

Facilities Preparations for Research Reoccupancy

May 26, 2020

Re-opening Plan for University Buildings

<div data-bbox="275 187 479 329"> </div> <p>CLEANING & DISINFECTING Cleaning, disinfecting of spaces and ongoing</p> <ul style="list-style-type: none"> ▪ Maintain, clean, and disinfect practices in accordance with CDC ▪ Perform deep cleaning of spaces that have been <i>unoccupied</i> ▪ Return to cleaning unoccupied spaces with emphasis on disinfecting high touch points ▪ Train staff on new cleaning policies & PPE ▪ Maintain hand-sanitizer stations at major building entrances, ground floor elevator ▪ Assist laboratories with cleaning products <p><i>*Research personnel are responsible for cleaning inside labs</i></p>	<div data-bbox="657 187 861 329"> </div> <p>PREPARE THE BUILDINGS Operational pre-return inspections, HVAC & mechanicals checks</p> <ul style="list-style-type: none"> ▪ Ready building mechanical, electrical, plumbing, and monitoring systems ▪ Flush domestic water lines ▪ Reset building temperatures and control systems ▪ Perform necessary building inspections and repairs ▪ Ready central utility plants for increased building demand 	<div data-bbox="1021 187 1225 329"> </div> <p>PREPARE THE GROUNDS Maintain safe, clean and healthy landscape and grounds</p> <ul style="list-style-type: none"> ▪ Inspect areas around buildings for trash and debris and remove accordingly ▪ Ensure all building entrances and loading docks are clear of litter and debris ▪ Continue to mow lawns and fields ▪ Maintain shrubs and flowers ▪ Continue tree managements and care 	<div data-bbox="1386 187 1589 329"> </div> <p>SUPPORT DISTANCING SPACE LAYOUTS Assist customer / occupant social distancing practices for decreasing density, adjusting traffic patterns</p> <ul style="list-style-type: none"> ▪ Assist customers in evaluating reduction in capacity of spaces – e.g., decreasing chairs in a conference room ▪ Provide signage package to schools/centers 	<div data-bbox="1691 187 1895 329"> </div> <p>OVERSIGHT OF CONTRACTORS AND VENDORS Campus building and maintenance contractors</p> <ul style="list-style-type: none"> ▪ Engage contractors and vendors in back-to-work plan ▪ Ensure continued compliance by contractors of the on-campus work protocols for construction ▪ Ensure indoor and outdoor construction projects are being impacted by Facilities staff for compliance 	<div data-bbox="2084 187 2288 329"> </div> <p>CUSTOMER / OCCUPANT RESPONSIBILITIES Recommended customer / occupant actions</p> <ul style="list-style-type: none"> ▪ 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 <div data-bbox="2033 939 2390 1282"> <p>FACILITIES & REAL ESTATE SERVICES</p> <p>The most efficient way to enter a service request is through our online Maintenance Service Request</p> <p>Or call: 215-598-7208</p> </div>
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Signage

Signage Guidelines

Overview:

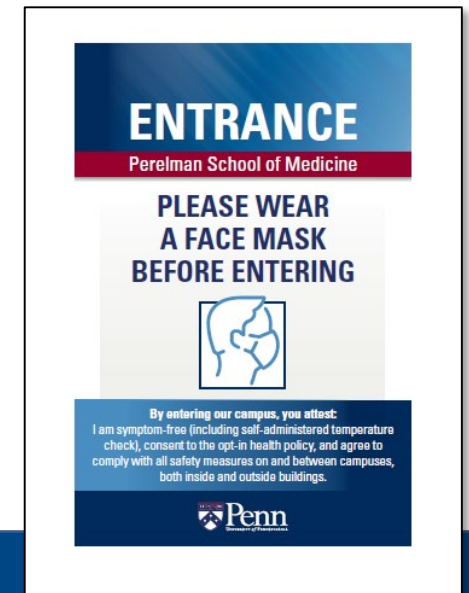
- Aligned with EHRS and CDC guidelines.
- Provide consistent branding, allowing school/centers flexibility to message as required.
- Accommodate phased re-occupancy for research, academics and admin staff.
- Environmental graphics serve compliment unified messaging across the University.

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:
 - Contract with preferred vendor
 - In-house School/Center staff
 - 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

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

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