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## Moving your work space

As response to the coronavirus has changed how we work and led many of us to work remotely, some of the University's processes have had to adjust. We know you are scheduled to move your work space soon and wanted to provide a general update on how we expect moves to progress.

The basic process for moving work spaces is not changed: individuals are responsible for packing and unpacking their own space(s), movers will take boxes and computer equipment to the new spaces designated by departments, and IT set up of computers, phones and copiers in the new spaces will take place as planned.

What has changed are the times needed for each stage of the move, due to the requirements for physical distancing. To allow appropriate space for packing, moving, and unpacking, our move and change management teams are working with Change Agents and your departments to schedule windows of time during which move activities can be scheduled in a way that assures the safety of everyone.

Please see below for a few more details and answers to some frequently asked questions. Change Agents will continue to be your resource for details specific to your move plans.

Thank you for your patience as UCSF leadership has worked through all the aspects of our response to COVID-19.

### **Alicia Murasaki**

Assistant Vice Chancellor - Campus Planning

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## [Moving from an existing UCSF work space to a new one](#)

While COVID-19 has changed the ways many of us are currently working, the process for moving remains largely the same. With physical distancing and other protocols to follow, the process of moving will take a little longer than initially expected as we make sure everyone in the process works in a safe manner.

The basic process for moving has not changed:

- Individuals are responsible for packing and unpacking their own space(s).
- Departments and units are responsible for leaving areas they leave clean.
- Boxes, labels, and instructions will be provided.

UCSF's [Protocols for Working Onsite](#) mandate physical distancing and other requirements that guide access to all UCSF spaces and must be followed for packing and unpacking.

## Preparing to Move

- Departments will be given a window of time during which they should schedule staff to come in and pack workspaces.
- Attached at the end of this document is a sample Safety Plan and Evaluation Guidance you can use to ensure your team is ready to come onsite to pack.
- Boxes and labels will be provided at a location that will support physical distancing.
- All [Protocols for Working Onsite](#) must be followed.
- Those with Document Management work – who need to review, sort, recycle, scan, and/or store documents – should start on that work as soon as possible. Access to those workspaces should be arranged with the department or building manager. Questions about document management options should go to Carolyn Tuft, UCSF Real Estate Digital Project Manager. More information about records management resources is online at <https://space.ucsf.edu/records-information-management>
- If you are currently connecting remotely to a Workstation located at UCSF during shelter-in-place, please submit an IT Help Desk ticket as soon as you are notified of your move date. Your remote computer will be unavailable during the move period. IT Field Services will contact you to coordinate restoring your remote connectivity during your move period.

## Moving to New Space

- Following the deadline for packing, movers will designate one-two days to move boxes and equipment. During those move days we ask that staff not access the work site, except one designated staff Move Captain and/or Change Agent.
- Movers will take boxes, computer equipment and any other materials as coordinated by Change Agents and approved by the Project.

## New Location Set Up

- Movers will place boxes and equipment in new spaces as designated on color-coded Corovan Mover labels which will be provided with the box deliveries.
- Following the move, Corotech will have one-two days to set up computer equipment. During those days we ask that staff not access the work site, except one designated staff Move Captain and/or Change Agent.
- Departments will be given a window of time during which they should schedule staff to come in and unpack workspaces.

## Return to office/work process, individual or department

- Please submit an IT Help Desk ticket as soon as you are notified that you will be returning to work onsite. If a group or department is returning to work onsite, please submit one ticket for the entire group or department. The IT field services staff will be available to set up your office computer systems and office printing.

Please know we are all working to make your moves go as smoothly as possible.

## FAQ

*Will the new space be changed due to COVID-19 response?*

No. New UCSF spaces are being built as designed; with many current variables, an unknown future state and limited resources we will continue to follow the plans in place for new spaces and adjust if needed in the future when we have more solid information.

COVID-19 protocols in new spaces will be implemented with operational changes and adjustments, as is the case for all existing UCSF spaces.

*When can I go pack up my existing work space?*

You will get information from your Change Agent about when boxes are available. It is up to your department or unit to schedule your specific time to be in your workspace and pack it to prepare for moving.

Each move team should inform the following people of dates and approximate number of people who will be entering the building to pack:

- Security Services: [Eric.Partika@ucsf.edu](mailto:Eric.Partika@ucsf.edu)
- Facilities Manager from existing building

*How many people can come in to pack up the work space?*

This will be different for each department. The key is that you manage the maximum number of people allowed in your space to sustain safe physical distancing and follow the Protocol for Working Onsite. Attached is Facilities Services Capacity Guidance to Maintain Physical Distancing that may help you determine the maximum capacity for your area.

*Do I need approval from EOC/ROC for the moves?*

Separate EOC/ROC approval for moves by each department are not needed for the moves.

The attached COVID-19 Onsite Safety Plan has been approved by the EOC/ROC. In addition, all [Protocols for Working Onsite](#) must be followed when onsite.

*When can I start working in my new location?*

Plans to return to work on campus are the responsibility of the department and will not be addressed by the moves.

## COVID-19 Onsite Safety Plan and Evaluation Guidance for a Move

**Department:**

**Location (Building and suite(s)):**

**Packing Dates:**

**Individual(s) responsible for implementing move safety plan and primary contact for staff: [Name]**

Preparing the Space	Y/N	Follow up Action
Implemented measures to ensure compliance to physical distancing: <ul style="list-style-type: none"> <li>• Determine maximum capacity in space to meet physical distancing requirements (<a href="#">see guidance below</a>)</li> <li>• Determine shifts, rotations or scheduling signup process to manage maximum number in space to keep physical distancing of 6 feet</li> </ul>		
Physical distancing and hygiene signage in place as needed  Campus Life Services has developed <a href="#">downloadable templates</a> : <ul style="list-style-type: none"> <li>• Remind others to physically distance from your workstation</li> <li>• Remind yourself to disinfect your workstations</li> <li>• Suite of general workplace protocols: wash your hands, wear a face covering, display your ID, complete your health screening</li> </ul> To order additional floor markers for your immediate area, <a href="#">please contact Facilities Services</a>		
Hand sanitizer and / or soap available for hand washing		
Self-service cleaning supplies are available near high touch surfaces and shared equipment ( <a href="#">see ordering info below</a> )		
Consider where you might need more guidance and <a href="#">refer to contact info below</a> (optional): <ul style="list-style-type: none"> <li>• Schedule EH&amp;S for safety walk through</li> <li>• Contact Kate Shimsack from Facilities Services for help determining maximum capacity of space</li> <li>• Contact the Facilities Manager from your building for custodial or other building needs</li> <li>• Contact Police if you have access or security questions</li> </ul>		

<b>Preparing Employees</b>		
<p>All employees have completed required Cal/OSHA and California Department of Public training on UC Learning Center: COVID-19 and Working Onsite at UCSF (whether remote or onsite)</p> <p>Access the course via the UC Learning Center:</p> <ol style="list-style-type: none"> <li>1. Login to the UC Learning Center at: <a href="https://training.ucsf.edu">https://training.ucsf.edu</a> with your MyAccess credentials.</li> <li>2. Click the <b>Required Training</b> button.</li> <li>3. Click <b>Start</b> to launch the training.</li> <li>4. Click on the language document most appropriate for you. <i>If you should select the wrong language repeat steps 3 &amp; 4</i></li> </ol>		
<u>Knowledge:</u> Employees understand schedule of who can come onsite and when		
<u>Knowledge:</u> Employees know to complete Daily Health Screen before entering workplace		
<p><u>Knowledge:</u> Employees know UCSF requirement to <a href="#">self-report a positive COVID-19 diagnosis</a> to UCSF Occupational Health Services (OHS) by calling the COVID-19 hotline at (415) 514-7328 or emailing <a href="mailto:ohs@ucsf.edu">ohs@ucsf.edu</a></p> <p>Self-reporting to supervisors or academic advisors is not required</p>		
<u>Knowledge:</u> Employees know to clean shared equipment and high touch surfaces before and after use and where to find cleaning supplies		
<u>Knowledge:</u> Employees know who to contact within unit for feedback, questions or concerns. Best practice is to assign a supervisor or safety point person within unit.		
<b>Additional safety measures for your team:</b>		

Evaluate/Check: Observed Evidence of Safety	Y/N	Follow up Action
Daily Health Screen spot audits		
Staff maintaining 6 feet physical distancing (when sitting, walking, eating)		
Face coverings worn onsite		

## Resources:

[UCSF safety protocols for employees working onsite](#)

[UCSF COVID-19 Resource](#)

[Emotional Health and Well Being Resource Site](#)

Office of Environmental Health and Safety: [Find your Department Safety Advisor](#), [ehs@ucsf.edu](mailto:ehs@ucsf.edu) or 415/476-1300

Facilities services:

[FS Response to COVID-19 and Support](#)

- Campus: [Contact by Facility Manager](#) or [by building map view](#)
- Health: [Contact by building](#)

UCSF Police:

- Non-Emergency: 415/476-1414
- Emergency: dial 911 from any campus phone or **415/476-6911** from a non-campus phone

## Facilities Services Capacity Guidance to Maintain Physical Distancing

For questions on capacity, contact [Kate.Shimshock@ucsf.edu](mailto:Kate.Shimshock@ucsf.edu)

**For over-all max occupancy of a room:** Take the total square footage of the room and divide by 36 square feet per person. This will give you the standing room only/non-furniture in the room maximum occupancy. Divide this new number in  $\frac{1}{2}$ . That should give you a closer look as to what the max occupancy is for the room. It is important to take into account the types/style of the tables and chairs. This may lower /increase the number for the room.

**For specific space/desk areas,** we (Facilities) is encouraging/recommending that each person be 6-ft from the next person, so we would typically measure in the middles of the monitor(s) and measure 6ft out each way/ (so left and right). We encourage people to physically go and measure with a tape measure the minimum of the 6 ft.

Example: According to ArchiBus the square footage for HSE 1266 is 470.

Total Room Square Footage	Max Occupancy Standing Room Only <ul style="list-style-type: none"> <li>• Not accounting for Furniture</li> <li>• Total Sq Footage Divided by 36</li> </ul>	Post COVID-19 Max Occupancy <ul style="list-style-type: none"> <li>• Total Sq Footage Divided by 36; then divided by <math>\frac{1}{2}</math></li> <li>• Note: You will need to walk the space to verify if these numbers make Sense</li> </ul>
470	13	6

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## Cleaning and PPE Supplies from Supply Chain Management

### Starter PPE- WeCare Package

The WeCare packages are unit specific. One package per active unit is available, with no constraints on type of unit. If you're an active admin unit, class or clinical team, you will receive one package.

*One package contains:*

- 6 boxes of gloves
- 20 reusable cloth masks
- 1 64oz bottle of hand sanitizer with pump

The link to request a "WeCare" package is available here: <http://tiny.ucsf.edu/WeCare>

Additional PPE is available via our Bearbuy COVID catalog which can be found on the Bearbuy homepage under the "SCM COVID STORE" tile.

If your group has specific needs that would be better addressed programatically, contact UCSF Emergency Management at [emer.mgt@ucsf.edu](mailto:emer.mgt@ucsf.edu)