

SAFETY PLAN PROCEDURE FOR GOVERNOR APPROVED ESSENTIAL LABS

PURPOSE

The state of Washington issued guidance on how the state will move to reopen in four phases and how Higher Education will be permitted to conduct hands on lab classes for Governor approved essential programs. This procedure will help ensure YVC is prepared to follow the Governor's guidance and comply with the very specific requirements for being permitted to resume hands on essential lab instruction.

GUIDELINES

1. Labs are for Governor approved essential programs based on the list provided.
2. Social distancing protocols must be maintained at all times.
3. COVID-19 Lab Safety Plans with all the Governor required criteria must be developed and posted at each instructional lab space.

PROCESS

- Dean notifies program faculty of the program's approval to operate under strict guidance from the Governor's office.
- Program faculty and staff develop a COVID-19 Lab Safety Plan based on the 26-point checklist developed from the [Governors Phase 1 reopening guidelines](#).
- Once the plan is developed it is forwarded to the VP of Administrative Services who will fill out the checklist coversheet.
- The coversheet and program COVID-19 Lab Safety Plan is then forwarded to the Director of Occupational Health & Safety for review and verification that all Governor required safety plan components are included in the plan.
- Once a COVID-19 Lab Safety Plans are verified, if additional language has been added the new plan is forwarded to the dean to get approval of additional language from the plan COVID-19 supervisor.
- Once the COVID-19 plan supervisor approves, the VP for Administrative Services will be notified. The COVID-19 Lab Safety Plan will be converted to PDF, incorporated into a PDF Portfolio and forwarded to the dean for posting at the appropriate instructional lab space and the Essential Program Tracking spreadsheet will be updated.
- Once the plan is posted, lab instruction can begin, so long as the plan is being followed.