

EH&S Spot Checks

Updated: April 2021

General Principles

In an effort to ensure COVID-19 compliance, operations in laboratories and non-laboratories spaces are periodically evaluated by EHS using the checklist below. These periodic spot inspections of laboratory and non-laboratory environments check for adherence to campus COVID-19 requirements, ensure campus population density is being managed, and safe practices are followed to promote the health and safety of all UCI faculty, trainees, and staff.

COVID-19 EH&S Safety Spot Checklist

| Item | Review Criteria | Compliant (Yes/No) |
|--|---|--------------------|
| Maintain physical distancing (minimum of 6 feet between lab/non-lab staff members). | Visibly check the work area to ensure UCI Physical Distancing procedures are being followed. | |
| Verify cloth face coverings or disposable surgical masks are worn inside, regardless if anyone is within 6 feet, unless alone in a private office where the occupant has control over whether anyone can enter. Zoom calls and eating can occur in private offices without wearing a face mask, with the office door closed. (Eating and removing masks is strongly encouraged to occur outdoors). | Verify face coverings or disposable surgical masks are being worn in compliance with UCI requirements. | |
| Verify required Personal Protective Equipment (PPE), including gloves, lab coats, and eye protection are worn by all staff when working with hazardous materials or when required by Standard Operating Procedures, etc. | Verify appropriate PPE is being worn correctly based on the exposure/risk and signage posted at the time of the spot check. | |
| Verify lab/non-lab-specific detailed risk assessment has been completed and submitted to Authorized Official | Review the site-specific risk assessment. There should be a copy available and posted at the time of the spot check to review and verify. | |
| Verify that a site-specific protection and monitoring plan is available and implemented in the lab/non-lab workspace. | Verify that the required site-specific protection and monitoring plan has been completed by the plan owner. There should be a copy available and posted at the time of the spot check to review and verify. | |

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| <p>Verify that required safety training and documents have been completed for all staff present at the time of the spot check.</p> | <p>Verify that the required safety training has been completed by reviewing applicable training records. There should be a copy of all training records/certification that training has been completed available at the time of the spot check to review and verify. If no training records are available, state records not available at time of check.</p> | |
| <p>Surface disinfectants, soap, and water are all readily available in the work space.</p> | <p>Verify that appropriate cleaning and disinfectant supplies are available to all workspace personnel.</p> | |
| <p>Noncompliant behaviors observed at the time of inspection (explain):</p> | | |