boosters (Proof of vaccination and boosters must be provided to HR prior to coming into the office). Employees should continue to upload any updates to their vaccination and booster status. HR will continue to monitor eligibility for coming into the office or attending external meetings.
- Vaccination card information should be uploaded into the Ease benefits portal under “documents.”

I understand that I am to be current with COVID vaccinations and eligible boosters before working in the office or attending off-site work or partner events.

Coming into the UWBA Office

UWBA Office access is determined by local government mandates and individual building management guidelines. At the current time, it is optional for staff to come into the office. This status will be updated as the situation changes for each office location (San Francisco County and Santa Clara County). UWBA will support the hierarchy of controls to minimize staff exposure while at the office.

In order to work in person at UWBA offices, staff must:

- Provide signature of acceptance for in-office working conditions SOP (this document).
- Be fully vaccinated with an FDA-approved COVID-19 vaccine and be current with any booster for which you are eligible (Proof of vaccination/boosters must be provided to HR prior to coming into the office)
- Not be sick or experiencing COVID-19 symptoms.
- Not been diagnosed with or exposed to COVID-19 within preceding 10 days.
- Follow CDC requirements, and San Francisco County or Santa Clara County guidelines, posted at each office.
- Follow the rules of office use detailed below:
 - Engineered Controls. UWBA Facilities will maximize our large space and make effective use of every corner of our office in order to spread out and maintain distance.
 - Reallocation of assigned workspace to enforce appropriate distancing: maximum of three staff per quad area in SF; San Jose – staggered desk use - keep empty cubicle space between workers.
 - Kitchen – no use of the kitchen except for the refrigerator, but staff can use meeting rooms at 50% stated capacity.
 - Follow floor markings and other barrier types to promote distancing.
 - PPE Requirement – The policy for wearing a mask indoors will align with the state, county, and building guidelines, or at employee’s discretion.



- Safe Work Practices
 - Cough and Sneeze Etiquette Procedure – Using your sleeve is an effective way to cover your sneeze or cough with smaller risks of contamination.
 - Proper Hand Hygiene
 - Do not touch your eyes, nose, mouth, or face.
 - Wash hands thoroughly with soap and water for 20-30 seconds.
- Schedule
 - No more than 50% of office capacity is allowed
 - Reserve in-office hours via UWBA Master Calendar (email UWBAMasterCalendar@uwba.org)
- Sign In/Out
 - Upon arrival/departure at the office, sign in/out at front desk providing date and time working in office sign-in sheet has date, name, arrival/departure times, signature, checkboxes for vaccination, symptoms, and exposure/diagnosis.

I understand the requirements for working in any UWBA office.

Any questions or concerns should be directed to: Human Resources

I have read and understood the policies and procedures outlined in this Standard Operating Procedure.

Name: _____

Signature: _____

Date: _____