

COVID-19 GUIDANCE FOR FACILITIES FOR MOVE-IN AND FALL SEMESTER

This FAQ page has been developed in consultation with the Department of Environmental Health and Safety and medical professionals to assist Facilities Operations staff in maintaining their safety as students, staff, and faculty return to campus for the Fall 2020 semester.

The following best practices are recommended out of abundance of caution to ensure the maximum safety of our staff. Staff who have symptoms (i.e. fever, cough, or shortness of breath) should notify their supervisor and **stay home**.

1. What **basic precautions** should be followed during student move-in and the Fall 2020 semester to protect against COVID-19?

- To protect other staff and occupants, all employees must wear a mask or cloth face covering that covers their mouth and nose at all times while in the workplace.
- When possible, keep at least 6 feet of space between yourself and others.
- Close contact is less than 6 feet, for longer than 15 minutes. Interactions shorter than 15 minutes, while wearing a face covering, are not considered high risk. However, interactions less than 6 feet even while wearing a face covering should be minimized.
- Politely inform students, faculty, staff, and visitors that they must wear a mask or cloth face covering in common spaces. Inform your supervisor of any situations where people are not wearing a mask or cloth face covering.
- Wash your hands often with soap and water for at least 20 seconds, especially after touching surfaces such as door handles, stairwell railings, and elevator panels.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- If you encounter a situation in which you cannot adhere to the recommended guidance, please remove yourself from the situation and contact your supervisor for consultation.

2. Facilities Operations response to occupied spaces (work orders)

- If you cannot maintain 6 feet of physical distance while responding to a work order, it is appropriate to ask the student, faculty, or staff member if they can vacate the space while you perform your work. Some strategies for maintaining this barrier are listed below
 - Script if someone is within 6 feet: "In an effort to ensure your safety and mine, we have been asked to maintain 6 feet of physical distance while we respond to work orders and perform facilities tasks. Are you able to vacate the space for ____ (amount of time) while I complete this work order? If not, is there a time that would work better for me to return? My normal hours are _____."
 - In some situations, it may be appropriate to temporarily section off a work area to ensure 6 feet of physical distancing (ex. housekeeping cleaning bathrooms). Please consult your supervisor in these situations.
- Even if you are able to maintain 6 foot physical distancing, politely ask students and their guests to wear a mask if you are working in their room.

3. What measures do we need to follow to ensure staff safety in the residence halls?

- Follow the **basic precautions** outlined above.
- Whenever possible, minimize contact with others by monitoring crowds and accessing areas during lower occupancy periods of time.

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- Minimize the number of people in an elevator to 1 or 2 occupants to maintain social distancing. Limit elevator activity as much as possible by taking the stairs or waiting for an empty elevator.

4. Should I use gloves to protect myself?

Gloves are not necessary if following proper hand hygiene precautions as noted above. In fact, if used improperly, gloves could give a false sense of security. If staff would like to wear gloves, you must remember to not touch your eyes, nose, and mouth while wearing them. After removing gloves, discard them in the trash and do not reuse them. Once removed, you must perform proper hand hygiene as noted above: wash your hands with soap and water or, if not available, use a 60% alcohol hand sanitizer. Gloves may be necessary for using cleaning or other chemicals – consult product SDS for specific PPE required.

5. COVID-Positive/Presumptive Cases – Isolation and Quarantine

- Definitions:
 - *Isolation* – The action required when an individual is diagnosed as COVID-positive or presumptively positive. Individuals in isolation should not share living space or bathroom facilities with other un-infected people. If needed, they will be removed from their current housing assignment and moved to an isolation space located in Mansfield Apartments.
 - *Self-Quarantine* – The action required when an individual has been in close contact with a COVID-positive or presumptively positive individual. Self-quarantined individuals receive more frequent testing, self-monitor for symptoms daily, are monitored by medical personnel daily, and temperature is taken twice daily.
 - *Close Contact* – Close contact is defined as household members of an infected individual or someone who was less than 6 feet apart for greater than 15 minutes of an infected individual during the time they were contagious. Students in a residence hall that share a bathroom are considered household members.
- If a student is presumptively positive or positive for COVID-19 and share a bathroom with others, they will be put into an isolation space. Specialized cleaners (Enviroclean) will disinfect the source room, adjacent bathrooms, and common spaces in the building.
- Once the disinfection has occurred, Facilities staff can resume their operation.
 - After disinfection due to an isolation, the suite, apartment, or floor of the recently vacated space will be considered “self quarantine” status, and OPS center will list this status in the shift notes, send out an Everbridge notification to all staff that opt in, and all work orders for this space will have a “self-quarantine” status noted.
 - Work orders with a “self-quarantine status, if not an emergency, should be deferred until “self quarantine” status is lifted.
 - Housekeepers cleaning in a “self quarantine” area should limit time spent in the space to only twice daily disinfections, trash removal, and spot-cleaning/mopping. Efforts to reduce time in these spaces while still ensuring livable conditions should be made.
- In a traditional style residence hall, all students that share the bathroom with the COVID-positive/presumptive case will be considered to be in “self-quarantine” (see definition above). Given the precautions being taken with the self-quarantine students and the need to continue services, Facilities will maintain operations to these areas after disinfection.
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6. Procedures for responding to a work order in a room occupied by a COVID-19 presumed or positive occupant.

When an isolation room is reported to Facilities Operations as having an occupant that has or is presumed to have COVID-19, the Facilities Manager(s) shall work with the necessary Shop Supervisors to identify critical isolation boundaries for the room that are the closest to the room without having to enter said room. This should include, but may not be limited to, domestic water isolation valves, fire sprinkler isolation valves, hydronic isolation valves, electrical isolation breakers or disconnects, etc. Once these means of isolation have been identified, the list shall be sent to the Operations Center Manager. The Operations Center Manager will create a specific list of isolation means for said room and e-mail it to all Trade Services staff members. Shop Supervisors shall ensure that all their staff members have this list.

Additionally, AiM will be coded so that any work orders (new or old) for said room will be automatically altered so that the job description begins with the following notification:
CAUTION – COVID-19 PATIENT IN ROOM.

- Non-Urgent Work Orders
 - i. The Shop Supervisor will contact the requestor and tentatively schedule maintenance/repairs for a period of no less than 14 days out. Prior to going to the room on Day 14, the Shop Supervisor will contact the requestor again to verify the room is vacant and the proper disinfection has occurred.
 - ii. If ok, the Shop Supervisor will send a technician to the room to address the work order.
 - iii. If not, the Shop Supervisor will reschedule the maintenance/repairs for another day no less than 14 days out.
- Urgent Work Orders (i.e. flooding, steam issue, or other problem that could cause significant damage to property if the source is not immediately isolated)
 - i. The Operations Center will create a work order for the urgent need.
 - ii. The Operations Center will contact the respective Shop Supervisor to assign a technician to respond to the issue.
 - iii. The Shop Supervisor will make the assignment to a technician and proceed to the location to meet the technician at the main entrance to the residence hall.
 - iv. The Shop Supervisor and the technician will refer to the isolation list to determine where the isolation component is located and then proceed to that location and isolate the source.
 - v. At no time should any Facilities Operations staff enter an occupied isolation room.
 - vi. The Shop Supervisor will notify their Manager when the isolation of the issue is complete.

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- vii. The Manager will contact the Director of Operations or delegate to report the issue has been isolated.
- viii. The Director of Operations will notify the Executive Director of Residential Life of the isolation along with the approximate number of residents affected by the isolated system.
- ix. The Director of Operations will have EnviroClean send staff to disinfect the room of concern once the occupant(s) have been relocated to another room.
- x. EnviroClean will disinfect the room
- xi. Building Services and Trade Services may enter the room once EnviroClean has reported the disinfection has been completed.
- xii. Custodial staff will assist with leak clean-up, as necessary.
- xiii. Trade Services will enter the room to fix the faulty component/fix the leak.
- xiv. Trade Services will then restore the previously isolated energy supply to the room and verify the repaired system is holding and no longer leaking.
- xv. Once repairs and clean-up are complete, the Director of Operations will notify the Executive Director of Residential Life that the original occupants may return to the room at their convenience.