
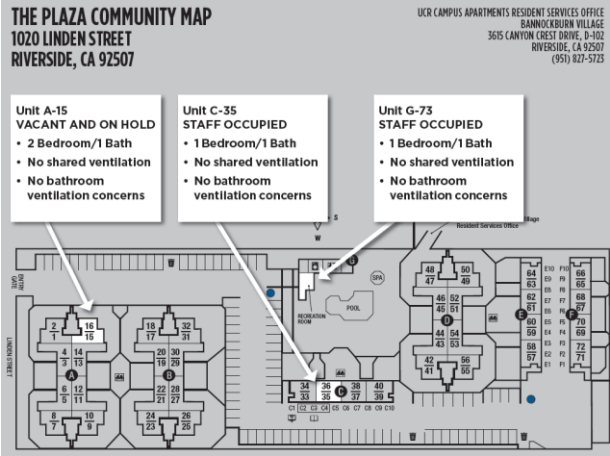


Housing, Dining Services, Facilities Services, Residential Life, Case Management and EH&S Standard Operating Procedure for On Campus Quarantine (v4. 3/13/2020)

Preparation for Quarantine:

Actions	Responsible Unit(s)	Procedures
Identify Locations	Housing	<p>Falkirk-1 single unit</p>  <p>Plaza-3 single units</p> 
Prepare Quarantine Kits	EH&S	<p>Housing to provide to EH&S:</p> <ul style="list-style-type: none"> • Bar Soap • Shampoo/Conditioner • Toothbrush/Toothpaste • Dish Soap and sponge • Feminine products – tampons/pads <p>Facilities Services to provide to EH&S:</p> <ul style="list-style-type: none"> • Toilet paper • Paper towels • Disinfectants/sanitizing wipes • Flashlights • Trash bags



		<ul style="list-style-type: none"> • Trash can • Bed linens and towels <p>EH&S to provide:</p> <ul style="list-style-type: none"> • Thermometers • Disposable gloves
Prepare Unit	Housing Services, Facilities Services	<p>Housing Services:</p> <ul style="list-style-type: none"> • Activate Wi-Fi and landlines in each available units • Provide TV for each unit • Confirm furniture and mattresses for each space • Relocate resident from Plaza 73 to GM <p>Facilities Services:</p> <ul style="list-style-type: none"> • Ensure microwaves and refrigerator/freezers are in each unit • Provide furniture to Falkirk 7P • Plaza 15-remove new furniture, and replace existing furniture • Conduct preventive maintenance for each units
Training for essential personnel	EH&S	<p>EH&S to provide Aerosol Transmissible Disease training to all personnel supporting quarantined resident.</p> <ul style="list-style-type: none"> - Dining Services staff - Facilities Services staff - Housing staff
N-95 Fit Testing for Facilities Services staff	EH&S	<p>EH&S to conduct fit testing for Facilities Services staff who may need to enter space to fulfill emergency work orders.</p>

During 14-day Quarantine Period:

Topics	Responsible Unit(s)	Procedures
Escort of student to quarantine location	<p>Student Health Center</p> <p>Escort</p>	<p>Once a student has been identified by medical staff to be quarantined, The following will be followed:</p> <ol style="list-style-type: none"> 1. Dr. Han will notify OEM that individual needs to be quarantined. OEM notifies EH&S and Dining/Housing and others as needed – <ol style="list-style-type: none"> a. EH&S – Sheila Hedayati (Primary); Tiffany Kwok (Secondary) b. Dining/Housing - David Henry (Primary); Robert Brumbaugh, Robin Hungerford, Lisa Laws (Secondary) 2. Student will be directed by Student Health Center to don disposable mask. 3. Escort will go to UCPD to pick up Quarantine Packet with apartment key. 4. Escort will don proper PPE. 5. If student lives on campus, Escort will meet the student at Student Health Center or on campus residence. 6. Escort will issue the Packet and have student complete Request for Contact Information.

		<p>7. Escort will direct student to gather belongings. Student will be provided laundry carts (for nearby moves; available at Community RSO) or boxes (from further locations).</p> <p>8. Escort will open door for resident and provide Instruction Sheets.</p> <p>9. Escort will provide resident with key to resident.</p>
Food Delivery	Dining Services	<p>1. Request food allergen list from each resident in quarantine immediately.</p> <p>2. Dining Services (to be provided in one delivery for full 14-days):</p> <ul style="list-style-type: none"> a. Prepare snack packs per person that will include: <ul style="list-style-type: none"> i. Protein bars (1), packaged crackers (1) per day ii. Bottled water (2 liters) /Gatorade (2-28 oz) per day b. Prepare paper products – spoons, forks, knives, plates, bowls, napkins, cups <p>3. Provide entrees for breakfast, lunch and dinner (delivery on day 1 and every 3 days after: days 1, 4, 7, 10, and 13):</p> <ul style="list-style-type: none"> a. Breakfast: <ul style="list-style-type: none"> i. Oatmeal, dole fruit cups, whole fruit, frozen breakfast sandwiches, frozen breakfast burritos, instant coffee packets, hot chocolate packets <ul style="list-style-type: none"> 1. 1 entrée, one side per day, bottled juice, a hot chocolate packet/ instant coffee (including pc creamers and sugars) b. Lunch/Dinner: <ul style="list-style-type: none"> i. Entrée: Cup-o-noodle and microwaveable soups ii. Frozen Entrees (list of meat entrees, vegetarian, and Gluten Friendly) iii. Entrée: Fresh Grill/Brown Bag-Sandwiches and salads iv. Sides: Jello-cups, applesauce cups, whole fruit v. Dessert: Grandma’s Cookies (pre-packaged) vi. All rooms: Jar of peanut butter (alternative nut butter if an allergy), jelly, and bread vii. Lunch & Dinner consists of: one entrée, two sides, one dessert and one beverage per meal period <p>Delivery Procedures:</p> <p>4. Staff member packages all items in disposable shopping bags</p> <p>5. Staff member contact residents via phone to inform delivery in 5 minutes, and to ensure resident remained in quarantine.</p> <p>6. Staff member delivers via cart to doorstep</p> <p>7. Staff member knocks 3 times and says “Dining Delivery”</p> <p>8. Staff members exits prior to resident opening door</p> <p>9. For requests or concerns on delivered items contact diningservices@ucr.edu</p>
Student Assistance	Case Management	Once Case Management receives notice that a student has been quarantined, Case Management will contact student within 24 hours to provide support and assistance in developing an Action Plan.
Student Assistance	Residential Life	Residential Life will contact quarantined student each day during quarantine period to check on their wellness and whether or not they are following their Action Plan.

Mail/Package Delivery	Housing Services	<p>All mail/packages for each resident will be collected at the Housing Services Administration office. Every 3 days, mail/packages will be delivered to the resident.</p> <p>Mail/Package Procedures:</p> <ol style="list-style-type: none"> 1. Staff member gathers all mail/packages 2. Staff member contacts resident via phone to inform expected delivery time, and to ensure resident remains in quarantine. 3. Staff member delivers to doorstep 4. Staff member knocks 3 times and says “Mail Delivery” 5. Staff members exits prior to resident opening door 6. For requests or concerns on delivered items, contact ehspublichealth@ucr.edu.
Work Orders	Residential Life Facilities Services	<p>Non-emergency work orders: Will not be fulfilled.</p> <p>Emergency work orders:</p> <ol style="list-style-type: none"> 1. Residents will contact Campus Apartments Resident Services Office at 951-827-6350. 2. RA/RD: Do not submit a work order and do not call Extended shift RA/RD on duty calls the Emergency Facilities Support number below and informs the following information: <ul style="list-style-type: none"> • The issue • The location • Mention that “this is for a student who is currently under quarantine observation with student health” <p>Emergency Facilities Support: Weekdays 8am – 5pm: 951.827.4214 Evenings and Weekends: 951.827.4677</p> 3. Facilities Services trained personnel will don proper PPE prior to entry into resident.
Trash Services	EH&S	<p>Trash Services: EH&S will remove the waste from resident location on Mondays and Fridays.</p> <ol style="list-style-type: none"> 1. EH&S will contact resident via phone to inform expected delivery time, and to ensure resident remains in quarantine. The following directions will also be included: <ol style="list-style-type: none"> a. Remind resident to wash hands with soap and water for 20 seconds prior to preparing trash and opening the door. b. Remind resident to tie trash bags and place into second trash bags. c. Remind resident that residents have 10 minutes to place trash into provided container outside door. 2. EH&S delivers trash container to resident’s door. 3. EH&S knocks 2 times and says “EH&S” 4. EH&S exits prior to resident opening door. <p>(10 minutes later) EH&S to use appropriate PPE and disinfectant when handling waste.</p> <ol style="list-style-type: none"> 5. EH&S will pick up waste 10 minutes later.

<p>Emergency</p>	<p>OEM Fire UCPD Residential Life</p>	<p>6. EH&S will process waste properly.</p> <p>Medical Emergency: Call UCPD at 9-1-1 (landline) or 951-827-5222 (cellphone)</p> <p>Evacuation: Quarantined resident will report to a separate Emergency Assembly Areas away from other residents.</p> <p>Residential Life will contact student via phone to verify they are located at the designated Emergency Assembly Area and to do a wellness check.</p> <p>Plaza Apartment:</p>  <p>Falkirk Apartment:</p> 
<p>Resident Showing Symptoms</p>	<p>Student Health Center</p>	<ol style="list-style-type: none"> 1. Notify student to contact Student Health Center immediately at (951) 827-3031. 2. Student Health Center will to provide additional guidance. 3. When student requires transportation, Student Health Center will coordinate with Riverside County Public Health.

Post Quarantine Period:

Topics	Responsible Unit(s)	Procedures
Space Decontamination	Facilities Services	<p>Space Decontamination: Facilities Services will contact third-party vendor (Clean Harbors), escort vendor to location to decontaminate spaces, provide access, and report back to OEM/EH&S after completion.</p> <p>Contact for Space Decontamination: Aaron Uresti, Assistant Director Custodial and Housekeeping Services: aaron.uresti@ucr.edu 951.827.3012</p>
Linen/Trash Removal	EH&S	Upon notification that decontamination is complete, EH&S will collect used linen and trash and properly dispose.