

Worksite Repopulation Safety Plan

Deadline to Complete: Monday, May 10

[CSUSB COVID-19 Prevention Plan](#)

Department or Area:

Department:

Applicable Buildings and Room Numbers:

Manager/Director:

E-mail:

Signature: Via Adobe Sign

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 or Dean's Office Approval

Name:

E-mail:

Phone:

Signature: Via Adobe Sign

Date:

User Instructions:

1. Manager/Director 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 type="checkbox"/> Offices	<ul style="list-style-type: none"> ▪ Close contact ▪ Shared office equipment 	<input type="checkbox"/> Alternate work schedules to maintain social distancing. <input type="checkbox"/> Eliminate shared items whenever possible. <input type="checkbox"/> Clean and disinfect necessary shared items between each user.
<input type="checkbox"/> Break Room(s)	<ul style="list-style-type: none"> ▪ Exceeding maximum occupancy. ▪ Shared equipment and high touch surfaces – such as microwave, table, refrigerator, etc. 	<input type="checkbox"/> Establish a maximum allowed occupancy. <ul style="list-style-type: none"> <input type="checkbox"/> Remove extra chairs <input type="checkbox"/> Stagger break times <input type="checkbox"/> Eliminate use of shared equipment where possible. <input type="checkbox"/> Clean and disinfect necessary shared items between each user. <input type="checkbox"/> Promote temporary use of disposable flatware, plates, utensils etc.
<input type="checkbox"/> Conference Room(s) and/or Meeting Space(s)	<ul style="list-style-type: none"> ▪ Exceeding maximum occupancy and close contact between users. 	<input type="checkbox"/> Prioritize meetings by electronic means when possible. <input type="checkbox"/> Limit to 50% capacity for in-person meetings <ul style="list-style-type: none"> <input type="checkbox"/> Remove extra chairs <input type="checkbox"/> Sanitize high contact surfaces after use
<input type="checkbox"/> Cubicles	<ul style="list-style-type: none"> ▪ Close contact between users. 	<input type="checkbox"/> Establish a 50% repopulation plan office schedule that maximizes social distancing in the office. Place employees in cubicles next to each other on alternate schedules.
<input type="checkbox"/> Reception and/or Waiting Areas	<ul style="list-style-type: none"> ▪ Close contact ▪ Waiting areas can become a gathering space for visitors. 	<input type="checkbox"/> Install a temporary physical barrier for service counter.* <input type="checkbox"/> Control visitor waiting areas and identify queuing areas. <input type="checkbox"/> Remove some or all visitor guest chairs or mark “do not use.” <input type="checkbox"/> Eliminate any shared items, pamphlets, magazines <i>*Pending a Facilities Management assessment.</i>

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 office occupancy. For situations where, strict compliance interferes with the continued delivery of critical services, please consult with EH&S and Risk Management.

a. **50% Office Occupancy Work Schedule:**

Please detail the Department's employee work schedule for a 50% office occupancy at repopulation. All employees should be placed in one of two groups (A and B). Indicate days of the week each group will work. Repopulation office plans can bring each group to in-person office 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