

Physical Assessment Self-Evaluation Checklist

Revised: June 23, 2020

This checklist will help you conduct a physical space assessment before resuming on-site operations. Before using this checklist, you should complete the “Returning to Campus” online training in UC Learning Center and carefully read the [Physical Assessment Self-Evaluation Reference Guide](#).

This guidance document provides recommendations for staff to utilize when conducting a physical space assessment before employees return to the workspace. These recommendations will be updated as additional information becomes available. When conducting a physical space assessment, consider the following items:

Building Entryways/ Elevators/ Lobbies/ Restrooms

- Verify required signs are installed on restrooms mirrors, building entryways, stairwells and elevators. Please refer to the [EH&S Return to Campus Approved Signage](#) page for additional instructions. Contact [Facilities Management](#) if appropriate signage has not been installed.
- If permanent signs are not available, please print and post temporary signs available on the [EH&S Return to Campus Approved Signage](#) page.
- Determine if there are customer-facing workstations at the workplace (e.g. cash handling, reception desk, etc.) that need to be evaluated for installation of plexi-glass or other physical barriers, because approved physical distancing practices are not possible. To request plexi-glass or other physical barriers or request an evaluation of your workspace, please complete the [plexi-glass/barrier form](#) and submit it to EH&S.
- If you have questions about protective measures for restroom or elevator, please contact [EH&S](#) or the [Facilities Management](#) for additional clarification.
- Based on current building/space occupancy rates, determine if an in-person reception area is necessary or if that function can be provided by alternate means.

Open Office Spaces/ Open Study Areas

- Assess your workspaces to determine whether they can accommodate the required physical distancing.
 - Consider placing colored tape on the ground around the workspaces to indicate boundaries between people.
 - Relocate or cordon off workstations that cannot accommodate physical distance if workforce schedules cannot be staggered
 - Rotate workstations so that they do not face one another if possible
 - Relocate or cordon off waiting area chairs that do not accommodate physical distancing
 - Relocate or cordon off furniture in corridors/walkways to allow for wider paths of travel

- For shared tables, determine how many people can work safely while observing appropriate physical distancing and place maximum user signage available on the [EH&S Return to Campus Approved Signage](#) page.
- Lock casters on furniture to limit mobility.
- Identify designated spaces for visitation, preferable with direct access to suite entrances.
- Remove communal items that cannot be cleaned and sanitized easily and regularly
- Limit entrance and exit points; create a one-way flow from entrance to exit, when possible. In an emergency, please disregard one-way flow and evacuate immediately.
- Designate separate entry points for staff from public lobbies for customers and visitors when possible.
- Remove or modify access barriers such as security gates, when possible, to create touchless entries and exits.

Break Rooms/ Conference Rooms/ Work Rooms

- Assess your workspaces to determine whether they can accommodate the required physical distancing
 - Relocate or cordon off chairs that are closer than six feet apart.
 - Relocate or cordon off furniture in corridors/walkways to allow wider paths for travel.
- Determine how many people can be in each space while maintaining physical distance and place maximum occupant signage available on the [EH&S Return to Campus Approved Signage](#) page.
- Lock casters on furniture to limit mobility.
- Remove communal items that cannot be cleaned and sanitized easily and regularly.
- Ensure trash cans are placed near room entry/exit.

Lobbies/ Reception Areas

- Assess your workspaces to determine whether they can accommodate the required physical distancing
 - Consider placing colored tape on the ground around workspaces indicating boundaries between workers and patrons.
 - Relocate or cordon off workstations and waiting areas that are too close to maintain physical distance
 - Relocate or cordon off furniture in corridors/walkways to allow wider paths for travel.
 - Consider placing colored tape on the ground to mark where people should line up (refer to the [EH&S Return to Campus Approved Signage](#) page to request floor decals).
 - Continue queuing lines outside or in larger corridors when possible.
 - Consider plexi-glass barriers. To request an evaluation of your workspace for plexi-glass or other physical barriers, please complete the [plexi-glass/barrier form](#) and submit to EH&S for review
- Consolidate customer and visitor access points, if possible.
- Separate visitor entry points from staff entry points and workspaces when possible.
- Establish touchless delivery drop-off and pick-up areas.

- Consider ways for people who have trouble standing to sit while limiting exposure
- Remove communal items that cannot be cleaned and sanitized easily and regularly.
- Limit entrance and exit points. If possible, create a one-way flow from entrance to exit. In an emergency, please disregard one-way flow and evacuate immediately.

Exterior Spaces

- Ensure designated building ingress and egress pathways support clearly separated direction traffic and accessibility.
- Relocate or cordon off exterior furniture that is too close to maintain physical distance.

Accessibility for People with Disabilities

- If you have questions about how any of these changes listed in this checklist will affect accessibility for people with disabilities, please contact the [UCI ADA Coordinator Andrew Berk](#). Please consider the following recommendations when reviewing your workspace:
 - o Determine if selected entrance and exit points are accessible for people with disabilities (at least 32 inches wide, requiring no more than 5 lbs. of force to open, thresholds no higher than ½ inch high, when possible).
 - o If decreasing the number of reception desks, verify that the ones designed for people with disabilities (less than 34 inches high and 36 inches long) are available, when possible.
 - o Ensure designated building ingress and egress pathways are big enough for a wheelchair that is 30 inches wide and 48 inches long, when possible.
 - o Provide that available seats are accessible for people with physical disabilities
 - o Consider communicating the text of posted signs with a description of the area affected so that they are more accessible to people with visual disabilities.

Add additional comments in the box regarding the Physical Space Assessment (if needed):

Please provide the following information:

Organizational Unit:

Name and Title:

Date Completed:

Email/UCI Phone:

If you determine that your area needs plexi-glass or other barriers installed and you would like to determine if the barriers are appropriate, or request an evaluation of your workspace, please complete the [plexi-glass/barrier form](#) and submit to EH&S. If you have any additional questions, please contact EH&S at safety@uci.edu.

UCI’s response to COVID-19 depends on many factors. Guidance documents are subject to change. Please review the [EH&S Website](#) and [FM Website](#) for current information.