

The University of Cincinnati Workspace Area Social Distancing Assessment Tool

COVID-19 Office Space Safety Guidance and Smart Practices

Departmental Approval Process

Each unit is responsible for developing a physical workspace area assessment to meet mandated workplace social distancing requirements. All areas should be modified using existing facilities and equipment coupled with changes to daily, weekly, and/or other staffing assignments. All changes and/or modifications to staffing schedules and workspace areas *must be approved by the respective Vice President* or their designee. Note: the goal for every workspace assessment is unit operations efficiency while prioritizing employee health and safety which includes minimizing the number of employees returning to campus.

Responsible Protocols

The Ohio Department of Health has launched **Responsible Restart Ohio** based on five protocols for all businesses that included sector specific operating requirements.

Five Protocols for all Businesses:

1. **Require facial coverings for all employees and clients/customers at all times.**

The University of Cincinnati requires that all employees wear facial coverings, except for the following exceptions and/or as determined by UC Human Resources:

- Facial coverings in the work setting are prohibited by law or regulation
- Facial coverings are in violation of documented industry standards
- Facial coverings are not advisable for health reasons
- Facial coverings are in violation of the business's documented safety policies
- Facial coverings are not required when the employee works alone in an assigned work area or vehicle
- There is a functional (practical) reason for an employee *not* to wear a facial covering in the workplace

2. Employees will conduct daily self-administered wellness checks.

Prior to coming to work each day, all employees should self-monitor for COVID-19 symptoms, including for a temperature equal to/greater than 100.4 F. Please view the Center for Disease Control's [list of symptoms](#).

3. Maintain good hygiene at all times including handwashing, area sanitizing, and social distancing.

4. Clean and sanitize work spaces throughout the workday and between shifts.

Cleaning common areas by UC Facilities personnel will take place throughout the day. However, units are required to wipe down high touch surfaces in their assigned office areas on a regular basis.

5. Limit capacity to approved social distancing guidelines. Each work unit will perform an internal workspace assessment to determine what modifications (space and staff) need to be made to attain Ohio Department of Health (ODH) mandated acceptable workplace social distancing. Schedule modifications for all staff will be considered as part of this workspace assessment. Note: Minimize the number of employees returning to campus while maintaining unit operational efficiency.

Other Considerations

All staff responsibilities that can be performed remotely (e.g. work from home) should continue to be completed in a remote work environment. Those returning to campus will be required to successfully complete an online COVID 19 related quiz via Human Resources Success Factors. This will help employees to remain aware of Center for Disease Control and Ohio Department of Health C19 guidelines.

Plan Your Return

1. First to return: Describe area(s) considered most critical to return and the minimum number of employees required for efficient operations. Include number-of and percent-of total employees. Create a schedule to ensure that a minimum number of employees will be in a unit at any given time.

2. Phased Return: List areas/employees that can return through a series of phases in order of priority.

Name	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

3. Change to Operations: Describe changes to be made from previous routine operations, such as office hours, schedule changes, staggered shifts, or workdays. **Consider weekly rotations for employees performing office responsibilities.**

Name	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

4. Student Employees: List modifications that need to be made for student employees when returning. Consider social distancing requirements and schedule modifications.

Physical Workspace Changes

1. Layout: Identify changes that may need to be made to the layout of a workspace to ensure proper social distancing of 6' between employees. For example, employees with a shared office space or workspaces less than six feet apart should be assigned alternate workspaces or be placed on alternate schedules. Cubicle walls are not effective barriers against the spread of COVID 19, therefore, employees need to ensure that staff in cubicles are a minimum of six feet apart. If your unit has a waiting area, furniture may need to be rearranged/removed or consider marking chairs with signs to discourage people from using. Consider eliminating common seating areas (e.g. kitchens) or rearranging space to discourage people from gathering in groups.

No Change Necessary

Change Necessary

2. Flow: The flow through your workspace may need to be reassessed to limit contact. Close common areas like breakrooms/kitchens or strictly limit the number of employees that may use those areas at one time. Be certain to require regular cleaning of high touch surfaces. Remove or distance chairs to ensure six feet of separation. Close areas of your facility that are not in use. Note: do not physically barricade or obstruct exits in violation of building safety and fire codes.

No Change Necessary

Change Necessary

3. Queue: If students, faculty, staff or visitors need to wait in lines, mark the floor every six feet to maintain proper social distancing.

- No Change Necessary
 Change Necessary

4. Barriers: If approved by the respective VP, use sturdy, clear plastic barriers to separate customers and public-facing/stationary employees which will block possible 'droplets' moving from one person to another. Plastic barriers (where approved) and facial coverings combined with social distancing are an effective combination minimizing but not eliminating COVID-19 spread.

- No Change Necessary
 Change Necessary

5. Signage: Use clearly worded signage to educate/inform customers and employees regarding expected behaviors and processes. Don't assume that people understand what you mean – over-communicate to help ensure employee/visitor health and safety.

No Change Necessary

Change Necessary

Service Delivery and Workflow Changes

1. Student Facing Units (e.g. colleges, PPAC, Admissions, Financial Aid, Honors, etc.) will evaluate service delivery and student/employee interactions. Consider social distancing queues such as floor markings and ingress/egress signage, and waiting area configurations for example. Require all who are interacting business in such areas to wear facial coverings. Consider the installation of physical barriers (e.g. plexiglass) to minimize direct contacts as much as possible when business requires 'violation' of social distance barriers (e.g. credit card transactions). Note: physical barrier modifications are a last resort and must be approved the respective VP.

No Change Necessary

Change Necessary

2. Go Digital: Replace hand-written forms with electronic devices that can be wiped clean between users; or use forms that can be digitally completed and submitted ahead of time. Whenever possible, offer services online, by phone or by video conferencing.

No Change Necessary

Change Necessary

3. Schedule: Schedule visitors (students, faculty, staff and outside customers/guests) whenever possible to cut down time spent waiting in lines, and to reduce the number of people in your facility at any given time.

No Change Necessary

Change Necessary

4. Delivery: Add delivery and curbside pickup options.

No Change Necessary

Change Necessary

5. Hours of Operation: Consider offering services outside of your normal hours to reduce the number of people in your space, or offer hours specifically for vulnerable populations.

- No Change Necessary
- Change Necessary

Additional information, comments, concerns, etc.