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| WORKPLACE-SPECIFIC SAFETY PLAN ADDENDUM  DIVISION OF EXTENSION – WORKPLACE LOCATION (e.g. “\_\_\_\_\_\_\_\_\_\_\_\_ County Extension”) | | Workplace: ADDRESS  Assistant/Associate Dean: NAME  Facility Manager: NAME & AFFILIATION | | |
| Date: xx/xx/2020 | Form completed by AED/Supervisor:  NAME | | E-mail: first.last@wisc.edu Phone: xxx-xxx-xxxx | |
| Work Setting (e.g. office, conference room, work room, etc.)/Room # or Name | Hazard/Description | | Risk Mitigation Strategy  (Engineering, Administrative, Elimination) | Add AED/ Supervisor Initials  (to confirm acceptable to proceed) |
| Entrances, Hallways, Stairs and Elevators (aka “Pinch Points”) | Touching frequently used surfaces and physical distance difficulty | | Staff members are to clean and disinfect frequently touched surfaces before and after use  All present will wear either a cloth or disposable face covering  Additional? |  |
| Enclosed Office | 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.  Additional? |  |
| Open Office and Shared Enclosed Office | Physical distance difficulty/Multi-occupant workstations 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.  Additional? |  |
| Conference Room | Multi occupant  Shared use table, computer, telephone, chairs | | Maintain a minimum of 6-foot physical distancing. Maximum present of 4, unless specifically approved by AED/supervisor. Must surface disinfect prior to and after use. Schedule one hour after meeting for room to be vacant.  Additional? |  |
| Traveling for Work Purpose | Only occupant  Multiple occupant | | Frequent handwashing, self-monitoring, and cleaning of surfaces at conclusion of vehicle use.  If multiple occupants all will wear disposable or washable face covering.  Frequent handwashing, self-monitoring, and cleaning of surfaces at conclusion of vehicle use.  Additional? |  |
| Other Space? |  | |  |  |