

Safety Plan for work or training that requires personnel to be within 6 feet of one another

In some very limited instances, close-in work activities that require two researchers working together within a distance of less than 6 feet can be allowed if a safety plan is in place. Examples of close-in work include training in a new technique and performing animal surgery. The safety plan must be specific to the activity to be undertaken and approved by the PI, the designated COVID-19 supervisor, and the department chair or their designee. Once approved, the safety plan must be read and signed (or agreed to by email) by each participating researcher. A copy of the safety plan must be available on site for review.

Training critical personnel for essential work can often be done without the need for compromising social and physical distancing. Consider the following alternatives to avoid/minimize the need for close-in work:

- Record videos of skill demonstrations
- Use a GoPro or other head-mounted camera to demonstrate skills or guide a new trainee
- Use live video chat via Zoom or other platforms
- Remain more than 6 feet apart and alternate positions near sample, equipment, etc.
- Work side-by-side 6 feet or more apart
- Work side-by-side with Plexiglas/other partition in between
- Schedule equipment/space usage sequentially to reduce density
- Move equipment to provide additional space between workstations

The most effective way to reduce the risk of spreading COVID-19 during close-in work is minimizing the amount of time people are within 6 feet of each other. When close-in work does occur, wearing appropriate personal protective equipment (PPE) is critical. Check the [Workplace COVID-19 Risk Level and Selection of PPE](#) document found on [EH&S's COVID-19 Resources](#) page for guidance.

INSTRUCTIONS

If you cannot complete the training or activity without compromising social and physical distancing, you must explain the nature of the training/activity and justify its need. The plan should explain why the proposed procedures cannot be modified in ways that are compatible with social and physical distancing. Work may not proceed until the safety plan is approved by the COVID-19 Supervisor, PI and department chair or their designee; each of whom will sign and date the plan to indicate approval.

1. Describe the space in which the activity/training will occur, including room number and size of room. Provide an illustration (e.g., a photograph or floorplan with notes) that demonstrates the arrangement of equipment and position of each person in the room. Describe the procedure that requires close-in work and specify the anticipated duration and distance between people doing the work.
2. Using appropriate PPE when doing close-in work is critical. Procedure masks (as opposed to a cloth face covering) and lab coats are required. Either safety goggles or face shield are strongly recommended. Confirm that these PPE will be provided and used, and specify any additional PPE, such as gloves, that will be used. Describe the cues for replacing PPE during the activity/training, and how it will be disposed of or decontaminated after use.
3. Describe other measures that have been taken to minimize close-in work. Explain the ways in which alternatives have already been implemented and why no additional measures can substitute for close-in work.
4. Describe any other measures being taken to reduce risk, such as providing each person with their own set of high-touch tools, extraordinary disinfection/hygiene measures, modifications to equipment, special training of personnel, etc.
5. Include your plan for documentation of personnel designated to perform this work and their instruction of COVID-19 prevention practices.