**Revision 1.0**

**6 July 2020**

**Purpose**

Each department/unit/center is expected to submit a safety management plan as part of the Lehigh reopening process. The safety management plan is intended to assist the department in planning changes to the workplace, and to confirm procedures are in place to ensure a safe return. All safety plans are due by August 3, 2020, in anticipation of the Open IV phase. Conditional access to spaces may be granted prior for individuals prior to submission of the final plan, with the approval of the chair/supervisor.

Please use this form to assist your department/unit/center in assessing what changes may be needed. Once completed, please submit to [inreopen@lehigh.edu](mailto:inreopen@lehigh.edu). You may also use this email address for any questions about the safety management plan.

**Safety Management Plan Steps**

1. Department and Location(s)
2. Point of Contact
3. List of employees and workspace locations
4. List of common and shared spaces
5. Plan for workspace
   1. User management plan
   2. Space modification planning
   3. PPE and cleaning & sanitizing requirements
6. Supporting Materials - Any specific documents prepared that supplement this form can be attached here.
7. Department/unit/center head / Dean approval
8. **Department and Location**

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| **Department** |  |
| **Location (building)** |  |

1. **Department Point of Contact**

**Please designate a primary and secondary contact for items related to safety management plan:**

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| --- | --- | --- | --- | --- |
|  | **Name / Title** | **Email** | **Dept Phone** | **Mobile** |
| **Primary** |  |  |  |  |
| **Secondary** |  |  |  |  |

1. **List of employees and workspace location(s)**

Provide a list of all employees (faculty, staff, wage employees, and graduate students) that will be returning to campus under this safety management plan:

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| --- | --- | --- | --- | --- |
| **Name** | **Location** | **Email** | **Dept Phone** | **Priv./Shared**  **Workspace** |
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1. **List of public and/or shared spaces**

Identify all public common spaces and/or multi-user workspaces (MWS) on campus that will be accessed or used by this group. Note that occupants and users must limit work time in common or shared spaces as much as possible. This does not include larger public spaces or shared building amenities such as restrooms.

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| **Space** | **Simultaneous Users** | **Estimated Users/Day** | **Is there Public Access?** |
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1. **Plan for workspace**

Refer to the [Office Protocol guidelines](https://docs.google.com/document/d/1rkPIs8BnD43nhJVIMmcjAYL1pRgxHV-m-yvF9YG9SFA/edit?usp=sharing) for general guidance on workplace steps. We are asking you to provide information on three specific areas:

* 1. **User Management Plan**Consider how the unit/department can modify practices to continue to workremotely and implement other changes such as staggered shifts. Modified practices are still recommended to limit occupants, especially in shared spaces such as copy areas and kitchenettes. Please outline these steps below:

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* 1. **Space Modification plan**

Please provide an explanation or diagram showing any modifications that are required in your space. This could include changes to furniture, by taking offline (either by moving or by designating it as not to be used with signage), or reorganizing desks, tables, and other items to ensure proper social distancing. This may also include installation of supplemental barriers where other solutions are not feasible, in particular at transaction counters or other locations where proximity cannot be avoided. Note that we are asking all groups to consider operational options prior to modifications to minimize cost and permanently altering furniture.

The Facilities planning office has developed low-density layouts for typical workspaces including meeting spaces and open office areas, which can be found [here](https://drive.google.com/file/d/12_SCpixtZPe9Ifd-y-swJSxPKNlMWrUh/view?usp=sharing). These are intended to provide guidance on any changes that need to be made in the layout of furniture to support social distancing, or to identify locations where alterations (such as barriers or sneeze guards) may need to be installed.

If you need additional assistance with developing a space modification plan, please submit a request to facilities using this [form](https://docs.google.com/document/d/1N0m-zqMoe0RHCO4ja23TDzFZ5lbjeUJKAM-mEN8354w/edit?usp=sharing)

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* 1. **PPE requirements**You are expected to wear a face mask/covering at all times while in shared Work Spaces/Rooms such as copy and restrooms and comply with campus requirements as outlined here. Identify any PPE needs beyond the general requirement for cloth face covering.  
     Note: PPE may be acquired via the Purchasing Office [here](https://businessservices.lehigh.edu/lab-store/personal-protective-equipment)

1. **Supporting materials**

Please attach any supplemental materials or additional planning documents that are relevant to your plan. This may include specific guidelines from outside agencies or organizations related to the work of your department or unit.

1. **Approvals**

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| **Chair or Dept/Unit/Center Head** |  |
| **Signature** |  |
| **Date** |  |
| **Dean or AVP** |  |
| **Signature** |  |
| **Date** |  |

*For Facilities/EHS Use Only*

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| --- | --- |
| *Date Received* |  |
| *LU Facilities Review* |  |
| *EHS Review Approval* |  |