

Department: Bucky Health		Building: 333 ECM	
	Form completed by: Bucky Badger	E-mail: b.b@wisc.edu Phone:608-xxx-xxxx	
Work Setting(eg. office, lab, classroom, studio)/Room #	Hazard/Description	Risk Mitigation Strategy (Engineering, Administrative, Elimination)	Acceptable to Proceed
Office 8104	Single occupant office	Informed to continue physical distancing, frequent handwashing, self-monitoring, and daily cleaning of frequently used surfaces.  Record date/time present in form xxxx	
Office 8106	Physical distance difficulty/Multi-occupant cubicle space	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	
Laboratory 8113	Physical distance not possible on occasion due to very small space  Shared equipment	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.	

		<p>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.</p> <p>Continue frequent handwashing, self-monitoring</p>	
<p><b>Laboratory at 30 ECM Room xxx</b></p>	<p>Physical distance on occasion due to very small space</p> <p>Shared equipment</p>	<p>Density: Calendar schedule for shared laboratories established either one person per day or shift. Call back process in place for working alone.</p> <p>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.</p> <p>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.</p>	

		<p>Continue frequent handwashing, self-monitoring</p> <p>Exceptions to work scheduled on calendar must be approved by both area supervisors and record date/time present in form xxxx</p>	
<p><b>Showroom 8303</b></p>	<p>Multi-use by appointment only but difficult to disinfect between employees</p>	<p>Phase I no appointments.</p> <p>Phase II:</p> <p>By appointment only and will only provide sit to stand appointments due to difficulty of cleaning upholstered chairs.</p> <p>All present will wear either a cloth face-covering or disposable mask</p> <p>Staff members are to clean and disinfect frequently touched surfaces and any surface touched by employee immediately after appointment</p> <p>Phase III</p> <p>By appointment only.</p> <p>All present will wear either a cloth face-covering or disposable mask</p> <p>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</p>	

		and isolated for 72 hours prior to being used again.	
<b>Conference Room 6142</b>	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.	
<b>Traveling on campus via campus vehicle</b>	Only occupant  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.	