

Standard Operating Procedure (SOP): COVID-19 Workplace Safety Assessment

Purpose

The Workspace Assessment SOP shall fulfill stipulations set forth by CALOSHA (Section 30205) to include:

- Employee participate in evaluation of COVID-19 hazards
- The SMCCCD shall conduct a workplace-specific identification of all interactions for potential exposure (***workspace assessment*** & contact investigation)
- For indoor locations, the SMCCCD shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system
- Adhere to applicable orders and guidance from the State of California and the local health department
- The SMCCCD shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with SMCCCDs' COVID-19 policies and procedures.

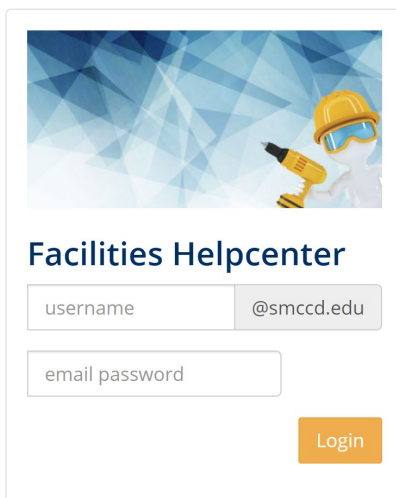
The Facilities Department has taken steps to

- enhance airflow and ventilation to all spaces on campus
- enhance filtration
- make available hand sanitizer and sanitizing wipes
- install plexiglass barriers at high volume student transactional spaces

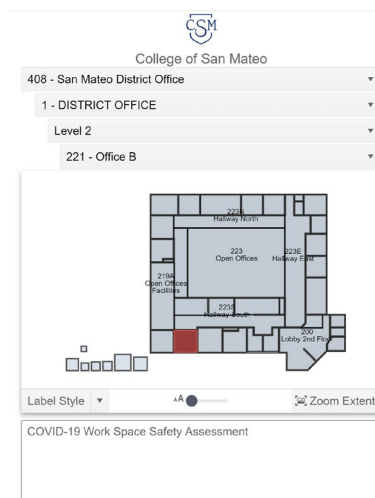
Procedure

Request an Assessment: *To request a safety assessment of your workspace, please*

1. Communicate your need for a work space safety assessment request with your immediate supervisor and secure your supervisor's approval. **Do not submit the work order without approval from your supervisor**
2. Submit a Facilities work order via the Facilities Helpcenter located on the SMCCCD portal page: <https://smccd.edu/portal/>
3. In the "Request description" box please note: COVID-19 Work Space Safety Assessment



The image shows a login form for the Facilities Helpcenter. At the top is a blue geometric pattern with a yellow hard hat and a yellow power drill. Below the image is the text "Facilities Helpcenter". There are two input fields: "username" with "@smccd.edu" as a placeholder and "email password". A yellow "Login" button is at the bottom right.



Facilities Response:

Facilities will respond to the work order and schedule a meeting with the requestor. As part of the site visit, Facilities will

1. Ensure that sanitization materials are provided and easily accessible
2. Review ventilation and filtration performance and adjust to increase outside air where feasible
 - a. For buildings with mechanical or natural ventilation, or both, the SMCCCD shall maximize the quantity of outside air provided to the extent feasible, with the following exemption:
 1. When the United States Environmental Protection Agency (EPA) Air Quality Index is
 - Greater than 100 for any pollutant
 - If opening windows or letting in outdoor air by other means would cause a hazard to employees (excessive heat or cold)
 2. In buildings or structures with mechanical ventilation, SMCCCD shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system
 - If MERV-13 or higher filters are not compatible with the ventilation system, SMCCCDs shall use filters with the highest compatible filtering efficiency.
 3. SMCCCD shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible
 4. If interior workspaces lack sufficient ventilation (as determined by the District Safety Officer in collaboration with Facilities), the SMCCCD may provide portable fans.
3. Provide signage that complies with current OSHA, CDC, and San Mateo County Health Department requirements
4. Install temporary plexiglass in areas deemed as high volume public interactive spaces
5. If a workspace cannot be amended to reduce COVID-19 hazards, or opening exterior windows/increasing ventilation exposes occupants to smoke or other hazards, the SMCCCD may:
 - a. Relocate employee to facility work location with improved climate controls temporarily.
 - i. Must have approval from:
 1. Supervisor
 2. Facility Manager/Director
 3. District Safety Officer
 4. College VPA and Dean
 - b. Allow for remote work (follow internal approval processes)

Evaluation of Completed Work Space Assessment

Provide Feedback: The Facilities work order system will generate an email requesting feedback and confirmation that the work was completed. Please conclude the process by submitting feedback to the Facilities team.