**Draft safety plan for maximizing 6-foot distancing, sanitation of spaces, and complying with other requirements set out in the online application form (see blue text below)**

**PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Researchers will only return to campus to perform research (experiments, field projects, maintenance) and will perform all other job-related duties from home.
* All researchers have been informed of their option to continue to work remotely, rather than returning to campus at this time.
* In addition to all requirements spelled out here, the [*Facility*] Safety Plan will always be followed. [*add if your lab / building has one*]
* Researchers will watch training videos recommended by CSU. As needed, the group will meet virtually to discuss any other protocols required by the research functions [*expand?* ***example****, discuss sanitizing of shared tools/instruments after each use – can add that in here as required*]
* Upon entering and before leaving the lab, hands will be washed with soap and water for at least 20 seconds.
* Researchers will wear masks **at all times** to limit airborne infection exposure, in accordance with all CSU guidance (http://www.ehs.colostate.edu/DV2.aspx?ID=65). This includes when transitioning into and out of the buildings.
* Cloth masks will be washed daily. Each person will have at least 2 masks to ensure a clean one is available at the start of each work day. CSU will provide 2 masks/researcher, if needed.
* For [*list functions –* ***example****: machining, sorting seed, weighing chemicals, etc*], workers have been issued [*dust masks, other PPE*] that are marked with their name and that will not be shared with others. They will use these masks to perform those specific duties and store them in safe location apart from any other person’s PPE.
* Goggles or safety glasses, when required, should not be shared. They will be cleaned with 70% ethanol at the end of each shift.
* All personnel will wear lab coats in the laboratory. Each coat is labeled with the individual’s name and will not be shared. Lab coats are to be hung such that they do not contact other lab coats or other personal items. Lab coats will be washed [*weekly*].
* Explain workflow / personnel movement rules applicable to your space [***example***: *food stores have one entrance and one exit, and all traffic moves in one direction; consider such an arrangement for your space if this makes sense to keep personnel separated*].
* Researchers will check in [*how? with whom?]* when they arrive and when they leave.
* At the start **and** end of each shift, researchers will sanitize their workspace and all surfaces touched with Clorox wipes or a 70% ethanol solution [*or what you plan to use*]. This includes door handles, faucet handles, freezer and refrigerator handles, lab equipment touch pads, [*add others as needed*].
* After workers [*perform what tasks?]*, they will wipe down countertops and equipment with ethanol or appropriate sanitizing solutions. [*what works for your team / project?]*
* No personnel will use offices for work. [*or, modify if needed, but justify and explain how it meets safety standards. Only one person per office will be permitted, no sharing of personal items*]
* Common areas will not be used.
* Work and tasks have been scheduled and organized such that at least 200 square feet of space is assigned to each person who will occupy the spaces [*attach floor plan, table or chart to show].*
* Where lab work will be performed in fume hoods, simultaneous research will not be permitted in adjacent hoods or spaces closer than 6 feet [*see diagram of planned workstations].*
* Shift work will occur such that meals will not need to take place on campus. [*if not possible - explain protocol for meals*]
* Shifts will have the same personnel present on campus each time, such that if one person in a shift becomes ill and co-workers must quarantine, only that shift is affected. [*strongly suggest this strategy be used*]
* [*if you plan to substitute someone for a person who is not able to work for a reason other than COVID, explain how that will occur*].
* If someone cannot come in to complete [*an experiment or task that is underway*], they will notify [*who?] [what action must be taken?].*
* Shifts will have at least two people present and will be planned for [*give hours; if this cannot be done, explain*].

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