

Worksite Repopulation Safety Plan-LAB

Deadline to Complete: Monday, May 10

[CSUSB COVID-19 Prevention Plan](#)

Department or Area:

Department:

Applicable Buildings and Room Numbers:

Manager/Director:

E-mail:

Department Safety Liaison*:

E-mail:

Assigned by the appropriate administrator, please identify a Department Safety Liaison (DSL) to serve as an additional contact between your department and Risk Management/EH&S to stay abreast of new changes to COVID-19 guidance and this Department Repopulation Safety Plan. This person may be a department staff member or the manager/director may also serve in this role.

AVP/Dean's Office Approval

Name:

E-mail:

Phone:

Signature:

Date:

User Instructions:

1. Manager/Director/Principle Investigator should complete this safety plan on behalf of their department. We recommend that you reference the [Worksite Repopulation Safety Plan Example](#) or consult with an EH&S Specialist by submitting a [service request](#).
2. With approval from the Manager/Director, submit your completed plan for approval by the next level supervisor, likely an Associate Vice President or Dean.
3. Once the workflow has been completed and all signatures completed, please file your completed plan with EH&S using the online [submission form](#). Supporting documents may need to be provided to EH&S for review as requested.
4. Once complete and approved by Risk Management/EH&S, share the plan and supporting documents with employees and submit your 213 Form for supplies prior to repopulating the workspace. It is the responsibility of the Department to document receipt and retain all safety records.

Resources: The following resources will be helpful in completing your plan.

- [COVID-19 Website and FAQ](#)
- [EH&S COVID-19 Prevention and Planning](#)
- [Signage Templates](#)

I. Area Risk Assessment

Please complete the following risk assessment to help identify control measures used to create safer workspaces. Please check all that apply.

Location/Activity	Risk Factors	Control Measures
<input checked="" type="checkbox"/> Lab Operations (academic or research)	<ul style="list-style-type: none"> ▪ Space size – cannot maintain 6 ft distance between each workstation and/or student. ▪ Shared equipment. ▪ Use of PPE in conjunction with source control procedures may introduce additional hazards. 	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum capacity. Ensure no more than maximum occupancy in the lab at any time (document in the social distancing plan section). <input type="checkbox"/> Stagger work schedule to ensure that maximum occupancy is not exceeded. <input type="checkbox"/> Close every other workstation if 6’ social distance cannot be maintained. Where needed, clearly mark which workstation is to be taken out of service. <input type="checkbox"/> Clean and disinfect shared lab equipment between users. <input type="checkbox"/> Have adequate stock of disinfectant supplies. <input type="checkbox"/> Have adequate PPE in addition to face coverings for the hazards present in the work area(s). <input type="checkbox"/> Assure required PPE and source control measures do not conflict or create new hazards. <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Surfaces, areas, and equipment not cleaned or disinfected by Facilities or a facilities’ contracted vendor.	<ul style="list-style-type: none"> ▪ Potentially contaminated surfaces, although not considered primary routes of exposure may pose a risk. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and implement a cleaning and disinfection protocol for work areas. Ensure inclusion of surfaces and equipment which WILL NOT be addressed during custodial cleaning. <input type="checkbox"/> Be sure to include how you will maintain adequate cleaning, disinfection supplies, and PPE if needed.

II. Social Distancing Procedures

The following measures will be taken to ensure workstations provide for maintaining appropriate social distancing between employees, customers, visitors, and vendors. Do not exceed 50% of typical occupancy. For situations where, strict compliance interferes with the continued delivery of critical services, please consult with EH&S and Risk Management.

a. **50% Occupancy Schedule:**

Please detail the laboratory's work schedule for a 50% occupancy at repopulation. All lab workers should be placed in one of two groups (A and B). Indicate days of the week each group will work. Repopulation plans can bring each group to in-person work every other day, one week at a time, or any other combination.

b. **Shared Spaces:**

Please describe the Department's procedures for shared spaces such as conference rooms, offices, and classrooms.

c. **Shared Equipment:**

Please list necessary shared office equipment and indicate how and when it will be disinfected between uses. You may use the [CDC Disinfectant Plan](#) for guidance.

d. Visitor Procedures:

Please describe how the Department will manage visitors and customer visits. Include how line queues will be established, if necessary. Describe any requested temporary plexiglass barrier installed at a customer service counter(s).

III. Disinfection Procedures & PPE

Disinfecting supplies and PPE (masks, hand sanitizer, disinfectant wipes) are available at no charge to the Department through Facilities Management by completing an [ICS 213 Form](#). It is recommended that orders are placed early with appropriate time for processing. Please list the supplies that will be provided