

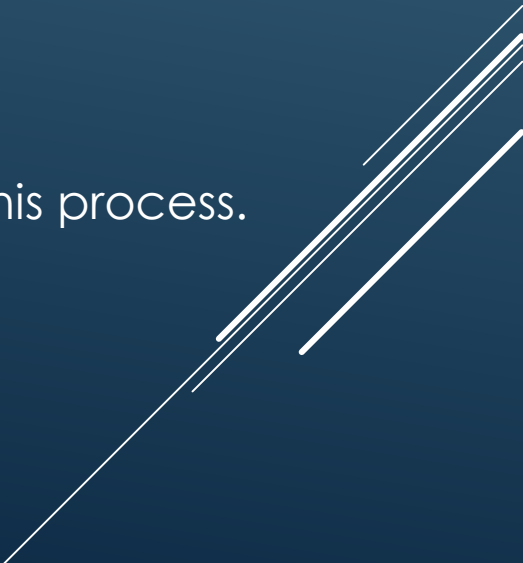
Pre-Move Planning



Goal:

- Partnering with department leadership to implement safe packing processes.
- Social distancing and PPE requirements.
- Scheduled shifts for packing.

Social Distancing & Safe Packing Process

- Only permitted to enter the building with fabric face covering, gloves, and hand sanitizer.
 - Boxes provided at desk for packing and recycling at workstation aisleways.
 - No gathering and/or socializing during this time.
 - Solo activity. No one to accompany you during this process.
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Logistics for one packing shift, for KL, L01.

Packing Schedule:

- Two shifts per day:
 - 9:00am – 12:00pm
 - 1:00pm – 4:00pm.
- Beginning July 7th – packing to occur over a five (5) week duration.

Cleaning & Covid-19 Precautions:

- Two cleaning shifts, per day.
 - 12:00pm – 1:00pm
 - 4:00pm – 5:00pm
- Cleaning to consist of wiping down doors and door handles.
- Cleaning of new and old facility, after the move.
- No access to new building until 7 days after the move.

Schedule Planning:

- Identify any staff that cannot pack their offices.
- Identify who will be responsible for packing storage rooms and/or file cabinets throughout the space.
 - Will schedule this packing time in conjunction with their desk packing.
- Need director and/or delegate of the director on site during the packing process.

Movers Move:

- University owned equipment: computers, desktop printers, monitors, plotters, etc.
- Bookcases and storage cabinets.
- Chairs, only if an existing accommodation is in place – new ergonomic task chairs are provided.
- Boxes, packed and labeled accordingly.
- Desk phones: *only* if they are VoIP.

Movers Do Not Move:

- Personal items: mini fridges, artwork, plants, etc.
- Liquids (ie: bottled water, cleaner, etc.).
- Desks and/or workstation furniture – new desks provided.
- Keyboard trays and/or Vari desks – all new desks are sit-to-stands.
- Printers – new department printers being provided.

Actual Move:

- Movers required to wear fabric face masks, gloves, and carry hand sanitizer.
- Temperatures to be taken at the start of each day.
- Anyone showing signs of illness (ie: coughing) will be removed from site immediately.

Actual Move:

- Four (4) day duration.
- No one at their desks throughout the duration of the move.
 - Request that staff remain remote until move is complete.
- Move coordinators on site to manage the move.

Move Schedule:

- Originally scheduled over two (2) weeks, to allow for phasing.
 - Thursday, 8/20 & Friday, 8/21
 - Thursday, 8/27 & Friday, 8/28
- Propose condensing to accommodate occupant schedules.
 - Monday, 8/17 – Thursday, 8/20

Continuing forward:

- Communicate to staff the packing plan.
- Box distribution: first of July.
- Move packets and labels.
- Newsletter communications.
- Website: moves.ucmerced.edu