UCI Environmental Health & Safety

Conducting a Physical Assessment
Self-Evaluation Reference Guide
Revised: September 1, 2021

Purpose:

This Reference Guide contains instructions on how to conduct a return-to-campus site physical assessment. It should be used in conjunction with the [Physical Assessment Self- Evaluation Checklist](#)

This Reference Guide provides recommendations for staff to use when conducting a workplace self-assessment to ensure a safe return to normal Campus operations.

Scope:

The likelihood of a COVID-19 community or campus outbreak may increase as on-site operations are resumed. Diligent planning and preparation for returning to the workplace is critical in ensuring that faculty, staff, and students return to an environment with necessary controls in place. This Reference Guide is intended to aid you in completing a space assessment and to provide clarification regarding critical Campus, public health, and other criteria to consider.

Initial Assessment:

When conducting an initial return-to-campus space review, consider the following items:

1. Be aware of communal equipment and frequently touched surfaces that can possibly spread the virus. Equipment should be regularly cleaned or removed when regular cleaning is not possible.

   • Breakroom equipment includes, but is not limited to, coffee pots, water coolers, microwave ovens, refrigerators, and vending machines.
   • Office equipment includes, but is not limited to, copiers, printers, pens, pencils, staplers, phones and paper shredders.
   • Other high touch items include door handles/knobs, countertops, grab rails, whiteboards, whiteboard markers, etc.

2. Administrative Considerations

   The variation between workspaces on campus (e.g., student housing, instruction, athletics, etc.) means that items noted in this Reference Guide may or may not apply to your workspace. General items to consider include, but are not limited to:

   • Provide adequate time and space for employees to arrive and depart at the beginning and end of the work shift without crowding entryways and exits.

- Adjust work practices, workstations, and other processes as needed to enable employees to maintain safe physical distancing.
- Adjust on-site meetings and limit in-person participation to ensure physical distancing. Hold meetings and trainings remotely if possible. If that is not possible, hold meetings and trainings in person only in ways that follow Campus guidance and Executive Directives.
- Consider limiting the number of employees at the workplace at the same time when possible, for example, by staggering shifts, splitting or rotating work schedules, etc.
  For represented employees, ensure that any alternative arrangements are in compliance with collective bargaining agreements.
- Consider staggering employee breaks and lunch hours.
- Consider establishing locations for receiving regular deliveries away from high traffic areas. Receive deliveries outdoors if feasible. Provide and post signage that easily identifies drop-off and pick-up points, and post contact information.
- Limit the use of communal items and use individual-use items when possible (e.g. single-use Keurig units, small refrigerators, etc.)

3. Physical Assessment

When conducting a physical assessment of the workspace, the following issues should be considered. Many of the items noted in this reference guide may not apply to all units.

A. Determine appropriate signage and sign placement:

- For information on signage and signage requirements please refer to the EH&S Return to Campus Signage page

B. Determine the need for plexi-glass or other physical barriers:

- Due to the cost and limited availability of plexi-glass barriers, plexi-glass barriers should be purchased and installed only when other physical distancing options are not practical.
- Plexi-glass barriers should be prioritized for usage at public-facing locations, such as reception desks, customer service stations, and cash transfer points (i.e., retail and food service, etc.).
- Employees should continue to wear face coverings even when plexi-glass is used.
- Plexi-glass or other impermeable dividers or partitions should be coordinated through EH&S to ensure appropriate safety considerations are in place.
- 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

C. Review the CALOSHA COVID-19 Prevention Emergency Temporary Standard document for additional information. Please note UCI Campus Policy, Procedures and Executive Directives may have more stringent/additional requirements. Kindly review all applicable policies, procedures, directives, and guidance when drafting your organization plan and be advised the more stringent/restrictive requirement(s) will apply.

Plexi-glass Barriers: Examples and Conditions for Use:

- The public has access to the area
- Packages and materials are delivered to the area
- Entrance areas by which all persons must pass
- This activity cannot be consolidated to an alternate area where dividers are already installed
- The activity cannot be moved to an alternate area where dividers are already installed
- The activity cannot be modified to be accomplished remotely