Scope: The purpose of this document is to provide guidance to support the reopening of RIT spaces during the COVID-19 period. In order to open spaces in a safe and efficient manner RIT (e.g. colleges, departments, facility, and lab managers) must assess spaces, identify control measures to be implemented, and work with Site Safety Monitors to ensure safety. These guidelines will be updated and communicated as requirements change, and will have an effective date in version control.

Guiding Principles:
- Protect the health and safety of RIT faculty, staff, students, alumni, guests, and our surrounding communities
- Ensure the continued delivery of RIT’s high-quality educational and research experiences
- Provide a residential campus experience that is uniquely RIT
- Recognize that all members of RIT share the responsibility of keeping our community healthy and safe

COVID-19 is a virus spread primarily from person to person, but can also be contracted from contaminated surfaces. RIT is following recommendations from the CDC, OSHA, EPA, DOH, the State of New York, Monroe County, and other agencies having authority (Reference policies and procedures noted in Appendix A) to support a safe environment for the RIT community.

Background: Health and safety risk is managed through a process of hierarchy of controls. In order of preference, these risks are managed through the implementation of elimination, engineering controls, then administrative controls, and finally, Personal Protective Equipment (PPE). This process is illustrated in Appendix B. Engineering controls are in place regardless of individual participation (e.g. touchless operation), administrative controls use rules and ways of working (e.g. separation of people in a line), and personal protective equipment is generally worn or held by someone (e.g. face coverings). Both administrative controls and PPE require participation by our community members to be effective. COVID-19 PPE use is a bit unique in that we are using the PPE to protect others, not ourselves. This process was used to develop guidelines for general controls for RIT spaces.

RIT Safety Plan in Response to COVID-19 must be followed. It requires a minimum of 6 feet separation unless controls are in place. In addition to engineering controls, the most effective best practices for limiting transmission of COVID-19 are the personal practices of handwashing, hand sanitizing and wearing of face coverings over the nose and mouth.

General RIT PPE Policy: Any time members of the RIT Community are indoors in the presence of others or moving through space occupied by others, they must wear an acceptable face covering regardless of the distance between themselves and others. Face coverings are not required if working alone in an office or private room.
Procedure: The following steps will assist in identifying various control methods for RIT spaces to ensure safety and physical distancing. RIT has provided specific guidance in the Appendices to assist in the reopening and operation of laboratories, studios, shops, teaching spaces, offices, etc.

Step 1: Inspect the Space for General Safety

Special care needs to be taken when entering a space for the first time to identify any hazards or damage that may have occurred while the space was unattended. Work Orders to FMS or Housing should be submitted immediately if the space is not functioning as it was when it was last occupied (lights do not function, there are odors, water leaks, pest damage, or any other unsafe conditions).

[Laboratories/Studios/Shops please use the checklist in Appendix C to inspect each space for reopening.]

Once it has been determined that a space is safe to be reopened, the following sections will guide the decisions to improve hazard mitigation through physical distancing and/or risk-based controls for COVID-19.

Step 2: Assess Space for COVID-19 Safe Operation and Controls

Each space must be assessed to ensure safe reopening under COVID-19 guidelines. Using COVID-19 occupancy information provided for each space, review the activities/events in that space using the checklist provided in Appendix D, COVID-19 General Controls Checklist.

PPE

As part of the reopening of spaces, specific information on PPE use is included in Appendix E: RIT COVID-19 PPE Use and Appendix H: Special Circumstance Controls for Teaching Labs, Studios, & Shops.

Cleaning/Disinfecting

Procedures will be in place to support regular cleaning/disinfecting of shared materials or cleaning/disinfecting between users of a space. Supplies will be available for each space to ensure enhanced cleaning/disinfecting is being performed. The PathoCide
disinfectant system and other RIT provided disinfectants are compliant with EPA and NYS DEC standards for COVID-19.

**Step 3: Approval of a Space for Reopening**

The assessments in Step 2 should be performed for each space. Once the assessment has been completed and documented, the *Controls to be Implemented Form (Appendix F)* must be completed and signed by the individual(s) performing the assessment and submitted to the appropriate Dean or Vice President for approval. The assessor should keep a copy of the approved form.

**Step 4: Special Circumstances Protocol**

There may be special circumstances where physical distancing cannot be maintained or activities warrant additional controls. It must be shown that controls will be effective to protect individuals from the spread of COVID-19. The hierarchy of controls should also be used to document the controls for these spaces on the *Controls to be Implemented Form (Appendix F)*, with appropriate approvals from the Dean or Divisional VP and RIT EHS.

A change in conditions, individual needs, or activities may warrant a reassessment of potential risk(s) and controls. This would be evaluated on a case-by-case basis.

**Version Control:**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Change</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2/2020</td>
<td>Original</td>
<td>J. Schneider/EHS/Risk Management</td>
</tr>
<tr>
<td>6/11/2020</td>
<td>Updated Appendix C</td>
<td>C. White/EHS</td>
</tr>
<tr>
<td>6/27/2020</td>
<td>General edits to NYS updated guidance; Addition of academic labs &amp; studio space &amp; Special circumstance protocol</td>
<td>J. Schneider/EHS/R. Raffaele/J. Loffredo/J. Myers</td>
</tr>
<tr>
<td>7/13/2020</td>
<td>Addition of appendices &amp; updates to document</td>
<td>RIT EHS/ J. Schneider/ Campus SMEs</td>
</tr>
<tr>
<td>7/20/2020</td>
<td>Correction of Links to RIT Safety Plan, Appendix updates</td>
<td>J. Schneider/ E. Cardinal (v19 web posted)</td>
</tr>
<tr>
<td>8/3/2020</td>
<td>Update</td>
<td>EHS</td>
</tr>
</tbody>
</table>
Appendices:

Appendix A: Reference List of Policies and Procedures
Appendix B: Hierarchy of Controls Assessment Process
Appendix C: General Laboratory/Studios/Shops Safety Checklist
Appendix D: COVID-19 General Controls Checklist
Appendix E: RIT COVID-19 PPE Use
Appendix F: Controls to be Implemented Form
Appendix G: Reopening Instructions for Academic (Teaching) Labs/Studios/Shops
Appendix H: Special Circumstance Controls for Teaching Labs, Studios & Shops
Appendix I: Research Laboratory Reopening
Appendix J: Department/Office Reopening
Appendix A: Reference List of Policies and Procedures

RIT Guidance Webpages:

RIT Site Safety Plan in Response to the COVID-19 Pandemic  

RIT Corona Virus Information  

RIT Visitor Policy due to the Coronavirus  

Employee Benefits Information/Resources Related to Novel Coronavirus (COVID-19)  

CDC Guidance Webpages:

Interim Guidance for Administrators of US Institutions of Higher Education  

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes  

OSHA Guidance Webpages: Guidance on Returning to Work for COVID-19  

Government Guidance Webpages:

New York State  


Monroe County  

Hierarchy of Controls:  
Appendix B: Hierarchy of Controls Assessment Process

Hierarchy of Controls in a Pandemic

- **Elimination**: Physically remove the hazard
- **Engineering Controls**: Isolate people from the hazard
- **Administration Controls**: Change the way people work
- **PPE**: Protect the worker with Personal Protective Equipment

**Most Effective**

**Least Effective**
Appendix C: General Laboratory/Studios/Shops Safety Checklist

Instructions:
This laboratory/studio/shop checklist is intended to aid you as you plan to restart your operations. This checklist will help to minimize potential disruptions and to ensure safety for all working in these types of areas. Please return an electronic copy of the completed checklist to Environmental Health and Safety (clwehs@rit.edu). For specific questions, contact the Environmental Health & Safety (EH&S) Department at clwehs@rit.edu, (585) 451-5625 or (585) 475-4980.

Space (Building, Room Number/Location): ____________________________________________________________

Date of evaluation: _______________ Contact information: ____________________________________________

Issues/Concerns to Resolve:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Assessor Signature & Title: ____________________________ Date: ______________

EH&S Dept. Signature: ____________________________ Date: ______________

**Remove any posted “Shut Down” signs from lab doors upon approval of EH&S.**
## General Laboratory/Studios/Shops Checklist:

<table>
<thead>
<tr>
<th>Done</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Survey the laboratory for any unsafe conditions such as:
1. Check containers of chemicals, biological materials, biohazardous, radioactive materials, and hazardous waste are still properly labeled, closed, and secured in appropriate storage areas and there are no releases.
2. Cell culture aspirators that weren’t deconned prior to the shutdown may be contaminated with mold.
3. Supplies, equipment, glassware, and other items left out during the shutdown.
4. Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately.
5. Secure, correctly label, and/or request a pickup of any hazardous wastes.
6. Manage any biological wastes appropriately.

### Survey Utilities:
1. Ensure that all water sources (e.g., circulating water baths, aspirators, etc.) are not leaking.
2. Place any elevated equipment, supplies, electrical wires, or chemicals back into its original position.
3. Ensure natural gas lines in the laboratory are still closed.
4. Flush cup sinks/sinks/eyewashes with copious amounts of water.

### Manage data systems:
1. Restore any backed up secure data and turn on non-essential/non-critical computers and equipment.
2. Return stored laboratory notebooks and computers to their original location(s), if they were temporarily moved to a different location.
3. Return any unsecured laptop computers or other easy to remove electronic devices.

### Review equipment operation safety:
1. Review equipment manuals for safe startup instructions.
2. Review equipment state and safely release any stored-up energy sources.
3. Ensure any essential equipment that was on emergency power or shut off and unplugged is functioning properly.
4. Recalibration/recertification of equipment may be necessary.
<table>
<thead>
<tr>
<th>Ensure chemical storage, fume hoods or biosafety cabinets are functioning properly:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure fume hoods are still within the certification window.</td>
</tr>
<tr>
<td>2. Confirm all chemicals and glassware on the benchtops or stored in cabinets are still secured.</td>
</tr>
<tr>
<td>3. Check infectious material and toxins that were put away for storage are still secure.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialized equipment function:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure that all refrigerators, freezers, and incubators are functioning properly and there is no mold growth.</td>
</tr>
<tr>
<td>2. Ensure any unplugged non-essential electrical devices, particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, or ovens are functioning properly.</td>
</tr>
<tr>
<td>3. Check all gas cylinders to ensure that they are still secured and valves closed. Ensure regulators are still not attached and caps are still in place on cylinders.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ensure experiment continuity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review any ongoing experiments that were running during the shutdown that could have been affected by loss of electricity, water, or other types of services.</td>
</tr>
<tr>
<td>2. Ensure animals/fish left behind during the shutdown have been cared for and are safe.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review safety procedures as needed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review/update any internal laboratory hazard analysis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluate any shared facilities, such as microscopy areas, analytical laboratories, etc., for any use restrictions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Delays due to start-up procedures.</td>
</tr>
<tr>
<td>2. May have restricted schedules to accommodate social distancing.</td>
</tr>
</tbody>
</table>
## Appendix D: COVID-19 General Controls Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Control Methodology</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Engineering Controls</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reconfigure furniture to maintain physical distancing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In situations where physical distancing is not possible, install engineering controls or personnel guards such as temporary walls, barrier shields, etc. (i.e. when interacting with customers or the public) &amp; increase outside or sanitized air.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure separation or move out non-required different activities within a space (i.e. word processing work in labs).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Administrative Controls</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure COVID-19 signage is in place (e.g. occupancy). Place markings to inform occupants of spacing or cordon off space as needed. Support compliance by closing or marking seating.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arrange individuals in shared spaces such that physical distancing is maintained, facing away from each other, and face coverings are worn unless in individual offices). Ensure offices that serve on-campus operations and students are staffed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Implement ingress &amp; egress to spaces that promote safety, such as staggered entry or exit or one-way entry/exit and line management. Exiting individuals take precedence over those entering.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Determine whether either limiting or expanding time of space availability should be implemented based upon needs and limited occupancy levels.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consider limiting in person meetings to only those that must occur due to essential activities (e.g. inspections).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alternate work shifts (i.e. signup system) for blocks of time for working timeframes and/or use of commonly used equipment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule operational times to reduce occupancy and maintain physical distancing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change work processes to limit exposures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assign work areas to individuals or provide cleaning between users.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E: RIT COVID-19 PPE Use

RIT considers the health, safety and well-being of our community to be our priority. In order to support the use of PPE on campus, RIT will have Personal Protective Equipment (PPE) available for all community members. RIT will be providing all faculty, staff, and students with personal mask options and the ability to obtain alternatives. Since counterfeit PPE is in the marketplace, obtaining quality equipment is important- FDA. June 6, 2020 memo: https://www.fda.gov/media/136664/download. All other and PPE requirements are still in place; this guidance does not supersede other existing PPE requirements which may require reassessment.

Face coverings are not required if outdoors and at least 6 feet of distance can be maintained from others, or if working alone in an office or private room, except as required by another policy or procedure. Faculty, in classrooms with barriers installed between themselves and students, may use face shields while lecturing behind the barrier instead of face coverings. Tightly confined spaces (e.g., elevators, kitchenettes, restrooms, small conference rooms, cubicles) should be occupied by only one individual at a time, unless all occupants are wearing face coverings and all other physical distancing rules can be followed. If occupied by more than one person, the occupancy of these tightly confined areas should be kept under 50 percent of normal maximum capacity (except individual offices meant for one). Compliance with COVID-19 Maximum Occupancy signs is required.

General face covering options:

1. Personal mask
   a. Cloth Masks or disposable non-medical surgical mask - Minimum of two layers
   b. Accessible Mask (cloth with plastic window)
   c. Polymeric mask with filter

2. Disposable mask

3. Surgical mask (FDA approved)

4. Non-flammable face masks for working with flames or highly flammable chemicals (e.g. chemistry labs)

Individual Alternative PPE: If an individual has concerns about wearing a standard face covering (whether opaque or clear), they can request accommodations through the RIT formal accommodations process (Disability Services Office for students https://www.rit.edu/disabilityservices/student-resources#requesting-accommodations, HR for faculty and staff Workplace Accommodations process). While no RIT community member will receive an accommodation to not wear face coverings, alternative options may be discussed. Possible options to explore include:

1. Safety hood (e.g. ‘Bullard’ type hood)
2. Voluntary use of N95 respirator without exhalation valve (NIOSH or FDA approved)

All other non- COVID-19 accommodations remain in place.

Possible exceptions to 6 feet distancing:

**Special circumstance:** In teaching labs, studios or shops where 6-foot physical distancing cannot be achieved, additional PPE and other engineering controls can be implemented with pre-approval. Use the *Controls to be Implemented* form in Appendix F to obtain approval.

**Temporary, transient situations:** Decreased physical distancing is temporarily permitted when required for essential or instructional purposes, for less than 10 minutes. No more than 2 students plus instructor or interpreter within 6 feet, at all times. Student groups of 3 or more within 6 feet are prohibited. Individuals should be informed of and agree to the increased risk and have the opportunity to wear additional PPE, such as a face shield.

Note: Due to the pandemic, OSHA currently allows the use of personal masks and surgical masks by the general public, but this stance can change. They recommend using cloth masks to prioritize surgical masks for healthcare settings. Under normal conditions, FDA approved masks are used in healthcare settings, and personal masks are not designated as safety equipment.
Appendix F: Controls to be Implemented Form

Instructions: This form is to detail the control methods implemented for each space. Describe what you are selecting to be implemented or has been implemented in the boxes below. Once completed, please sign and forward to the Dean or Division Vice President for approval. Special Circumstances require the additional step of approval by RIT EHS.

Space (Building, Room Number/Location): _____________________________________________________________

Date of evaluation: ___________________________ Contact information: ______________________________________

<table>
<thead>
<tr>
<th>Control</th>
<th>Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Reconfigure Furniture</td>
<td>Place student desks oriented at least 6 feet apart.</td>
</tr>
</tbody>
</table>

Note: If you have any special engineering controls or unique concerns, contact EH&S at 5-6270.

Assessor Signature & Title: ___________________________ Date: __________________

Approver (Dean/VP): ___________________________ Date: __________________

IF Special Circumstance- EHS approval: ___________________________ Date: __________________
Appendix G: Reopening instructions for Academic (Teaching) Labs/Studios/Shops

Responsibility: Supervising Faculty/PIs/Lab Directors & Managers will ensure that their laboratory spaces, operations researchers and any students, adhere to the RIT Safety Plan in Response to COVID-19 and will have the primary responsibility for ensuring the safety of individuals in their spaces.

Teaching labs that support research must comply with RIT research lab guidance and teaching lab guidance. **Research may only be conducted during times when teaching is not occurring.**

Reopening of teaching labs or labs that have both teaching and research activities requires these steps:

**Step 1:** Review of the space for safe conditions, guided by Appendix C: General Laboratory/Studios/Shops Safety Checklist (forward to RIT EHS) and Appendix D: COVID-19 General Controls Checklist and document controls on Appendix F. If no additional controls are warranted (Special Circumstance), forward a copy of the completed Appendix D & F forms to your Dean/VP. Keep a copy for your records.

**Step 2:** Depending upon specific activities in the space, the Special Circumstance of additional controls may be required prior to reopening. The space manager can apply for special approval with appropriate controls in place (outlined in Appendix H) to possibly increase occupancy. These controls are documented on the Appendix F: Controls to be Implemented Form. RIT EH&S can assist with this determination and will review for approval.

**Step 3:** Ensure all person’s complete safety training and follow RIT Safety Plan in Response to COVID-19 requirements. Due to high touch, high use in lab settings, it is particularly important that everyone in the space participate in documentation (sign in/out or phone app check in) of being in the space to support contact tracing.
Appendix H: Special Circumstance Controls for Teaching Labs, Studios & Shops

This is a special circumstance approval process for use of spaces for scheduled course, studio, and laboratory times. If it has been determined specific activities and processes in the space can be done safely with additional controls, then maximum loading to 50% of normal occupancy will be allowed. Any use of these spaces not specifically covered by these special circumstances need to follow the general guidelines for face coverings and physical distancing.

Engineering controls required:

1. Air handling:
   a. Outside air (OA) at maximum available (generally 40% or higher).
   b. Air flows of a minimum of 4 air changes per hour (ACH) or more based on the RIT Chemical Hygiene Plan (6-12 ACH) and installed ionization units to assist in air disinfection.

2. Placement of barrier shielding
   a. Materials: polycarbonate (better fire & heat resistance) or other plastic Plexiglas sheeting, preferably transparent, or similar.
   b. Configuration to provide a barrier between individual workstations and extending at least desk/countertop to 40 inches foot above surface, or generally up to 7 feet above the walking surface. Some individuals may require shielding outside these guidelines based upon face height.

Administrative Controls required:

1. Ways of working marking with 6 feet queueing marking, directional arrows, etc. as appropriate.
2. Limitation of movement in the space to only what is absolutely necessary.
3. No more than 2 students plus instructor or interpreter within 6 feet, at all times. Student groups of 3 or more within 6 feet are prohibited.

PPE required:

1. Face shield & face covering are both REQUIRED.
2. Individuals may voluntarily use an N95 respirator (without exhalation valve) instead of a face covering.
3. Faculty, Staff and students engaged in healthcare education (e.g. Student Health Center, Institute for Health Science and Technology) may need to wear CDC approved PPE depending on the activity (e.g. patient care) which may include medical grade surgical masks, face shield, goggles, and isolation gowns, gloves, and shoe covers. Link: https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-PPE.pdf
Appendix I: Research Laboratory Reopening

Responsibility: Working under the approved guidelines of the VP of Research, supervising Faculty/PIs/Lab Directors & Managers will ensure that their laboratory spaces, operations researchers and any students, adhere to the RIT Safety Plan in Response to COVID-19 and will have the primary responsibility for ensuring the safety of the individuals in their labs. No one shall be required to work in an on-campus research facility if they do not feel safe. Please document the following and forward a copy to your Dean and the VPR for final approval to reopen. A copy should be given to your Site Safety Monitor.

Space (Building, Room Number/Location): __________________________________________________________

Date of evaluation: ________________ Contact information: __________________________________________

Step 1: Please attach completed Appendix C: Lab/Studio/Shops Safety Checklist and the Appendix D: General Controls to be Implemented Form for each space in consideration.

Step 2: Provide information on your activities and protocols:

- a) List of the individuals who will be approved to access the above spaces (faculty, staff, students):

- b) List specific activities to be performed:

- c) Outline all lab-specific safety measures, including the process for tracking specific users of the space for contact tracing:

- d) List any specific use of PPE due to COVID-19:

- e) List any additional lab-specific safety considerations:

- f) Outline plans for cleaning/sanitizing research/lab work spaces:

Approval (Dean/VP): ___________________________ VPR: ___________________________ Date: __________
Appendix J: Department/Office Reopening

RIT must comply with the New York State Department of Health Phase Two requirements (*NY Forward Safety Plan*) to safely reopen departments/offices through the [RIT Safety Plan in Response to COVID-19](https://www.rit.edu/coronavirus/safety-plan). RIT must limit the total number of occupants at any given time to no more than 50% of the normal occupancy. Options to achieve this include working remotely and/or flexible work schedules.

**Instructions:**

**Step 1:** All Department managers must comply with the [RIT Safety Plan in Response to COVID-19](https://www.rit.edu/coronavirus/safety-plan). HR Managers can help create the office reopening plan if needed.

**Step 2:** Using COVID-19 occupancy information provided for each space, or a maximum occupancy of 50% within the department, follow the checklist below to assist with developing your plan.

**Step 3:** Once completed, please sign and retain a copy for your files.
## Control Methodology Checklist - Office

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Engineering Controls</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reconfigure furniture to maintain physical distancing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In situations where physical distancing is not possible, install engineering controls or personnel guards such as temporary walls, barrier shields, etc. (i.e. when interacting with customers or the public, reception areas) &amp; increase outside or sanitized air where available.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For offices that serve the public, students and others on campus, ensure that personnel guards/barrier shields are installed in service areas, such as windows or front desk areas. Ensure that these offices have regularly scheduled access hours and are staffed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure separation or move out non-required different activities within a space.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Administrative Controls</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coordinate your safety plan with other departments or groups that are co-located with your employees, and communicate the name &amp; contact information for your Site Safety Monitor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure that all RIT individuals complete RIT COVID-19 through Talent Roadmap, and any other required training.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure that employees participate in mandatory health screening and symptom monitoring before each workday and contact tracing as required by the RIT Safety Plan. If isolation is required, follow RIT Safety Plan protocols. If an employee is ill, use normal absence reporting. If an employee has COVID-19 symptoms, report &amp; ensure COVID-19 test, and the employee is off campus until proven negative.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Communicate/Post CDC signage - everyone needs to adhere to proper hygiene, physical distancing of 6 feet, use face masks when 6 feet of distancing cannot be maintained, and follow cleaning protocols.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure visitors, contractors &amp; guests are aware &amp; follow the RIT Safety Plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure COVID-19 signage is in place (e.g. occupancy) or limit to 50%. Place markings to inform occupants of spacing or cordon off space as needed. Support compliance by closing or marking seating if necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Provide hand hygiene stations with soap &amp; water or hand sanitizer with 60% alcohol or more if handwashing is not feasible.</td>
</tr>
<tr>
<td>Arrange individuals in shared spaces such that physical distancing is maintained, facing away from each other, &amp; face coverings are worn unless in individual offices or working alone). Ensure offices that serve on-campus operations and students are staffed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish designated areas for pick-ups &amp; deliveries (e.g. mailboxes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement ingress &amp; egress to spaces that promote safety, such as staggered entry or exit or one-way entry/exit and line management. Exiting individuals take precedence over those entering.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine whether either limiting or expanding time of space availability should be implemented based upon needs and limited occupancy levels.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider limiting in person meetings to only those that must occur due to essential activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate work shifts (i.e. signup system) for blocks of working timeframes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule operational times to reduce occupancy and maintain physical distancing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change work processes to limit exposures, or schedule non-essential employees to work remotely.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign work areas to individuals, and implement clean desk policies (storage of non-essential items).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limit sharing of objects &amp; touching of frequently shared surfaces (e.g. keyboards, computers) or wearing of gloves with hand washing &amp; sanitizing before and after use, or proper cleaning between users.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Assessor Signature & Title:** ____________________________ **Date:** ________________