



Facilities Management Internal Workstreams – COVID 19

August 5, 2020

Space

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Construction

Space Workstream

Summary

The Space Workstream assembled a team of approximately 12 Facilities Management staff that are working together to develop solutions for Covid-19 challenges in University spaces. The spaces include classrooms, class labs, alternate classrooms, public spaces, and college/department spaces.

Classrooms

Layouts for all the University's 365 classrooms have been completed. The layouts were developed using a 6-foot diameter planning module to establish safe distancing. The layouts establish maximum occupancy in each room. A spreadsheet for the 365 classrooms has been completed and list the Covid-19 occupancy. The spreadsheet has been forwarded to the Deans and the Registrar's office.

Class Labs and College Spaces

Team members met with college and unit representatives to review their class labs and spaces and worked with them to develop occupancy limits and develop guidelines for their spaces.

Alternate Classrooms

Technology needs for recording lectures in alternate classroom spaces will be reviewed.

Eight locations have been identified and will be converted to classrooms for Fall 2020.

Public Spaces

Team members reviewed campus public spaces and coordinated with representatives to develop plans for proper social distancing.

Restrooms

Restroom modifications are under consideration.

Team

Leads – Gus Miller, Paul Knowles, Tim Armstrong

Other Team Members – Janet Schwartz

Campus Navigation Workstream

Summary

Individuals from Planning, Design and Construction (PDC), Medical Center Physical Plant Department (MCPPD), Geospatial Information Services (GIS) and others are in the process of planning and developing implementation schedules to facilitate the reopening of campus by identifying best practices to navigate campus.

Building Entrance Identification & Interior Circulation

Team members met with college representatives to review circulation within their buildings. In some locations, directional signage for stairs will be deployed and keep right floor decals distancing will be used in a few extremely high traffic areas. This will be monitored over the course of the semester and adjusted as required.

Hand sanitizer stations will be placed at most building entry points for convenience.

Pedestrian Pathways

Existing campus sidewalks have been evaluated; areas will be marked with directional signage, as necessary. Finalization of plans is under way, and placement of signage scheduled for completion by July 31.

Accessibility is always considered.

Congested Pathways Options (Approximately 15 areas)

- Social Distance Reminder (corrugated plastic sign or A-frame)
- Keep to the right – two way (Minor signage required)
- One-Way (A-frame or ground marker)
- Do Not Enter (A-frame or ground marker)

Congested Crosswalks (approximately 10 locations)

- Wait area divider (ground marker) 12 per locations
- Social Distance Reminder (corrugated plastic sign or A-frame) (10)

Bicycle/Scooters

- Signage at racks
- Social Distance Reminder

- Other concerns unique to riding

Help Tents

- General and specific COVID-19 information
- PPE Station
- Staffed?

Outdoor Gathering Areas

Bus Stops (approximately 70 locations)

- Sidewalk waiting area: Signage indicating individuals wait off the sidewalk to allow people to move along the sidewalk at a safe distance (corrugated plastic sign)
- Bench/wall Waiting Area: Signage indicating safe social distances for sitting (corrugated plastic sign)
- Shelter Waiting Area: Signage indicating safe social distances for sitting (corrugated plastic sign)

Patio Areas (approximately 45 locations)

- Space out moveable seating and place only 2-3 seats per table (would need to take measurements of various table types on campus and determine the appropriate number of seats/individuals for social distancing)
- Signage indicating safe social distancing, the maximum number of individuals per table, how far apart tables should be (corrugated plastic sign)

Wall Seating Areas (approximately 25 locations)

- Signage indicating safe social distances for sitting (corrugated plastic sign)

Green Spaces (approximately 40 locations)

- Signage indicating what activities are safe for the open green space based on CDC guidelines (corrugated plastic sign)

Adirondack Chairs (approximate number of chairs 200) – options to consider

- Signage indicating safe social distances for sitting (corrugated plastic sign) for groups of chairs
- Reminders on the chairs for social distancing

- Tether chairs

Designated Outdoor Locations – areas that have in the past been used or identified as assignable space that can be connected to SAP/EMS/Astra for scheduling

- Provide a social distance reminder sign
- Special instruction on how

Building Navigation

Primary Entrance Identification (approximately 300 locations)

- Exterior signage to identify Primary entrance
- Hand sanitizer stations located at entrance
- Compliment of standard informational signage in public areas

Description of Suggested Signage Packages (under development)

Types of Informational Sign Packages Needed

- Campus Signage
 - Social Distance Reminder
 - Basic health and social distance info (either corrugated plastic sign or A-frame)
 - Directional or other instructional signage for circulation option chosen
 - One way and do not enter
 - or
 - Keep to the right reminders
 - Distance markers for wall seating
- Building Entrance Package
 - Exterior entrance door ID Sign – Id's location of PPE supply station
 - Information on PPE Supply Station
 - General Stop the spread
 - Mask required signage
 - Building circulation instruction (based on plan selected)
- Standard Informational Signage Package
 - General stop the spread
 - Mask required
 - Sanitization of Work Stations
 - Building circulation instruction (based on plan selected)
- Campus Entry Signage Package

- Campus Guideline Signage – UK policy
- Information on available PPE locations

Team

Leads – Paul Knowles, Shane Tedder, Maureen Dreckman

Custodial Services Cleaning Workstream

In an effort to combat the covid-19 virus, Facilities Management has restructured cleaning protocols to place greater emphasis on public areas and limiting cleaning in personal spaces. General cleaning supplies (cleaning kits) will be provided to the various departments to aid in this process. Because “we’re all in this together” we are asking for your help in this on-going battle. Please our Custodians keep your work area clean and safe:

- Wipe down surfaces such as your desk, computer, phones, chairs, and all personal areas.
- Dispose of trash and recyclables by tying bags and placing them in hallways for Custodial Services staff to collect throughout the day.
- Dusters are provided and can be used to dust and wipe down all shelving and flat surfaces that are reachable.
- Wipe down touch areas in your offices, such as light switches, telephones, doorknobs and/ or handles.

The Custodial Services staff will continue serving you in a limited capacity. The following duties will be performed on an altered schedule:

- Vacuuming and floor mopping once a week.
- Collect trash and recyclables that are placed outside of offices, labs, and classrooms.
- Providing hand sanitizer dispensers at the entrance of every building.

If you have questions or in need of refills for items in the cleaning kits, please work with your Custodial Services Supervisor, Custodian or contact our office (859-257-1672).

Note: Because of certain policies and procedures, the Medical Center Physical Plant Department (MCPPD) will be exempt from placing trash and recyclables in hallways for pickup. Custodial Services leadership in these areas will provide a different trash removal plan than what is stated above.

Cleaning will follow CDC guidelines, Kentucky’s Healthy at Work guidelines, and UK’s Restart Playbook

General Cleaning

Public Spaces

- In buildings serviced by Facilities Management, staff will clean and disinfect public spaces and common areas, and commonly touched surfaces, including classrooms, primary entrances,

hallways, and restrooms, etc. These areas will be primary for additional cleaning throughout the day.

Private Offices and Individually Assigned Workspaces

- Cleaning and disinfecting of these areas will be the responsibility of the employee assigned to the space. General cleaning supplies (cleaning kits) will be provided to the various departments to aid in this process.
- Restroom facilities will receive a minimum twice daily cleaning and disinfecting.
- Other areas that have regular occupancy will follow the guidelines of Public Spaces.
- Custodial Services will not clean technology; desktop computers, laptops, etc.

Cleaning and Disinfection of Surfaces

- A checklist of specific touch points that will be cleaned is attached.

Other Protective Measures

Prior to the restart of campus operations additional protective measures will be put in place:

- Hand sanitizer stations will be placed at primary entrances to all buildings
- Hand sanitizer stations will be placed in all elevators
- Disinfecting wipes and hand sanitizer will be placed in all classrooms
- Drinking fountains will be disabled but bottle filling stations will remain active.

Cleaning and Disinfecting Electronics

University employees (e.g., Facilities staff, faculty/staff as designed by colleges/departments) will be responsible for disinfecting computers, computer accessories including keyboards and mice, touchscreen devices, projectors, microphones, remote controls, printers, and copiers (hereinafter referred to as “electronics”) in classrooms. All electronics should be frequently cleaned and disinfected. When cleaning electronics it is important to follow the manufacturer recommendations for specific cleaning requirements. What follows are specific instructions that should keep employees safe.

- Wash hands and/or utilize hand sanitizer .

- Utilize the ready to use disinfectant
- Turn off and unplug all electronic devices.
- When cleaning and disinfecting, dampen a paper towel with disinfectant and wipe down surfaces. Never spray cleaner/disinfectant directly on an item. Never spray cleaner on an item. Disinfectant should not be dripping off paper towel, but wet enough to ensure disinfectant is present. Some devices may require a lint-free cloth, such as a screen wipe or a cloth made from microfiber (these should be used one time only and then thrown away)
- Clorox disinfectant wipes or a wipe containing 70% alcohol may also be utilized, instead of spray cleaner/paper towels. Gently and carefully wipe the hard, nonporous surface of the item. This includes the display, touchscreen keyboard, mouse, and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.
- Do not use bleach to disinfect computers.
- Ensure moisture does not get into any electronics openings.
- Avoid excessive wiping and submerging item in cleanser to avoid damage.
- Ensure dirt and dust are removed from surfaces prior to disinfection. Presence of these will prevent proper disinfection. Do not use aerosolized air to blow dust off electronics.
- Disinfect electronics. Focus on keyboards, mice, include the sides and bottom.
- Allow all surfaces to dry on their own. Disinfectants must be allowed to act on the surface to be effective, wait 15 minutes. When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
- Remove gloves and throw them away, along with all paper towels/wipes, etc. utilized.
- Wash hands with soap and/or utilize hand sanitizer (provided) when you have finished.
- Not only should electronics be cleaned and disinfected before/after each customer use. They should also be cleaned and disinfected at the opening and closing of the facility/classroom, as some spaces may not be behind a closed/locked door and will remain accessible to customers after hours.

Safety Guidelines

Employees will be required to wear appropriate masks at all times when in public areas or shared spaces

Social Distancing of 6 feet will be maintained

Additional PPE including gloves and eye protection will be worn

All chemicals are to be properly labeled and stored per guidelines

Health Checks

Employees will be required to self-assess for symptoms daily. The specific procedure for this will be provided once finalized.

Team

Leads – Tim Clark, Carlos Cooper, Gretchen Tucker, Tim Armstrong

Information: Interior and Exterior Signage Workstream

Communication

Plan for reopening campus to a new reinvented normal will involve communication requiring interior/exterior signage/graphics for buildings, grounds, and departments. Recommendations as follows.

Documents Available for Printing

Departments and colleges will receive documents that can be printed and distributed, as necessary. This information will define safe guidelines to stop the spread of germs, wearing acceptable masks, social distancing, sanitization of work spaces.

- Facilities Management can produce and install self-adhering (decals) graphics of all items as needed.

<https://www.uky.edu/facilities/sites/www.uky.edu.facilities/files/documents/covid/FacilitiesMgmtPrintableSignpack.pdf?upd=20200728>

- In addition to these signs/graphics, Facilities Management will have the ability to fabricate and install interior/exterior directional signage, arrows, yard signs, various decals, entry/exits locations, etc. We have the resources to maintain, replace, and provide other signs/graphics on request.

Coordination

Currently working with Public Relations, EHS, Central Stores and others as process continues.

Team

Leads – Phil Tackett, Gunnar Kennedy, Shane Tedder

Building Systems & Utilities Workstream

These recommendations follow CDC*, APPA**, ASHRAE***, and NIOSH**** guidelines as well as the advice of our consultant.

Background Information

Modern buildings use air handling units (AHUs) to bring in fresh air from the outside, condition the air, and recirculate the air. Guidelines such as ASHRAE Design Standards recommend these ratios for ventilation rates. To ensure appropriate water quality at all times, UK has developed a water flushing program.

What are we doing?

Building Air Systems

- New building schedules will be in place to operate systems that ensure appropriate air exchanges and ventilation rates while occupied.
- We will purge buildings with three air exchanges (3) each morning before occupancy.

Building Services

To ensure social distancing, we will disable select restroom fixtures.

- Building Water Systems
 - Continue water flushing program in restrooms, water refill stations, and general building systems.
- Hydration
 - Water bottle refill stations will be available; however, water fountains will be disabled.

Team

Leads – Xavier Rivera Marzan, Harold Sandford

Other members – Roberta Tincher, Britney Ragland, Shane Tedder, Jessica Freeman, Paul Ducharme, Phil Tackett

Notes

* CDC - Centers for Disease Control and Prevention

** APPA - Association of Physical Plant Administrators

*** ASHRAE - The American Society of Heating, Refrigerating and Air-Conditioning Engineers

**** NIOSH - The National Institute for Occupational Safety and Health

Construction Workstream

The University of Kentucky is committed to actively caring for the safety, health, and well-being of everyone entering our campuses, buildings, grounds, and off campus property. CDC guidelines must, at a minimum, be followed by every contractor, subcontractor, vendor, and site visitor. Contractors (CM's and GC's) are to submit to the University's Project Representative a COVID-19 Response Plan prior to commencement of any University of Kentucky projects regardless of location. Items that shall be discussed in their respective plan will include at a minimum the following:

- Provide a plan to conduct initial mandatory meeting and periodic follow up meetings to inform and reinforce to all employees the appropriate procedures (CDC guidelines) a basic health hygiene practices that have been established for each specific project including the actions that will be taken should these practices not be followed.
- Provide a plan to minimize interaction with the public outside of the project environment and requirements for when such interaction is unavoidable. At no time shall a member of the contractor's workforce be without a mask if in an outdoor or indoor public space. Social distancing practices must always be followed if there is potential of encountering the public (students, faculty, researchers, staff, etc.)
- Provide your guidelines for PPE and social distancing for all employees and visitors while inside the work zone.
- Provide your plan to ensure the workforce is screened each time before entering the site for any symptoms of COVID-19. Employees and visitors must be removed from the campus immediately if such symptoms are present or if they have come into close contact with an individual who has tested positive for COVID-19. If symptoms occur during the work period, the employee should immediately put on PPE and report to the project supervisor. This employee shall be removed from the campus immediately. Report to the university's project representative all known cases of COVID-19.
- All in-person meetings must be limited in size and frequency and follow CDC guidelines. Provide plan for following this objective.
- Proper sanitary stations must be provided and maintained as appropriate to the size of the workforce. Provide a plan to routinely clean all restroom facilities, meeting areas, high traffic, and high touch areas. Clean and disinfect all community tools/equipment.

- Provide a plan to ensure that proper PPE and training for use has been given to all workers and visitors entering the site along with emphasis on the importance of daily clean work clothes.
- Work activities within occupied buildings present unique hazards with regards to potential exposures. Such work shall be evaluated for any additional precautions that may be warranted, reviewed with the UK Project Representative, and incorporated in your COVID-19 Response Plan prior to the start of the work.

Team

Leads – Dall Clark, Tina Arthur, Angela Powell, Chris Withrow