

Denison University Facilities Services

COVID-19 Operational Plan for Summer 2020

5-14-20

The Facilities Department is responsible for maintaining the campus and its work is considered essential under Ohio's COVID19 Policies. It is critical that we keep the campus buildings safe and prevent any potential damage. As staff and faculty begin to return to campus to access buildings Facilities will need to ramp up services too.

This plan will be adjusted as needed to help protect staff and provide the needed services.

Questions:

- It is expected that the plan will evolve over time. Please check with your supervisor on a regular basis, watch your email for additional department and campus announcements.
- Contact your supervisor, department Manager, department Director or Art Chonko if you have questions.

Staff and Customer Safety:

- Prior to coming to campus, measure your own temperature
- If your temperature is at or above 100.4 degrees, or you have any symptoms of the virus, do not come to campus.
- If you are symptomatic, follow the reporting guidelines in MyDenison at <https://my.denison.edu/node/6961>

All employees will email COVID19Questions@denison.edu or call Angie Ferrell at 740-587-5597 if:

- You or a member of your household have received a laboratory-confirmed diagnosis of COVID-19
- You or a member of your household have been told by a medical professional to isolate because of symptoms compatible with COVID-19.
- You or a member of your household are experiencing symptoms compatible with COVID-19
- If you meet any of these reporting requirements, you must stay at home until you have consulted with Angie Ferrell and followed her direction, and promptly notify your supervisor.

When you report, we will ask various questions regarding your situation, we will get back to you with any guidance for isolation or quarantine, and will provide information about employment-related support to accommodate those needs

- Unless directed otherwise, all staff will always follow social distancing recommendations when on campus.
 - Maintain social distance of six feet
 - Wear a face mask when encountering others or in public spaces per the Face Mask Policy (masks will be provided soon, until they arrive, employees must provide their own masks)
 - Wash hands regularly with soap and water or hand sanitizers
 - Individuals should not ride in vehicles with others unless work assignments require an assigned team
- If you have any concerns about your safety or that of others on campus, contact your Supervisor immediately
- Radio, text or call your supervisor upon arrival and when leaving campus.

Staffing and Work Schedules:

Work schedules and assignments are being developed to provide needed services and to maintain staff safety. Adjustments to work assignments, schedules, or procedures may need to be made as we work together to develop the best procedures possible.

If possible, assignments and schedules will be adjusted to reduce or limit social contact and to allow for individual circumstances.

Operating Procedures:

The information provided is intended to help us get through this summer. Additional information or changes may be required in the fall depending on if/when students will be on campus.

Building Services:

Cleaning services will be adjusted based on general building use and access to residence hall rooms. It is anticipated that cleaning in public areas and restrooms will be increased while services in un-used or private office space will be reduced.

Whenever possible, BSA's will be assigned to specific building and rooms

- Work assignments will be provided the day before by the supervisor

General Building Cleaning:

- No custodial services will be provided for offices or classrooms. Sanitizing materials will be provided for individuals to clean their own workstation and office as needed.

- Some jobs require a 2-person team. (carpet cleaning, bed delofting, furniture moving.) Once a 2-person team is created, they will remain a 2-person

team throughout the summer. Where possible, they will travel in separate vehicles and when performing a task, they will wear masks.

- Staff will disinfect handrails and doorknobs daily.
- Hallways will be mopped with a disinfectant solution.
- Classrooms- tables were wiped down with a disinfectant solution daily. **(not being done over summer)**
- Weekends: faucets, handles, toilet seats, sinks and tables will be sprayed or wiped with disinfectant solution.**(not being done over summer)**

- When supplies allow, the Clorox 360 electrostatic sprayer weekly in high density/traffic areas.

Residence Hall Room Clean Out:

Student items in all residence halls will either be removed or packed in boxes by the end of May. As rooms or apartments are vacated, BSA's will be assigned to clean the spaces. Once Spaces are cleaned, Trades staff will be assigned to make any needed repairs. Additional information on schedules and procedures will be provided as needed.

- When working in the same building, staff will work on separate floors whenever possible
- Apartments- staff will clean apartments alone.
- Cleaning supplies will be provided so staff will not have to share housekeeping closet
- Cleaning dorm rooms- staff will clean alone and not in teams. Each floor of rooms will be divided into sections and assigned accordingly. Staff will be assigned a water source on that floor, so they are not sharing a housekeeping closet.

When students return:

Procedures for accessing student rooms and spaces in general are being developed and are likely to change. Ideally, staff (BSA's or Trades) should not be in the same space as a student whenever possible. Staff would also disinfect any touched surfaces when leaving.

- Staff will disinfect showers daily and scrubbed thoroughly twice a week: walls, seats, handles will be wiped down daily with disinfectant solution.
- Lounges- coffee tables and end tables will be cleaned daily with a disinfectant solution.

Trades:

- Social distancing will be in place, including the use of masks when traveling in buildings and on campus.
- Technicians will remain in their previously assigned zones but will work out of an assigned building. Report directly to your zone. You will receive an email from your supervisor not later than Monday evening

- Initially we will concentrate on wrapping up misc. projects that were in progress prior to the stay at home order.
- Once residence hall spaces are available, repair work will begin.
- Work assignments will be communicated electronically or via radio
- Parts will be requested through and delivered by Stores to the Technician whenever possible
- Visits to the Physical Plant should be minimized, distancing protocol will be followed
- If shop or other equipment is used, it will be thoroughly cleaned by the person using the equipment after use

Grounds:

- Technicians will follow the staggered start times and procedures previously developed distancing requirements
- Equipment will be thoroughly cleaned after each use
- Grounds staff are not to ride together in vehicles

Office Operations:

- To provide distancing for office staff and to allow for a detailed cleaning between teams, staff will alternate working from home and in the office on a weekly basis - team assignments are:
 - Bob Jude, Tim Lyle, Deb Brent, Eric Steele, Kevin Mercer, Jim Bradshaw, and Tom Reese
 - Art Chonko, Michael Supp, Keith Barnett, Tami Spearman, Jake Preston, Trevor McCollough

Central Stores:

- Will provide parts to technicians wherever possible to limit technician visits to the Physical Plant
- Any stock parts needed during this time must be included on the sign out sheet.