



COVID-19 Facilities Restart Guidelines

INDIANA UNIVERSITY CAPITAL PLANNING & FACILITIES
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COVID-19 Facilities Restart Guidelines

Capital Planning and Facilities (CPF)

In anticipation of the decision to restart our campuses by Indiana University leadership, multiple efforts have been undertaken to develop guidelines and expectations for a safe and phased approach to the resumption of on-campus activities. Utilizing the Indiana University Restart Committee Recommendation Report as our guiding charter, the Office of the Vice President for Capital Planning and Facilities (CPF) has developed this Facilities Restart Guidelines document.

The Indiana University Restart Committee Recommendation Report may be viewed online at: <https://coronavirus.iu.edu/restart-report/>.

In support of the Restart Committee Recommendation Report, these Facilities Restart Guidelines operationalize best practices for facilities professionals. Indiana University units will utilize these guidelines as we continue to navigate the COVID-19 pandemic while looking forward to restarting our campuses and facilities.

The information contained in these guidelines is based on data, research, and guidance provided by federal and state leadership public health experts, and IU committees formed to study and respond to the COVID-19 pandemic, including in particular, the Indiana University Restart Committee.

The generic term “community” is used to refer to Indiana University’s students, faculty and staff that are engaged in activities related to all Indiana University campuses and facilities, regardless of campus or location. These restart guidelines apply to all locations where Indiana University maintains a physical facility presence. This document does not in any way constitute legal guidance and is not intended to replace or supersede guidance from federal, state, or local officials, including public health officials. These guidelines are intended to be utilized by campus and auxiliary facilities professionals to aid in carrying out facility-related implementation actions designed to reduce risk and will be updated as necessary.

The highest priority during this time is the health, safety, and well-being of all Hoosiers across the state. Your support in achieving this common goal is appreciated.



Maintaining the Correct Focus

Spirit

We are all IU

- We will maintain the correct attitude and spirit of camaraderie during this complex scenario. COVID-19 has presented many challenges to our normal operating principles. We will set the correct example and solve problems together.

Space is common to all

- Our space – our campuses, classrooms, residence halls, dining facilities, offices, conference rooms, common areas, athletic and auxiliary facilities, and more – is shared among all of us, and we must work together to take care of our space and each other.

Risk management

We will reduce risk, we cannot eliminate risk

- We will strive to reduce risk on our physical campus through good principles. But we cannot eliminate all risk in its entirety. By its very nature, the COVID-19 virus is a silent and invisible risk that is borne and spread through human proximity. It will be impossible to completely remove every possible scenario by which the COVID-19 virus could be present on our campus, but we will take actions to mitigate the risk by following the guidelines we are provided by federal, state, Indiana University and public health leadership and experts.

Maintain and enhance our core mission

We will remember why we are here.

Indiana University is built upon a core set of missions including:

- Education
- Research
- Residential
- Student activity

Despite the evolving changes we are facing during this pandemic, we will strive to maintain our core mission. We also will make adjustments that enable us to respond appropriately to new situations as they arise and enhance the ability of our students, faculty and staff to complete their work.



Key Decisions and Assumptions

Several key decisions and assumptions will impact the ability to implement these Facilities Restart Guidelines. These decisions are not the purview of these guidelines but will impact how we implement these guidelines. These decisions and assumptions were set forth by the Restart Committee Recommendations Report and any changes will come from appropriate federal, state, Indiana University and public health leadership and experts. These decisions and assumptions include:

Assume a combined in-person and online format for Fall 2020

This stance may change over time, but this is the premise upon which we base our assumptions.

Preemption until directed

Those who can, will stay at home until directed

- We assume that the entire Indiana University community of students, faculty and staff who can carry out work duties from home will continue to do so for the immediate future. The university has already begun a deliberate return to campus starting with facility professionals, the research community, and portions of student athletics. Very soon, the general Indiana University community will be allowed to return to campus, and at such time, CPF will be prepared to accommodate their return. This return may come in a variety of forms to include a phased return or even occasional re-sets depending on the progression or resurgence of the virus.

Physical distancing

Maintain 6-foot distance between personnel

- Students, faculty and staff will maintain 6 feet of distance between individuals. As this direction changes, we will adjust.

Personal Protective Equipment (PPE) use

Follow all guidelines

- We assume that some form of PPE will be encouraged in accordance with appropriate guidance but that those circumstances and recommendations will vary by occupation, activity, and phase of the COVID-19 recovery. This guidance may be fluid and will be covered by other guidance outside these facility restart guidelines.

Personal hygiene/cleaning accountability – We are all IU

Every person will follow handwashing guidelines and sanitize their own workspaces

- Frequent breaks for handwashing or disinfecting of hands with a sanitizer will be encouraged. Hand washing must be performed with soap and water for at least 20 seconds, as recommended by the appropriate public health experts.
- Cleaning supplies will be provided for all individuals to disinfect their own workstations/desks at the beginning and end of each use.



Fundamental Facility-Related Concepts

We are all one IU

Crowdsourcing

This is a combined (all one IU) effort. We cannot maintain our normal facility operations while meeting rising requirements directly associated with increased cleanings unless we all set our expectations appropriately. As stated in the Restart Committee Recommendations Report, we will utilize crowd sourced cleaning and disinfection to increase frequency of cleaning. **We must all do our part.**

- Facilities staff efforts will largely be focused on the most commonly-used public areas of each facility for routine cleanings and disinfecting activities associated with the COVID virus, in addition to other increased responsibilities during this challenging time.
- The entire IU community will do their own part by following all federal, state, Indiana University, and public health guidelines as well as:
 - Conduct their own routine screenings
 - Wear their recommended PPE (as required)
 - Wash hands frequently
 - Maintain physical distancing
 - Clean and disinfect their own offices, workstations, desks, and conference rooms before and after each use. Cleaning products will be provided and restocked by facilities staff.

Flexibility

The COVID-19 virus presents a highly dynamic situation that will be in frequent flux for the immediate and mid-term future. We will remain flexible and adjust as necessary to guidance from federal, state, or local officials, including public health officials.

Start from a clean baseline, establish a rhythm, and be prepared for cleaning re-sets

Prior to restarting the campus for the entire Indiana University community, facilities staff recommend:

- Start from a baseline by closing all facilities for cleaning prior to restart
- Establish a rhythm/routine for general upkeep and cleaning expectations
- Be prepared to re-set the cleaning baseline as warranted

Phasing

We will be prepared to ramp up or down in phases, depending upon guidance provided by Indiana University leadership for restarting.

Campus and unit level scalable

These guidelines allow for different interpretations at each campus or major auxiliary unit to allow for differences in scale and for unique circumstances as they arise.



Cleaning Expectations

Even under normal business conditions, the common touchpoints of a facility should be cleaned on a recurring schedule. Cleaning, disinfecting, and sanitizing procedures are expected to increase significantly in frequency and be consistent with the level of risk mitigation required, such as when individuals who have tested positive for COVID-19 have occupied a facility. In the event of a confirmed or suspected COVID positive situation, CPF staff will be prepared to respond given the direction provided by IU Environmental Health & Safety (IUEHS) for that situation.

In addition to routine cleanings, as stated in the Restart Committee Recommendations Report, Indiana University will increase the frequency of some services in order of prioritization and risk. Common areas and major touchpoints in the most frequently visited areas of building will be prioritized over other routine tasks in less frequented areas. These include:

- Hallways, doors, seating
- Classrooms
- Research labs
- Restrooms
- Common offices
- Common social spaces

As mentioned in previous sections of these guidelines, members of the IU community will clean and disinfect their own offices, workstations, desks, and conference rooms before and after each use. Cleaning products will be provided and restocked by facilities staff.

No cleaning guidelines will be able to completely eliminate all risks of touch points. Building managers, occupants and users should look to reduce the risk of commonly touched objects by as many means as possible to include:

- Washing hands frequently
- Wiping down the sink after washing hands
- Using a paper towel or handkerchief to open doors
- Consideration should be given to prop open commonly used doors if practical and if reasonable privacy can still be maintained to reduce the number of times the doorknob needs to be touched and to increase air circulation
 - The decision to prop open doors should be limited to interior doors only and only when doing so does not disable or prevent any mechanical interconnects. We will not prop open doors required by other life safety codes to mechanically close in the case of emergencies.
 - Propping open exterior doors or windows is generally not recommended as it decreases the efficiency of heating, ventilation and air conditioning systems.



Service Levels

Corridors, Stairwells, Entries, Lobbies and Atriums

- Level 1 (Normal Service)
 - Dust mop, spot wet mop floors; vacuum floors
 - Clean water fountains
 - Empty waste cans and reline twice daily (interior and exterior); empty recycling bins
 - Wipe handrails
 - Reset furniture
 - Spot wash windows, spot clean walls
 - Burnish floors, maintain floor mats
 - High dust
- Level 2 (Additional COVID-19 Service)
 - Provide hand sanitizer stands and sanitizing wipes; keep fully stocked
 - Disinfect water fountains, interior door handles and handrails multiple times daily

Restrooms, Locker Rooms, and Shower Rooms

- Level 1 (Normal Service)
 - Dust mop, wet mop, deep scrub floors
 - Empty waste cans and reline twice daily
 - High dust and wash walls
 - Full clean and disinfect sinks, mirrors, toilets, urinals, tubs, showers and stall partitions
 - Check and replace stock – paper products and soap
- Level 2 (Additional COVID-19 Service)
 - Disinfect all high-touch surfaces including sinks, mirrors, toilets, urinals, tubs, showers, stall partitions, walls and door handles multiple times daily

Classrooms, Study Rooms, Computer Clusters, Conference Rooms, and Work Areas

- Level 1 (Normal Service)
 - Dust mop, spot and full wet mop floors; vacuum floors
 - Clean chalkboards and whiteboards; empty pencil sharpeners
 - Reset furniture
 - Spot clean walls, high dust
 - Replace chalk, markers and erasers (general inventory classrooms)
- Level 2 (Additional COVID-19 Service)
 - Provide hand sanitizer stands and sanitizing wipes in every classroom; keep fully stocked
 - Disinfect kiosk stations
 - Disinfect exterior door handles
 - Full clean desks, tables and chairs
 - Off-shift disinfectant misting of space



Service Levels continued...

Laboratories and Clinics

- Level 1 (Normal Service)
 - Dust mop, spot and full wet mop floors; vacuum floors
 - Dust corners and window ledges
 - Spot clean walls
- Level 2 (Additional COVID-19 Service)
 - Provide spray bottle with disinfectant for a laboratory or clinic to be used for self-cleaning of personal space
 - Disinfect exterior door handles

Offices

- Level 1 (Normal Service)
 - Dust all corners and horizontal surfaces
 - Wipe down horizontal surfaces
 - Mop hard floors; vacuum floors
- Level 2 (Additional COVID-19 Service)
 - Provide spray bottle with disinfectant for an office suite to be used for self-cleaning of office personal space
 - Disinfect exterior door handles at the suite level

Communications and Messaging

CPF has collaborated with IU Studios to create facility-themed COVID messages and signage including topics such as:

- Handwashing
- Masks
- Disinfecting
- Cleaning frequency
- Traffic flow
- Physical distancing

Signage for common areas will be provided and installed by facilities staff as noted in the Restart Committee Recommendations Report. Additional standardized downloads will be available for printing and posting by individual units. Governance and guidelines for signs may be found at this Box folder:

<https://iu.app.box.com/s/buwjm1pi3lvnqcjv22x2eyv307bjwhxr>



Physical Distancing and Occupant Experience

Facility signage and markers will be developed and posted to assist occupants in navigating facilities while maintaining physical distancing per the Restart Committee Recommendations Report, including items such as:

- Floor markers for traffic flow are not generally encouraged. Occupants will instead be encouraged to use standard rules of the road and walk to the right in hallways, stairwells and circulation areas.
- Floor markers to represent safe interaction distances may be placed in office spaces and at transactional counters in reception areas.
- Seating in common areas and classrooms will be marked appropriately.
- The primary preventative measure is to use appropriate physical distancing. The use of other physical barriers like plexiglass should be used only when 6-foot distances cannot be attained, the individuals who are interacting are at face level to each other at the same height (all seated or all standing), and will usually be restricted to high volume point-of-service transaction areas or in older office designs with physical barriers that do not allow adequate physical distancing when applicable. If necessary, plexiglass barriers will be made available through IU Purchasing using the CPF Interiors-approved furniture catalog. No modifications may be made to existing furniture or facilities without prior approval by CPF.
 - IU Purchasing website:
<https://purchase.sitehost.iu.edu/resources/procedures.php#furniture>
- Public venue management may use a combination of signage and floor markers to indicate line queuing and safe physical distancing principles while waiting in lines.
 - For large gatherings when resumed, physical distancing reminders may be augmented by public address notifications and event staff.

Preventative Material Placement

An adequate supply of preventative material, based on frequency of use and numbers of users, will be placed in clearly-marked locations for building occupants and restocked by facilities staff.

These materials include items such as:

- Hand sanitizer stations located at major entrances to buildings and in high-traffic areas
- Disinfectant spray
- Sanitizing wipes
- Antibacterial soap



Ventilation and Facility Controls Considerations

Due to the variety of different building types, ventilation systems, and facility controls being utilized, no single set of guidelines can accommodate every individual building type or system across all IU facilities.

IU will continue to monitor federal, state, public health and industry standard heating, ventilation and air conditioning (HVAC) guidelines to make solid and safe decisions tailored to each facility in all locations to manage and mitigate risk.

IU is committed to minimizing COVID-19 risk for building users by regularly inspecting air handling units, replacing filters, and assuring appropriate air flows and fresh air. In addition, interior hallway/corridor doors may be propped open where practical and to the extent possible to assure proper HVAC operation, security, and minimize door touchpoints for building users. But all these procedures must be balanced across other considerations to include security, privacy, individual comfort, building energy efficiency and potential for unintended consequences.

Building occupants should be sure to contact their facility department if building conditions are too hot, too cold, or if there is a ventilation concern.

Some basic considerations for ventilation and facility controls are:

- Verify filters and proper operation of all HVAC units
- Reducing the occupant capacity of a building or space effectively increases HVAC performance
- Avoid adjustments that could trigger second or third order detrimental effects
- Ensure locally-installed ventilation equipment is functioning properly
- Systems should be set to run continuously during occupancy (if practical)
- Allow inside doors (suites, etc.) to remain open where practical to increase air circulation
 - The decision to prop open doors should be limited to interior doors only and only when doing so does not disable or prevent any mechanical interconnects. We will not prop open doors required by other life safety codes to mechanically close in the case of emergencies.
 - Propping open exterior doors or windows is generally not recommended as it decreases the efficiency of heating, ventilation and air conditioning systems.
- Adjust local temperature set points and control humidity levels
- Avoid use of portable high velocity fans, especially in common areas or open offices when blowing across multiple workstations



Furniture Considerations

No modifications to existing facilities or furniture may be made without preapproval from CPF.

- For modifications to existing furniture or other space modifications/installations, please submit a Capital Projects Request for Service (<https://facility.rfs.indiana.edu/rfs.cfm>) for assistance.

Indiana University maintains a wide variety of types of spaces and furniture guidelines from low seating density private offices to high seating density auditoriums. Furniture considerations in a COVID situation are challenging to accommodate for every scenario, but we can describe some basic furniture seating principles to maintain adequate physical distancing.

Notes about minimum space considerations to allow for physical distancing of 6 feet per person:

- Classrooms and offices where the primary activity includes remaining seated
 - An average of 60 sqft per person should work in most offices and classrooms
 - In most cases, no major accommodations for closed offices or most cubicles will be necessary
 - Open office design will require more consideration, possibly requiring alternating or removing seating to maintain 6-foot distances
- General circulation
 - For areas that require a high degree of mobility or motion throughout the activity, where occupants come and go frequently, or where available space is reduced through obstructions, furniture and equipment, a comfort factor of roughly 120 sqft per person may be applied to the total area.

These principles will also be augmented by reduced occupancy as we maintain preemption until directed otherwise. Those who can, will stay at home until directed.

Sample configurations will be provided to registrars and facility directors. Additional questions about unique challenges will be considered by a request to the CPF Capital Projects Interiors Office. This document is meant to give general guidance and cannot cover every scenario, particularly for spaces with obstructions or irregular footprints.

Conclusion

We are all IU.

We will:

- Maintain the correct attitude and spirit of camaraderie
- Set the correct example
- Solve problems together
- Reduce risk
- Each do our part
- Work together to take care of our spaces and each other
- These considerations will be updated periodically as the situation and risk evolves.



COVID-19 Facilities Restart Guidelines Sample Configurations

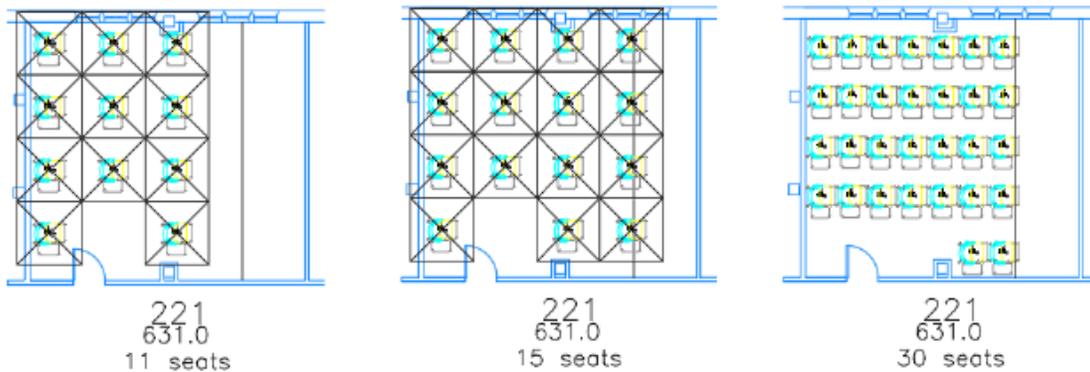
Capital Planning and Facilities (CPF)

Following are a few representative examples of space configurations. A more comprehensive set of sample configurations will be provided to registrars and facility directors.

Classroom Environments

Medium density classrooms (usually with mobile seating)

- Mark out or remove enough seats to conform to no less than 60 sqft per person. Could also apply to:
 - Small conference rooms or classrooms with flexible (moveable) furniture configurations.
 - Informal study, libraries, lounges etc.



Example: IU Bloomington Swain West

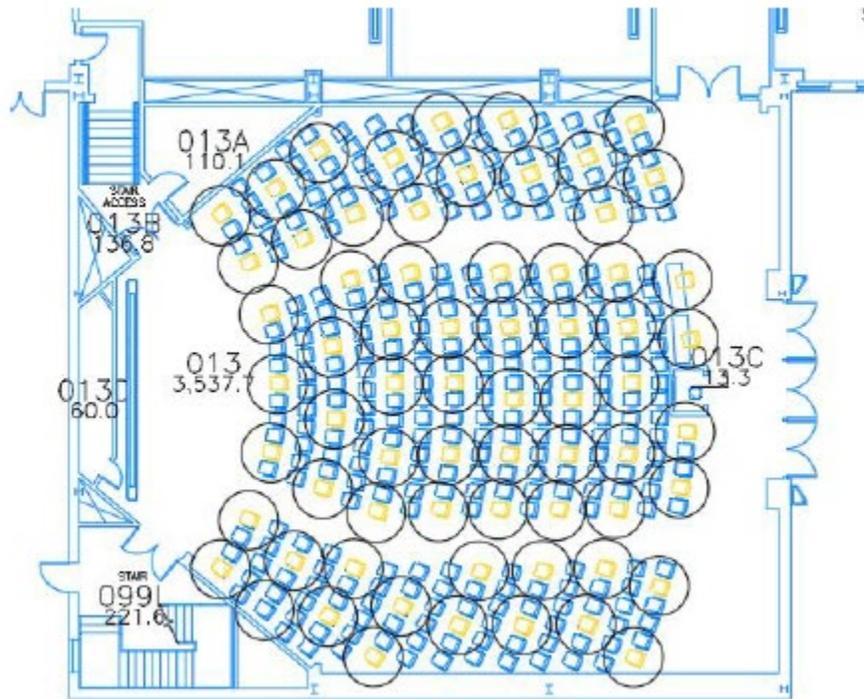
A small 30 seat classroom (far right) of mobile seats would be reduced to 11 seats comfortably with a 6-foot wide instructional aisle in the front of the class.

Not recommended: The middle option shows the difficulty of trying to accommodate 15 seats (limited instructional space)

Classroom Environments

Higher density seating configurations (usually fixed seating)

- Mark out reserve but do not remove any seats to conform to no less than 60 sqft. Could also apply to:
 - Auditoriums
 - Athletics venues



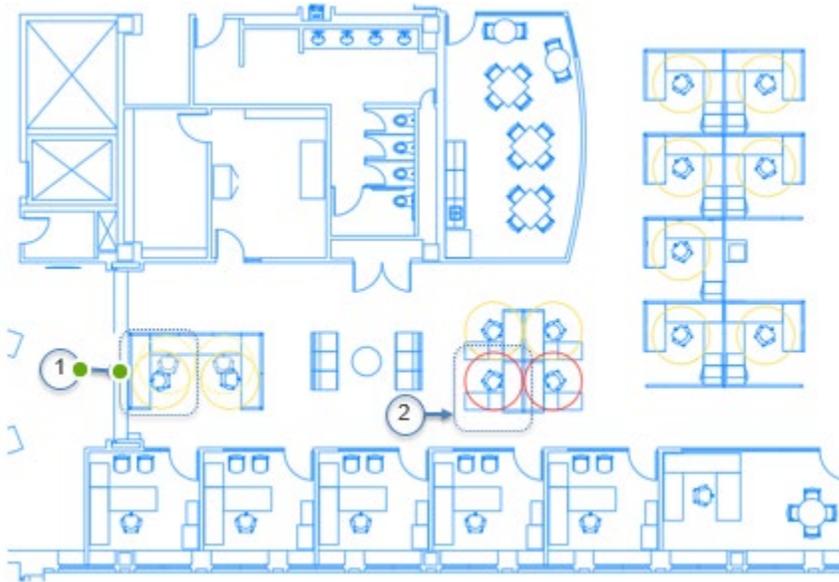
Example: IU Bloomington Ballantine 013

In this example a high density 3,537 SF classroom with 367 seats = 9.6 sqft/person

Recommendation: Reduce seats by marking out alternate seats to 67 seats = 60 sqft/person

Office Environments

- Generally considered areas where the primary activity is from a stationary or seated position but allows for circulation when required.



Example: IU South Bend Administration Building 1st Floor

Mixed sized cubicles begin to create some challenges, but physical distancing can still be achieved with care.

Each circle represents a 6-foot diameter circle in the cubicle or office. A closed office or cubicle that is 8x8 or larger should be adequate for physical distancing.

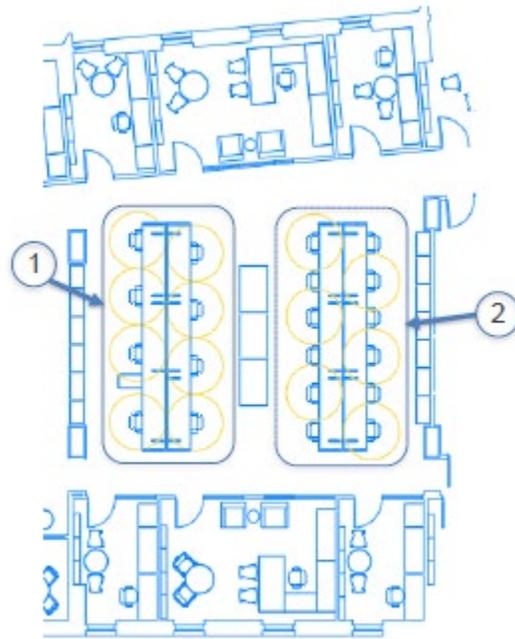
Most of these seats are already adequately physically distant (with a few adjustments)

1. Spacing impacted based on chair position
2. Scenario can be achieved with alternating work shifts or allowing telework

Increased physical distancing can be achieved by alternating shifts or allowing a portion of the work force to work from home as required.

Open office, benching or workstations without walls

- Alternate (or remove) seating to maintain >6 ft distance from your neighbor



Open offices will require more consideration.

Each circle represents a 6-foot diameter circle in the cubicle or office. Care will need to be employed to allow physical distancing where no cubicles exist.

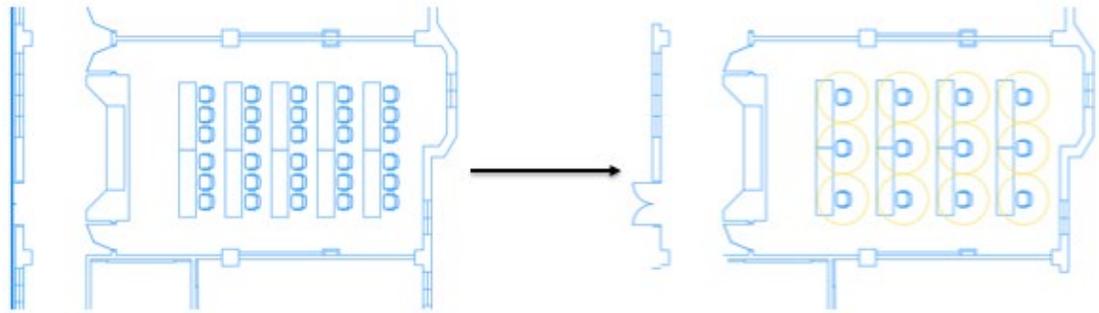
Most of these seats are below the bare minimum to remain physically distant (suggested adjustments)

1. Remove seats to allow 6-foot diameter circles
2. Leave seats in place but only use every other seat to allow 6-foot diameter circles

Scenario can be achieved with alternating work shifts or allowing telework

Increased physical distancing can be achieved by alternating shifts or allowing a portion of the work force to work from home as required.

Conference/Training/Multi-Purpose Environments



Example: Bloomington Indiana Memorial Union Tree Suites

Left panel shows pre-COVID seating options

Right panel shows removing seats to allow for 6-foot diameter circles and approximately 77 sqft per person

- Can be achieved by removing and/or staggering seats to allow 6-foot diameter circles
- Note: Not all situations allow a clean 60 sqft per person. In this situation the furniture layout options are limited by the existing furniture configuration present