

Evans Hall General Building Guidelines for Phase 2, 3, 4 Research Ramp-up

Revised April 15, 2021

The purpose of these guidelines is to help us all work together to reopen Evans Hall for research as safely as possible by minimizing unnecessary contact and to eliminate pathways of transmission of the virus. They complement the rules and guidelines set out by the campus and establish some specific rules related to our building and community. They are not exhaustive, so please continue to use common sense and help us work together to provide a safe working environment.

Rules:

- All guidelines set out by the campus must be followed.
- Each department must have SOPs and a density management plan, vetted by the building committee, and approved by the VCR. Research groups organized in close vicinity to each other and on floors with common equipment rooms, break areas, and entryways are strongly encouraged to discuss their restart plans as a group to optimize plans for use of space while minimizing social interactions in common areas and hallways.
- As described in the campus guidelines, we expect that all work that can be done remotely will be done remotely. Come to Evans Hall to do work that must be done in Evans Hall.
- Face coverings must be worn at all times on campus, inside the building and inside all rooms, regardless of whether you are the only person in the room. (You can remove the mask when alone in a private office that is not used by anyone else.)
- Entries and Exits: The **LEVEL 1 EAST** entrance is for "Research" entry only (General Assignment Classroom "Instruction" will use the **LEVEL G SOUTHWEST** entrance). Please exit the building via the **LEVEL 1 NORTH** doors.
- Elevators: As of 4/19/21 elevators will have a four person occupancy maximum. We recommend however, to continue using the stairs if possible, and if you can wait, to go individually whenever possible.
- Stairs: The stairs at the **SOUTHEAST** corner of the building are the **UP** stairs and the Stairs at the **NORTH** end of the building are the **DOWN** stairs. The stairs at the **SOUTHWEST** corner of the building are **DOWN** stairs for floor-to-floor traffic (but not exiting the building). The stairs will be marked.
- In the event of an emergency evacuation, please exit via the closest route, and disregard one-way restrictions through corridors and stairs.
- Restrooms: Please maintain 6 feet between yourself and another occupant. In Evans bathrooms, a general occupancy rule is no more than 2 people in the bathroom at one time. If you enter and notice more than one other person, please wait outside until someone exits.
- Wash or sanitize your hands frequently. Remember to wash your hands after touching the door handles at the main entrances, elevators, stairwells, or offices.
- As always - it is not ok to prop the doors open. This is a fire code.

- Absolutely no non-approved personnel in the building at any time. You are never allowed to bring anyone into the building who is not on the approved list. If you have a special access request, please contact the building committee.
- In shared offices, individual schedules should be staggered so that they are not working in the office at the same time.

Shared room occupancies and densities:

- Unless otherwise posted, each shared room is allowed only 1 occupant at any given time.
- Please disinfect your work area before and after each use.
- Physical distancing must be maintained in common spaces.

Safety Issues:

We strongly discourage working alone in the building. If you will be the only one in your building, please check in with a designated person when you arrive and when you leave.

Monitoring and Compliance:

We are confident that faculty, graduate students, and staff will understand the importance of these policies and will strive to act accordingly. However, periodic compliance checks by EH&S staff and others will be used to identify inappropriate density or lack of distancing and protective measures.

Everyone is empowered and encouraged to report recurring noncompliant practices to their department or the building committee. They may also submit a confidential concern to the VC Research at vcr@berkeley.edu. Other options for initiating an evaluation of unresolved safety concerns are through anonymous reporting on the EH&S website or through a campus Improper Governmental Activity (“Whistleblower”) Report.

In the event of a positive COVID case:

Contact: University
Health Services (UHS)
[2222 Bancroft Way](#) (2nd floor) Berkeley, CA 94720

Call: (510) 642-6891(M-F8am-4:45pm).

Environmental Health and Safety will be notified by UHS and will be responsible for bringing adequate cleaning crews to thoroughly sanitize areas where that individual has been.

Statistics Department
Evans Hall General Building Guidelines for Phase 4
Addendum (revision 4/16/21)

I understand that it is my responsibility to help reduce the spread of COVID-19 at UC Berkeley. I understand that if I fail to follow Campus, Evans Hall Building, or Statistics Department guidelines and policies I may not only jeopardize my access, but also the access of my colleagues, and worse, may jeopardize everyone's health and safety.

1. I have read and I agree to follow the [UC Berkeley's COVID-19 Health & Safety Guide for Returning to the Workplace](#) and the [Evans Hall General Building Guidelines](#).

2. I will only enter and use spaces I have been given permission to use even if I have keys for other rooms in the building. My access to Evans Hall is limited to the space(s), days, and times listed below:

Location(s): XXX Evans Hall

Day(s): XXX

Time: XXX

3. Per the [Evans Hall General Building Guidelines](#), I will not bring visitors into Evans Hall, nor will I allow anyone to enter into the building after me.

4. I will not hold or attend any in-person meetings in Evans Hall even if the other person also has access to Evans Hall.

5. I understand that departmental staff are not available to assist me on-site during Phase 4. I have requested access knowing that I will not be able to ask staff for in-person assistance.

a. If I forget or lose my keys or Cal1 card, I will contact UCPD to open my office and contact the Cal1 Card Office for a replacement. I will notify the Department Manager (mso@stat.berkeley.edu) immediately to report my lost key and/or Cal1 card.

b. I will bring my own research and/or instructional materials from home. I understand access to the Front Office supply cabinet is unavailable. If I need materials or supplies, I will contact staff to assist remotely with ordering materials and supplies to be delivered directly to my home.

- c. If I notice a facility concern (plumbing leak, electricity outage, etc.), I will contact the Department Manager with the location of the issue and the details.
6. The following Statistics spaces are closed during Phase 4. I understand that I risk losing my access to Evans Hall if I enter any of the following rooms:
- a. The Main Office: 367 Evans
 - There is no access to textbooks, supplies, or keys. Information will be sent out to the Department about limited staff availability for equipment, textbook, and supply distribution prior to the commencement of instruction.
 - b. The Mailroom/Copier Room: 363/365 Evans
 - I understand that there is no mail delivery, shipping, or receiving during Phase 2. I will not have items delivered to Evans Hall until it fully reopens. I will coordinate with staff to receive any mail currently in my mailbox during the equipment, textbook, and supply distribution.
 - I understand that there is no access to the copiers or public printers on any floor. If I need to print or scan anything, I will use the printer/scanner in my office. If I do not have a printer or scanner in my office, I will contact staff to assist remotely with ordering one for me.
 - c. The kitchen/lounge: 361 Evans
 - For health and safety reasons all lounges and kitchens are closed in Evans Hall. If I plan to eat while in Evans Hall, I understand that I will not have access to a refrigerator, microwave, or sink and that I must take all food containers home to clean. I will not use the bathroom sinks to clean personal food containers or cutlery.
 - d. Conference rooms: 422, 443, and 1011 Evans
 - I understand that these rooms are not available for my use unless they are listed in my approved space list above. If I have a one-time need for use of a conference room related to recording instruction, for example, I will contact the Chair and Manager of the Department for approval in advance.
 - e. Classrooms
 - I understand that these rooms are not available for my use unless they are listed in my approved space list above.
7. I understand that I am responsible for cleaning my office space using the cleaning materials provided (located on the benches in front of elevators on the third and fourth floors). I understand that the trash can in my office will not be emptied during Phase 2 and that I am responsible for removing any trash from my office. I understand that

leaving trash bins outside my office is not allowed and can result in a citation by the Fire Marshall.

8. I have received a copy of and read the [Evans Hall Circulation Plan](#) and the [Evans Hall General Building Guidelines](#) that outline the hallway and stairwell flow and elevator occupancy.

I hereby declare that I have read and I will follow the [UC Berkeley's COVID-19 Health & Safety Guide for Returning to the Workplace](#), the [Evans Hall General Building Guidelines](#), and the above Department of Statistics guidelines.

Name:

Signature:

Date: