Safety Tip Sheet

Open an MCSS Help Desk Ticket under SAFETY ASSESSMENT to request a Safe and Physical Distance Assessment

As we recover from the COVID-19 response, to ensure UCSF locations meet the necessary criteria to continue safe business operations, the Safety Office is conducting physical assessments to evaluate signs and measures in place to help prevent transmission to keep staff and the public safe, beginning in May 2020 using a phased survey approach:

**Survey Phase 1** - all public-access 1st floor lobbies of UCSF buildings, guest service information desks, food service areas and gift shops, 1st floor waiting areas

**Survey Phase 2** – all respiratory screening clinics (RSCs), cancer center infusion clinics, and inpatient areas with high risk for occupational exposure or communicable disease transmission, i.e. Emergency Departments: adult and pediatric, 15 Long, 9/13 ICUs, MZ 4E/4W

**Survey Phase 3** – all other inpatient and outpatient locations including respective waiting areas

**Survey Phase 4** – conference and meeting rooms

**Survey Phase 5** – all other locations not captured above

Though representatives from the Safety Office / EHS may stop by at any time to conduct the survey, you are welcome to request a survey be conducted in your particular office area by filing an MCSS Help Desk ticket under SAFETY ASSESSMENT with your manager’s name added to the WATCH LIST of the service request ticket. Type in the description field, “Request Safe and Physical Distancing Assessment.” An EHS Responder will address your request.

* Request Type
  Safety Assessment

  Description
  Request Safe and Physical Distancing Assessment

Steps you can take to reduce the potential for exposure:
- Wear masks covering the nose and mouth,
- Keep at least 6 feet apart from others,
- Limit face-to-face interactions to less than 10 minutes.

SHOULD RESULTS OF THE EHS ASSESSMENT DETERMINE A SNEEZEGUARD or similar BARRIER IS NEEDED, a service request will automatically be routed to FACILITIES for their direct follow-up with the relevant client regarding next steps.

All related costs for improvement or correction are department responsibility, should any modifications be needed.

Direct questions to: MedicalCenterSafety@ucsf.edu

May 2020