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| WORKPLACE-SPECIFIC SAFETY PLAN ADDENDUMDIVISION OF EXTENSION – WORKPLACE LOCATION (e.g. “\_\_\_\_\_\_\_\_\_\_\_\_ County Extension”) | Workplace: ADDRESSAssistant/Associate Dean: NAMEFacility Manager: NAME & AFFILIATION |
| Date: xx/xx/2020 | Form completed by AED/Supervisor:NAME | E-mail: first.last@wisc.eduPhone: 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 occupantShared 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 occupantMultiple 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?  |  |  |  |