<table>
<thead>
<tr>
<th>Work Setting (eg. office, lab, classroom, studio)/Room #</th>
<th>Hazard/Description</th>
<th>Risk Mitigation Strategy (Engineering, Administrative, Elimination)</th>
<th>Acceptable to Proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office 8104</strong></td>
<td>Single occupant office</td>
<td>Informed to continue physical distancing, frequent handwashing, self-monitoring, and daily cleaning of frequently used surfaces. Record date/time present in form xxxx</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Office 8106</strong></td>
<td>Physical distance difficulty/Multi-occupant cubicle space</td>
<td>Informed to continue physical distancing where possible, frequent handwashing, self-monitoring, and daily cleaning of frequently used surfaces. Density: Daily schedules modified to ensure 6 feet is maintained for those present. Record date/time present in form xxxx</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Laboratory 8113</strong></td>
<td>Physical distance not possible on occasion due to very small space, Shared equipment</td>
<td>Density: Only one occupant whenever possible. When two must be present for sample processing then disposable face covering will be used. Shared Equipment: Each day one person will be responsible for incubator and autoclave tasks.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Laboratory at 30 ECM Room xxx | Physical distance on occasion due to very small space  
Shared equipment | Surface disinfection: Lab members will be assigned equipment and surfaces for disinfection at the mid-point and end of their respective shifts. Lab members are to clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, and sinks.  
Continue frequent handwashing, self-monitoring  
Density: Calendar schedule for shared laboratories established either one person per day or shift. Call back process in place for working alone.  
Shared Equipment: only used every other day by either group, to conduct surface decontamination before and after use. Only Bucky will use the oven gloves.  
Surface disinfection: Lab members will be assigned equipment and surfaces for disinfection at the mid-point and end of their respective shifts. Lab members are to clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, and sinks. |
| Showroom 8303 | Multi-use by appointment only but difficult to disinfect between employees | Continue frequent handwashing, self-monitoring
Exceptions to work scheduled on calendar must be approved by both area supervisors and record date/time present in form xxxx

**Phase I**
- No appointments.

**Phase II:**
- By appointment only and will only provide sit to stand appointments due to difficulty of cleaning upholstered chairs.
- All present will wear either a cloth face-covering or disposable mask
- Staff members are to clean and disinfect frequently touched surfaces and any surface touched by employee immediately after appointment

**Phase III**
- By appointment only.
- All present will wear either a cloth face-covering or disposable mask
- Staff members are to clean and disinfect frequently touched surfaces and any surface touched by employee immediately after appointment with exception of upholstered chairs. Chairs used during appointment will be surfaced wiped down
and isolated for 72 hours prior to being used again.

| Conference Room 6142 | Multi occupant  
Shared use table, computer, telephone, chairs | Maximum present of 4. Must surface disinfect prior to and after use. Schedule one hour after meeting for room to be vacant. |
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<tr>
<td>Traveling on campus via campus vehicle</td>
<td>Only occupant</td>
</tr>
</tbody>
</table>
|                       | Multiple occupant                            | Frequent handwashing, self-monitoring, and cleaning of surfaces at conclusion of vehicle use.  
If multiple occupants all will wear disposable face covering.  
Frequent handwashing, self-monitoring, and cleaning of surfaces at conclusion of vehicle use. |