

PART III - Academic Instructional/Research Space Risk Assessment for COVID-19 CREATED 6/22/2020 - WILL BE REVISED AS INFORMATION EVOLVES

This document provides directions for risk assessments prior to resuming research, creative activities, in-person classes, and similarly activities. It does not apply to faculty or departmental offices. Each use of an academic instructional/research space (e.g. classroom, laboratory, shop, or studio) must comply with the University's policies on cleaning, disinfection, and physical distancing. Due to the nature of such spaces, (group/partner learning, shared equipment, and the use of PPE) a risk assessment must be completed prior to restarting research and creative activities, and prior to in-person instructional activities on campus. Safety & Risk Management (S&RM) will review each completed risk assessment and prevention protocols for approval before labs, shops, studios, or classes may resume. Department Chairs will take the lead for instructional space. Workspace leads (PI's or faculty) will take the lead for activities in their facilities.

(Note: complete Part II if risk assessment is for a department, administrative or faculty office, Skip Part III)

Instructions:

- 1) Complete Part I and obtain Dean and Provost approval prior to completing Part III.
- 2) Fill out activity/space information. It is important to group course sections by the responsible person.
- 3) Review each academic instructional/research space risk question. Is this risk applicable to the academic instructional/research physical space and the activities that will be performed there? The examples given for some of the questions are not limiting but are there to guide you in your thinking. Think in general terms. Check "Yes" if this risk is present or "No/Not applicable" if this risk is not present.
- 4) If the risk is present in your academic instructional/research space, identify items that are unique to the physical space. Be specific when identifying activities, equipment, areas, and other items or conditions.
- 5) Prevention protocols are presented to you in the last section. Review them.
- 6) For each risk which is present in your academic instructional/research space, include the site-specific protection plan (i.e. which prevention protocols will you be implementing, and for which identified items). Once again, be specific. Write "the who", "the what", and "the when". For example: Who will be responsible for cleaning shared equipment, how will PPE be sanitized, where will physical barriers be placed. Use extra pages if necessary.

If you have questions related to the assessment, email Safety & Risk Management at risk@csustan.edu.

For best results, save this form to your desktop before filling it out, and be sure to save changes. Additional information may be attached if necessary.

Activity/Space Information Related to Instructional/Research Spaces

Responsible person for class/project:

Title:

Subject/Dept:

Cat Number:

Section(s):

Location (Bldg/Room#)

Class Title:

Detailed description of activities:

Summary of Instructional/Research Space Risk Categories

The following instructional/research space risk categories are covered in this risk assessment:

- Frequently touched surfaces within the instructional/research space
- Shared machinery, equipment, tools, and supplies
- Items that cannot be disinfected
- Shared personal protective equipment
- Lab benchtops
- Computer workstations
- Areas or activities where physical distancing is not possible
- Vendor deliveries
- Other areas previously not listed

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Frequently touched surfaces within instructional/research space</p> <p>Does your instructional/research space have frequently touched surfaces?</p> <p>Examples: Doorknobs, light switches, drawer handles, chair arms and stools, benchtops, equipment switches, etc.</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify surfaces that are frequently touched:</p>	<ul style="list-style-type: none"> • Establish an enhanced disinfecting schedule for frequently touched surfaces. • Request students, faculty, and staff disinfect frequently touched items before class ends. • Provide gloves to employees when necessary.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Shared machinery, equipment, lab supplies, and tools</p> <p>Does your instructional/research space have machinery, equipment, lab supplies and/or tools that are shared between users? Examples: Hand and power tools, process machinery, welding equipment, compressed gas cylinders, glassware (beakers, vials, etc.), art supplies, hand trucks, portable carts, etc.</p> <p>Note: computer workstations are covered in another section.</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify shared machinery, equipment, tools, and lab supplies:</p>	<ul style="list-style-type: none"> • Avoid sharing objects, when possible. • If machinery, equipment, tools, or lab and art supplies must be shared, at a minimum disinfect at end of class. • Provide gloves to employees when necessary. • If possible, allow shared items to sit for 7 days before next use (no disinfecting necessary if items sit for 7 days after last use). • Eliminate machinery, equipment, tools, etc. if disinfection between classes cannot be achieved.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Items that cannot be disinfected</p> <p>Do you have items that are used that cannot be disinfected for any reason?</p> <p>Examples: Unwashable fabrics, sensitive equipment, etc.</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify items or surfaces that cannot be disinfected:</p>	<ul style="list-style-type: none"> Discontinue use.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Shared personal protective equipment</p> <p>Does your instructional/research space have shared personal protective equipment?</p> <p>Examples: Safety glasses, face shields, welding helmets, welding or other non-disposable gloves.</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify shared personal protective equipment:</p>	<ul style="list-style-type: none"> • Issue PPE to each student or worker, not to be shared. • Disinfect PPE after use, store used PPE in container marked “dirty” and move to container “cleaned” to avoid cross contamination. • Wear disposable gloves inside leather gloves to prevent contamination. Ensure students wash hands directly after taking gloves off.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Lab benchtops</p> <p>Does your instructional/research space have laboratory-style benchtops/desks where students learn at (i.e. they conduct experiments/perform activities and use as their desk when in class)?</p> <p>Note: computer workstations are covered in another section.</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify benchtops that students use as desks during class:</p>	<ul style="list-style-type: none"> • Place students at intervals at least 6-feet apart. Mark unoccupied benchtop areas and chairs/stools as “do not use”. • If physical distancing cannot be maintained in any direction, place physical barrier between users. • Disinfect benchtops and chairs/stools before class ends.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Computer workstations</p> <p>Does your instructional/research space have computer workstations?</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify locations of computer workstations:</p>	<ul style="list-style-type: none"> • Work with S&RM to evaluate the possibility of rearranging workstations to allow for 6-feet of physical distance between users. • Mark computers as “do not use” to allow for physical distancing. • Provide physical barriers between computer workstations if 6-feet of physical distancing cannot be maintained. • Disinfect desktops, keyboards, mice, and chairs before each class ends.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Areas or activities where physical distancing is not possible</p> <p>Does your instructional/research space have areas or activities where 6-feet of physical distancing between people is not possible?</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify areas/activities where physical distancing is not possible:</p>	<ul style="list-style-type: none"> • Provide physical barriers between people. • Require the use of face coverings for all parties involved. • If physical barriers are not possible or face coverings pose a hazard, eliminate the activity/don't utilize the area.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Vendor deliveries</p> <p>Does your instructional/research space have vendors deliver goods or services?</p> <p>Examples: Compressed gas deliveries, equipment service or repair personnel, etc.</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify vendors that visit your area:</p>	<ul style="list-style-type: none"> • Implement contactless deliveries/visitations if possible. • Remind vendors of the University's requirements on physical distancing, and use of face coverings while on campus.
<p>Instructional/Research Space Protection Plan:</p>			

Instructional/Research Space Risk	Present at site?	Identification	Recommended Prevention Protocols
<p>Other areas not previously listed</p> <p>Do you have any other areas or activities not identified in other sections of this risk assessment that will need prevention protocols for COVID-19?</p>	<p>Check one:</p> <p>Yes</p> <p>No/Not applicable</p>	<p>Identify areas or activities that have not been listed elsewhere in this risk assessment:</p>	<ul style="list-style-type: none"> • Enhanced cleaning and/or disinfection between users. • Applicable signage, physical barriers, and floor markings to ensure physical distancing.
<p>Instructional/Research Space Protection Plan:</p>			

Class/Research Project Name:

Who will be responsible to communicate the instructional/research space-specific Protection Plan (and future amendments) to the affected people?

How will the responsible person communicate the instructional/research space-specific Protection Plan (and future amendments) to students and fellow researchers?

Chair/Faculty is responsible for reminding employees and students about COVID related prevention measures prior to returning to campus.

- Ensure students have taken the required *COVID-19 Need to Know* Awareness training through the SkillPort Training Center.
- Remind students to wash their hands frequently and after class.
- Remind students to use proper sneeze/cough etiquette while in classroom.
- Ensure students are wearing face coverings when they do not pose additional hazards (such as fogging of safety glasses).

Print Name:

Date:

Title:

Proposed Start Date:

Signature:

Class/Research Project Name:

Safety & Risk Management recommends implementing the following within the Department's Protection Plan:

- Safety & Risk Management recommend that this Department Protection Plan be implemented once the precautionary measures above have been incorporated into the plan.
- Departments will need to submit an updated protection plan to Safety & Risk Management only if there are changes including but not limited to:
 - Additional employees need to return to campus
 - Sections of the risk assessment that were previously No/Not Applicable are now applicable
- Safety & Risk Management will conduct periodic audits once per semester, as resources are available, to ensure protection plans are being utilized.

S&RM Reviewed:

Date: