

Purpose

Each department is expected to submit a safety management plan as part of the reopening Lehigh process. The safety plan is intended to assist the department in planning a return to the workplace, and to confirm procedures are in place to ensure a safe return.

Please use this form to assist your department in assessing what changes may be needed. If you have any questions, please contact _____

Safety Management Plan Steps

1. Department and Location
2. Point of Contact
3. List of employees and workspace locations
4. List of common and shared spaces
5. Safety plan for workspace
 - a. User management plan
 - b. Space modification planning
 - c. PPE and cleaning & sanitizing requirements
6. Supporting Materials
7. Department head / Dean approval

1. Department and Location

Department	Facilities
Location (building)	040 - Price Hall, 681 Taylor Street, Bethlehem, PA

2. Department Point of Contact

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

	Name / Title	Email	Dept Phone	Mobile
Primary	John Doe	@lehigh.edu	x8-1234	123-456-7890
Secondary	Jane Doe	@lehigh.edu	x8-1234	123-456-7890

3. 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:

First Floor:

Name	Location	Email	Dept Phone	Priv./Share Workspace
Doe, John	101A	@lehigh.edu	x8-1234	Share
Doe, Jane	108	@lehigh.edu	x8-1234	Share
Smith, John	108E	@lehigh.edu	x8-1234	Private
Smith, Jane	108G	@lehigh.edu	x8-1234	Private

Second Floor:

Name	Location	Email	Dept Phone	Priv./Share Workspace
Doe, John	216A	@lehigh.edu	x8-1234	Shared
Doe, Jane	216C	@lehigh.edu	x8-1234	Shared
Smith, John	216D	@lehigh.edu	x8-1234	Shared
Smith, Jane	213	@lehigh.edu	x8-1234	Private

Third Floor:

Name	Location	Email	Dept Phone	Priv./Share Workspace
Doe, John	309	@lehigh.edu	x8-1234	Private
Doe, Jane	304	@lehigh.edu	x8-1234	Private
Smith, John	310	@lehigh.edu	x8-1234	Private
Smith, Jane	307	@lehigh.edu	x8-1234	Private

4. 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.

Space	Simultaneous Users	Estimated Users/Day	Is there Public Access?
Room 101 - Admin Reception	Yes	3-25	Common Space Public Access w/permission
Room 101A - Admin Mail/JD & JD Office	Yes	1-25	Common Space Multi-User Work Space
Room 104A - Mens Restroom	Yes - 2	12	No
Room 106A - Womens Restroom	Yes - 2	13	No
Room 106 - Kitchen	Yes	3-25	No - Common Space
Room 103 - Main Conference Room	Yes	3-25	No - Common Space
Room 108 - Reception/JD	Yes	3-25	No - Common Space
Room 210 - O&M Reception	Yes	3-25	No - Common Space
Room 212A - Mens Restroom	Yes - 2	12	No
Room 214A - Womens Restroom	Yes - 2	13	No
Room 216 - PM Reception	Yes	4-10	No - Common Space
Room 216A - JD & JD Office	Yes	2	No - Multi-User Work Space
Room 216C&D - JD & JD Office	Yes	2	No - Multi-User Work Space
Room 301 - Planning Reception	Yes	0-10	No - Common Space

Room 301A - Library	Yes	0-5	No - Common Space
Room 305 - File / Hotel Space	Yes	0-3	No - Common Space
Room 308 - Planning Conference Room	Yes	0-5	No - Common Space
Room 313 - War Room	Yes	0-19	No - Common Space

5. Safety plan for workspace

Refer to the [Office Protocol guidelines](#) for general guidance on workplace steps. We are asking you to provide information on three specific areas:

a. User Management Plan

Consider how the unit/department can modify practices to continue to work remotely 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:

- Ensure each shared suite has a supply of hand sanitizer and cleaning/sanitizing products.
- Wipe down touch points and shared equipment frequently.
- Continue staggered on-site schedules.
- Continue remote work for staff that do not physically need to be in the office.
- Maintain Social Distancing and require use of face masks in all common or shared spaces.
- Continue zoom meetings whenever necessary.
- Ensure proper signage throughout the building.
- Remove all shared resources (i.e. pens, magazines, etc.).
- Limit Restroom and Kitchen usage to encourage social distancing.

b. 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](#). 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](#)

- Space seating in Administrative Reception Area (Room 101) and add signage and/or plexiglass (if necessary) to provide for social distancing.
- Install Plexiglass shield in Reception Area (Room 101 - KN Workspace).
- Arrange furniture and/or add plexiglass (if necessary) in Room 101A to provide for social distancing with physical barriers for the Coordinators.
- Arrange furniture and/or add plexiglass (if necessary) in Rooms 216A/C/D to provide for social distancing with physical barriers for the Senior PMs and Asst. PMs.
- Stack excess chairs from conference rooms and/or place signage on chairs (where possible) to provide for social distancing.
- Place signage on tables/chairs in Room 106-Kitchen area to encourage social distancing.
- Ensure proper signage throughout the building.

c. 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](#)

- Facilities will ensure that staff have the appropriate PPE at all times.
- Procedural masks, gloves, and sanitizer will be kept in all office suites.

6. 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.

7. Department Head Approval

Chair or Department Head	Brent Stringfellow
Signature	<i>B Stringfellow</i>
Date	7/20/20
Dean or AVP	Brent Stringfellow
Signature	<i>B Stringfellow</i>
Date	7/20/20