

**COVID-19 Safety Plan for Labs and Workshops - School of Fine Arts
(All sections must be completed)**

Responsible Faculty or Staff Member/Principal Investigator

The Faculty or Staff Member/Principal Investigator is responsible for ensuring compliance with this Plan. Failing to follow this plan will result in restrictions up to and including immediate shutdown of the offending research lab or area.

This plan should be submitted as part of the responsible staff/faculty member's individual Research Access Request Form accessible on the Covid-19 Resources page of the SFA website. A place to upload supporting documents of this kind is included in the Research Access Request form.

Location(s) to which this Safety Plan applies: Specify all applicable Campus/Building/Floor/Room Numbers

Describe the steps that will be taken to minimize personnel density, allow distancing, and reduce the chances for transmission. These steps must be consistent with CDC guidelines, state guidelines, and applicable University policies, including the [UConn Working Alone Policy](#) and [UConn Health Working Alone Policy](#).

The steps/plan must be specific for your research area or situation. You should include at least:

- 1) A description of the of areas or locations (size, configuration, shared or single space, etc.) where people may be present, such as the lab, project space, and areas with common equipment;
- 2) The number of people that will be in the area/space at any one time and how that number minimizes personnel density and will generally provide for distancing of 6 feet.
- 3) A description of anticipated work schedules, including staggering, alternate days, partial days or other adjustment and how work schedules minimize personnel density and provide for general distancing of 6 feet.
- 4) State if coordination with other teams or labs also using the space or area is required and if so how will you coordinate access to minimize personnel density;
- 5) A description of situations or conditions where individuals will need to be in close proximity to perform work, operate equipment, travel, etc. and what steps will be taken to minimize contact time and lessen transmission risk.
- 6) A description of any barriers, partitions or other methods to physically separate people that will be used.
- 7) A description of any special PPE requirements beyond required cloth face coverings that will be required.
- 8) A description of any work that cannot be done while wearing PPE or a cloth face covering and steps that will be taken to minimize the potential for viral spread.
- 9) Other area/location specific steps or considerations

Describe the process that will be used to clean common touch points and equipment that will not be cleaned by Housekeeping.

CDC and state guidelines must be followed. The minimum standard that must be used by all areas is to at least daily clean/disinfected using an [EPA-registered cleaning product](#) or a 70% alcohol solution.

Examples of common touch points and include:

- Benchtops, desktops, and other work surfaces;
- Equipment handles and latches;
- Equipment controls and touchpads;
- Drawer and cabinet handles;
- Sashes of chemical safety hoods and biosafety cabinets;
- Bin and water incubator lids;
- Hand tools, micropipettors;
- Faucet handles and sprayer grips;
- Chemical bottles and lids, including chemical waste collection vessels and areas;
- Chair backs and armrests (fabric furniture that cannot be decontaminated should not be used);
- Doorknobs and light switches;
- Keyboards, touchpads, and mice;
- Remote controls.

Describe any equipment or areas that cannot be disinfected daily using an [EPA-registered cleaning product](#) or a 70% alcohol solution steps that will be used to prevent transmission. For example an electron microscope that cannot be sprayed with an alcohol solution but will be covered with plastic that is changed with each new user.

Describe the process that will be used to monitor compliance with this COVID-19 Safety Plan, as well as CDC, state, and University requirements related to COVID-19 in the workplace, including personal health monitoring prior to coming to work.

Specify who will be responsible for monitoring CDC, state, and University requirements related to COVID-19 in the workplace, updating this plan as required, and communicating changes to personnel.

Specify who will be responsible for ensuring each individual listed below has completed initial and any subsequent required COVID-19 training.

Resources

[Center for Disease Control](#)

[State of Connecticut](#)

[UConn Storrs and Regional Campuses](#)

[UConn Health](#)

Human Resources Related Questions

[UConn Storrs and Regional Campuses Human Resources](#)

[UConn Health Human Resources](#)

Personnel

All personnel, graduate students, postdoctoral researchers, staff, and faculty must be documented below, AND each must submit their own copy of the SFA Research Access Request Form accessible on the Covid-19 Resources page of the SFA website. Note: Undergraduate students are **NOT** allowed to participate in research work at this time.

Name (print)	Name (signature)	Date