

# UC San Diego

## Social Distancing and Sanitization Protocol

**PI or Responsible Staff/Faculty:**

**Building/Room:**

*The PI or Responsible Staff/Faculty Member **must implement measures listed in sections A, B, and C**, as required by the Research Ramp Up Guidelines. Select and implement measures listed in D, if you share space with other researchers. **Indicate in section E if there are any reasons that you cannot implement standard requirements** when conducting training or other activities. If so, you will need to submit a Training Risk Mitigation Form (to address shoulder-to-shoulder training), an Alternative Risk Mitigation Form (to address other situations), or both.*

### **A. Signage (Mandatory):**

Prominent signage located throughout facility informing personnel of max occupancy limits, social distancing requirements, safety procedures, and disinfection protocols.

Signs, tape, or other markings placed at 6 ft. intervals to encourage physical distancing in shared work spaces.

### **B. Measures to Protect Personnel and Prevent Unnecessary Contact (Mandatory):**

All personnel capable of working remotely have been directed to do so.

All personnel have been instructed not to come to work if sick, or if they are not cleared for work by UCSD Symptom Screening.

All work stations/areas enable personnel to adhere to relevant Campus Phase density restrictions and remain a distance of at least 6 ft apart.

All personnel wear required face masks at all times, and other PPE as required for this context.

All personnel coordinate shifts to reduce in-person contact.

*Briefly describe PPE, physical distancing, and density-reduction plans:*

### **C. Measures To Increase Sanitization (Mandatory):**

Disinfectant products and hand sanitizer effective against COVID-19 are available near desks, work stations and other high-use areas.

Personnel are prevented from sharing items when applicable (e.g., pens, phones, desks, lab equipment, etc.) In cases where equipment must be shared, equipment is disinfected between each use.

Personnel are assigned to disinfect work stations, high-touch areas (door knobs, light switches, equipment, instrumentation, etc.) and common areas according to the following schedule:

**Work stations/areas:**

**Common Areas/Other Spaces within lab:**

**D. Measures to Mitigate Risk in Shared Spaces:**

*Special provisions for personnel accessing shared spaces (cold rooms, autoclave rooms, waiting rooms, etc.):*

The PI or Responsible Faculty Member has identified all shared spaces accessed by their personnel, as well as the faculty/personnel with which these spaces are shared.

PIs and Responsible Faculty Members have coordinated with one another the use and disinfection of all shared spaces and have instituted a system of accountability.

**Location of shared spaces (building, floor, room number, and type):**

**E. Situations Requiring Additional Information:**

**Do *training procedures* require exceptions from standard requirements for PPE, personnel density, social distancing, or sanitization?** If so, please submit a separate Training Risk Mitigation Plan.

A separate Training Risk Mitigation Plan is required.

**Do *other (non-training)* situations or procedures require exceptions from standard requirements for PPE, personnel density, social distancing, or sanitization?** If so, please submit a separate Alternative Risk Mitigation Plan.

A separate Alternative Risk Mitigation Plan is required.

**Name and e-mail of person responsible for submission of this protocol:**

Name:

Email:

Date Form Completed: