

Campus _____ Location (Building/Room) _____

Directions:

1. This questionnaire is intended to help PSC Health and Safety Watchdogs and their friends perform observational walkthroughs of a location—be it a building or floor of a building.
2. For each question, circle the appropriate response: “Yes” or “No”. In you are unable to answer the question, circle “unable”. If the question is not relevant (e.g. an HVAC question in a building with passive ventilation), simply circle “N/A” for not applicable.
3. Email the completed checklist to Watchdogs at hswatchdogs@pscmail.org. If you complete a hardcopy, please scan the completed checklist and then email as an attachment.

Specialized Checklist - Science Laboratories-Physical distancing		
Satisfied	Source of Guidance	Evidence that the guidelines or recommendations have been met
Mandatory Guidelines:		
Yes No Unable N/A	Any time individuals come within 6 ft. of another person who does not reside in the same residence (i.e., roommate), acceptable face coverings must be worn. This provision should not be construed to require physical distancing among roommates or to require face coverings be worn while inside an individual’s residence.	Is it evident everyone is wearing face masks? Is the capacity reduced to accommodate social distancing? Are workspaces assigned/designated to maintain distance
Recommended Best Practices		
Yes No Unable N/A	Ensure that a distance of at least 6 ft. is maintained among individuals while on campus, inclusive of employees and students, to the extent possible and when seated in a classroom setting or meeting, unless safety or the core activity (e.g. moving equipment) requires a shorter distance or individuals are of the same residence. Modify or reconfigure spaces and/or restrict the use of classrooms and other places where students and employees congregate, so that individuals are at least 6 ft. apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. Supporting CUNY Guidelines: Pg. 12 Campuses must modify or reconfigure the use and/or restrict the use of classrooms and other places where students and faculty gather, so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. Limit use of shared workstations when feasible. When distancing is not feasible in public spaces, require the use of face coverings or physical barriers (e.g. plastic shielding walls,	Is this evident in labs, and prep areas? Is there signage indicating as much? Who is responsible for cleaning the workspace between use? Would plexi glass be necessary in your work areas? Are laboratory safety protocols for aseptic technique in place and enforced among occupants in the lab? Further, is this documented? Is there signage on designated work spaces that are not too be used by occupants?

	in lieu of face coverings in areas where such barriers would not affect air flow, heating, cooling or ventilation or otherwise present a health or safety risk). (41, 42)	
Yes No Unable N/A	<p>Stagger schedules to allow more time between classes to reduce congregation in walkways and buildings.</p> <p>Corresponding CUNY Guidelines: Pg. 16 In-person gatherings must be limited as much as possible. Campuses should encourage video or teleconferencing in lieu of in-person gatherings (e.g. classes, conferences, office hours,) to reduce the density of congregations per CDC guidance "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID19)." When videoconferencing or teleconferencing is not preferable or possible, campuses should hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another (e.g. leave space between chairs, have individuals sit in alternating chairs). (41)</p>	Ensure tables and chairs are rearranged to maintain social distancing.

Specialized Checklist - Science Laboratories-PPE

Mandatory Guidelines

Yes No Unable N/A	<p>Provide face coverings to employees who directly interact with students or members of the public while at work, at no cost to the employee.</p> <p>CUNY Guidelines: Pg.37 Campuses must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their employees who directly interact with students or members of the public while at work at no cost to the employee, pursuant to Executive Order 202.16, as amended.</p> <p>CUNY Guidelines: Pg. 37 Campuses will have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement (42). Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields.</p>	<p>Are face coverings being provided by the college?</p> <p>Who is responsible for providing face coverings?</p> <p>Are faculty who have to be in close contact with students to demonstrate proper use of equipment during lab instruction provided with N95 masks?</p> <p>Are the different types of face coverings listed available at your college?</p>
Yes No Unable N/A	<p>Train employees on how to adequately put on, take off, clean (as applicable), and discard PPE. See CDC guidance for additional information.</p> <p>CUNY Guidelines: pg37 Campuses must train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. (41, 43) Such training should be extended to contractors if campus will be supplying</p>	Were you trained regarding PPE use and disposal?

Campus _____ Location (Building/Room) _____

	<p>the contractors with PPE. (41, 42) See CDC guidance for information. CDC videos such as the following can be used for such training purposes: Instructions on donning appropriate PPE.</p>	
--	---	--

Recommended Best Practices

<p>Yes No Unable N/A</p>	<p>Put in place plans to limit the sharing of objects, such as laptops, notebooks, touchscreens, and writing utensils, as well as the touching of shared surfaces, such as conference tables</p> <p>CUNY Guidelines: Pg.38 Campuses will put in place plans to limit the sharing of objects, such as laptops, notebooks, touchscreens, and writing materials, as well as the touching of shared surfaces, such as conference tables; or, require employees to perform hand hygiene before and after contact or to wear gloves. (41, 42, 43) These plans may include removal of high-touch communal resources from common spaces, and protocols for high-touch surfaces (see Hygiene, Cleaning and Disinfection section below for additional guidance).</p>	<p>It seems CUNY guidelines have already adopted the NYS recommended best practice as mandatory.</p> <p>Are student workstations independently established to ensure a reduction in shared tools and equipment where applicable?</p> <p>Has there been a limit in regard to sharing lab equipment such as but not limited to models, dissection tools, glassware, microscopes etc.?</p>
--	---	---

Specialized Checklist – Science Laboratories – Hygiene, Cleaning and Disinfection

Mandatory Guidelines

<p>Yes No Unable N/A</p>	<p>Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date, time, and scope of cleaning and disinfection. Identify cleaning and disinfection frequency for each facility type and assign responsibility.</p> <p>CUNY Guidelines: Pg. 39 Campuses must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable (44). Campuses must maintain logs that include the date, time, and scope of cleaning and disinfection. Campuses must identify cleaning and disinfection frequency for each facility type and assign responsibility. (41)</p>	<p>Have you seen the cleaning log for your campus?</p> <p>Is it easily accessible and up to date?</p> <p>Is it clear who to contact if you have any questions or comments?</p> <p>Are the chemicals being used for cleaning and disinfection on the log?</p>
--	--	--

Campus _____ Location (Building/Room) _____

<p>Yes No Unable N/A</p>	<p>Provide and maintain hand hygiene stations throughout the institution, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.</p> <p>CUNY Guidelines: Pg. 39 Campuses must provide and maintain hand hygiene stations around the institution, as follows (44):</p> <ul style="list-style-type: none"> · For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can. · For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. · Make hand sanitizer available throughout common areas. It will be placed in convenient locations, such as at building entrances, and exits. Touch-free hand sanitizer dispensers should be installed where possible. <p>CUNY GUIDELINES: Pg.39 Campuses should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas of a campus</p>	<p>Are there cleaning stations on your campus? Are they in working order? Is it clear who to contact if they need refilling?</p> <p>Are appropriate cleaning materials available for individual student work stations to maintain aseptic technique?</p> <p>Certain lab use Bunsen burners or the like, is there clear signage that alcohol-based hand sanitizers can be flammable and may not be suitable for those areas? In such areas have any other provisions been made for non-alcohol-based hand sanitizers?</p>
<p>Recommended Best Practices</p>		
<p>Yes No Unable N/A</p>	<p>Provide disposable wipes to employees so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before/after use.</p> <p>CUNY Guidelines: Pg.40 Occupants of the campus will be vested with the responsibility for cleaning their own work areas. Campuses will provide workspaces with single use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing of touch points. For college-owned vehicles, drivers should clean and disinfect high touch points on and in vehicles before and after each use. Disinfecting supplies will be stored in each vehicle. (18)</p> <p>Ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19. If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, campuses must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery. (42)</p>	<p>It seems CUNY guidelines have already adopted the NYS recommended best practice as mandatory.</p> <p>Are single use disinfecting wipes provided for you to clean your personal work areas?</p> <p>In the labs many if not all items especially models and microscopes are frequently used by many students, being provided with our own cleaning and disinfection supplies will help us to keep items that must be shared clean and our students safe.</p> <p>Is there any lab equipment that cannot be cleaned with chemicals? If yes are hygiene stations between and/or disposable gloves being supplied by the college? Can there be a limit to the number of users?</p>

CUNY GUIDELINE: Hygiene, Cleaning and Disinfection- guidance on ventilation and HVAC systems		
<p>Yes No Unable N/A</p>	<p>NO NYS GUIDELINE FOR VENTILATION AND HVAC. CUNY Guidelines: Pg.42 Appropriate physical distancing will vary depending on the quality of ventilation in an area. Outdoors, or where there is good outdoor air ventilation indoors, physical distancing requires at least a 6-foot radius of separation. Where there is less than optimal outdoor air ventilation in an interior space, however, physical distancing should perhaps be given a 10 to 12-foot berth. (18)</p>	<p>What is the quality of ventilation in your area? Does your area require 6ft. distancing or more?</p>
<p>Yes No Unable N/A</p>	<p>CUNY Guidelines: Pg.42 Campuses will identify small, confined spaces, especially those with less than optimal ventilation, and restrict occupancy consistent with public health guidelines. Staff will identify areas that are unsafe for occupancy given the requirements of physical distancing (e.g., too small, no ventilation, bottleneck entry, etc.) and block access to them. (18)</p>	<p>Do you have this situation? Is it clear who to notify? Was this information made public?</p>
<p>Yes No Unable N/A</p>	<p>CUNY Guidelines: Pg.42 If fans such as pedestal, desk or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly to another. NOTE: A desk fan is capable of creating an airflow that can still have an effect on smaller droplets. While the droplets might not spread as far via a desk fan, depending on the office configuration and fan direction, they can still spread to nearby individuals. (5)</p>	<p>Are fans being used in your area? Are they being used properly? Are they cleaned and disinfected on a daily basis to reduce dust accumulation?</p>
<p>Yes No Unable N/A</p>	<p>CUNY Guidelines: Pg.42 Consider maintaining HVAC system operation for maximum space occupancy to allow for maximum fresh air supply, regardless of reduced occupancy within the space. (36)</p>	<p>Is it clear at what level the HVAC system is operating at? Is there documentation indicating service was provided to HVAC system maintenance? Is there documentation that the HVAC was cleaned?</p>