Facilities Preparations for Research Reoccupancy

May 26, 2020
# Re-opening Plan for University Buildings

<table>
<thead>
<tr>
<th>CLEANING &amp; DISINFECTING</th>
<th>OPERATIONAL PRE-RETURN INSPECTIONS, HVAC &amp; MECHANICALS CHECKS</th>
<th>PREPARE THE GROUNDS</th>
<th>SUPPORT DISTANCING SPACE LAYOUTS</th>
<th>OVERSIGHT OF CONTRACTORS AND VENDORS</th>
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</thead>
<tbody>
<tr>
<td>Cleaning, disinfecting of spaces and ongoing</td>
<td>Maintain safe, clean and healthy landscape and grounds</td>
<td>Assist customer / occupant in evaluating reduction in capacity of spaces – e.g., decreasing chairs in a conference room</td>
<td>Engage contractors and vendors in back-to-work plan</td>
<td>Assure continued compliance by contractors of the on-campus work protocols for construction</td>
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<tr>
<td>Maintain, clean, and disinfect practices in accordance with CDC</td>
<td>Ready building mechanical, electrical, plumbing, and monitoring systems</td>
<td>Inspect areas around buildings for trash and debris and remove accordingly</td>
<td>Assist customers in evaluating reduction in capacity of spaces – e.g., decreasing chairs in a conference room</td>
<td>Ensure indoor and outdoor construction projects are being impacted by Facilities staff for compliance</td>
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<tr>
<td>Perform deep cleaning of spaces that have been unoccupied</td>
<td>Flush domestic water lines</td>
<td>Ensure all building entrances and loading docks are clear of litter and debris</td>
<td>Provide signage package to schools/centers</td>
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<tr>
<td>Return to cleaning unoccupied spaces with emphasis on disinfecting high touch points</td>
<td>Reset building temperatures and control systems</td>
<td>Continue to mow lawns and fields</td>
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<tr>
<td>Train staff on new cleaning policies &amp; PPE</td>
<td>Perform necessary building inspections and repairs</td>
<td>Maintain shrubs and flowers</td>
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<tr>
<td>Maintain hand-sanitizer stations at major building entrances, ground floor elevator</td>
<td>Ready central utility plants for increased building demand</td>
<td>Continue tree managements and care</td>
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<tr>
<td>Assist laboratories with cleaning products</td>
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*Research personnel are responsible for cleaning inside labs

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**CUSTOMER / OCCUPANT RESPONSIBILITIES**

- Recommended customer / occupant actions
  - Reconfigure indoor spaces to allow for social distancing
  - Assist in identifying high-use entrances and traffic areas
  - Remove and/or clean high-touch shared tools such as computer keyboards, whiteboard markers, remote controls, etc.
  - Assist in controlling the building entry points, including deliveries
  - Comply with signage guidelines

**FACILITIES & REAL ESTATE SERVICES**

The most efficient way to enter a service request is through our online Maintenance Service Request.

Or call: 215-598-7208

Penn Facilities & Real Estate Services
Signage
Signage Guidelines

Overview:
- Aligned with EHRS and CDC guidelines.
- Provide consistent branding, allowing school/centers flexibility to message as required.
- Accommodate phased re-occupancy for research, academics and admin staff.
- Environmental graphics serve compliment unified messaging across the University.

Design and Acquisition:
- School/Centers should coordinate with Office of the University Architect
  OUA contact: evalew@upenn.edu
- Penn Preferred vendor (Replica Creative) - graphic design, procurement and installation.
  Replica Creative contact: Larry Giuffra  Larry@replicacreative.com  215-567-7107
- OUA and Replica Creative provide design Catalog for various sign locations/messages.

Implementation:
- Installation options being evaluated:
  o Contract with preferred vendor
  o In-house School/Center staff
  o FRES staff
Signage Guidelines

Implementation Guidelines:

- Identify point(s) of entry/ egress – provide guidelines at each entry location.
- Identify directional circulation, waiting areas, and separation.
- Wear protective mask or face covering.
- Keep physical distance (minimum 6 feet away from others).
- Combine individual signs where possible to minimize clutter.
- Stair signage should recommend directional flow and distance gauging.
- (Remind users to wash hands or sanitize after touching handrails or doorknobs.)
- Elevators signage will indicate guidelines for elevator use and where to stand for those waiting their turn to use the elevator, and inside standing locations. (Remind users to wash hands or sanitize after touching buttons after use.)
- Limit number of people in conference rooms and common areas to maintain 6 foot min distance. Limit in-person meetings to less than 10 people. List allowable number of occupants. Consider shared
- Restrooms: Signage indicating allowable number of occupants and distancing guidelines. Identify available stalls/sink use to maintain 6’ minimum distance.
- Classrooms: Identify entry/egress paths, occupancy limits and seating locations to maintain 6’ minimum distance.
# Two Week Preparation Timeline

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
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<tr>
<td>Stage wipes &amp; hand sanitizer in entrance and elevator lobbies</td>
<td>Inspect wipes &amp; sanitizer locations</td>
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<td>Retrain Staff (including PPE)</td>
<td>Start floor care/Impact work</td>
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<td>Initial inspections &amp; cleaning of unoccupied space</td>
<td>Evaluate training &amp; validation data</td>
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<td>Supply inventory</td>
<td>Evaluate Supply needs</td>
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<tr>
<td>Draft new roadmaps (assignments)</td>
<td>Evaluate road maps and assignment changes</td>
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<tr>
<td>Begin enhanced cleaning &amp; disinfecting</td>
<td>Continue enhanced cleaning &amp; disinfecting</td>
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<td>Begin ATP testing and black light training</td>
<td>Establish working teams with schools</td>
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<tr>
<td>Inspect restrooms and suggest recommendations to building managers on hand dryers and dispensers. Treat drains</td>
<td>Complete final inspection of all spaces prior to opening</td>
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<td>Develop Signage</td>
<td>Implement Signage in workspaces</td>
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Return to Operations

Minimum of 2-week notice prior to return to campus

• Union Notification Required
• Review Housekeeping Plans with Building Administrators
• 1-week for deep clean and for onsite training