

COVID-19 Dept Specific Safety Plan

SIGNATURES

Manager/Supervisor (Name/Signature): Steve Hunt

Date: 07/12/2021

EOT Leads (Name/Signature): Ji AS

Date: 07/12/2021

Area Vice President(Name/Signature): Michael Tuitasi

Date: _____

SANTA MONICA COMMUNITY COLLEGE

COVID-19 DEPT SPECIFIC SAFETY PLAN

Manager's/Supervisor's Name: Steve Hunt

Date: 7/12/21

Dept/Location: Library / Main campus

Telephone Number: 310-434-4689

E-Mail Address: hunt_steve@smc.edu

Purpose: To help mitigate the hazards related to the spread of COVID-19, each department will evaluate their processes and implement safety controls to curb the spread of COVID-19. This will serve as your department's COVID-19 safety plan.

Instructions: *Step 1:* Department manager/Academic Dean or Chair will fill out this form. Check **Yes** or **No** for each item. Provide details in the **Comments** regarding how safety controls will be implemented. *Step 2:* Provide additional safety plan details in Addendum section for processes/activities not covered in the first 5 pages of the document.

SAFETY RESPONSIBILITY		Y	N	Comments
1.	Promote COVID-19 safe practices in the workplace. Regularly evaluate the office workspace for compliance with the plan. Document and correct deficiencies identified. Describe how this will be implemented and monitored: (Ex: team communications, scheduled walk-throughs, use of assigned disaster service workers, follow-up on needed corrective actions, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Library staff and librarians will take personal responsibility to ensure compliance for the established safety plan. Regular discussion will facilitate monitoring our compliance with the plan.
2.	Have employees completed the assigned COVID-19 training? All employees must complete the training modules before returning to work or at the start of their workday upon return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Have employees completed their daily health questionnaire each day they come to campus? Have the employees acknowledged completion of the <u>daily employee symptoms checklist</u> confirming that they are not currently sick or exhibiting CoVID-19 symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

INFECTION CONTROL MEASURES		Y	N	Comments
4.	Have all employees been provided a cloth face covering? The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, and in areas where the public enters. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle. How will this be monitored? (sign-in sheet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Librarians and library staff will monitor compliance.
5.	Are common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, elevator switches and buttons, touch screens, and handrails regularly disinfected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M/O will handle the daily cleaning protocols. Personnel will complement by disinfecting personal work areas and frequently touched object.
6.	Are employees provided time during their shifts to implement cleaning practices? Disinfecting assignments should be assigned during working hours as part of the employee's job duties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A checklist of the high touch points will be posted in each area. All employees will be asked to monitor the log and to assist in and augment M/O's cleaning activities.
7.	Are your department's multiuse tools and personal staff areas properly sanitized at least daily by the department staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processes will be in place to monitor cleaning by M/O staff or by librarians and library staff.
8.	Are disinfectant and related supplies available to employees? Disinfectant and related supplies are available to all employees at the following location(s):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M/O will provide the disinfectant supplies. The supplies will be kept in locations throughout the Library. The Library AA will monitor supply status and reorder as needed.
9.	Have you instructed department employees to wear gloves when cleaning, and to wash their hands thoroughly with soap and water or alcohol-based hand sanitizer before and after wearing gloves?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As instructed in the formal SMC Covid training, library staff and librarians will follow this guideline.
10.	Do you have an adequate supply of gloves for department staff to sanitize their areas regularly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves available upon request. A limited supply will be stored in the Circ area.

11.	Have shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) been eliminated, to the greatest extent possible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An analysis of the department's work areas with this directive
12.	Has each employee been assigned their own tools, equipment and defined workspace whenever possible? Is sharing of workspaces and handheld items minimized or eliminated? Where items must be shared, are they disinfected between shifts or uses, whichever is more frequent. Examples of potentially shared equipment includes the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc. Describe how this will be implemented and monitored:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleaning supplies are stored in various areas of the Library. Practices and procedures are in place to emphasize cleaning before and after use.
13.	Are contactless payment systems in place or, if not feasible, are payment systems sanitized regularly? Describe how this will be implemented and monitored: (schedule of sanitizing, sanitize per transaction, who will be responsible, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Discussions with IT and Auxiliary Services about contactless payment systems will occur before reopening to meet this requirement.

HANDWASHING AND HYGIENE		Y	N	Comments
14.	Have hand sanitizer stations been installed at entry and exit points and around the workplace?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We will work with M/O to make sure these are in place before opening.
15.	Hand sanitizer is available to all employees at the following location(s): (evaluate current locations and determine if additional locations are required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We do have several hand sanitizers, some need to be filled, will work with M/O to ensure this is done.
		<input type="checkbox"/>	<input type="checkbox"/>	

16.	Have you instructed your workers to limit contact with others– no shaking hands or touching objects unless necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliant.
17.	Are employees allowed frequent breaks to wash their hands?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliant.
18.	Sharing of communal food is prohibited. (water dispensers, coffee pots, donuts, etc.) Evaluate the potential for communal food in your area. (Provide details regarding the presence of communal food, how will it be addressed (new system of single use food items), and how will it be monitored.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Library staff and librarians will discontinue use of shared utensils and dishes and other shared equipment.

PHYSICAL DISTANCING		Y	N	Comments
19.	Have employees been instructed to maintain at least six feet distance from visitors and from each other? Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary. Provide details how social distancing will be maintained:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personnel have the PPE for contacts less than 6' distant. Barriers will be in place and markings on floor to indicate proper distances.
20.	Have you evaluated the need for implementing staggering shifts so less staff are in the workplace at once and 6ft distance is maintained? Staggered shifts are a critical control to help maximize physical distancing. Provide details how you plan to stagger shifts:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Currently (Summer 21) we have staggered shifts and will continue this in Fall 21.
21.	Have workspaces, cubicles, etc. been evaluated to ensure for six feet between employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

22.	Are common areas (e.g., break rooms and kitchenettes) restricted to maintain physical distancing? Have you increased physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We will issue guidance to staff on common areas.
23.	Are breaks staggered to ensure that physical distancing can be maintained in break rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
24.	Are employees discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25.	Have customer service windows or reception counters been separated by 6 feet to allow for physical distancing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliant, but signs not yet in place.
26.	Has tape or other markings been placed at least six feet apart where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tape not yet in place but will be in time for reopening.
27.	Have you communicated to employees to stay home if they are sick, and if they are displaying symptoms of COVID-19? Immediately call primary doctor and supervisor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

WORKING FROM HOME		Y	N	Comments
28.	Have you assessed who can do their jobs from home? Have work processes been reconfigured to the extent possible to increase opportunities for employees to work from home? Has everyone who can carry out their work duties from home been directed to do so?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliant; Library staff and librarians work from home when able.
29.	Have you provided guidance to your workers on how to set up a safe home office environment? (Ergonomics training from Risk Management, Home Office Handouts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliant.

ADDENDUM: PROCESS BASED SAFETY PLAN

Instructions: Step 1 - List your processes not covered in the general Dept Specific Safety Plan document.

Step 2 - Evaluate those processes and apply engineering, administrative, and PPE controls for each step in the process.

Step 3 - Place process based safety plan here in the addendum.

Library Processes

Location: Circulation Desk

Plexi barriers are set up at Circ desk.

Need: Sanitizer wipe stations (1)

Need: Air purifiers (2)

Check out items

E.g. Reserve items, general collection items, group study room cards. Limit physical contact by not touching users IDs or books when possible. Staff should not share terminals or

barcode readers

Check in items

E.g. Reserve items, general collection items, group study room cards. We will direct users to use the Circ Desk book drop to minimize contact with items. We will let items sit for one day before removing from book drop if possible.

User change request for photocopy/printing

No answer on this issue yet, users need change to buy photocopy cards or to use cash-only photocopy machines. Can we hand out change?

Location: Reference Desk

Plexi barriers are set up at Ref Desk. Tables have been moved to make this area more secure.

Need: Air purifiers (2)

Reference question (in person)

Users will address librarian behind plexi-barrier to maintain physical distancing.

Request to locate item (walk user to location)

Keep distance from user when walking together

Location: Computer Commons

Need: Sanitizer wipe stations (5)

Help request at PC, printers or photocopiers

Student worker will keep distance while helping users. All parties must wear masks.

Location: Staff Areas

Need Sanitizer wipe stations (1)

Break room

No shared use of dishware or utensils: bring your own

Sparkletts, shared fridges, microwaves, coffee makers: be careful and clean before use

Staff work areas: wear masks

Location: Third Floor of Library: Will be closed to student use, Fall 2021 with caution tape and signs

Location: Leisure chairs on main floor: Will be closed to student use, Fall 2021 with caution tape and signs

Location: Classroom Lib 193: Will be closed to student use, Fall 2021.

Location: Group Study Rooms: Will be checked out to single users

Need: Sanitizer wipe stations (21)

Need additional Sanitizer wipe stations in photocopy rooms (2), 2nd floor North (2)

Librarians: will work single-staffed in person for Fall and maintain a remote Reference schedule. Part time librarians sharing an office will have a minimum of one hour spacing between use of the shared computer and desk.

Total request for sanitizer wipe stations: 31

Total request for air purifiers: 5










Library - CoVID Department Specific Safety Plan

Final Audit Report

2021-07-12

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