

Department Social Distancing Protocols
Administrative Spaces Assessment Guide

Department/Division: _____ Location: _____

Assessment Completed by: _____ Date: _____

Use assessment guide to identify areas needing attention.

Part 1. *Walk-through of workspaces and other department areas to ensure compliance with social distancing and identify shared items.*

1. Assess workspaces. Conduct walk-through of all workspaces in the department. Is there 6 ft. separation between employees?

Note below any areas not meeting requirement and corrective actions (i.e. rearrange space, alternate schedule, stagger shift, etc.):

2. Assess department reception area (if applicable).
 - a. Are guest “chairs” spaced 6 ft. apart and far away from the reception desk? If not, remove or rearrange chairs (signage can be placed on chairs noting where not to sit).
 - b. Remove magazines and similar items.
 - c. Identify equipment or items that are being shared (i.e. pens, computers). If items can’t be removed, have procedures in place to disinfect items after each user.

3. Assess department conference and meeting room (if applicable).
 - a. Continue meeting virtual.
 - b. If in-person meeting is necessary, limit occupancy to allow space for physical distancing. If necessary, rearrange space. Place signage on chairs noting where NOT to sit. Avoid sitting directly across face-to-face.
 - c. Meeting organizer shall remind all attendees to maintain social distancing at all times and when entering/exiting room.
 - d. Have procedures in place for shared items and cleaning commonly touched surfaces (i.e. meeting organizer shall disinfect/wipe down commonly touched surfaces such as door handles, light switch, table, chair armrests, and shared equipment before and after meeting).
 - e. Post maximum occupancy and social distancing requirements outside the room.

4. Assess department breakroom (if applicable).
 - a. If necessary, limit occupancy based on the room size and layout to allow space for physical distancing.
 - b. Remove reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, towels) and shared package food (i.e. coffee creamer, sugar, salt).
 - c. Have procedures in place for cleaning commonly touched surfaces and for shared appliances and refrigerator (i.e. users to wash hands before/after touching appliance).
 - i. If dispensers are used, prevent cross-contamination by avoiding contact with the spigot and disinfecting the controls after each use.
 - ii. Disinfect counters and tables at least daily.
 - d. Post social distancing requirements on door(s) or in highly visible area in breakroom.

5. Establish measures and procedures to increase sanitation.
 - a. Identify shared workspaces, shared items and/or office equipment.
 - b. List any other frequently or commonly touched surfaces not already identified above (i.e. doorknobs, "pull bar" for shared storage cabinet).
 - c. Have protocol in place for shared items and develop procedures for staff to periodically wipe down items. Follow CDC guidelines. (Cleaning frequency will depend on usage and traffic. In general, commonly touched surfaces should be cleaned at least 2x daily. Shared workstations and shared items in reception area should be cleaned after each user. It's not necessary to clean everything from end-to-end; focus attention on commonly touched surfaces.)
 - d. If possible, remove or limit sharing of items to minimize the need for cleaning.

List shared items or frequently touched surfaces that will require periodic cleaning:

Part 2. Assess “business” operations.

1. Assess “business operations” and job tasks in the department, focusing on tasks that require face-to-face interactions with other personnel or the public.
 - a. List tasks where employees have to interact with other personnel/the public.
 - b. If necessary, modify process, revise work practices and procedures to minimize face-to-face interactions or to enable social distancing.
 - c. Where employees have to frequently interact with other personnel and social distancing can’t be maintained, contact Facilities Management to see if Plexiglas shield can be installed (i.e. reception area).

List tasks requiring face-to-face interactions:

Part 3. Other

1. Develop social distancing protocols for department vehicles.
 - a. Passengers are not permitted for carts and 2-seated University vehicles.
 - b. Passengers will need to be limited in multi-seat vehicles to maintain physical distancing. Only one passenger per row and passenger should sit on opposite end. Turn vehicle’s air circulation on to NON-circulate or partially roll down window.
 - c. Both the driver and passengers shall wear face coverings. Face covering is not required if the driver/passenger is alone.
 - d. Develop cleaning schedule for commonly touched surfaces (i.e. door handles, steering wheel, shift gear, seat belt, AC control, etc.). Commonly touched surfaces should be disinfected between users; seats should be spray down with appropriate disinfectant at end of day or shift.
2. Assess and develop protocols for any other administrative areas not addressed above.
 - a. i.e. potential “choke points” or where personnel may congregate.
 - b. Department storage area/supply room.

Who to contact for assistance?:

- Email Lyanh Luu in EHS for questions relating to the assessment, PPE, or the department social distancing protocols.
- Submit a work request with Facilities Management for assistance re-arranging workspaces or Plexiglas shield installation.