

Worksite Repopulation Safety Plan-OFFICE

Deadline to Complete: Monday, May 10

[CSUSB COVID-19 Prevention Plan](#)

Department or Area:

Department:

Administration & Finance-Office of the Vice President

Applicable Buildings and Room Numbers:

Lobby and Offices: SH 127, SH 127A, SH 127B, SH 127C, SH 127D, SH 118

Conference Rooms: SH 112, SH 121, SH 126

Communal Equipment Room/Break Room SH 129D

Manager/Director:

E-mail:

Department Safety Liaison*: [Cody Coyote](#)

E-mail: cody.coyote@csusb.edu

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

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.

Our administrator has created a work schedule using two groups. Group A and B will alternate in the office every other week. This has been communicated to all employees and a work schedule has been shared with the group and kept on file. We are also creating a shared workstation to support one office that has four people sharing the space since six feet cannot be maintained between two employees even when using the A and B week schedule.

b. Shared Spaces:

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

A calendar will be used for the conference room and distributed to office participants by the Safety Liaison. Signage will also be posted on the door to make sure individuals schedule their time in the conference room. Three-hour blocks will be set aside so those in communal office areas who have to wear a mask continuously can schedule the conference room to work up to one hour.

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.

Shared equipment used (i.e., communal printer/copy machines) used by multiple people will be cleaned before and after use by users. Conference rooms, will house supplies so frequently touched surface s(i.e., keyboards, and mice) can be disinfected after each use. All disinfection between multiple users will use campus approved cleaning and disinfecting products or use manufacturer recommend cleaning/disinfecting supplies for specialized equipment. Cody Coyote the Safety Liaison will check stock levels and keep a log of supplies distributed to staff.

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).

The Department will have a log to document the arrival and departure time of their guests. Departure time is not necessary for those who stay in the area momentarily. All visitors will be provided with a mask should they not have one and signage will be posted from printing services to reinforce the CSUSB standard. The office does not have a primary public facing counter so plexi glass is not needed.

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

Disinfecting supplies will be ordered by the Safety Liaison who will keep track of departmental needs. A log will also be kept by the Safety Liaison of staff given supplies to ensure they are restocked/returned at the end of the event.