Facilities Services

COVID-19 Stay at Home Order Operational Plan

3-23-20

The Facilities Department is responsible for maintaining the campus and its work is considered essential under Ohio’s COVID19 Stay at Home Order. It is essential that we keep the campus buildings safe and prevent any potential damage. Currently, there are a limited number of students on campus and some staff and faculty will need to access buildings to teach or perform needed activities.

The Facilities department will continue to provide limited support during this time as outlined in the following information. As the situation changes, this plan will be adjusted to help protect staff but to also provide the needed services.

**Questions:**

* It is expected that the plan will evolve over time. Please check your email at least once a day for campus or departmental announcements.
* Contact your supervisor, department Manager, department Director or Art Chonko if you have questions.

**Staff Safety:**

* Unless directed otherwise, all staff is encouraged to stay home and to follow social distancing recommendations at all times.
* When on campus, maintain social distancing and wash hands regularly.
* If you have any concerns about your safety or that of others on campus, contact your Supervisor immediately
* **Radio Campus Safety upon arrival and when leaving campus.**

**Wage Continuity:**

* All employees will continue to fill out their timecard and receive normal pay
* Hourly employees performing ‘physical work’ on campus, or from home, will be compensated at a premium rate – the rate and how to report it on the timecard are being developed
* If you do not have access to the timecard system from home, contact your supervisor

**Critical Spaces** - maintain environmental conditions and check regularly:

* Animal holding in Knapp
* IT server room in Fellows
* Ebaugh/Talbot/Olin/Bryant labs
* Museum
* The natatorium in Mitchell

**Heating Plant:**

1. Continue operation until mild temperatures allow it to be shut down.
2. The boiler in Samson Talbot will be made ready to operate, start up will be decided later.
3. In the event air conditioning is needed, additional information will be provided, and work schedules may be adjusted.

**Staffing:**

* All staff will either work from home or stay away from campus as much as possible. Limited staff will be needed to be on campus to provide critical services. Work schedules are being developed but may change.
* Any non-critical maintenance requests will be addressed later. **The normal Emergency Call Back procedure will be used to address critical maintenance needs.**
* One Trades technician from each zone will walk their assigned buildings Monday and Thursday of each week to look for any unusual situations or maintenance needs. See the provided schedule for weekly assignments.
* HVAC technicians will monitor environmental conditions assigned buildings from home instead of having to walk buildings. On campus adjustments may be required and will need to be coordinated with your supervisor.
* Trash pick up will be required as needed depending on how many people are on campus.
* No custodial services will be provided for offices or classrooms. Public restrooms/building spaces will be policed by Building Services Supervisory staff on an as needed or weekly basis – high use buildings like Doane may require more frequent service.
* Grounds technicians will begin grass cutting season the week of 3/30 – employees will stagger start times to avoid contact with each other

**Residence Hall Room Clean Out:**

The process is still being developed and will depend on how many rooms need just cleaned or packed and when/if the Stay at Home Order is in effect or lifted. Coordination with Trades to make repairs after room cleaning is also in development.

It is anticipated that building cleaning/repair will require most staff to be on campus. When this will happen is not known at this time.

* Clean out of refrigerators will be handled by Building Services supervisory staff beginning Thursday 3/26.

**Office Operations:**

* Front Office will not be staffed between 3/24-4/3. Situation will be re-assessed prior to 4/6.
* Eric Steele will be available for Mail pick up and emergency deliveries when needed. Continuity of bill payments will continue.
* Jim and Tami will be working remotely monitoring the Work Request system, voicemails, emails, and invoice processing.
* Signs have been placed on front door and loading dock and voice mail will reflect these changes.
* All emergency calls should be treated as after hour emergencies.

**Central Stores:**

* Central Stores will not be staffed between 3/24-4/3. Situation will be re-assessed prior to 4/6.
* Any stock parts needed during this time period must be included on the sign out sheet.
* Both Tom and Trevor will be available for emergency part procurement or deliveries during this time.