

Safe Campus Guidelines/Protocol (Draft)

Issue #8 to address: Safe Practices on Campus

Statement of Problem: How can UF provide a sense that its campus is safe for persons to re-engage in teaching, learning, living, and working? Facilities will need to be cleaned to new standards, service work norms may need to be adjusted, and job roles may need to be redefined. Hand sanitizer stations will need to be broadly deployed. It is also highly likely that face masks may need to be employed to control the transmission of COVID-19 on campus, whether the wearer is in a classroom setting, a janitorial role, administrative position, or service job. When will persons be required to wear face masks? What type/s of face masks will be permitted on campus? How will the face masks be distributed? How many face masks will need to be purchased? What guidelines around the wearing of face masks will need to be developed? How will these guidelines be enforced?

Desired Outcomes: Consider how, with varying degrees of COVID-19 testing capability, UF can create a safe physical environment that can allow for the practical re-population of its campus, both in and out of the classroom.

Action Recommendations

Face Coverings Protocol

As part of an ongoing effort to keep the campus safe and in parallel with UF Health, the university is requiring all students, faculty, staff and visitors to wear mask or face coverings in indoor/outdoor public spaces on the University of Florida properties. Face coverings will become mandatory **Wednesday, May 13, 2020** for all UF buildings/facilities.

University of Florida buildings include, but are not limited to residence halls, student unions, performance spaces, retail spaces located on campus, museums, libraries, dining facilities, classrooms, academic buildings, research facilities, and administrative buildings.

Face coverings are to be worn when moving through shared spaces (lobbies, elevators, stairwells, lounges, etc.) and may be removed when settled into a private building space (single use office, distanced cubicles, residence hall room, etc.). Face coverings are also required in campus public transportation and university vehicles when used by more than one person at a time.

Face coverings should be worn while in shared workspaces when 6ft of social distancing cannot be maintained. All contractors, suppliers, deliveries and vendors shall be required to wear face coverings.

Social Distancing Protocol

Faculty, staff, students and visitors must maintain a social distance of 6ft from others while on the University of Florida properties and in common spaces until further notice. Per the CDC, limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease (COVID-19).

- 6' social distancing in areas whenever feasible by moving furniture, reassigning space, alternating schedules, etc.
- Social distancing requirement of 6 ft must always be in place when moving about the UF campus, buildings, facilities and properties.
- If more than one stairwell exists in a building, they should be identified as "up" or "down" stairwell to avoid people crossing path at close distances.
- Elevators should be designated for ADA use only; when appropriate.
- Additional interior controls for restricted access, doors to be used and path of travel will be designated, as required.

Hand Sanitizers Protocol

- All faculty, staff, students and visitors are encouraged to sanitize hands frequently.
- Hand sanitizing stations will be placed at buildings main entry points.
- Hand sanitizing containers with pumps will be available for use in areas, units, and departments. These are intended for placement in common spaces, reception locations and other spots deemed appropriate.

- All campus restrooms are equipped with soap and water for hand washing (20 second washing is recommended).
- <https://www.youtube.com/watch?v=n1eeQeAe80A>

Cleaning Protocol

Charge: Implement a Standard Campus Cleaning Protocol for all campus buildings/facilities (including off main campus facilities). Private facilities leased and occupied by faculty, staff or students shall adopt and/or provide cleaning protocols with similar actionable steps.

Outcomes: The CDC specifically recommends routine disinfecting and cleaning of surfaces and objects that are frequently touched using the cleaners typically used according to the directions on the label. The CDC sites that most common EPA-registered household disinfectants should be effective.

Train all Employees responsible for implementing cleaning protocols to:

- read cleaner/disinfectant labels
- follow manufacturer instructions for maximum effectiveness
- the types of chemicals used in each cleaner/disinfectant prior to use
- know which products to use on which surfaces

Surfaces are thoroughly cleaned before disinfection to ensure that germs are not hidden when disinfectant is applied.

Buildings are cleaned and disinfected with:

- with a CDC approved cleaning system, which hydrostatically charges the disinfecting solution to cover all hard and soft surfaces and kills 99.9% of bacteria on hard surfaces in 5 seconds. (This also kills organisms responsible for many viral illnesses within 2 minutes or less)
- To further enhance disinfecting, common touch points (doorknobs, phones, keyboards, elevator buttons, etc.) are receiving special attention with CDC approved disinfectants.

While cleaning and disinfecting, all employees are required to wear proper PPE according to CDC recommendations.

If an area has contaminated on campus, the following shall be implemented:

- close off any affected spaces
- increase ventilation
- wait 72 hours prior to cleaning if possible (According to the CDC)
- clean and disinfect with special attention to frequently touched surfaces

Extended Cleaning for Areas

Charge: What steps are available for additional cleaning (e.g., hard surface wipe downs between meetings, classroom sessions and library visits) within spaces throughout the day. These steps are beyond those operations provided within the cleaning protocols noted above.

Outcomes: If the Dean/VP has determined that additional cleaning is needed beyond the enhanced cleaning protocols provided, contact Facilities Services for an assessment of staffing need.

- Extended cleaning services may be required as determined by the Dean/VP. The enhanced cleaning protocols shall remain in place until further notice.
- Extended cleaning services shall include wipe downs of hard surfaces (i.e., table and desktops, keyboards, doorknobs, restroom services, seating and ect...) between meetings, sessions, visits and longer operational hours.
- Extended cleaning services shall be beyond the normal shift hours (5:30am – 1:30pm) of custodial staff and based upon need as determined by Dean/VP.

Indoor Air Quality Protocol

Charge: Implement a heightened indoor-air quality control protocol following considerations of CDC and ASHRAE guidance on ventilation for buildings.

Outcome: Maintain air systems operation via appropriate maintenance/service and follow the guidance from the CDC concerning building system operations to mitigate the spread of COVID-19. The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) has also published guidance.

The guidance from these sources is similar and falls into three basic categories:

- increasing the amount of outside air being delivered to spaces
- using high efficiency filtration in systems that circulate air between large numbers of spaces
- maintaining temperature and humidity levels within spaces.

Density/Security of Buildings

Charge: How will faculty, staff, students and visitors move about buildings, while maintaining a safe distance?

Outcomes: There are several restrictions for the security control and occupancy/density of buildings. Deans and/or Vice presidents are responsible for their UF Facilities and will determine how to implement these guidelines. They will determine if additional restrictions for building access is required. If the need to control outside visitor access is required, staffing must be in place at the building entrance to enforce locally established controls that exceed this guidance. It is encouraged that email communications be sent to building occupants on the security and density controls that are being implemented. Additionally, signage is encouraged to reinforce behaviors such as path of travel, restricted seating and social distancing.

Density of Buildings/Spaces

The number of occupants inside buildings shall be limited as necessary to allow the practice of social distancing. Buildings with fixed seating shall be limited in such a manner as to ensure a minimum of 6' between occupants. Special attention should be given to constricted areas such as hallways, lobbies, etc. and additional measures should be taken, such as adjusting the path of travel, or scheduling of traffic as required to minimize required close contact between occupants.

Dining Halls:

In order to achieve appropriate social distancing in each dining facility on campus:

- Maximum occupancy for each facility will be pre-determined and managed/enforced accordingly
- Furniture will be arranged according to appropriate guidelines
- Queueing will be managed according to social distancing guidelines
- Self-service operations will be discontinued
- Outdoor seating will be increased/encouraged where possible
- Service areas where social distancing is not possible will be closed
- Increase ventilation in dining spaces where possible

Open Seating, Classrooms and Study Areas

- Occupants shall comply with distancing guidelines and signage as directed.

Office Areas

- Occupants shall comply with distancing guidelines and signage as directed.
- https://hr.ufl.edu/?page_id=49431&preview=1&ppp=cc7c106961

Security of Buildings

Faculty, staff and students are required to wear Gator ID while in UF buildings (visible and above waistline).

BUILDINGS ON THE LENEL ACCESS CONTROL SYSTEM:

- Building perimeter doors will remain locked and stay on card access until the fall semester resumes.

- Building Level Administrators shall ensure all personnel requiring access are programmed and have access rights to their respective buildings.
- Building perimeter entrances that are on card access should limit the entry point to one door where appropriate. The main entrance will be designated by the Dean/VP for that building. If multiple entrances on card access have hand sanitizer stations, they may be used, if the door is secured with the card reader. Perimeter doors that only have keyed locks should remain locked and used only as exit doors.

BUILDINGS WITHOUT THE LEVEL ACCESS CONTROL SYSTEM (Requiring access with a key):

- Building hours of operations should be limited to a minimum to support the needs of the academic programs and building operations. The hours when the doors are unlocked/locked will be identified by Dean/VP responsible for that building, if not predetermined by the UF Policy Group.
- The main entrance door should be designated by the Dean/VP. Only one entrance should be unlocked for use as the building entry point where appropriate. All other doors can be used as exits. As needed, exterior doors should have signs to indicate where the main entrance is located.
- House-keeping staff, or a designated representative will unlock the door each business day in the morning. If house-keeping is used, the opening schedule must be coordinated with UF Facilities.
- UF Police Staff, or designated building representative will secure the building at the end of the day. If UF Police Staff are used, they should be informed when the facility should be locked.

There are some facilities, such as the Reitz Union, where limiting access to a single entrance door is not possible. Exceptions will be reviewed and approved for code compliance by EH&S.

Events/Gatherings (Indoor & Outdoor)

Charge: Ensure maximum acceptable population is welcomed into event spaces while observing prescribed safety and security protocols, and University and governmental orders.

Outcomes: Events will need to practice a safe crowd density in each venue, reduce close contact transactions and continue to follow the cleaning guidance to keep venues disinfected.

Factors that will go into determining a safe crowd density includes:

- Venue layout and available space/seating versus number of attendees
- Family/group/roommate attendance
- Ancillary events
- Space/timing considerations of multiple meetings and/or coinciding events
- Determining the appropriate location i.e. indoor vs. outdoor, appropriately sized room
- Weigh out of state and/or international attendance

Reducing Close Contact Transactions

- Effective ingress/egress of venue
- Queuing & ticketing logistics
- Clear bag policy and security checks to provide protective distance to officers and staff
- Masks must be worn in venues
- Concessions (pre-orders/contactless delivery)
- Banquets and catered events constitute many campus events
- Technology – using Livestreaming to provide remote audiences an attendance experience

Venue cleanliness and hygiene

- Specialized venue cleaning (seats, pews, bleachers, microphones) as well as areas identified for special cleaning by campus
- Talent safety – performers and other visiting talent must be protected on and backstage
- Balancing employee safety with patron services – minimizing contact while performing essential safety and customer service duties and what PPE is necessary

The decision to proceed with an event or to restrict, modify, postpone, or cancel the event should be based on a thorough risk assessment. Each venue should designate a “Mitigation Coordinator.” This staff member, who understands event logistics, safety

protocols, projected audience size/make-up, the local COVID-19 situation and University and Government mandates, will be charged with performing a risk assessment for each event and providing guidance on how best to have an event proceed safely. As a continuing entity, the Event Safety working group will work to provide UF with guidelines for consistency regarding event management, while staying nimble and giving UF the ability to pivot as new information becomes available.

Contractors, Vendors and Suppliers

Charge: What precautions are required by contractors, suppliers, vendors and business partners when on the University of Florida campus and/or properties?

Outcomes: All contractors, suppliers, vendors and business partners shall comply with UF guidelines, policies and protocols designed to minimize the spread of COVID-19, including but not limited to:

- Face masks/face covering
- Social distancing
- Hand sanitizing
- Cleaning and disinfecting guidelines
- Business partners with fulltime and/or part-time employees working on UF campus, facilities and properties on a regular basis (e.g., Gator Dining and UF Bookstores) shall implement its own standards/policies for assuring the employees are screened/tested consistent with UF Health, CDC and/or other Authority with Jurisdiction.
- Vendors seeking to do business with, gather information, or otherwise visit UF campus, buildings, facilities and/or properties for any reason shall do so by appointment only with the appropriate department, office or unit until further notice.

CONSTRUCTION CONTRACTORS (all trades)

- All contractors working within an otherwise occupied in UF buildings, facilities and/or properties shall comply with UF guidelines, policy and protocols.
- Project sites outside with isolation from public access by a construction fence/barrier may not require face coverings...contact Planning, Design and Construction (PDC) office for clarification.
- All contractors shall make prior arrangements to be on campus through their UF liaison or PDC Project Manager and may not be permitted access without prior announcement.