

## **\*Operations & Logistics “Best Options”**

**June 11, 2020**

\*This list is compiled from university facility meetings and is subject to revisions as CDC and State Guidelines are revised and is to be referenced as a starting point.

### **Items reviewed:**

#### **Plexiglas:**

- Plexiglas panels maybe hung from the ceiling in selected locations.
- Plexiglas on a stand set on a work surface took up too much space in some locations.
- Plexiglas panels between adjacent restroom sinks and fixtures can be reviewed opposed to taking fixtures out of use.
- Plexiglas panels should be reviewed at lab bench locations where multiple students sit face to face. The panel dividers may increase table density.
- Selected instructor podiums may receive a Plexiglas panel to increase the comfort level of the instructor.
- It is advised to set up a mockup room(s) for evaluation prior to placing complete orders. prior to placing
- Plexiglas at various locations including greeting areas, admin assistants, Bursar and other student facing locations may be desires to provide an extra level of protection and comfort to the staff. Where possible student facing locations should be minimized/consolidated.

#### **HVAC:**

- Fresh air introduced into the HVAC system should be increased from its current range of 15%-25%.
- A nightly air purge should occur in each building, where feasible, providing no less than two air exchanges.
- Filters should be MERV 13 – MERV 18. Filter racks and fans should be verified to accommodate the filter.
- HEPA filters should only be used where the existing HVAC system for the filter type. To aggressive a filter may decrease overall air flow.
- Filters should be changed no less than quarterly.

#### **PPE/Sanitizers:**

- All Faculty, staff and student are to wear face masks while in the buildings and in all common spaces.
- Face masks will be provided by the system.
- Gloves are not a requirement but will be provided for students and staff who require that comfort level for themselves.
- Hand sanitizer will be made available at key building locations for the convenience of the building occupants.

- If sufficiently available, hand sanitizer stations may be located outside each classroom and high use area doors.
- System Office procurement is working for the unified group to purchase all PPE and sanitizers in bulk to have better buying power.
- Some campuses have provided a minor modification to jell hand sanitizer dispensers to dispense a liquid hand sanitizer.
- A clear face shields maybe used for extra protection or an increased comfort level but wearing a face mask remains mandatory.
- PPE and cleaning backstock needs to be maintained (as supply stream allows)

#### **Classrooms:**

- “Self Service” cleaning supplies should be available in all classrooms for occupants.
- Hand sanitizer should be outside each entrance or at key proximity locations.
- Rooms should have no less than one nightly cleaning and disinfecting.
- Rooms will have signage designating occupancy quantities.
- Door management with in and out signs when multiple doors exist should be posted.
- PIN access should be disabled.
- Automatic classroom security locksets should be scheduled for unlock timeframes.
- Desk spacing for social distancing is to be reviewed and adjusted in all active spaces.
- Room occupancy with moveable desks and chairs is projected at 30% - 40% of the normal occupancy.
- Desk spacing at ECSU is being reviewed as 6’ spacing desk to desk. WCSU and SCSU are reviewing desks at 6’ center to center. The seating footprints range from 60sf., 40s.f. and 36s.f. CD recommends spacing to be 6’ desk to desk or as practical. A consensus of how to place a desk did not occur.

#### **Restrooms:**

- Doors will be propped open where there is a privacy view
- Where possible change all water faucets and flush valves from manual to automatic sensors
- Deactivate adjacent sinks to allow social distancing.
- Deactivate automatic hand dryers and remove lever feed paper towel dispensers. Replace with touchless feed or acceptable manual paper towel dispenser.
- Remove trash receptacle covers.
- Disinfect high use restroom at least two times per day.

#### **Food Service:**

- Food Service Options to review
  - No buffet (mandatory)
  - Commissary type of service
  - Grab & Go
  - Online Ordering
  - Limited and spaced out cafeteria seating

- Limited cash transaction service
- Minimize patron touch items and minimize self-serve

**Circulation:**

- Hallways may have a line down the middle for students to stay on the right.
- Stairways
  - Campus may designate some stairs up and some stairs down during non-emergencies.
  - Campuses may designate all occupants to stay to the right.

**Student ID:**

- Campuses should review options for coordinating online ID processing and mailing ID's to students or staging a low impact ID pick up.

**General:**

- Body Temperature Scans are not considered necessary by the Department of Public Health for general use at the Higher Ed. Campus. Temperature scans maybe required for daycare and certain academic programs.
- Class schedules should be reviewed to be 10-15 minutes shorter than previously occurred attempting to provide a lower corridor occupant density.
- M/W/F course block scheduling should be utilized to provide greater available classroom time with the use of Friday.
- Contract Tracing – Currently under review by the System Office.
- COVID-19 Testing – Currently not required for Community College students and staff.
- Additional DPH guidance for restroom cleaning frequency will be requested.
- Punch clock workers should work from an honor system opposed to using a punch clock.
- Provide ample educational and directional wall and floor signage in all areas of the campus.

**Student Gathering Areas/Centers:**

- Reduce the occupant density.
- Remove and or distance seating
- Large gathering rooms should be reviewed for classroom use.

**Library:**

- Relocate and or/remove seating and desks to promote social distancing.
- Create a closed book stack library.
- Review self-checkout opportunities.
- Remove some keyboards and mice to render selected computers unusable.
- Limit library occupancy.
- Provide sanitizer for self-service sanitization of common use computer equipment.