



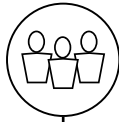
Risk Management Plan for Buildings

May 28, 2020

Architects can use a seven-step risk management process to assess hazards, apply architectural or engineering controls, and reduce risk.

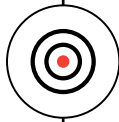
This process can be utilized when identifying design challenges and solutions for building re-occupancy during the COVID-19 pandemic, either within a design practice, or for design projects with clients. The process uses an evidence-based design approach, memorializes design decisions, and functions as a repository for coordinated work with building owners. The building risk management plan should be regularly reviewed, updated, and documented through all stages of design, construction, and post-occupancy to ensure expectations are met.

Follow the steps below as preparation for developing the risk management plan. A risk management worksheet is also available to assist with documenting steps four and five of the process.



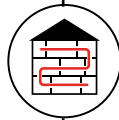
1. Assemble the multidisciplinary team.

- Disciplines may include chief operating officer, chief financial officer, human resource director, safety manager, risk manager, facility manager, architectural and engineering consultants, and public health or infection control consultants.



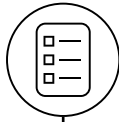
2. Establish goals and objectives for reducing risk.

- Identify goals to reduce virus transmission risk. Goals could include restoring certain services by a certain date or prioritization of functions.



3. Describe the building flow and user experience.

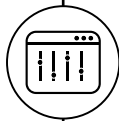
- Describe the user(s) experience from arrival at the building and through various functional locations within the building.
- Identify and write a description of all functional uses of the building and intended occupants. (Note: phased occupancy types and loads are possible during the pandemic conditions.)



4. Conduct the hazard analysis and characterize the potential risk.

(Use the worksheet to document the team's work and decisions.)

- Identify space type and location in building.
- Identify primary hazard (biological).
 - » SARS-CoV-2
- Identify secondary hazards.
 - » Physical, chemical, biological, or psychological
- Characterization of risk
 - » Provide short description of risk characterization
 - » Determine occupant risk level: low, medium, high
 - » Determine activity risk level: low, medium, high
- Using risk characterization (description, occupant, and activity), the team needs to determine if the risk is significant for each hazard identified at each building location.



5. Identify architectural or engineering controls for each hazard determined in Step 4.

(Use the worksheet to document your work.)

- Reference the following categories from the [AIA Re-occupancy Assessment Tool](#).
 - 3.1 Programming
 - 3.2 Space planning
 - 3.3 Non-structural partitions and openings
 - 3.4 Signage
 - 3.5 Plumbing and plumbing fixtures
 - 3.6 Mechanical and passive ventilation
 - 3.7 Electrical, lighting and communications
 - 3.8 Appliances, equipment and accessories
 - 3.9 Finishes and furnishings
 - 3.10 Site work
 - 4.1 Policies
 - 4.2 Procedures to reduce the spread of pathogens (human)
 - 4.3 Procedure to reduce the spread of pathogens (fomites)
 - 4.4 Procedures to support physical distancing
 - 5.1 PPE Policies
 - 5.2 PPE Procedures
 - 5.3 PPE Equipment



6. Verify system hazard controls.

- Describe protocols to verify that the controls as designed are maintained. (e.g., maintain a log for cleaning and disinfection of tables and surfaces or confirm furniture spacing meets minimum physical distancing requirements daily.)

7. Validate system hazard controls

- Assess whether applied building controls are performing to meet design intent
- Perform testing to determine whether applied building controls are performing to meet design intent

Disclaimer: The information contained in this document and referenced worksheets is meant to serve as a helpful resource, but should not be interpreted as legal or other professional advice. Due to the rapidly changing scientific, legal and regulatory landscape related to the COVID-19 outbreak, this document may at any time be out of date, and the AIA does not guarantee its accuracy. You should contact relevant government agencies and / or an attorney in your location for current laws and regulations and seek the advice of an appropriate licensed professional on custom strategies that meet your unique needs.