

Department Information

Department: Safety & Risk Services

Department Main Office Location: 1715 Franklin & Onyx Bridge

In-Person Priority Functions

Function	Full Time or Part Time	# of Staff Required	Can achieve Physical Distancing Guidelines? (Y/N)	Date In-Person functions should resume	Notes:
<i>Unit Administration</i>	<i>Part Time</i>	<i>1</i>	<i>Y</i>	<i>Continued</i>	
<i>IMT Coordination</i>	<i>Part Time</i>	<i>3</i>	<i>Y</i>	<i>June 15, 2020</i>	<i>3 staff will each work on campus 1-3 days a week. Work is done in single occupancy offices.</i>
<i>Risk & Insurance</i>	<i>Part Time</i>	<i>1</i>	<i>Y</i>	<i>Continued</i>	<i>Work is done in single occupancy offices.</i>
<i>Innovation Lab</i>	<i>Part Time</i>	<i>1</i>	<i>Y</i>	<i>June 15, 2020</i>	<i>Work is done in single occupancy offices.</i>
<i>Occupational Health & Safety</i>	<i>Full Time</i>	<i>1</i>	<i>Y</i>	<i>Continued</i>	<i>Work is a combination in the field and in single occupancy office. Staff has been briefed on physical distancing and face coverings.</i>
<i>Ergonomic Program</i>	<i>Part Time</i>	<i>1</i>	<i>Y</i>	<i>June 15, 2020</i>	<i>Work is a combination in the field and in single occupancy office. Staff has been briefed on physical distancing and face coverings.</i>
<i>Building Science Program</i>	<i>Full Time</i>	<i>3</i>	<i>Y</i>	<i>Continued</i>	<i>Work is a combination in the field and in single occupancy office. Staff has been briefed on physical distancing and face coverings.</i>
<i>Environmental Program</i>	<i>Full Time</i>	<i>2</i>	<i>Y</i>	<i>Continued</i>	<i>Work is a combination in the field and in single occupancy office. Staff has been briefed on physical distancing and face coverings.</i>
<i>Research Safety</i>	<i>Full Time</i>	<i>2</i>	<i>Y</i>	<i>Continued</i>	<i>Work is a combination in the field and in single occupancy office. Staff has been briefed on physical distancing and face coverings.</i>
<i>Hazardous Materials Safety</i>	<i>Full Time</i>	<i>3</i>	<i>Y</i>	<i>Continued</i>	<i>Work is a combination in the field and in single occupancy office. Staff has been briefed on physical distancing and face coverings.</i>
<i>Fire Marshal's Office</i>	<i>Full Time</i>	<i>3</i>	<i>Y</i>	<i>Continued</i>	<i>Work is a combination in the field and in single occupancy office. Staff has been briefed on physical distancing and face coverings.</i>

Physical Distance Guidelines

1. Access Spaces

- a. SRS Suite at 1715 Franklin:
 - i. Main entry to SRS Suite's door is propped open.
 - ii. Occupancy in the Suite is low enough that one way pedestrian flow is not necessary.
- b. Onyx Bridge:
 - i. Due to Security concerns, entries cannot be propped open and the space is generally not open to the public.
 - ii. Staffing levels are low enough to maintain physical distancing without the need for one-way pedestrian flow.

2. Lounges/Breakrooms/Kitchens

- a. SRS copy room and kitchen will be limited to 1 person at a time.
- b. Single use wipes are available for staff to wipe down frequently touched surfaces and staff are expected to wipe down commonly touched surfaces regularly.
- c. Any chairs that should not be used will be removed, stored, or signed/labeled.

3. Front Desk/Counters

- a. SRS typically has low volume visitors to the front desk. No additional mitigation measures are needed.

4. Office Occupancy

- a. SRS only has one shared office space and it will only be occupied by one person.
- b. Other shared spaces like training rooms and conference rooms will be signed with new COVID related occupancies. Any chairs that should not be used will be removed, stored, or signed/labeled.