SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or Field Site) _____

RSCA Risk Assessment Template and Return to Operation Plan for COVID-19

To protect the health and safety of the campus community and visitors, RSCA projects must perform this detailed risk assessment as well as define their intended site-specific prevention protocols using this template. When approved, this template will serve as the RSCA project assessment required by SJSU's Return To Work plan and the RSCA Adapt Plan. This template must be filled out by the Principal Investigator (PI) or RSCA leader. The VP of Research & Innovation, the College Dean, and Environmental Health & Safety (EH&S) will be reviewing each completed risk assessment and prevention protocols for approval before allowing the return of on- or off-campus RSCA projects.

Instructions on completing

1) Complete the checklists as applicable to your operation's physical workspace/field site and activities. The examples given for some of the questions are not limiting but are there to guide you in your thinking.
2) If the risk is present in your operation, identify items which are unique to your operation. Be specific when identifying activities, locations, and items. For example: if you have multiple RSCA areas, provide building and room numbers or field site locations for each.
3) For each risk that is present in your operation, use the "Detailed Protection Plan" box to include the specific actions you will take to maintain COVID-19 safety. Be specific: "who", "what", "when", "where", "how". For example, who will be cleaning shared items, etc. Use extra pages if necessary.
4) Upload this completed Risk Assessment form to the RSCA project plan form before submission.

If you have questions related to the assessment, email the Department of Environmental Health & Safety.

Contact Information	
Name of person completing this form	
Email	
Phone	

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or Field Site) _____

PERSONNEL - Who is required to be on site (on campus or in the field)? Please provide specific "essential personnel" names, positions, project roles, emails, and how often they will be on site.

Name of Person(s)	Position/Project Role	Location (Bldg&Room/Field)	Email	How Often On-Site/In Field

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or Field Site) _____

Procure Transmission-Prevention Equipment/Supplies

Yes	N/A	
☐	☐	RSCA project participants are required to wear cloth or single-use face coverings
☐	☐	Encourage participants to bring their own face covers. The PI/Project leader via the University will provide face covers if the occupant is unable to provide their own
☐	☐	Establish policies for use of face shields (if applicable)
☐	☐	Ensure adequate disinfectant supplies are available: disinfectants, spray bottles, paper towels, or wipes
☐	☐	Post signs/labels as needed i.e. hand-hygiene, disinfection, and distancing reminders; COVID-19 occupancy
☐	☐	Check that waste bins for disposable wipes/paper towels are available near all points of use
☐	☐	Ensure availability of hand washing supplies including soap, paper towels, or hand sanitizer
☐	☐	Consider if floor markings are needed to promote distancing or if traffic flow patterns need to be altered to reduce path crossing
☐	☐	Minimize the use of shared equipment. If shared equipment is needed, provide a list below:

List of shared equipment:

Things to Consider

- Require users to clean personal workspaces often and develop a plan to clean shared equipment between uses.
- FD&O will communicate its intended custodial services plan but the lab must establish an enhanced cleaning schedule for frequently touched surfaces for those surfaces not sanitized by FD&O custodial services.
- Contact FD&O for assistance with signage and/or occupancy ratings or if you need PPE and/or sanitation supplies.

Detailed Protection Plan: How will you provide and maintain personal safety equipment for project personnel use?

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or field site) _____

Develop Transmission-Prevention Protocols

Yes	N/A	
☐	☐	Establish physical distancing protocols and, if applicable, arrangement of work stations, office/desk spaces
☐	☐	Establish physical distancing practices that take into account need to move between benches, equipment, and labs, or between field sites, vessels, etc.
☐	☐	Establish cleaning guidelines and schedules for workspaces and/or field sites
☐	☐	Establish decontamination protocols for shared equipment, personal work stations, etc.
☐	☐	Establish a document for tracking when decontaminations have been completed
☐	☐	Minimize sharing of PPE as much as possible, designating items to individuals as much as reasonable
☐	☐	Consider what PPE can easily be disinfected between users, like safety glasses, splash goggles, welding visors, and face shields
☐	☐	Consider what PPE is or may be incompatible with disinfectants, for example laser safety eyewear
☐	☐	For reusable gloves, like cryogen-handling or autoclave gloves, plan for proper hand hygiene including washing hands before and after (Do not use disposable gloves in conjunction with these types of gloves)
☐	☐	Consider changes to lab coat/protective clothing laundering procedures (especially if shared)
☐	☐	Consider shifts to reduce workspace density
☐	☐	Create log sheets or a calendar of who is using the space/site and when (important for contact tracing)
☐	☐	Establish reservations system for shared equipment
☐	☐	Establish collaborator on-site access or fieldwork protocols (if needed)
☐	☐	Determine which tasks can & must be done remotely; meetings must be held virtually whenever possible

Things to Consider

- Prioritize distancing and staggered work schedules
- If equipment/tools must be shared, disinfect between users or shifts, whichever is more frequent
- Contact FD&O for consult on placement of physical barriers if they have been determined appropriate
- See the CDC's Cleaning and Disinfection Guidance

Detailed Protection Plan: What will be the daily protocols for sanitization? What steps will you establish to ensure physical distancing?

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or field site): _____

Considerations for Reduced Staffing Levels

Yes	N/A	
☐	☐	Post/update contact information for key people such as lab/site managers, equipment stewards, subject matter experts and/or EH&S
☐	☐	Review your working alone in the laboratory or field policies
☐	☐	Review assigned duties and consider reassignment, coordination, or cross-training if individuals won't be in the lab or field to perform duties
☐	☐	Determine if supervision or coordination of certain workers or for certain tasks is required
☐	☐	Determine what high-hazard work may not be performed at this time by inexperienced researchers
☐	☐	Determine what high-hazard work must not be performed alone
☐	☐	Determine which projects or tasks may require hands-on training/supervision that cannot be performed while physical distancing measures are in effect
☐	☐	Consider ability of personnel asked to perform work who may not want to or who have special circumstances and are not able to
☐	☐	Plan work to account for inability to return at-will, and review procedures for managing unattended processes
☐	☐	Develop procedures for securing work during off-shift (if longer duration than usual)
☐	☐	Review or develop a lab/site visitor policy, this might include intra-campus, inter-campus, or external visitors

Things to Consider

- For safety, some operations require the presence or assistance of more than one person. Identify these operations in the protection plan below.
- Whenever possible, limit the time where people are in close contact (less than 6ft) to less than 15 minutes.
- Require face coverings.

Detailed Protection Plan:

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or field site): _____

Considerations for Off-Campus Activities, including Field Work and/or Shared Vehicle Use

☐ N/A to all — No off-campus activities, field work, or shared vehicle use in this RSCA project

Yes	N/A	
☐	☐	Use video meetings for training, planning, and discussion, when possible, to minimize in-person interactions
☐	☐	Cross-train multiple people on critical tasks; document protocols in detail
☐	☐	Discuss how to prioritize the most time-critical tasks, if team members are unable to work
☐	☐	Consider dividing into smaller field teams that will work separately from other teams for the season
Transportation to RSCA project site:		
☐	☐	Meet at the worksite. Carpooling is not advisable, however in Phase 3 up to two people may carpool if needed
☐	☐	All common areas should be wiped with a disinfectant prior to and after use of the vehicle
Provisions:		
☐	☐	Each team member should be responsible for their own field provisions for the day
☐	☐	Water, food, snacks, etc., should all be prepared and brought from home, if possible
☐	☐	Each team member should have at least two gallons of drinking water available per workday
☐	☐	If coolers are used, each team member should have their own designated cooler
☐	☐	Stops to make purchases in the field should be kept to a minimum in order to reduce contact with the public
☐	☐	For overnight trips, ensure extra lodging is available to maintain social distancing, i.e. single rooms/tents
Alternate RSCA project site:		
☐	☐	My RSCA project will involve locations outside of Santa Clara County
☐	☐	I will abide by all stricter guidelines that apply to the non-Santa Clara locations described in this RSCA plan
☐	☐	I have checked with the alternate work site to ensure we are following all COVID-19 requirements at this site
☐	☐	I have submitted all certifications the alternate site requires to guarantee we abide by their COVID-19 policies

Things to Consider

- If possible, limit the time where people are in close contact (less than 6ft) to less than 15 minutes.
- Establish an enhanced cleaning schedule (Ca. Dept of Public Health recommends between users or shifts, whichever comes first) to clean steering wheel, shifter, and door handles.

Detailed Protection Plan: Summarize project-specific field safety plans or shared vehicle requirements

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or field site): _____

Pre-Occupancy Review of Lab, Shop, or Lab Building Spaces

☐ N/A to all — No on-site work in this RSCA project (NOTE: if storing/retrieving fieldwork materials on campus, you must fill out this section)

Yes	N/A	
☐	☐	Consider possible hazards you may encounter before entering the laboratory or workspace and review procedures for reporting and responding to those issues
☐	☐	Stop outside the door and check for unusual odors indicative of a chemical release or spill before entering
☐	☐	Listen for local alarms indicating safety issues
☐	☐	Upon opening the door, scan the lab/room for any immediate concerns before walking through the doorway
☐	☐	Survey for and manage leaks, spills, or releases according to protocols
☐	☐	Carefully open all cabinets, drawers, refrigerators/freezers, and other storage areas to survey for shifted, leaking, or compromised containers
☐	☐	Cleanup and put away chemicals, supplies, equipment, glassware, and other items left out during the shutdown
☐	☐	Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan according to University's safety guidance
☐	☐	Review the container integrity and storage conditions of any air-sensitive, water- sensitive, and pyrophoric chemicals
☐	☐	Review the storage conditions of any temperature sensitive chemicals or materials
☐	☐	Check walk-in cold rooms and air conditioning units for visible mold
☐	☐	Secure, correctly label, and/or request a pickup of any Hazardous Wastes
☐	☐	Manage any medical or biological wastes
☐	☐	Complete any outstanding inspection or audit open corrective actions
☐	☐	Confirm inventory of controlled substances and proper documentation
☐	☐	Check expiration dates on drugs and other agents to be administered to animals and discard expired
☐	☐	Reduce clutter to make cleaning and decontamination of surfaces easier
☐	☐	Confirm fire extinguishers have not been removed or discharged
☐	☐	Confirm chemical fume hoods are operating as expected
☐	☐	Confirm biological safety cabinets are working as expected
☐	☐	Run hot and cold water at each sink for 5 minutes to flush water lines.
☐	☐	Confirm that eyewash stations and safety showers have been activated in the last month
☐	☐	Fill floor drains and unused sink traps with water
☐	☐	Confirm adequate waste-collection supplies are available for near-term research needs
☐	☐	Confirm adequate personal protective equipment is available for near-term research needs
☐	☐	Replace missing or expired items in first aid kit(s)
☐	☐	Replace missing or expired items in chemical spill control kits
☐	☐	Replace items that may have been donated during calls for personal protective equipment collection

Things to Consider

- Contact EH&S to schedule hazardous waste removal.
- Monthly activations of eyewash and safety showers have been performed by essential workers during the shelter in place. The activation ensures that the system is operating properly and has been flushed with fresh water. Contact EH&S if this equipment is overdue for activation in your area.
- Contact EH&S if certifications of Biosafety Cabinets or Fume Hoods are overdue.

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or field site): _____

Resumption of Lab or Shop Activities

☐ N/A to all — No lab or shop work in this RSCA project

Yes	N/A	
☐	☐	Update your laboratory safety manual to incorporate new COVID-19 related working protocols
☐	☐	Review required trainings to ensure lab members up to date
☐	☐	Ensure all lab researchers have reviewed any new protocols
☐	☐	Review/update your hazard analysis/Job Safety Analysis/Job Hazard Analysis/Standard Operating Procedures
☐	☐	Secure approved Biological Use Authorization before working with biohazards or synthetic nucleic acid molecules
Safely Restart Systems		
☐	☐	Review equipment manuals for safe start-up procedures
☐	☐	Review equipment state and safely release or mitigate any stored energy sources
☐	☐	Follow up on any missed equipment maintenance or calibrations
☐	☐	Plan to restart equipment when the process can be monitored for enough time to confirm safe continuous operation
☐	☐	Review start-up procedures for any compressed gas cylinders, gas generation stations, and/or gas distribution systems. Leak check connections
☐	☐	Remove and replace fuels/lubricants as needed in combustion engines
☐	☐	Review the integrity and safe operations of glove boxes
☐	☐	Follow the manufacturer's instructions to power up electrical equipment
☐	☐	Energize electrical equipment slowly and one at a time to avoid overloading electrical circuits
☐	☐	Verify that interlocks and other safety related controls still operate
☐	☐	Verify cryogen supply; do not fill large units alone
☐	☐	Verify heat sources do not have damaged cords before reconnecting to power (i.e., hot plates, furnaces, heat blocks, sterilizers, and water baths)
☐	☐	Verify radioactive material survey equipment are operating normally
☐	☐	Review and update previous shutdown plans, prepare for future shut downs

Things to Consider

- Include any additional items not covered in the checklist in the Detailed Protection Plan box.

Detailed Protection Plan: Describe any lab or shop-specific reopening considerations

SJSU SAN JOSÉ STATE UNIVERSITY

Location (Building, Room and/or field site): _____

Operation of the RSCA Project activity is approved when the following conditions are met:

- **The RSCA Risk Assessment Template and Return to Operation for COVID-19 has been completed and approved by VP for Innovation & Research, College Dean, and EH&S**
- **The Plan has been shared with all RSCA project personnel and is available for review**
- **COVID-19 Awareness training has been provided to all RSCA project personnel**

APPROVALS:

VP of Research & Innovation:	Mohamed Abousalem
Date:	
Signature	
College Dean:	
Date:	
Signature:	
Director of EH&S:	Matt Nymeyer
Date:	
Signature:	

COVID-19 Readiness for RSCA

This RSCA project meets the COVID-19 readiness criteria set by the Santa Clara County Public Health Department, the Centers for Disease Control (CDC) and the California State University (CSU) system.

Room _____
Maximum Occupancy

The Responsible Person for this space is:

PI/Leader Name:

Contact Phone:

Contact Email:

*** Post this approval on the door to your lab or research space OR carry with field work plans.**