

**SANTA MONICA COMMUNITY COLLEGE**  
**COVID-19 DEPT SPECIFIC SAFETY PLAN**

Manager's/Supervisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dept/Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Purpose:** To help mitigate the hazards related to the spread of COVID-19, each department will evaluate their processes and implement safety controls to curb the spread of COVID-19. This will serve as your department's COVID-19 safety plan.

**Instructions:** *Step 1:* Department manager/Academic Dean or Chair will fill out this form. Check **Yes** or **No** for each item. Provide details in the **Comments** regarding how safety controls will be implemented. *Step 2:* Provide additional safety plan details in Addendum section for processes/activities not covered in the first 5 pages of the document.

SAFETY RESPONSIBILITY		Y	N	Comments
1.	Promote COVID-19 safe practices in the workplace. Regularly evaluate the office workspace for compliance with the plan. Document and correct deficiencies identified. <b>Describe how this will be implemented and monitored:</b> (Ex: team communications, scheduled walk-throughs, use of assigned disaster service workers, follow-up on needed corrective actions, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Have employees completed the assigned COVID-19 training? All employees must complete the training modules before returning to work or at the start of their workday upon return.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Have employees completed their daily health questionnaire each day they come to campus? Have the employees acknowledged completion of the <u>daily employee symptoms checklist</u> confirming that they are not currently sick or exhibiting CoVID-19 symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	

INFECTION CONTROL MEASURES		Y	N	Comments
4.	Have all employees been provided a cloth face covering? The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, and in areas where the public enters. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle. <b>How will this be monitored? (sign-in sheet)</b>			
5.	Are common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, elevator switches and buttons, touch screens, and handrails regularly disinfected?			
6.	Are employees provided time during their shifts to implement cleaning practices? Disinfecting assignments should be assigned during working hours as part of the employee's job duties.			
7.	Are your department's multiuse tools and personal staff areas properly sanitized at least daily by the department staff?			
8.	Are disinfectant and related supplies available to employees? Disinfectant and related supplies are available to all employees at the following location(s):			
9.	Have you instructed department employees to wear gloves when cleaning, and to wash their hands thoroughly with soap and water or alcohol-based hand sanitizer before and after wearing gloves?			
10.	Do you have an adequate supply of gloves for department staff to sanitize their areas regularly?			

11.	Have shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) been eliminated, to the greatest extent possible?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Has each employee been assigned their own tools, equipment and defined workspace whenever possible? Is sharing of workspaces and handheld items minimized or eliminated? Where items must be shared, are they disinfected between shifts or uses, whichever is more frequent. Examples of potentially shared equipment includes the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc. <b>Describe how this will be implemented and monitored:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Are contactless payment systems in place or, if not feasible, are payment systems sanitized regularly? <b>Describe how this will be implemented and monitored:</b> (schedule of sanitizing, sanitize per transaction, who will be responsible, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	

HANDWASHING AND HYGIENE		Y	N	Comments
14.	Have hand sanitizer stations been installed at entry and exit points and around the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Hand sanitizer is available to all employees at the following location(s): <b>(evaluate current locations and determine if additional locations are required)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

16.	Have you instructed your workers to limit contact with others– no shaking hands or touching objects unless necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Are employees allowed frequent breaks to wash their hands?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Sharing of communal food is prohibited. (water dispensers, coffee pots, donuts, etc.) Evaluate the potential for communal food in your area. <b>(Provide details regarding the presence of communal food, how will it be addressed (new system of single use food items), and how will it be monitored.)</b>	<input type="checkbox"/>	<input type="checkbox"/>	

PHYSICAL DISTANCING		Y	N	Comments
19.	Have employees been instructed to maintain at least six feet distance from visitors and from each other? Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary. <b>Provide details how social distancing will be maintained:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Have you evaluated the need for implementing staggering shifts so less staff are in the workplace at once and 6ft distance is maintained? Staggered shifts are a critical control to help maximize physical distancing. <b>Provide details how you plan to stagger shifts:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Have workspaces, cubicles, etc. been evaluated to ensure for six feet between employees?	<input type="checkbox"/>	<input type="checkbox"/>	

22.	Are common areas (e.g., break rooms and kitchenettes) restricted to maintain physical distancing? Have you increased physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact?			
23.	Are breaks staggered to ensure that physical distancing can be maintained in break rooms?			
24.	Are employees discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells?			
25.	Have customer service windows or reception counters been separated by 6 feet to allow for physical distancing?			
26.	Has tape or other markings been placed at least six feet apart where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance?			
27.	Have you communicated to employees to stay home if they are sick, and if they are displaying symptoms of COVID-19? Immediately call primary doctor and supervisor?			

<b>WORKING FROM HOME</b>		<b>Y</b>	<b>N</b>	<b>Comments</b>
28.	Have you assessed who can do their jobs from home? Have work processes been reconfigured to the extent possible to increase opportunities for employees to work from home? Has everyone who can carry out their work duties from home been directed to do so?			
29.	Have you provided guidance to your workers on how to set up a safe home office environment? <b>(Ergonomics training from Risk Management, Home Office Handouts)</b>			

## **ADDENDUM: PROCESS BASED SAFETY PLAN**

**Instructions:** *Step 1* - List your processes not covered in the general Dept Specific Safety Plan document.

*Step 2* - Evaluate those processes and apply engineering, administrative, and PPE controls for each step in the process.

*Step 3* - Place process based safety plan here in the addendum.







