Appendix E

COVID-19 Continuity Plan for Research and Teaching Laboratories, Studios, Workshops and Technical Spaces Written Plan Template

*Please indicate site-specific procedures to be followed for performing research or teaching in this space. Specifically indicate protocols for adherence to University and Departmental requirements. Note that some items may not apply to your situation. If this is the case, write n/a for not applicable.*

**University / Departmental Requirements**

- A face covering is required at all times unless otherwise noted for safety concerns.
- Individuals must maintain a minimum of 6 feet clearance from others at all times.
- Hands should be washed upon entry, before leaving the space and at regular intervals.
- Primary work areas should be disinfected upon entry into the space.
- Surfaces, equipment and high touch points must be routinely disinfected.
- Safety guidelines and requirements must be posted.

**Section 1 – General Considerations, Operations and Resource Planning**

- Identify all spaces involved in the plan. Provide a map if possible.
- Describe any high risk tasks that are prohibited or require specific safety protocols for operating in a COVID-19 or low staffing environment.
- Briefly describe contingency plans in the event of another shut down or in the event that a member of the group tests positive and the space needs to be temporarily shut down for cleaning. Include a list of all essential equipment that would require upkeep in the event of another shut down.
- Check if any special considerations apply and describe the situation:

  [ ] Activities requiring close or direct contact between individuals, human participants or human subjects.

  [ ] Activities involving field studies, collaboration with other entities or classwork that takes place outside of campus buildings.

  [ ] Require travel.

**Section 2 – Personnel Planning**

- Describe contingency plans if personnel are high risk or test positive for the virus and are unable to work or attend class.
- Describe procedures for identifying and reporting individuals who show or develop symptoms while at work or in class.
- Describe how members will be tracked in the event that a positive case is identified and contact tracing is required (entry/exit logs).

**Section 3 – Physical or Social Distancing**
• Describe which tasks or activities can be performed remotely.
• Describe measures for minimizing occupants in an area through temporal distancing techniques. Include schedules or calendars as needed.
• Describe measures for maintaining space between occupants through physical distancing techniques. Include maps and photographs as needed.
• Describe processes for incorporating physical distancing when occupying common rooms and using shared equipment.

**Section 4 – Personal Hygiene and Disinfecting**

• Identify situations when a cloth face covering or disposable face covering requirement may need to be suspended due to a safety concern and describe alternative plans.
• Describe hand washing expectations and procedures.
• Describe disinfecting procedures and frequencies for surfaces, touch points and shared equipment.

**Section 5 – Communicating and Posting**

• Describe how the plan will be communicated to others and how this will be documented.

**Section 6 – Sign-off**

• Have members sign off that he/she has read and acknowledges the plan. Note that this is not needed for students within a teaching class.