

The safety of our research community remains our top priority as we continue to face the COVID-19 pandemic. As we welcome new graduate students and other trainees to begin the fall quarter, we understand there will be a need for in-person training and instruction for research and creative works.

If you need to conduct training activities with students or staff and these activities cannot be done while maintaining the required 6-feet of separation, you must develop a training plan to be reviewed by the building committee and the Office of Research. Please complete this plan on the [Google Training Risk Mitigation Form](#).

Your plan must explain the necessity of conducting the training at this time and why you cannot abide by standard safety guidelines (e.g., physical distancing, use of PPE, personnel density). You will also need to provide risk mitigation measures for specific instances where you are not able to meet standard safety guidelines.

In addition to mitigation plans, there will be details available soon on mandatory SARS-CoV-2 testing program that will begin for all on campus students (undergraduate and graduate) in late September.

Minimal risk mitigation strategies for training include:

- **Remote planning and preparation:** Prior to each in-person training session, the trainer and trainee will meet remotely to plan the training session, walk through procedures and practices, etc. This will maximize the efficiency of in-person time, focusing that time on the actual conduct of training, and thereby reducing close in-person contact to the shortest possible time.
- **Proper ventilation of training spaces:** Whenever possible, training will be performed in a space with single-pass airflow (without recirculating air). PIs should make every effort to identify such space (confirming with EH&S if they are uncertain), relocating their training activity where possible to use such spaces. If specialized equipment is in rooms with recirculating air, this should be noted and additional details need to be included for duration of training and plans for breaks in usage.
- **1:1 Training:** Only one trainer and one trainee will be engaged in hands-on training at a time in a given space. Group training is permitted only by special exception.
- **Minimizing duration of close contact:** Trainer and trainee will minimize, to the fullest extent possible, the amount of time spent in close proximity to one another. For example, a trainer may demonstrate a procedure and then step back to a distance of more than 6 feet; a trainee may watch a demonstration of an instrument through a window, after which the trainer and trainee trade places so the trainee is working with the instrument and the trainer is supervising through the window, etc.
- **Total time of training:** In small rooms, less than 250 sq. feet, the duration of training should be limited to short 15 minute blocks. If longer time periods are needed, breaks of > 30 minute duration should be included every 15 minutes.
- **Use of face shields in addition to regularly-required PPE:** In shoulder-to-shoulder training situations, all individuals are required to wear either a mask with Face shield or N95 mask with glasses or safety goggles. This is in addition to whatever PPE would be standard for the particular context.
- **Exceptions:** In situations where these minimum training safety requirements are impossible, PIs will need to prepare alternative training risk mitigation strategies for review and approval by the Office of

UC SANTA CRUZ | Training Risk Mitigation Plan

Research and EH&S. Consultation with EH&S staff prior to submitting plans is encouraged. Reach out to researchcontinuity@ucsc.edu if you will need an exception.

Training plans that cannot meet minimum standard requirements will also involve consultation with graduate program directors (if graduate students are involved) and academic leaders (including department chairs and deans). **You cannot conduct any training activities that do not adhere to specified safety requirements without an approved Training Risk Mitigation Plan. Not all Training Risk Mitigation Plans will be approved.**

Example training plan for rotations and other new trainee situations:

1. Prior to any training, the new student will be given written descriptions of the procedures and also meet with the trainer remotely or at >6 feet distance to discuss the new procedure.
2. Student and trainer will wear additional PPE—either a face shield + mask OR KN95 mask and goggles.
 - a. Indicate what additional PPE will be used: _____
3. Student and trainer will limit time when they are <6 feet apart as much as possible, to a maximum of 15 minutes.
4. All procedures will be conducted in large rooms that allow >1 person. If small rooms are needed, additional procedures limiting duration and allowing for breaks are required.
 - a. Room where training will occur: _____