



COVID-19: Safety Site Assessment Guidance

As the University has a variety of workspace configurations, this checklist is intended to provide guidance, consistent messaging, and integrate public health behaviors into Cal State LA workspace design based on 6-foot physical distancing. Prior to any instructional-based activity, Building Manager/Facility Director should work with supervisors/managers to:

- Assess each facility and perform a detailed review of workspace/room configurations.
- Review recommendations for each space type and prioritize adjustments based on the recovery stage and anticipated occupancy.
- Determine the disinfection routine for all spaces/rooms.
- Monitor effectiveness and adjust as needed.

All must take measures to ensure that all personnel maintain at least 6 feet of distance between individuals to reduce the risk of COVID-19 exposure. Measures to prevent close contact include, but are not limited to:

- Separate work stations by at least 6 feet.
- Allow only infrequent and intermittent passing within 6 feet.
- Segregate entry and exit pathways into building or work area.
- Limit the number of people riding in elevators.
- Remind personnel to maintain social and physical distancing during breaks and at shift start and end times.
- Always use proper PPE
- Develop and implement surface and tool disinfecting protocols, as needed
- Stagger break times.
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
- Avoid touching other people (e.g., handshakes).

Below you will find information, recommendations, and guidelines to set safe work practices. To reduce confusion, clear protocols and expectations should be communicated visually using signage.

Standardization of university-wide communications will clarify expectations for faculty, staff, students, and visitors. Existing signage on University buildings includes social distancing protocols compliant with state and local regulations, and expectations for everyone returning to campus.

Workspace organization and occupancy

- Require one-at-a-time access at designated areas/points.
- Use drop boxes or bins to collect and distribute shared equipment, mail and other items that must be passed from one person to another.
- Small, narrow offices/facilities at 100-150 square feet can likely accommodate only one person at a time.
- Square or rectangle work areas larger than 200 square feet can likely accommodate more people, but keep the number to a minimum.
- Provide cleaning/sanitizing wipes and/or hand sanitizer for occupants to use



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Work schedules

- Coordinate work schedules to minimize the number of people in a work area at the same time.
- Coordinate work schedules to minimize the possibility of cross traffic.
- Maintain a log of visitors to the worksite

Signage

- Use proper Signage to inform how to properly navigate and occupy the facility in as safe a fashion as possible:
 - On building entrance doors
 - Near restrooms and hand washing sinks
 - Post all other posters in highly visible locations as appropriate such as building lobbies, common areas, and safety bulletin boards, break rooms, near elevators and at entrances to unit/department work areas.
- In addition to the signage mentioned above, provide regular announcements on reducing the spread of COVID-19.
 - Social Distancing
 - Face Coverings
 - Handwashing/Hand Sanitizer

Directionality

- Create one-way traffic patterns that best suit how the various teams operate and as space permits. You may wish to order “one-way” floor signs or create arrows with painters tape.
- Where possible, establish dedicated “IN” and “OUT” doors to minimize the possibility of cross traffic.

Doors

- Exterior doors are kept closed for security reasons.
- Interior doors are propped open wherever possible to eliminate individuals from needing to touch doorknobs or handles.
- Utilize exterior signage to make aware of closed and alternate entrances.

NOTE: Some doors in the building are fire rated doors and must remain closed by regulation unless there is an approved door hold device that can be automatically released by the fire alarm system. Fire rated doors will have self-closing devices and a label on the hinge-edge of the door and frame.

Elevators/Stairwells

- Post signage reminding people to observe physical distancing guidelines at all times.
- Where feasible, establish one-way stairwell traffic. This means one stairwell utilized for traffic going “UP” and one for traffic going “DOWN”.



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- Where elevators exist, occupancy must ensure a 6-foot distance between people and may be limited to a maximum of two (2) persons per elevator car at a time.
- Install floor stickers/markings to establish distancing zones and describe where to stand in elevator.

Restrooms

- Post signage promoting handwashing with soap & water for at least 20 seconds at sinks
- Reduce restroom occupancy to help minimize foot traffic

Space Planning

- Install barriers that block direct access to areas not in use.
- If you are located in a space with operable windows, opening the windows to increase air flow is acceptable.
- Post signs on room doors to indicate the maximum number of people allowed in the room during the current activity.
- Consider removing chairs from shared spaces to encourage physical distancing.