

Departmental COVID-19 Prevention

WORKSITE SPECIFIC PLAN **(LAB EXAMPLE)**

Overview

About this plan

This plan is exclusively for those departments or principal investigators who have been pre-approved for consideration of a return to in-person essential work, research, and/or activities. It follows the [Cal/OSHA Emergency Temporary Standard 8 CCR §3205](#), CDC and CDPH guidelines and the CSUSB COVID-19 Prevention Plan in an effort to prevent the spread of novel Coronavirus (SARS-CoV-2). No on-campus work, instruction, research, or activity is to occur until this plan has been fully approved by university leadership. Please share the completed plan so associated employees are aware of the site-specific safety procedures and infection control procedures.

Responsible Party

Department: *Chemistry*

Buildings and Room Numbers:*CS-002 and CS-003*

Responsible Party or Principal Investigator, Name and Title:*Dr. Erlen Meyer***Phone Number:** (909) 537-0007**Email:** erlen.meyer@csusb.edu

Department Manager/Chair Name: *Dr. Florence Flask***Phone Number:** (909) 537-0023**Email:** florence.flask@csusb.edu

Recommended Start Date: *Feb 26th, 2021.*

Requirements

Before repopulation will be considered for approval, the submitting department must:

1. Perform and implement a detailed risk assessment for site-specific control measures.
2. Implement individual control measures.
3. Establish cleaning and disinfection protocols for work areas and shared equipment. Facilities Services to disinfect classrooms between classes. High touch surfaces are disinfected multiple times a day. Custodial limits disinfection to building systems (hardware, light switches, furnishings, etc.). It is up to the department to disinfect computers and other equipment.
4. Determine maximum occupancy requirements for affected spaces.
5. Implement appropriate social distancing guidelines.
6. Offer PPE (when needed) and cloth face coverings to employees.
7. Consult the CSUSB COVID-19 Prevention Plan in the creation of your Worksite Specific Plan.
8. Ensure all employees take the required "Returning to Work During COVID-19" Training through CSU Learn, and complete the [Daily Health Screening](#) through MyCoyote before returning to the campus or off-site campus facilities.

Risk Assessment

The risks of COVID-19 infection increases when employees interact with a large number of people. How would you classify the levels of contact between the employees and/or the general public?

- ☒ Lower risk - No close contact between the employees and/or the general public
☐ Medium risk - Close contact between the employees and/or the general public

RISK FACTOR IDENTIFICATION AND CONTROLS

COVID-19 might spread between people who are in close contact with one another. In general, the closer individuals interact with others and the longer the duration is of that interaction, the higher the risk of COVID-19 spread. Conduct a thorough worksite review and identify work activities and common areas where employees could have close contact with others. Please refer to the CSUSB COVID-19 Prevention Plan (see link above) to assist in the process. Please document these risk factors in the table below and propose proper control measures. Check all that apply.

Location/Activity	Risk Factors	Control Measures
<input type="checkbox"/> Break Room(s)	<ul style="list-style-type: none">Space size – might not be able to accommodate all employees while maintaining 6 ft distance.Shared equipment and high touch surfaces – such as microwave, table, refrigerator, etc.	<ul style="list-style-type: none"><input type="checkbox"/> Discontinue use of shared equipment where possible.<input type="checkbox"/> Use of disposable flatware, plates etc. single use items are highly recommended.<input type="checkbox"/> Ensure maximum capacity. No more than maximum occupancy in the breakroom at any time (document in the social distancing plan section).<input type="checkbox"/> Remove extra chairs from the room to correspond with the maximum allowed capacity.<input type="checkbox"/> Stagger break time to reduce number of individuals in the room at one time.<input type="checkbox"/> Other
<input type="checkbox"/> Conference Room(s) and/or Meeting Space(s)	<ul style="list-style-type: none">Space size. Space might be too small for full group meetings at this time.	<ul style="list-style-type: none"><input type="checkbox"/> Web conference. Priority must be to conduct all meetings remotely using Zoom, Skype, Microsoft Teams, etc. In-person conference room meetings should only be considered as a last resort.<input type="checkbox"/> Maximum capacity. Ensure no more than maximum occupancy in the conference room at any time (document in the social distancing plan section). Restrict use as much as possible.<input type="checkbox"/> Extra chairs. Remove extra chairs from the room to correspond with maximum allowed capacity.<input type="checkbox"/> If conference room must be used for a meeting, limit participants to as few as possible and sanitize high contact surfaces before and after use.<input type="checkbox"/> Other

Location/Activity	Risk Factors	Control Measures
<input type="checkbox"/> Cubicles	<ul style="list-style-type: none"> Location. Cubicles are side-by-side (or close together). 	<ul style="list-style-type: none"> <input type="checkbox"/> Close/block every other cubicle if 6' social distance cannot be maintained or if a barrier between the cubicles cannot resolve the issue. Where needed, clearly mark which cubicle is to be taken out of service. <input type="checkbox"/> Relocation. Relocate employees to other offices or spaces apart from each other. <input type="checkbox"/> Stagger work schedule to minimize number of individuals in the room. <input type="checkbox"/> Other
<input type="checkbox"/> Entrances/Exits	<ul style="list-style-type: none"> Common corridor. Staff may run into each other at the entry/exit doors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Doors. Designate entrance and exit doors, where possible. <input type="checkbox"/> Schedule & Telecommuting. Lower the density in the workplace, restrict work hours onsite to a schedule that incorporates alternating days and work hours. <input type="checkbox"/> Visitors. Restrict use of space to approved occupants only (no visitors allowed) unless the department services the general public. <input type="checkbox"/> Other
<input type="checkbox"/> Events (e.g., indoor- outdoor, distribution, drop-off, etc.)	<ul style="list-style-type: none"> Multiple people in an indoor space at one time. Exposure to large number of people within less than 6-feet for greater than 15-minutes cumulative. Handling of equipment (computers, etc.) Outdoor hazards (temperature, air quality, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct event outside when possible. <input type="checkbox"/> Develop a one-way direction flow of traffic (Pedestrian and or vehicle). <input type="checkbox"/> Wear appropriate protective equipment and face coverings during event. <input type="checkbox"/> Have ample supply of face coverings, and cleaning supplies present at the event. <input type="checkbox"/> Sanitize hands and equipment as often as possible. <input type="checkbox"/> Mitigate high to low-risk tasks with task-specific protection appropriate for risk level. <input type="checkbox"/> Coordinate with Parking and Guest Services. <input type="checkbox"/> Other
<input type="checkbox"/> Instructional Areas (lecture halls, classrooms, computer labs, etc.)	<ul style="list-style-type: none"> Shared equipment/furniture Multiple people in an indoor space at one time. 	<ul style="list-style-type: none"> <input type="checkbox"/> Remove excess chairs from the areas to meet maximum occupancy requirement. When chairs cannot be removed, mark chairs as "do not use." <input type="checkbox"/> Other

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 (i.e., fume hood, lab computer area, lab benches and chairs, graphite furnace, refrigerator handle, cabinet handle, etc.). 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 checked="" type="checkbox"/> Stagger work schedule to ensure that maximum occupancy is not exceeded. <input checked="" type="checkbox"/> Close/block every other workstation if 6' social distance cannot be maintained or if a barrier between the workstation cannot resolve the issue. Where needed, clearly mark which workstation is to be taken out of service. <input checked="" type="checkbox"/> Clean and disinfect shared lab equipment between users (plan or procedure in place). <input checked="" type="checkbox"/> Have adequate stock of disinfectant supplies. <input checked="" type="checkbox"/> Have adequate PPE in addition to face coverings for the hazards present in the work area(s). <input checked="" type="checkbox"/> Assure required PPE and source control measures do not conflict or create new hazards (like adequate hand sanitizer and disinfecting supplies and being cautious of contact time needed to properly disinfect and use area). <input type="checkbox"/> Other
<input type="checkbox"/> Offices	<ul style="list-style-type: none"> Space size – offices may be too small for more than one person. 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule and Telecommuting. Offices that are too small for more than one person to be in safely must develop a work schedule that incorporates alternating days and work hours. <input type="checkbox"/> Other
<input type="checkbox"/> Reception and/or Waiting Areas	<ul style="list-style-type: none"> Space size – might not have enough space to maintain 6 ft distance. Waiting areas can become a gathering space for visitors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Physical barrier. Install a temporary physical barrier to separate employees from visitor entrance. <input type="checkbox"/> Close all visitor waiting areas. Develop a system that allows visitors to wait outside or redirect to another area where social distancing can be made. <input type="checkbox"/> Remove all visitor guest chairs from the reception or waiting area. When chairs cannot be removed, mark chairs as "do not use." <input type="checkbox"/> Eliminate any shared items whenever possible. <input type="checkbox"/> Eliminate advertisement, pamphlets, magazines, or any items that could be contaminated, then shared. <input type="checkbox"/> Other
<input type="checkbox"/> Shared Office Equipment	<ul style="list-style-type: none"> Items shared between users. 	<ul style="list-style-type: none"> <input type="checkbox"/> Eliminate shared items whenever possible. <input type="checkbox"/> Clean and disinfect between each user. <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 checked="" 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 checked="" type="checkbox"/> Be sure to include how you will maintain adequate cleaning, disinfection supplies, and PPE if needed.

Location/Activity	Risk Factors	Control Measures
<input type="checkbox"/> Vehicles	<ul style="list-style-type: none"> Multiple people using the same vehicle at different times. Drivers touching high contact surfaces (steering wheel, armrests, seatbelt buckles, door handles, and shifter). 	<input type="checkbox"/> Allow only one person per vehicle unless prior approval from EH&S and/or Risk Management. <input type="checkbox"/> Assign vehicles, if possible, to only one employee <input type="checkbox"/> Shared Vehicles- One or more employees utilizing the vehicle at different times: <ul style="list-style-type: none"> High-contact surfaces used by driver must be disinfected between drivers. Sanitize hands before entering and exiting the vehicle. <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Other	<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. Use of department shared equipment room for analysis. 	<input checked="" type="checkbox"/> Stagger and coordinate work schedules to ensure that maximum occupancy is not exceeded for all persons using the area. <input checked="" type="checkbox"/> Establish and implement cleaning and disinfection protocols when arriving/leaving shared area. <input checked="" type="checkbox"/> Clean and disinfect shared lab equipment (gas chromatography equipment, graphite furnace, mass spectrometer, etc.) between users. <input checked="" type="checkbox"/> Have adequate stock of disinfectant supplies and hand sanitizer. <input checked="" type="checkbox"/> Have adequate PPE in addition to face coverings for the hazards present in the work area(s). <input checked="" type="checkbox"/> Assure required PPE and source control measures do not conflict or create new hazards.

SOCIAL DISTANCING PLAN

In addition to the control measures listed above, the following information shall be included in the plan to ensure proper social distancing can be maintained at the worksite. Please note that no redesigns of office modular furniture or purchases of new furniture are permitted in this plan.

1. Please provide a general description of the intended activity to be conducted on campus:

Conducting lab research with the help of two research graduates. Students will be using 2 areas (CS 002 and 003) to conduct research and analysis.

2. Maximum occupancy for any approved location for in-person work and/or research is established by dividing the total assignable square footage of the location by 113 square feet. This will be calculated during plan review by Facilities Management and will be based on the room numbers listed in your worksite-specific plan submittal.

Location (Building/Room)	[A] Assignable Square Footage (sf)	[B] Max Occupancy (A/113)	[C] Number of people to be present.	[D] Occupancy Check D=B-C	Alternative Work Schedule Needed If D<1 = Yes If D> 1 = No
CS 002	450 sf	3.98 or 3 persons	5	-2	Yes
CS 003	300 sf	2.65 or 2 persons	1	+1	No

3. If the number of the employees/students onsite at one time exceeds the maximum occupancy levels, please provide alternative work schedules that will reduce the number of employees to at or below the maximum occupancy.

CS 003 is the main lab under my direct supervision whereas CS 002 is a department equipment room. Student will take produced samples in CS 003 and analyze samples in CS 002. CS 003 allows for 2 people but alternating work schedules for the students will be observed in addition to cleaning and sanitizing equipment used and/or touched surfaces when arriving and leaving the lab. CS 003 will only accommodate one person at the time and on the rare occasion have 2 people (supervisor and student to troubleshoot potential issues with lab analysis).

For CS 002, we are coordinating with colleague who is also using the area to determine the work schedule to meet the maximum occupancy allowance. Goal is to have only 2 people at the time observing COVID guideline for working in shared space and on rare occasion have 3 people. We do not foresee ever surpassing the maximum occupancy for this area.

Student 1 will work Mondays and Tuesdays in CS 003 from 10am until 4pm; Wednesdays in CS 002 from 2pm until 4pm. Student 2 will work Wednesdays and Fridays in CS 003 from 10am until 4pm; Thursdays in CS 002 from 2pm until 4pm.

4. If the number of employees/students still exceeds the maximum occupancy after implementing alternative work schedules, please consult further with EH&S and Risk Management for additional controls.

I have consulted with EH&S and suggested I have additional cleaning/disinfecting supplies in multiple locations in the lab to encourage cleaning between users. They also recommended having a stock of face covering in case someone forgets to bring their own or need a new one because of potential splash of chemicals. In addition, reduce shared equipment as much as possible and clean/disinfect those items that are shared. As recommended by EH&S, kitchen appliances that will be used and shared for lab purposes are labeled "Laboratory Use Only, no food or drink allowed."

5. If customers and/or guests are expected in your work area, floor markings to manage lines and social distancing markers are required. Please list details of any floor markings required to maintain social distancing of customer/guest line queues.

Not applicable no visitors are allowed in the lab area.

CLEANING, DISINFECTION, AND PPE

All cleaning and disinfecting plans must be approved by Facilities Management. It is critical that there be a clear understanding of the cleaning and disinfecting responsibilities of Facilities Management versus the responsible department. Departments may consult. ["Cleaning and Disinfecting Your Facility"](#) on the CDC website for guidance in developing a plan.

The University will provide employees with personal protective equipment and cloth face coverings at no cost to the employees following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace. If the employees need to perform tasks with higher risk, the department should consult with EHS to identify proper personal protective equipment.

1. What is the department's disinfection plan for shared equipment and furniture between users? Please include who will clean and how adequate amounts of disinfection supplies, and PPE if necessary, will be maintained. List shared surfaces/equipment and how disinfection will occur between users. For specialized equipment, consult manufacturer's recommendation for cleaning protocols. For surface-specific disinfection guidance, contact Facilities Management.

Equipment shared in both CS 002 and CS 003 will be cleaned before and after using approved disinfecting wipes and/or disinfecting sprays. Personal PPE will be cleaned at the discretion of the student users. Any disposable PPE will only be used once and discarded after work shift or discarded if it becomes compromised.

2. If PPE is applicable in the work area, please list type and intended use in the table below.

	Personal Protective Equipment	Purpose
A	<i>Disposable face coverings</i>	<i>Backup supply in case anyone forgets to bring their own face cover.</i>
B	<i>Gloves</i>	<i>Protect hands from potential chemical exposure.</i>
C	<i>Lab coat</i>	<i>Protect skin/body from potential chemical exposure.</i>
D	<i>Goggles</i>	<i>Protect eyes from potential chemical splash.</i>

If additional rows are needed, please use the "Additional PPE" document, and upload the finished document here.

3. When PPE (respirators, face covering, goggles, etc.) is required, please describe how the PPE will be distributed. Also indicate how it is stored or segregated in your area so that it is clean, safe, and ready to use?

Students have a designated and labeled cubby for their own PPE. Both gloves and disposable face covering will be placed in designated labeled drawer. Students have also been instructed to notify if more supplies are needed.

Person filling out this Worksite Specific Plan

Name: Dr. Erlen Meyer Signature: _____
Title: Researcher Date: 02/24/2021

Department Chair/Manager

Name: Dr. Florence Flask Signature: _____
Title: Department Chair Date: 02/24/2021

EHS/Risk Management Approval:

Name: _____ Signature: _____
Title: _____ Date: _____

Facilities Management Approval (For Non-Events Only):

Name: _____ Signature: _____
Title: _____ Date: _____

Special Events and Guest Services Approval (For Special Events Only):

Name: _____ Signature: _____
Title: _____ Date: _____

Parking Services (For Special Events Only):

Name: _____ Signature: _____
Title: _____ Date: _____

College Dean/AVP Approval:

Name: Sastry Pantula Signature: _____
Title: Dean, College of Natural Sciences Date: 02/24/2021

Associate Provost for Research Approval (For Research Only):

Name: _____ Signature: _____
Title: _____ Date: _____

Vice President/Provost Approval:

Name: _____ Signature: _____
Title: _____ Date: _____