



Office of Environmental  
Health & Safety

3801 W. Temple Ave. Bldg-81A, Pomona, CA 91768  
Office: (909) 869-4697 Email: ehs@cpp.edu

## WORKSPACE READINESS ASSESSMENT

### Site Information

Name of Department/Unit		Building #		Room #(s)	
Department Safety Contact Name		Contact Email			

A	Infection Prevention Measures	Yes	No
1	Are shared equipment and objects commonly shared among employees or guests within the work area, waiting area reduced or eliminated?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you completed the attached Department Disinfection Protocol template and distributed it to employees for review?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is disinfection supply conveniently located within the work area and supplied with liquid hand sanitizer and disinfectant surface wipes?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are Personal Protective Equipment PPE (e.g., face covering, latex gloves) available?	<input type="checkbox"/>	<input type="checkbox"/>
5	Will an employee(s) require specialized PPE needs (e.g., face masks for lip reading)?	<input type="checkbox"/>	<input type="checkbox"/>

B	Administrative Controls (Signage, Floor Markers)	Yes	No
6	Are COVID-19 General Prevention Sign(s) (i.e., Health and Safety Protocol) posted?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have you posted Hand Hygiene Sign(s) at all hand sink locations (e.g., restrooms, utility sinks, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
8	Have you posted Face Covering Sign(s) in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>
10	Have you posted Maximum Capacity signs in front of conference/meeting rooms, based on the available space that meets physical distancing of 6 feet between occupants?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are tables (i.e., break area, social spaces) administratively marked to limit the number of occupants?	<input type="checkbox"/>	<input type="checkbox"/>
12	Employees scheduled to return to in-person work activities complete the CPP COVID-19 Safety Training?	<input type="checkbox"/>	<input type="checkbox"/>
13	Have employees scheduled to return in person been informed to complete the CPP Daily Health Screener prior to campus arrival?	<input type="checkbox"/>	<input type="checkbox"/>

C	Physical Distancing & Engineering Controls	Yes	No
14	Are employee(s) work schedules staggered to promote physical distancing within the work environment?	<input type="checkbox"/>	<input type="checkbox"/>
15	Can employee(s) desk be positioned to meet a minimum distance of 6 feet apart?	<input type="checkbox"/>	<input type="checkbox"/>
a	If not, can employee(s) workstation be relocated to another area to avoid close-contact?	<input type="checkbox"/>	<input type="checkbox"/>
16	Will a plexiglass barrier be necessary, in accordance the <i>Guidance for Plexiglass Barriers in the Workplace</i> ?	<input type="checkbox"/>	<input type="checkbox"/>

### D Comments



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<b>E   Workspace Images</b>		
<b>Disinfection Supply Areas</b>		
Description:	Description:	Description:
<b>Front Counter / Service Areas</b>		
Description:	Description:	Description:
<b>Workspaces</b>		
Description:	Description:	Description:

The following cleaning and disinfection matrix coincide with the 04/21/2021 guidance provided by Los Angeles County Department of Public Health on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It aims at limiting the survival of the virus in key environments. These guidelines are focused on non-healthcare facilities such as schools, institutions, offices, daycare centers, businesses, and community centers that do not house persons overnight. These guidelines are not meant for cleaning in healthcare facilities, households, or other locations for which specific guidance already exists. <http://ph.lacounty.gov/media/Coronavirus/>

	Routine Cleaning	Cleaning when Someone is Sick
Description	Regular cleaning practices implemented.	Routine cleaning <b>PLUS</b> disinfection of the space occupied by a person confirmed to have COVID-19 and was in the facility within 24 hours. If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions
Personal Protective Equipment (PPE)	If chemicals are used, wear gloves to protect hands. Be sure to refer to Safety Data Sheets or follow the instructions on the chemical label.	Wear a mask and gloves while cleaning and disinfecting. <sup>1</sup> Be sure to refer to Safety Data Sheets or follow the instructions on the chemical label.
Disinfectant	Use everyday janitorial cleaning supplies and disinfectants for regular surfaces such as floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment.	Use routine cleaning disinfectants or other approved disinfectants <sup>1</sup> for regular surfaces <b>PLUS</b> an EPA-registered disinfectant approved for emerging pathogens. <sup>2</sup>

<p><b>Cleaning Actions</b></p>	<p>Perform the following practices:</p> <ul style="list-style-type: none"> <li>a) Dust hard surfaces</li> <li>b) Damp wipe hard surfaces free of debris</li> <li>c) Disinfect all surfaces</li> <li>d) Wet mop floors</li> <li>e) Vacuum carpet and mats</li> <li>f) Empty trash and recycling</li> </ul>	<ul style="list-style-type: none"> <li>a) Open outside doors and windows in the ill occupant's area to increase air circulation if possible.<sup>1</sup></li> <li>b) Focus on the immediate areas occupied by the person who is diagnosed with COVID-19.</li> <li>c) Clean and disinfect: <ul style="list-style-type: none"> <li>a. ALL non-porous surfaces especially the high-touch surfaces (e.g. desk, table, hard-backed chair, doorknob, light switch, handle, computer, keyboard, mouse, telephones) in the ill occupant's space/ office, as well as on shared equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines in bathrooms and shared spaces used by the ill person, with a focus on high-touch surfaces.</li> <li>b. For porous surfaces (e.g. carpet, chair) in the ill person's space/office, remove visible contamination, clean with appropriate cleaners, and disinfect with a liquid/spray indicated for use on the material.</li> </ul> </li> <li>d) Once thorough cleaning and disinfection have been completed space can be reoccupied.</li> </ul>
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1. Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

2. List N Tool: COVID-19 Disinfectants <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

3. Safer Return to Campus: [www.cpp.edu/saferreturn](http://www.cpp.edu/saferreturn)

## Custodial Services

- Custodians are provided PPE and guidelines and provided training as needed on the appropriate techniques (as per CDC guidelines<sup>1</sup>) for cleaning and disinfecting common, non-clinical spaces.
- Proper hand-washing protocol posters to be posted in each bathroom location across campus.
- All restrooms will be cleaned regularly using disinfectant, heavy use restrooms will receive additional cleaning.
- Ensure bathrooms are continuously stocked with soap and paper towels and ensure trashcans are emptied regularly.
- Relocate trashcans closer to the door so people can use the paper towel that they've dried their hands with to open the door and then drop it in the trashcans.
- Normal routine custodial services are as follows:

<b>Classrooms &amp; Labs</b>	
Clean chalkboards/white boards	5 X a Week
Vacuum Floors	1 X a Week
Mop Hard Floors	1 X a Week
Spot vacuum floors	5 X a Week
Spot mop floors	5 X a Week
Empty trash and recycling	5 X a Week
Dust all corners and horizontal surfaces	1 X a Week

<b>Offices</b>	
Dust all corners and horizontal surfaces	1 X a Week
Wipe down horizontal surfaces and touchpoints	1 X a Week
Empty trash and recycling	1 X a Week
Mop hard floors	1 X a Week
Vacuum floors	1 X a Week

<b>Conference &amp; Breakrooms</b>	
Dust all corners and horizontal surfaces	1 X a Week
Wipe down horizontal surfaces and touchpoints	1 X a Week
Empty trash and recycling	1 X a Week
Clean kitchenette sinks and wipe down countertops	1 X a Week
Mop hard floors	1 X a Week
Vacuum floors	1 X a Week

<b>Restrooms</b>	
Disinfect all surfaces	5 X a Week
Dust all corners and horizontal surfaces	1 X a Week
Check and replace stock, such as paper products and soap	5 X a Week
Removal of rust and hard water deposits	1 X a Week
Mop floors	5 X a Week
Clean mirrors	5 X a Week

<b>Hallways, Public Gathering Areas and Entranceways</b>	
Dust all corners and horizontal surfaces	1 X a Week
Spot Dust all corners and horizontal surfaces	5 X a Week
Wipe down Horizontal Surfaces and Touchpoints	1 X a Week
Spot wipe down horizontal surfaces and touchpoints	5 X a Week
Empty trash and recycling	5 X a Week
Vacuum floors	1 X a Week
Mop hard floors	1 X a Week
Spot vacuum floors	5 X a Week
Spot mop floors	5 X a Week
Wipe down door glass	1 X a Week
Spot wipe door glass	5 X a Week

It is important to clean and disinfect work areas and shared items between use. Utilize the provided hand sanitizer, disinfecting wipes, and PPE in your department. Please follow the following guidelines for appropriate cleaning/disinfecting.

1. Read instructions on disinfectant label. Obtain and apply gloves (if applicable)
2. Clean and disinfect high-touch surfaces including, but not limited to, lectern, tables, chairs and seats, doorknobs, light switches, remotes, handles, desks, workstations, pens, whiteboard, etc., that have been used.
3. Use proper glove removal techniques (shown below). Dispose of used cleaning materials in regular trash.

**Step 1:** Grasp the outside edge near the wrist.

**Step 2:** Slowly peel away from the hand turning the glove inside-out. Hold the glove in the opposite gloved hand.

**Step 3:** Slide your ungloved finger under the wrist of the remaining glove, be careful not to touch the outside of the glove.

**Step 4:** Peel off from inside, creating a bag for both gloves.

**Step 5:** Discard the gloves and wash your hand thoroughly.



Discard gloves after use, never wash or reuse disposable gloves!

4. Sanitize hands prior to leaving the room.

Cal Poly Pomona is committed to protecting the health and well-being of students, staff and faculty, we appreciate your attention to this important matter, please do not hesitate to contact Environmental Health and Safety if you have any questions/concerns: [ehs@cpp.edu](mailto:ehs@cpp.edu)

Thank you,  
Office of Environmental Health & Safety

1. CDC Coronavirus Disease 2019 (COVID-19) Environmental Cleaning and Disinfection Recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
2. EPA, List N: Disinfectants for Use Against SARS-CoV-2: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
3. Safer Return to Campus: <https://www.cpp.edu/safer-return>
4. [Los Angeles County Department of Public Health Cleaning & Disinfection Matrix](#)

# COVID-19 RETURN TO WORK VENTILATION FAQs

**General COVID-19 infection prevention recommendations should be followed by building occupants regardless of the HVAC functionality. This includes, but is not limited to:**

- Social distancing by remaining 6 feet or further away from other persons.
- Wearing a face covering while on campus or interacting with others.
- Following CDC recommendations for handwashing, which includes use of soap and water and washing for 20 seconds.
- Washing hands after touching commonly touched surfaces such as doorknobs, light switches, shared equipment, etc.
- Not touching your face without first washing your hands.
- Building occupancy should be reduced to meet safe distancing requirements. Ventilation systems will continue to operate as designed.
- Maintaining building systems, including HVAC systems, supports safe occupancy on an ongoing basis by ensuring proper ventilation in all occupied spaces.
- CPP is utilizing Los Angeles County Department of Public Health (LACDPH) health orders ([Appendix U: Institutes of Higher Education](#)) the CDPH COVID-19 Industry [Guidance for Institutions of Higher Education](#), Centers for Disease Control and Prevention (CDC), and American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) to inform HVAC-related measures on campus.

## **I am concerned about COVID-19 and the air quality in my work area. How do I know my work area has adequate ventilation?**

CPP buildings are typically supplied with a percentage of outside air, either via natural ventilation or mechanical fans, dependent on each building and system. Those systems are maintained to provide ventilation and thermal comfort as designed through the following activities:

- Filtration Maintenance: Building filtration systems are well maintained and have the appropriate level of filters for each building's mechanical design.
- HVAC systems are set to maintain appropriate indoor temperatures as much as system designs allow, which minimizes thermal stresses on the body. These systems are optimized to bring in the maximum amount of fresh air feasible while still maintaining recommended indoor temperature ranges. In most cases, laboratory ventilation systems operate continuously with 100% outside air supply that is not recirculated in the building and is exhausted directly to the outside. These systems are already designed to exhaust indoor contaminants effectively.
- In most cases, exhaust fans in restrooms operate continuously when buildings are occupied. For restroom exhaust fans to work best, it is recommended to avoid opening operable windows in restrooms and keep restroom doors closed (or mostly closed for single restrooms not in use). When possible, keeping conference room doors open can help promote good ventilation.
- Spaces with more limited or no mechanical ventilation will have operable windows left open.
- A process for reporting critical building HVAC issues on the CPP campus continues to remain the same and in place through the CPP Facilities Management Customer Service Team. For critical HVAC issues, such as non-operational thermostats, building pressure issues, or general inquiries, email us at: [fmcustomer@cpp.edu](mailto:fmcustomer@cpp.edu) or call (909) 869-3030 during normal business hours (Mon-Fri 8 a.m. -5 p.m.).



# COVID-19 RETURN TO WORK VENTILATION FAQs

## **How many air changes per hour (ACH) or cubic feet of air per minute per square foot (CFM/SF) are in my room?**

Requirements for ventilation and indoor air quality, minimum ventilation and exhaust rates of a space are calculated in terms of cubic feet of air per minute per square foot (CFM/SF).

- Air changes per hour (ACH) is defined as the volume of ventilation air that is supplied and removed from the room every hour. The ventilation air can be through natural or mechanical ventilation systems and helps to remove contaminants from a room. Air changes per hour is generally more directly applicable to healthcare settings than higher education facilities.
- Using ACH as a reference measurement, the number of air changes per hour in each room in a building can vary throughout campus.
- In general, laboratories are typically supplied with 6-12 air changes per hour, and office areas are typically supplied with 4-8 air changes per hour in accordance with the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) standards.
- The campus is implementing reduced public health occupancy limits for spaces. This will allow for more outside air available per occupant.

## **What is being done to building HVAC regarding COVID-19?**

During our normal preventative maintenance, Facilities Planning and Management continues to check HVAC systems to ensure that buildings are ready for reoccupation, including but not limited to the following:

- Fan systems are functional and operating.
- Central HVAC fan filters are within acceptable operating ranges and replaced as necessary.
- Fan filter racks are inspected for major gaps or damage.
- Air filter efficiency ratings are selected in accordance with ASHRAE standards based on mechanical capabilities of the system, to provide required fresh air without loss of pressure. MERV 13 or better filters are used whenever possible.

## **Can I turn on a portable air-conditioning unit or fan when it gets too hot? Can I use or purchase a portable air cleaner or air filter for my area?**

- Due to air balancing and electrical capacity, we do not allow portable air conditioners, fans, or portable air cleaner in mechanically ventilated spaces (systems that circulate fresh air using ducts and fans, rather than relying on passive airflow)

## **Can the building's outdoor air ventilation rate be increased?**

- Outside air rates are set by the building mechanical design and these rates cannot be increased without adversely affecting air conditioning control. Keep in mind that reduced public health occupancy limits for spaces will allow for more outside air available per occupant without making changes to mechanical systems.

## **Can my building's supply airflow or exhaust airflow be increased or rebalanced?**

- Indoor air exchange rates are set by the building mechanical design and these rates cannot be increased without adversely affecting air conditioning control.

## **What ventilation is provided in stairwells?**

- While some stairwells may have operable windows, stairwells are not provided with mechanical ventilation.

The Office of Environmental Health and Safety (EH&S), in partnership with Facilities Planning & Management (FPM), may recommend a barrier or partition between individuals where less than six feet of physical distance **cannot** be maintained while performing critical functions or where high frequency of passing within six feet may occur. Facilities Services can custom fabricate a variety of protective shields and barriers or they may be acquired via private vendors.

Because Cal Poly Pomona requires face coverings on campus, installation of a partition or barrier is not necessary if people remain six feet apart except for certain circumstances. Administrative controls (i.e., staggered works schedules) should be exercised to limit occupancy. In addition, barriers may not be installed in work or break areas solely for the purpose of spacing people within six feet of each other, as the physical distancing and limited room capacities apply to all areas.

**To effectively minimize COVID-19 risk, it is important to implement multi-layered strategies. In order of effectiveness, workplaces should focus on:**

- Eliminating the hazard (keep sick people at home; eliminate reception areas, congregation areas, and nonessential spaces; use remote or touch-free pickup/drop-off).
- Isolating people from or removing the hazard (engineering controls, e.g., reduce density; rearrange spaces, work locations, and furniture to maintain 6ft distances; use physical barriers such as separate offices, cubicles with walls, plexiglass barriers; environmental surface disinfection; use of facemasks or coverings to protect others).
- Changing the way people work (e.g., training; stagger breaks, lunches, and work times; using visual cues and markers to direct traffic).
- Using personal protective equipment appropriate for the task (e.g., gloves, face shields, and respirators).
- CPP is utilizing Los Angeles County Department of Public Health (LACDPH) health orders ([Appendix U: Institutes of Higher Education](#)) the CDPH COVID-19 Industry [Guidance for Institutions of Higher Education](#), Centers for Disease Control and Prevention (CDC), and American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) to inform HVAC-related measures on campus.

**While a physical barrier such as a plexiglass guard can limit the transmission of COVID-19 via droplets and aerosols in a well-ventilated space, a physical barrier is not a substitute for face covering use or implementing administrative controls.**

## Benefits of Plexiglass Barriers

- Barriers can block respiratory droplets produced by a person who is in close contact with the barrier.
- Barriers can provide a physical separation between people to support social and physical distancing efforts.
- Barriers are appropriate in a variety of settings, including public areas, retail settings and spaces where it is difficult to maintain 6 feet of separation between individuals.
- Barriers can provide a level of protection from surface contamination in the personal workspace.
- Use of barriers are consistent with recommendations from CDC as a component of exposure controls.
- Barriers may cause minimal disruption to work and business practices in many workplaces.

# GUIDANCE FOR PLEXIGLASS BARRIERS IN THE WORKPLACE

- Barriers can serve as a component of a long-term strategy to reduce risk for other viruses that spread by similar modes of transmission (e.g., influenza).
- Plexiglass barriers are nonporous and may be disinfected.
- Barriers can provide a sense of safety assurance for workers and customers, and visitors.

## Limitations of Plexiglass Barriers

- Barriers do not provide a zero-risk solution. They do not address all possible modes of transmission, such as aerosol transmission, or fully protect anyone from COVID-19.
- Barriers do not replace the need to maintain 6 feet of separation between individuals when possible.
- Barriers do not replace the need to follow other public health requirements such as practicing good hygiene (e.g., washing hands, not touching your face, staying home if you are ill), the need to wear face coverings and PPE, or other requirements and recommendations from CDC, or the California Department of Public Health.
- There may be constraints in the physical/structural environment that prevent installation of appropriately sized barriers.
- Barriers may not be feasible or appropriate in all workspaces or for all work activities.
- If not designed or installed properly for the specific work environment, barriers may obstruct or interfere with the ventilation system airflow, and fire and life safety protection systems (e.g., fire alarm notification devices, fire sprinklers, fire pull stations).
- Barriers may break if individuals lean against the material which may expose sharp edges. Consider polycarbonate if the barrier may be subjected to individuals leaning or pushing against it.

## Guidelines for Fabrication/Installation Request:

Below are examples of possible University environments and circumstances in which barriers can be beneficial. This list is not exhaustive and serves to generate conversations about potential implementation.

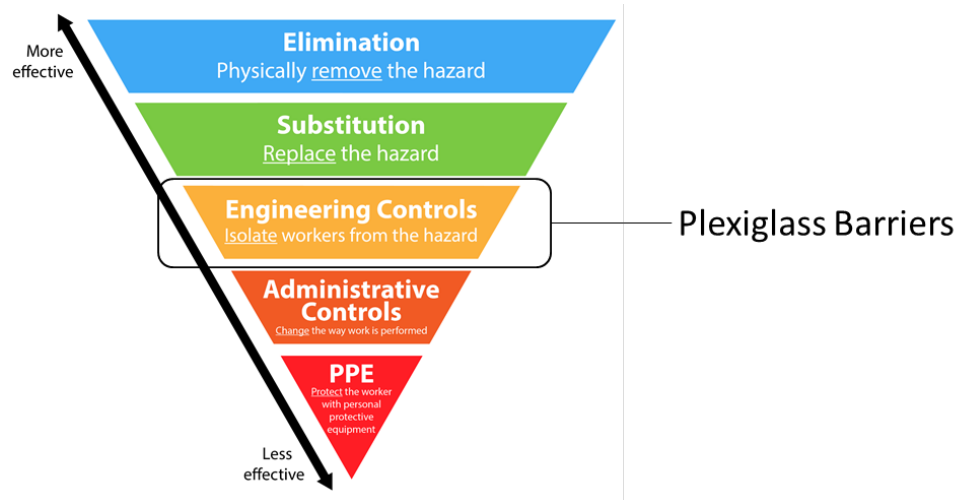
Retail point of sale	Between computer stations if less than 6 ft. distance
Dining checkout / food service areas with out sneeze guards	Resident hall front desks
Shuttle/bus driver protection	Between undivided cubicles and workstations that are less than 6 ft. distancing observed
Library circulation	Customer facing servicing counters
Reception desks	

## Prioritization of Plexiglass Barriers

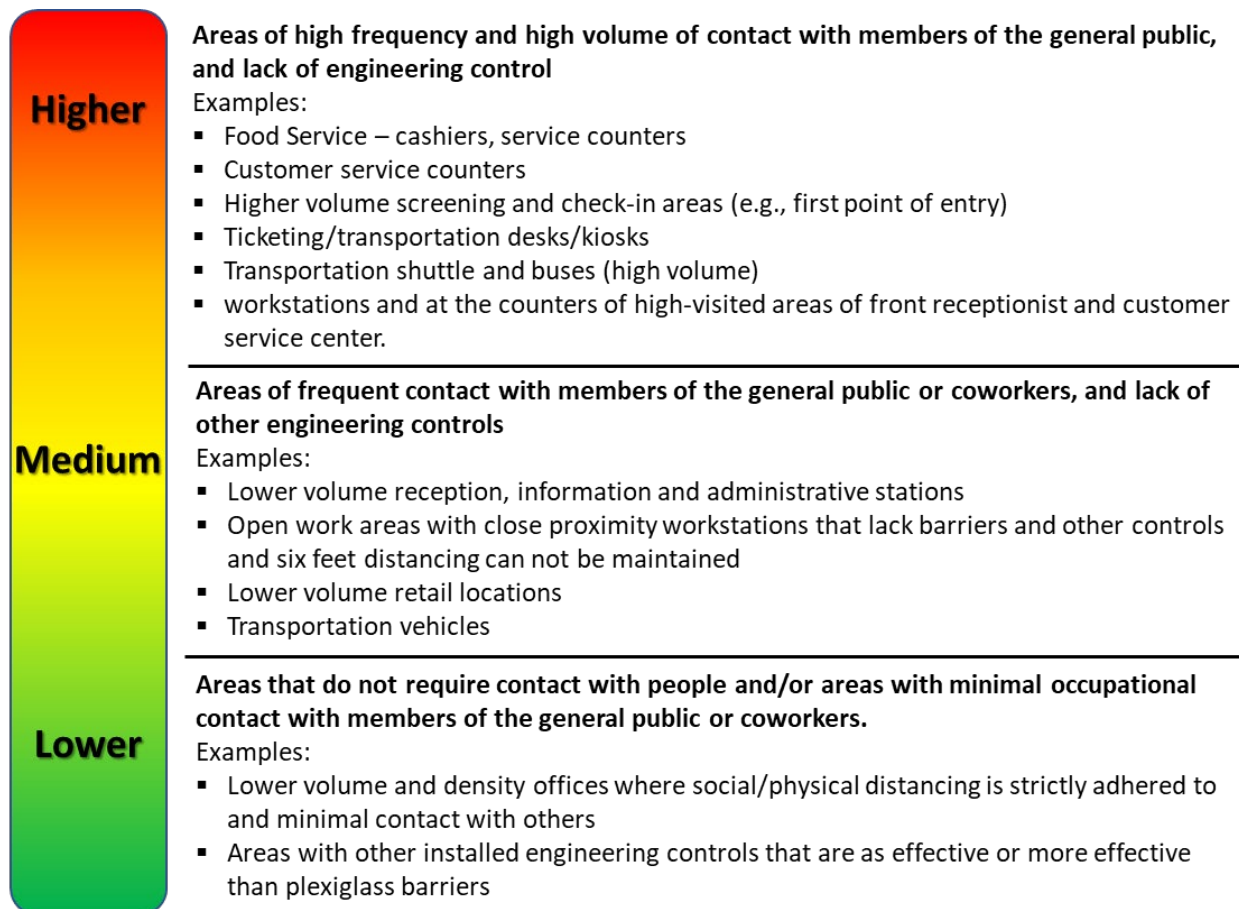
Plexiglass barriers offer the ability to separate individuals that may need to be near others. Due to increased requests for plexiglass barrier installation, it is important to prioritize the areas of installation to ensure higher risk areas receive barriers first. Prioritization considerations should include certain factors such as workplace type and risk level, occupant and visitor frequency, density, placement, and pedestrian pathway density.

# GUIDANCE FOR PLEXIGLASS BARRIERS IN THE WORKPLACE

The prioritization of plexiglass barriers falls within the engineering controls section of the hierarchy of controls. Eliminating the hazard altogether is the best option, however, it is not always possible and therefore engineering controls may be implemented to reduce the hazard risk.



When considering the prioritization of plexiglass barrier installation, it is important to determine the risk level, frequency, and volume of contact with the public and coworkers, and where adequate controls are not able to be implemented at the installation location.



\* Facilities Services' ability to fabricate barriers is based on the availability of supplies, personnel bandwidth, and priority is for high volume counters with broad customer bases.