

COVID-19 Safety Management Plan Template

UMassAmherst

Environmental Health & Safety

Department/Program Area: _____



The unprecedented nature of the COVID-19 crisis has led to unique challenges for the campus community, including the need to navigate working remotely and restarting on-site operations. UMass EHS has prepared a checklist that to helpguide Departments through the process of evaluating their workplaces and developing a Department COVID19 Safety Management Plan. This template can be used to document the plan resulting from the workplace review. If you have questions about particular items in work area or require any assistance, please contact EH&S at (413)-545-2682.

Social Distancing

The following measures will be taken to ensure workstations provide for maintaining 6 feet apart between employees, customers, visitors, and vendors. Allow for 100 square feet per person. Do not exceed 50% of any posted occupancy or typical occupancy as of March 1, 2020. For situation where strict compliance interferes with the continued delivery of critical services, evaluate installation of physical partitions that are taller than standing workers.

The following changes have been made to alter work flows, adjust office space, stagger shifts, breaks and lunch times, and relocate shared equipment as necessary to ensure employees can practice adequate social distancing.

Describe plan for breaks and lunches:

Describe policy and modifications for any conference rooms or classrooms in your department:

Describe visitor policy:

[UMass Social Distancing](#) and [UMass Wearing is Caring](#) posters will be posted in common areas. These and other posters can be found at the [EHS Join Us: Promote Healthy Living During COVID-19 page](#).

Hygiene Protocols

Designated restrooms for this department are:

Alcohol based sanitizer will be available at these locations:

Protocols for cleaning high touch surfaces within offices, conference rooms, copier rooms, break rooms, shared workstations, equipment and vehicles will be as follows.

Protocols for emptying waste containers from offices, conference rooms, break rooms, etc. into central repositories established by Physical Plant as follows:

[Cleaning/Disinfecting Instructions for Shared Work/Meeting Spaces](#) and [Cleaning/ Disinfecting log for Shared Work/ Meeting Spaces](#) will be posted in each room.

Employee Training and Wellness

All workers shall watch the [Returning Safely to UMass video](#).

The [Be Health Smart Poster](#) shall be posted in common spaces.

All employees will be trained on this COVID Safety Management Plan and the department will maintain a record of this training. .

Workers will be provided and reminded to complete the [COVID-19 Daily Self Checklist](#) also available on the My UMass App.

High-risk employees who are over the age of 65, pregnant, or who suffer from a chronic health condition such as heart disease, diabetes or lung disease will be encouraged to contact the COVID19 HR Response team at 413-687-2283 or Covid19HR@umass.edu, to see if an alternate work arrangement can be made.

Workers will be encouraged to encourage workers to open windows, and doors to hallways, set window air conditioners for outside air to increase ventilation in the work area.

Workers shall follow the University's [guidance on face coverings](#). Per order of Governor Baker, [face coverings are required](#) in public spaces when social distancing cannot be maintained. See the [University's FAQs on face coverings](#) .

Advise personnel to keep a daily log of contact with others and places they go. This can assist with contact tracing later if necessary.