COVID-19 Building Reopening Guide
# Record of Revision

The following revisions have been approved by the Office of Emergency Management in concert with all appropriate stakeholders:

<table>
<thead>
<tr>
<th>Section and Summary of Changes</th>
<th>Date of Revision</th>
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<tr>
<td>Draft plan</td>
<td>5/14/2020</td>
<td>0.1</td>
<td>COVID Task Force (S. Adams)</td>
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<tr>
<td>Changed document title from “Plan” to “Guide.” Updated information on kitchens, bathrooms, mailrooms, and fitness facilities; Clarified occupancy determination in teaching labs; Incorporated miscellaneous feedback from reviewers</td>
<td>6/28/2020</td>
<td>1.0</td>
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INTRODUCTION

Returning to the Physical Campus

As the University of Rhode Island prepares to resume in-person classes and research, we will begin to bring our students, faculty, and staff back onto our physical campuses.

The migration of a largely remote work-and-study community back to our campuses will look very different from what we are used to. The mix of returning students, faculty, and staff will vary, and in some cases, a segment of the community may continue to work and learn remotely. One thing is clear, however—the management of the process is without precedent.

Preparing for a New Campus Environment

We are making space and services updates to maintain hygiene safety and physical distancing best practices in six ways:

- **Social distancing (The 6-Foot Campus)**
  By modifying shared spaces with staggered seating and buffer zones, teams can continue to operate in the workplace while still maintaining a healthy physical distance from colleagues and fellow members.

- **Increased sanitization**
  We’ve implemented heightened cleaning measures to ensure the health and wellbeing of our members. We are disinfecting common areas more frequently and are providing complimentary sanitization products in our spaces.

- **Behavioral signage**
  New cleaning standards and capacity protocols will be reinforced with strategically-placed signage and wayfinding—friendly reminders to community members and guests that the well-being of our community depends on all of us to do our part.

- **Personal Protective Equipment (PPE) and hygiene**
  Good hand hygiene and use of appropriate Personal Protective Equipment (PPE), including masks or face coverings, will be essential to preventing person-to-person transmission of COVID-19 in our community.
Consistent communication
Sharing of timely, accurate, and pertinent information will be essential to engaging the URI community in measures to prevent the spread of COVID-19 within our campus community.

Health monitoring and contact tracing
Students and employees will be required to check in daily when on campus to attest that they have no symptoms of COVID. In the event of an outbreak on campus, the Rhode Island Department of Health will be responsible for contact tracing—the process of determining who each sick person might have come into contact with.


PLANNING PROCESS

Preparations to reopen our campuses are being coordinated by an interdisciplinary “Reopening Support Team” that includes the Office of Emergency Management, Environmental Health & Safety, Fire & Life Safety, and Facilities Operations, with additional support from Health Services and other partners.

IMPORTANT: The URI Senior Leadership Team is currently developing a priority-based timeline for reopening each building on URI’s campuses.

The following process should be utilized by the decision-makers for each campus building:

1. Convene a team that includes building/department leadership (those having decision-making authority) along with those most knowledgeable about the building’s operations. This will be the “Building Team.” (In the case of buildings occupied by more than one department, the team should include representation from all departments in the building.)

2. Using the Building Reopening Plan Worksheet (see Appendix 1), conduct a room-by-room survey of the building, making note of steps that are needed for each type of space based on the Worksheet.

3. Calculate the COVID Modified Capacity for each common room/area (see Appendix 2.) Record this information on a copy of the building floor plans or by room number in a spreadsheet.

4. Make a note of all modifications needed, either on the Worksheet or on floor plans. (A written outline of plans if also acceptable.) Be sure to note what’s specifically needed in terms of furniture moves, signage, one-way traffic, and other modifications as indicated in the Worksheet and this Plan.

5. Work with Custodial Services to determine daily cleaning needs once the building reopens and record these on the Worksheet.

6. Have the Dean(s) and/or Department Head(s) responsible for the building approve the completed plan documents, then forward them to the Reopening Support Team for review.

Once the plans have been reviewed and approved, the Reopening Support Team will submit work orders to Facilities Operations (or other facilities group as applicable) and arrange the move request with Property Services. The COVID Modified Occupancy for each room will also be given to Planning & Real Estate Development to record in the campus space database.
GENERAL INFORMATION

This COVID-19 Campus Reopening Guide incorporates direction from the State of Rhode Island, the U.S. Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO) along with practices being followed by other institutes of higher education, government agencies, and private companies.

Much is still being learned about the 2019 novel coronavirus, the virus that causes the illness known as COVID-19. Accordingly, any part this document may be subject to change as new information comes to light and updated guidance is received. Check http://www.reopeningri.com, the RI Department of Health website, and the Governor's Executive Orders on a weekly basis or whenever notified of the availability of new guidance. The latest updates to URI's guidance, policies, and directives related to COVID-19 may be found at http://www.uri.edu/coronavirus.

The 6-Foot Campus (Social Distancing)

Social distancing is a cornerstone of preparing for our Rhody community’s return to campus. Over the weeks and months ahead, we will have to reimagine the place we work, learn, and live as a “6-Foot Campus.” Such physical separation is critical to reducing transmission of the 2019 novel coronavirus (which causes COVID-19) and other contagious diseases among colleagues. Solutions may differ from building to building and will likely depend on how many people are expected to return to campus versus continuing to work or study from home. Understanding that dynamic will allow calculation of the total number of people expected to be accommodated in the given area and assessment of the demand for workspaces.

IMPORTANT: Public safety codes, building codes, applicable laws, and security requirements must not be compromised to achieve social distancing.

Determining Modified Capacity

The capacity of rooms, spaces, and areas in our buildings is normally calculated based on the State Fire Code according to category of use. However, our 6-Foot Campus in most cases requires a much lower COVID Modified Occupancy for each room or area in order to maintain social distancing.

See Appendix 2 for an explanation of occupancy calculation.

Accomplishing 6’ of Separation

Social distancing in shared spaces—classrooms, laboratories, open offices, lounge areas, bathrooms, etc.—can be especially challenging and requires cooperation on everyone’s part. The goal is to maintain at least 6 feet of physical separation at all times, which may be accomplished by removing or rearranging furnishings, modifying work practices, and/or eliminating unnecessary foot traffic. Such measures will be incorporated in the specific reopening plan developed for each campus building.
Circulation spaces
- Designate and signpost the direction of foot-traffic in main circulation paths: corridors, stairs, entries
- Consider one-way circulation routes through the workplace (when used, one-way circulation will be counterclockwise by default)
- Mark increments of locally acceptable social distance on floors where queues could form

Individual seats
- Only use alternate desks (checkerboard); disable the use of alternate desks; or remove alternate desks altogether as needed to maintain 6’ social distance
- Add desks to spaces previously used for group activities (convert training/meeting rooms, café areas, and the like into desk areas)
- Increase space between desks
- Add panels between desks including height adjustable panels for sit/stand desks
- Specify seat assignments for employees to ensure minimum work distances
- Review sharing ratios if new sanitization protocols are introduced

Meeting and shared spaces
- Decommission and re-purpose large gathering spaces to the extent possible
- Reduce capacity of spaces—e.g., remove some chairs from large meeting rooms
- Prohibit shared use of small rooms by groups and convert to single occupant use only
- Close/forbid use of some rooms

When 6 Feet Isn’t Possible
Given the many historic buildings on our campuses, there will be instances where it is impossible to achieve a full 6 feet of separation. This is especially true of hallways and stairways. Where feasible, modifications may be made to provide one-way travel, in other instances we must all do the best we can to use our common sense and minimize contact in locations. (This is why other measures such as PPE and good hygiene are so critically important!)

Standardizing Circulation
To minimize confusion, modifications and instructions will be standardized as much as possible. For example:

1. Stay right in hallways and when ascending or descending stairs.
2. Elevators will be single occupancy unless exceptionally large (i.e. freight elevators.)
3. When utilized, one-way foot traffic in hallways/corridors will follow a counterclockwise circulation (like a traffic rotary) unless otherwise indicated by a particular building layout.

Remote Work and Learning
By reducing the number of people in the office or classroom, we reduce the number of potential exposures should someone become ill. Each department must determine which of its personnel can continue working remotely while still performing their essential functions, subject to approval by Human Resources. Departments should also adjust meeting, conference, and social gathering plans to minimize face-to-face contact.
Emergency Evacuation

Building evacuation during a fire alarm or other emergency situation is of particular concern to many community members because it is difficult to maintain social distancing while evacuating. The URI Office of Fire & Life Safety will be working with campus buildings/departments to plan safe egress from their work areas. Until further notice, the Department of Public Safety will not schedule fire egress drills except where explicitly required by the Fire Code (i.e. residence halls.)

Increased Sanitation

Current orders by the State of Rhode Island require plans for “enhanced cleaning” as part of our campus reopening. As defined by the CDC, sanitation includes two components:

- **Cleaning** is the removal of foreign material (e.g., soil, and organic material) from objects;
- **Disinfection** means the thermal or chemical destruction of pathogenic and other types of microorganisms.

Additionally, more extensive disinfection of a room or area following known exposure to hazardous or infectious material is typically referred to as decontamination.

A Shared Responsibility

Building custodial staff will clean and disinfect campus buildings more frequently to reduce the spread of pathogens via frequently touched surfaces.

However, it is impossible for custodial staff alone to perform these functions with the frequency and extent needed to combat the novel coronavirus. Every member of the URI community has a joint responsibility for sanitation in their own work area and when using shared resources (e.g. meeting rooms, commonly touched surfaces, etc.) Disinfecting wipes (or disinfecting spray and paper towels) will be provided in these areas so occupants can do their part to prevent surface transmission of pathogens.

Sanitation Procedures and Safety

Protocols for cleaning, disinfecting, and decontaminating campus buildings have been jointly developed by Facilities Operations and the URI Office of Environmental Health & Safety in consultation with URI Health Services and Housing & Residential Life. These protocols may be found on the URI coronavirus web site at [http://www.uri.edu/emergency/covid](http://www.uri.edu/emergency/covid) along with links to Safety Data sheets for disinfecting products.

**IMPORTANT:** Many of the provisions in this plan assume that sufficient custodial staffing is available to carry out the cleaning and disinfecting schedule determined during each building’s planning process. Without sufficient custodial staff, building use must be reduced in terms of opening hours, occupancy, and number of rooms/spaces being utilized.
Reducing Commonly Touched Surfaces

To reduce the spread of pathogens, and facilitate regular sanitation, every effort should be made to reduce the number of commonly touched surfaces. This may involve removing shared phones, remote controls, dry erase markers, and other objects from shared meeting/work areas.

Behavioral Signage and Markings

Temporary, COVID-specific signage and markings will be added to each building. These serve to inform and remind community members and visitors alike of required measures to help prevent spread of the novel coronavirus. Compliance with posted signs and notices is required by order of the URI Department of Public Safety.

The need for signage is determined as part of the reopen planning process for each campus building. Signs are printed by the Office of Emergency Management and/or others as designated using a standard template provided by the URI Publications office.

IMPORTANT: Building occupants should not apply tape, markings, or signage on their own; all such work must be coordinated through Facilities Operations (or the applicable facilities maintenance department for other campuses and locations.)

Personal Protective Equipment (PPE) and Hygiene

Personal Protective Equipment (PPE) and good hygiene (specifically hand washing) are additional critical elements in reopening plans. These are shared responsibilities that reduce our likelihood of becoming sick while also reducing the chances we might make someone else sick should we be infected and not know it.

Masks and Face Coverings

The University requires all students, employees, and visitors to wear face coverings at all times while in public or in shared spaces on campus unless doing so would damage their health. Please note the following general guidance regarding use of face coverings, surgical masks, and N95 respirators:

- A **cloth face covering** is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most employees and should be laundered in a washing machine daily after use.
- A **disposable surgical mask** is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders but may be used by other individuals as a temporary measure when cloth face coverings are not available.
- An **N95 respirator** is a device evaluated, tested and approved to reduce the wearer’s exposure to fine particles, and is the respiratory protection of choice for units dealing with COVID-19 patients. An N95 respirator is tight fitting and must be fit-tested. N95 respirators are not appropriate or necessary for most employees and should be reserved for health care workers and emergency responders in contact with individuals who are ill.
and are also needed by facilities maintenance personnel while performing specific tasks that generate fine dust.

**Distribution of Masks and Face Coverings**

PPE procurement and distribution for all departments and all campus is coordinated through the URI Office of Emergency Management.

- Masks for **employees** are distributed by the Office of Environmental Health & Safety to departments that request them. Employees needing a mask should request one from their supervisor.
- **Students** may obtain masks by contacting their hall director, house manager (Greek housing), employer (student employees), or Health Services.
- **Visitors** to Kingston Campus will be able to obtain disposable masks at the Welcome Center.

All students and employees who are issued reusable cloth masks are responsible for washing them daily.

**Good Personal Hygiene**

Frequent hand washing is an equally important element of preventing disease transmission. Hands must be washed for at least 20 seconds with soap and warm water multiple times a day. Additionally, the University is working to significantly increase the number of hand sanitizer dispensers throughout our campuses.

Commonly used personal items such as laptop computers, cell phones, etc. should be frequently cleaned using disinfecting wipes (or spray disinfectant and paper towels.)

**Consistent Communication**

Timely, accurate, and pertinent communication is essential to engaging our community in combating the spread of COVID-19 on our campuses and continuing the academic, research, and service mission of our institution.

Creating a sense of safety and security for our community is a key component of a successful return to campus. This goal will be jointly owned by University administration, students, faculty, and staff; all share some responsibility with communications. Stakeholders must work together to understand new policies that impact the way people arrive at, move through, work/learn/research in, and utilize the spaces and amenities in and around the building.

Consider the following:

- Discuss the **level of community communication** that will be needed before employees return to campus throughout the course of the weeks and months ahead
- Agree and outline the **responsibilities each party will take** in communicating safety measures and protocols that have been implemented to date—and that will continue to govern the day-to-day use of the building—to create a sense of security and safety for all building users
- Discuss **communication protocols and plans** should risk increase suddenly

See “Preparing the Community” below for additional information.
Health Monitoring and Contact Tracing

Students, faculty, and staff are expected to monitor their own health daily and must attest each day that they have no signs or symptoms of COVID-19. Employees may not come to campus if sick and must immediately report their illness to their supervisor. Students likewise may not come to campus if ill and should report their illness to Health Services. More specific guidance will be forthcoming about this process, including information for supervisors about their responsibilities when a staff member reports they are ill.

When any member of the URI community becomes ill with COVID-19, URI Health Services will work with the RI Department of Health to identify those with whom the individual has been in close contact and assess the significance of the exposure.

**NOTE:** For both employees and students, URI Health Services will report all positive COVID-19 cases in the campus community to the RI Department of Health as required.
Preparing the Community

As we plan for the best way to bring large numbers of students, faculty, and staff back to our campuses, everyone is looking for answers to make the transition as smooth and successful as possible. Effective communication between decision-makers and those who actually use our buildings, common areas, and transit systems is an essential element of this process.

While workplace design, policies, and safety protocols are critical pieces of the puzzle, they do not touch on perhaps the most important aspect of return to work—the readiness of our community physically, emotionally and psychologically.

Community Outreach

URI Communications & Marketing is preparing a community outreach plan that will keep our students, faculty, staff, and other stakeholders informed as we prepare to reopen the campus. Targeted messaging will keep community members informed about topics such as:

- When they will return to campus, how they will be told
- What's being done to prepare the campus and keep everyone healthy
- What's expected of them in terms of social distancing, hygiene, PPE use
- What will be done to keep the campus safe (hygiene, wellness monitoring, etc.)
- What will happen when we have a positive COVID case in the campus community

The outreach plan will also emphasize:

- Everyone’s shared responsibilities to make the 6-Foot Campus work for everyone
- Be diligent about mask use, hand washing, etc. (including regular washing of reusable cloth masks, if applicable)
- Daily check-in with self-monitoring wellness app before coming to campus
- The importance of not coming to campus if sick

Change Management

The campus our students, faculty, and staff return to will likely look and feel very different than what they’re used to. Ensuring our students, faculty, and staff understand what the campus will be like upon return is critical. Some community members may expect nothing to change, while others will assume everything will be different. Preparing the community and reminding them that these changes are designed to help keep them safe will ease anxiety.

To help our community adjust to the new reality of our 6-Foot Campus, campus leaders at all levels will:

- Take time to **engage with students, faculty, and staff** to understand their attitudes and perspectives. This informs the creation of strategies that enable their success.
- **Provide timely and useful information** to the community about what is happening.
- **Give virtual work support** to help students and employees continue their transition to virtual collaboration tools, whether working on campus or remotely.
- **Offer proactive virtual training** to help community members learn new patterns of behavior and understand the “new normal” for their campus.
- **Provide students and employees with reinforced training** after returning to campus; repetition will help community members acknowledge and retain important messages and information. Consider signage that reinforces key messages in high traffic areas
such as main entrances, restroom facilities and so forth. (Outdoor “lawn signs” are also an effective way to accomplish this.)
Preparing Each Building

Before our community returns to our physical campuses, we must consider a variety of pre-return checks, tasks, and assignments. As part of that pre-return activity, a COVID-19-specific reopening plan will be developed for each building that outlines strategies and tactics to combat and/or minimize the likelihood of spread of virus in workplace.

A Building Reopening Plan Worksheet is provided in Appendix 1.

Cleaning, Disinfecting, and Supplies

As part of preparing each building for reopening:
- Review site inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancy; Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed.
- Ensure cleaning equipment and tools are in working condition.
- Have cleaning staff review and complete refresher training on general cleaning and site-specific protocols; Train cleaners on proper disinfecting guidelines.
- Determine areas that require thorough cleaning due to heavy usage such as event centers, gyms/locker rooms, conference rooms and restrooms.
- Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting PPE on.
- Treat all surfaces using disinfectants from government approved or authorized lists ensuring all chemical dwell times are adhered to.

Building Core Infrastructure Inspection

Although none of our buildings have been shut down completely during the Governor’s stay-at-home order, many have been unoccupied for an extended period of time. Accordingly, the applicable facilities group (e.g. Facilities Operations for most of the Kingston Campus) will review the proper function of the following systems:
- Mechanical Systems
- Water Systems
- Chilled/condenser water: open/closed loops
- Water features
- Conveyances
- Potable water: flush faucets
- Fire Life Safety Systems
- Ensure open site drains are inspected and traps are primed

Facilities Operations and Capital Projects are also reviewing pertinent standards and working with HVAC vendors building-by-building to determine optimum configuration for air handlers, filtration, etc. to minimize any potential for spread of environmental contaminants. Because there are significant differences in HVAC age and design from one campus building to another, there is no single configuration that can be used campus wide.
Building Entry/Reception

Consider guidelines and recommendations to control building ingress and egress, and that promote ongoing safety and precautionary measures at those points. These might include:

**Entrances**
- Reduce the number of entrances (but maintaining code compliance) to direct occupants to use monitored and protected routes
- Install sanitizer dispensers at inside entrance doorways
- Apply floor markings for safe distancing for any queuing or waiting areas
- Sanitized floor mats regularly

**Reception**
- Train reception personnel on safe interactions with guests
- Install glass or acrylic screens between guests and reception personnel
- Remove reception furniture to reduce public touchpoints
- Provide disposable masks (and other PPE as appropriate) to building guests

**Signage**
- Install signage at multiple, relevant locations in the entry sequence
- Explain building access rules and other protocols that impact how occupants use and move throughout the building

**PPE and Cleaning**
- Monitor and review of existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas

Stairs, Elevators, and Hallways

Elevators represent a particularly challenging area to establish social distancing. Most campus elevators will have to be single occupancy while social distancing measures are in effect. Methods for managing the use of elevators might include the following:
- Social distancing queue management for waiting passengers
- Instructional signage displaying healthy elevator use protocols including passenger limits and safe distances in the carriage
- Review elevator cleaning processes, and updates to ensure on-going cleaning of high touch surfaces like elevator panels / buttons

Many stair towers are too narrow to provide a full 6’ of social distancing.
- Post signs directing people to keep right when as they go up or down
- Provide hand sanitizer stations near the top and bottom of staircases

For hallways, emphasis is on maintaining social distancing as people pass each other.
- Use striped floor tape, directional arrows, and signage to divide hallways into travel lanes
- For hallways too narrow to accommodate two-way traffic, consider one-way traffic following a counterclockwise circulation
Common Areas / Amenities

Consider guidelines and recommendations that promote safety and guide building occupants through common and amenities areas beyond the entry.

- Provide hand sanitizer in each common area or nearby hallway
- Remove or redistribute furniture to ensure 6’ social distancing
- Remove all break room kitchen amenities except refrigerators and microwaves
- Disconnect water fountains (including water bottle fillers) and mark “Out of Service”
- Provide wayfinding signage or floor markings to direct foot traffic and ensure safe social distancing; consider the need for one-way traffic flow (see above)
- Explain new rules or protocols for common areas

Meeting Rooms

Consider the need to reduce the number of in-person meetings when possible and prepare meeting rooms as follows:

- Remove meeting room seating as needed to ensure at 6’ social distancing; Mark approved seating locations with green decal (any seating that cannot be removed should be marked with a red decal)
- Remove whiteboard pens and erasers and encourage individuals to bring and manage their own
- Provide a spray bottle of cleaning solution and disposable wipes; Require those using the room to wipe down contact surfaces before and after every meeting

Individual workspaces (i.e. private office)

Employees with individual offices should generally take responsibility for disinfecting their desk surface, keyboard, telephone and other items. Consideration should be given to the following:

- Minimize objects on the desktop to facilitate regular disinfecting
- Remove visitor chairs if office size is not sufficient to provide minimum social distancing
- Instruct office visitors that they should have conversations with office occupants from the doorway and not enter individual offices; meetings should be held via videoconference or in a designated Meeting Room with sufficient space to maintain 6’ social distancing

Shared workspaces (i.e. open office)

Shared/open workspaces present particular challenges, especially when desks are shared by multiple individuals. Such practices should best be avoided by converting meeting rooms or common areas to shared workspaces with additional desks. Additionally:

- Furniture should be removed or redistributed to ensure 6’ of social distancing
- Workers should be required to sanitize all surfaces upon arrival at their seat and before departing for the day
- Provide hand sanitizer and disinfecting wipes within each shared workspace
Classrooms

Classroom capacity must be significantly reduced to accomplish 6’ of social distancing. Consider the following needs:

- Remove/redistribute seating to facilitate social distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape or marked with a red decal)
- For fixed seating, mark seats not to be occupied per social distancing
- Install hand sanitizer station in hallways outside classrooms
- Install disinfecting wipe dispenser at front of classroom
- Require faculty to wipe down lectern, etc. at start and end of every class

Laboratories

The needs of every laboratory space are unique and department staff must develop specific plans for each lab to accomplish 6’ social distancing while preventing contamination. Consider the following needs:

- Install hand sanitizer station in hallways outside labs
- Install disinfecting wipe dispenser in lab
- Rearrange equipment (where possible) to encourage social distancing
- Consider the need to stagger worker schedules so as to minimize the number of people working in the lab at any one time
- For teaching labs, space students out along benches to maintain 6’ of separation; consider the distance between students working across the bench from one another if applicable. (NOTE: In most cases this will require a reduced class size.)

Food Service Areas

Food service areas include dining services/concessions as well as self-serve kitchen areas and breakrooms.

- Consider acrylic dividers between service provider and users
- Offer pre-packaged foods only
- Reduce self-service access to foods
- Clearly signpost queuing areas
- Remove/redistribute seating to facilitate social distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape)
- Install disinfecting wipe dispensers
- Clean common touch surfaces frequently and wipe down tables after every use
Fitness and Athletic Facilities

Fitness facilities are difficult to decontaminate frequently as users circulate from one station to another. For this reason, most facilities should remain closed to the greatest extent possible. If open, consider the following:

- Clearly signpost queuing areas
- Require use of face masks in fitness facilities when possible; Require additional physical distancing (minimum 14 feet) when masks are not expected to be worn
- Rearrange equipment (where possible) to encourage social distancing (use colored tape and signage to block off equipment that cannot be used without violating social distancing)
- Prohibit all activities that require close contact such as "spotting"

Shipping and Receiving Areas

Department/building staff should review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers and so forth) and develop a revised plan to align to COVID-19 safety precautions. These might include:

- Routing instructions and plans to avoid deliveries through employee or main entrance and instead route through areas that will minimize contact with the larger building population
- Separating shipping and receiving areas from the general population
- Consider sanitizing the exterior of packing
- If appropriate and feasible, removing items from boxes and appropriately discarding

NOTE: Buildings must have one designated mail drop location, as close to the main entrance as possible. This centralized location will accept all mail correspondence and packages from URI Mail Service Clerks and other delivery services. This controlled space should be monitored and sanitized on a regular basis.

Bathrooms / Locker Rooms

Most bathrooms and locker rooms will have limited occupancy and consideration should be given to:

- At queuing areas, post sign and distance floor markers
- Install touch-free soap dispensers at every other sink fixture
- Post signs with instructions for 20-second hand washing
- Mark off-limits sinks, urinals, etc. as needed to maintain social distancing
- Block off lockers as needed to maintain social distancing; Consider markings on floor and/or benches to enforce distancing
- Establish a schedule for enhanced cleaning of restroom facilities
RETURNING TO CAMPUS

Our community’s return to campus will be a gradual one, and we don’t yet know what the Fall 2020 term will look like. It bears repeating that a well thought out community outreach program aimed at building occupants should prepare them for what to expect when they arrive and help to alleviate anxiety.

The following are ongoing efforts that will be important to the success of reopening.

Commuting, Transportation, Vehicles

Promote safe and healthy ways to commute to and from the workplace.

Suggestions for public transport might include:
- Avoiding overcrowded public transportation
- Wearing face masks and other PPE
- Maintaining safe distance from other passengers
- Using hand sanitizer when entering and exiting
- Wiping surfaces with disinfecting wipes prior to touching them

Other transit methods might include:
- Ride-sharing: wear PPE
- Solo transit modes such as bikes, scooters, cars: sanitize touchpoints especially if shared modes like public bicycles

For employees with long commutes, consider advocating that they temporarily continue working from home.

Arrival Experience

Utilize the workplace arrival area to reinforce messages, new policies and protocols, which may include:

Digital signage or posters
- Remind staff how to stay safe and keep others safe in the workplace by maintaining social distancing, following new meeting guidelines, hand washing reminders, the use of virtual collaboration tools rather than meeting rooms and so forth

Cultural reminders, such as
- The vision and priorities of the organization at this time of change and stress
- Taking care of the employee is a high priority
- Shared responsibility for the health of all employees
Emergency Response

Provide reminders of how to manage an emergency in the workplace with relevant details defining who to notify, where to go, how to get help, and how to respond afterwards.

NOTE: URI Fire & Life Safety will be working with offices and departments to address concerns regarding building evacuation in the event of a fire alarm activation.

Workplace Hygiene

Encourage good personal hygiene and infection control practices when employees are in the workplace, including:

Respiratory etiquette
- Encourage covering coughs and sneezes
- Turn away from others when coughing or sneezing

Hand hygiene
- Promote frequent and thorough hand washing
- Make hand sanitizers available in multiple locations adjacent to common touchpoints

Avoid touchpoints
- Provide disposable wipes so that common touchpoints (e.g., doorknobs, light switches, desks, desktop peripherals, remote controls, and more) can be disinfected by employees before each use
- Discourage the use or borrowing of other people’s phones, desks, offices or equipment

Maintaining a clean workplace will assist in minimizing risk to everyone in the community. This involves:

Regular housekeeping
- In open work environments, increase the frequency of cleaning and disinfecting frequently touched surfaces, equipment, and other surfaces in the workplace:
  o Kitchen areas
  o Vending machines
  o Bathrooms
  o Meeting rooms
- When choosing cleaning chemicals, consult products from approved lists from governing authorities, and reference disinfectant labels, data and specifications with claims against emerging viral pathogens.

For shared/agile/flexible workplaces, consider:
- Creating and posting guidelines for desk and equipment sharing, disinfecting and use
- Removing shared keyboards and mice and distribute personal peripherals to mobile workers
- Providing storage units (lockers) for storing personal items in the workplace
Develop new practices on **kitchen and meal preparation areas**, which may include some temporary measures such as:

- Encourage occupants to bring food and beverage items from home and manage them individually
- Minimize touchpoints by removing coffee pots and all other amenities except refrigerators and microwaves
- Eliminate open food items
- Provide prepackaged items in containers
- Increase frequency of cleaning appliances such as refrigerators and microwaves
- Consider installing physical barriers, such as clear plastic sneeze guards
- NOTE: these approaches will impact sustainability initiatives as additional waste is produced from individually packaged food and beverages

### New Workplace Operations

To maintain social distancing, minimize touchpoints and manage potential contamination of the workplace, consider the following practices:

#### Space use / density monitoring

- Conduct regular counts of occupants per floor
- Implement a reservation system for desks so that employees can check attendance before arriving in the workplace (concept currently under development)
- Work from Home for non-essential employees to reduce the density of personnel

#### Individual desks

- Implement a strict clean-desk policy so that non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers
- If desks or work areas are shared, advise individuals to sanitize all surfaces upon arrival at that seat. Supply disinfectants in the immediate proximity (or on each desk)
- Unless stringent cleaning protocols are enforced, and if possible, avoid sharing of desks

#### In-person meetings

- Coach employees to critically evaluate the necessity of in-person meetings
- Limit the number of attendees at in-person meetings and limit to spaces that accommodate safe distances
- Host large team/staff meetings via video conference rather than in-person
- Restrict or eliminate in-person meetings with external guests

### Ongoing Support

In addition to the recommendations outlined in “Preparing the Community,” our students, faculty, and staff will need ongoing communication and training, especially during onboarding of new staff or orientation for visitors to the space. Consider:

- A regular cadence of employee training on emergency procedures, good workplace hygiene, effective work practices for distributed teams
• Training materials on URI web site
• Posters, signage and displays related to employee learnings about new practices
APPENDIX 1: USING THE BUILDING REOPENING WORKSHEET

Using the current COVID Building Reopening Worksheet:

1. Determine what outside entrances/exits will be used and mark them on the floor plan.
2. Calculate modified occupancies for each common space/area in the building and record on a floor plan or in a spreadsheet (see Appendix 2).
3. Determine what furniture will need to be reconfigured or removed to achieve 6’ of distance between occupants.
4. Determine if any hallways need to be one way.
5. Mark up building plans with locations for each type of signage (see Appendix 3), floor markings, etc. and record number of each sign type on Worksheet.
6. Mark up building plans with locations for hand sanitizer dispensers and disinfecting wipes.
7. Work with custodial staff to determine daily housekeeping requirements and record on Worksheet.
8. Walk through the building with the Worksheet and a set of floor plans, making sure that every requirement is addressed for each type of space.

The current version of the Worksheet can be downloaded from http://www.uri.edu/emergency/covid.
Appendix 2: COVID Modified Occupancy

Calculating COVID Modified Occupancy for social distancing purposes must not be confused with determining occupancy under the State Fire Code. Whereas the fire code is based on a formula for so many people per square foot given a particular type of use, the COVID Modified Occupancy is based on how many people can use the space simultaneously while remaining six feet apart given the configuration of the room’s furnishings.

The following are guidelines for calculating COVID Modified Occupancy for each of the space types used in this plan. A rough baseline is provided for each occupancy type. This is intended only for initial planning and should never be used to calculate the final COVID Modified Occupancy. (Note that “normal capacity” refers to the number of people normally allowed in the given space, which may or may not be different from the fire code occupancy based on square footage.)

**IMPORTANT:** The COVID Modified Occupancy must never exceed the occupancy established by the State Fire Code, nor should the rearrangement of furniture result in any Fire Code violation.

In an open, unfurnished area, a rule of thumb is 36 square feet per person as this allows at least six feet between people side to side and front to back. However, provisions must be made to ensure occupants remain equidistant (for example, grid lines on the floor) rather than grouping as often occurs in an open area. For this reason, it is generally best to use seating or other furnishings to define how many people fit in a given area.

Building Entry/Reception

Every entrance area/lobby is unique and requires some effort to determine COVID Modified Occupancy. If the area largely functions as a hallway or vestibule, it should be treated as such. If there is a reception/greeting function, the Modified Occupancy should take any account any staff working in the area plus the number of people who can queue up at one time while remaining 6 feet apart and not blocking any egress pathways. *Rough guideline: 20-30% of normal capacity*

Stairs, Elevators, and Hallways

COVID Modified Occupancy for most elevators is 1, because most elevator cars are too small to realistically accommodate anyone else while maintaining social distancing. Modified Occupancy for stairs and hallways is generally impractical to calculate because the occupants are generally in constant motion. However, care must be taken to monitor hallways/stairways for overcrowding at peak times and to prevent congregation at any time. *Rough guideline: N/A*
Common Areas / Amenities

To calculate the COVID Modified Occupancy, remove enough seating so that the remaining seats are at least 6 feet apart in all directions. The resulting number of seats is the Modified Occupancy for the room/area. *Rough guideline: 40-50% of normal capacity*

Meeting Rooms

To calculate COVID Modified Occupancy, remove enough chairs around the conference table that the remaining chairs are at least 6 feet apart. If the table is too narrow to provide 6 feet of distance across the table, then seating must be staggered so as to maintain this distance diagonally. The resulting number of seats is the COVID Modified Occupancy for the room and the locations of the chairs should be marked on the table. NOTE: Excess chair must be removed from the room, not lined up along the wall where they will inevitably be returned to the table at a later date. *Rough guidelines: 40-50% of normal capacity*

Individual workspaces (i.e. private office)

Other than very large offices, individual workspaces (as defined by having a door and walls with a single desk) should be limited to a single occupant. Visitors chairs should be removed unless there is sufficient room to maintain 6 feet of distance between occupant and visitor. Any meetings should be conducted in a designated meeting room, or preferably online. *Rough guideline: N/A*

Shared workspaces (i.e. open office)

To calculate the COVID Modified Occupancy in an open/shared office area, first determine if the existing desks/cubicles can be configured to provide at least 6 feet of social distancing between workers. If so, the Modified Occupancy is the number of workstations (i.e. no visitors.) If workstations need to be modified or reduced to meet social distancing requirements, then the resulting number of workstations is the Modified Occupancy. *Rough guideline: 60-80% of normal capacity*

Classrooms, Lecture Halls, Auditoriums

COVID Modified Occupancy for classrooms and lecture halls is based on the number of seats that can realistically be used while keeping learners 6 feet apart, plus the instructor. For lecture halls with fixed, auditorium style seating, the typical configuration is that every other row must be kept empty and in the occupied rows only two out of every three seats may be used. An alternative is to use every row but stagger the seats to achieve 6 feet of space diagonally. In
either case, the resulting number of useable seats plus the instructor is the Modified Occupancy and “unusable” seats must be so marked. For classrooms and lecture halls with moveable seating and/or tables, excess seating is removed until only enough seats remain to achieve the required social distancing. The resulting number of seats plus the instructor is the Modified Occupancy and excess seats and tables must be removed and stored. Rough guideline: Fixed seating 20-30%; Flexible seating 30-40% of normal capacity

Laboratories

For teaching laboratories, the COVID Modified Occupancy for laboratories is the number of workstations that can be occupied at one time while keeping occupants 6 feet apart, plus the instructor. Keep in mind that social distancing requirements apply not only to adjacent workstations on the same bench, but also those behind and across from a given workstation. Research laboratories must follow guidelines issued by the URI Office of Research Integrity. Depending on size of research space and nature of activity therein, no more than 2 researchers are permitted per bench, or 1 researcher per 113 square feet. Rough guideline: 40-50% of normal capacity

Food Service Areas

The COVID Modified Occupancy for food service areas (cafeterias, coffee shops, etc.) should usually be broken down into food preparation, food sales/service, and seating areas. Modified Occupancy for food preparation areas is the number of people who can work in the area at the same time while maintaining at least 6 feet of social distancing. Because food prep often involves a lot of movement, planners knowledgeable about kitchen functions will ultimately need to determine what is reasonable and safe. Modified Occupancy for food sales/service areas (i.e. where consumers order/select/pick up their meals) is the number of employees plus the total number of counter workstations where customers can pick up and pay for their food, plus the number of people who can reasonable wait in line while remaining at least 6 feet apart. Modified Occupancy for seating areas, if not eliminated altogether, is based on the number of chairs available when tables are placed at least 6 feet apart with no more than two chairs per table. Rough guideline: 20-30% of normal capacity

Fitness and Athletic Facilities

The COVID Modified Occupancy for fitness/athletic facilities are broken down into exercise areas, locker rooms, and shower areas. For exercise areas, the Modified Occupancy is the number of people who can use equipment in the given area while maintaining at least 6 feet of social distancing. (Any equipment less than 6 feet apart must be removed or marked off. Any activities requiring close contact, such as spotting weights, should be prohibited.) For locker rooms, the Modified Occupancy is based on either one locker for every six linear feet, or the number of people who can be seated on locker room benches while at least six feet apart, whichever is less. For shower areas, the Modified Occupancy is the number of people who can
fit in the shower area at one time while remaining 6 feet apart. General guideline: Exercise areas 20-30%; Locker rooms 10-20%; Showers 20-30%

Shipping and Receiving Areas

The COVID Modified Occupancy is the number of people who can work in the area at one time while remaining 6 feet apart, taking into account that most people in a shipping/receiving area must be able to move around considerably without coming into close contact. General guideline: 20-50%

Bathrooms

The COVID Modified Occupancy is the number of people who can simultaneously use bathroom facilities while remaining at least six feet apart. Depending on the specific bathroom, this will generally be the number of commodes plus half the urinals. Note that in most instances, half the urinals and half the sinks must be taped off and not used. General guideline: 50-60%
APPENDIX 3: BUILDING SIGNAGE

- **ModifiedCapacity.pdf**
  Post as needed in rooms and common areas

- **SelfScreening.pdf**
  Post at entrance to every building

- **SixFeetApart.pdf**
  Post strategically as needed

- **KeepRightonStairs.pdf**
  Post at top and bottom of staircases

- **ElevatorSingle.pdf**
  Post at each elevator door (as applicable)

- **KeepRightHallway.pdf**
  Post strategically in hallways

- **Wipe down surfaces before and after meeting**

- **WashHands.pdf**
  Post at all handwashing sinks (bathrooms, kitchens, etc.)

- **FaceCovering.pdf**
  Post at entrance to every building

Maximum of 8 people in this area at a time

Self check-in required before entering

Keep right on stairs

Elevator single occupant only

Keep right in hallway

Wipe down surfaces before and after meeting

Wash hands for 20 seconds

Face covering required
Wait for assistance
Post outside office suites as applicable

Please ring bell and wait here for assistance
Post outside office suites with wireless doorbell

All deliveries to loading dock
Do not use main entrance for mail and packages

Post at all building entrances

One-way traffic enter here
Reminder to stay 6 feet apart

One-way traffic do not enter
Except in case of emergency

Exit only
Please use other door

Post at entrance to one-way hallways

Post at exit end of one-way hallways

Post on outside of building exit doors (i.e. next to entrance doors)

Post on outside of designated building entrance doors

Face coverings required

Post on outside of entrance doors that are closed

Emergency exit only
Please do not open this door to let others in

Post on inside of entrance doors that are closed

Please wait here for assistance

Please ring bell and wait here for assistance