

University of Rhode Island COVID-19 Task Force Strategy for Building Preparation (Summer 2020)

Introduction

Purpose and scope

The University of Rhode Island's Kingston, Providence, and Narragansett Bay campuses will be prepared for the safe return of our University community by the end of August, 2020.

This strategy addresses physical preparation of campus buildings to ensure social distancing and enhanced hygiene measures that help prevent transmission of the 2019 novel coronavirus.

Assumptions

This strategy assumes the following:

- Campus preparation work will continue to be funded through Emergency Management's Fund 111 account in anticipation of state and/or federal reimbursement at a later date.
- Sufficient custodial staff will be available to achieve necessary cleaning intervals once buildings reopen.
- The University will be able to procure and maintain a sufficient stockpile of Personal Protective Equipment (PPE) and cleaning supplies to sustain continuous campus operations once reopened.
- All University departments will provide support to the reopening effort and staff in each University facility will participate in the planning process as needed for their respective buildings.
- Kingston Campus auxiliaries (Housing & Residential Life, Dining Services, Health Services, and the Memorial Union) will be able to carry out their own building preparations once provided guidance and templates by Emergency Management.

Timeline

The University's Senior Leadership Team has established target dates for reopening each campus building. The goal is to have the majority of buildings substantially complete by the first week of August so a larger group of faculty and administrators can return to campus and start preparing for a September class start. However, some buildings (or at least portions of them) will need to reopen much sooner based on research needs, admissions, athletics, and other operational realities for the summer.

Plans are currently underway for some varsity Athletic teams to resume training by early to mid-July. Additionally, researchers are being permitted to return to campus and resume research activities starting June 15.

General plan

Plans and guidance

The University's COVID-19 Task Force has developed detailed guidance on preparing campus buildings for re-occupancy. All University campuses and departments will utilize this guidance and the associated templates for COVID-related signage.

Supplies and materials

Signage and other preparation materials will be provided by the COVID Task Force for all University-owned buildings at no cost. Sign templates available to all other entities to print on their own.

PPE, hand sanitizer, disinfecting wipes, etc. will be provided to each University-owned building at no cost from the COVID Task Force Stockpile.

Types of buildings

Approximately 192 buildings need to be prepared for reopening across all campuses (once outhouses, pumphouses, ships, sheds, and buildings of less than 1000 square feet are discounted.)

Kingston Campus

- A **Public Safety Team** (OEM, EHS, F&LS) will take the lead for specific buildings that are challenging because of their size, configuration, and/or mixed use (ex. Chafee, Shepard, Edwards, Green, etc.) [18-28 buildings]
- **HRL** and **Dining** will take the lead on their respective facilities, using their own staff but following the same basic guidance, worksheets, and materials as other University buildings (adapted to their unique needs, of course.) [41 buildings]
- The **Office of Research Integrity** will take the lead on dedicated research facilities and will oversee and approve plans for each individual research lab on URI's campuses, including those located within academic buildings.
- **Athletics, Campus Recreation, and Spectra Venue Management** will jointly manage planning for the Kingston Campus athletics complex including Keaney, Mackal, Tootell, and the Ryan Center along with associated support facilities (Meade Stadium, etc.)
- **Greek Affairs** will oversee preparations to fraternities and sororities, but each Greek organization will be responsible for their own planning and preparation using FMA and/or other vendors.
- For all other buildings, individual **Building/Department Leadership** will be responsible for completing the COVID-19 Building Reopening Worksheet but preparation tasks will be handled by Facilities Operations and Property & Support Services.

NOTE: Leadership does not mean "building managers" but rather the senior decision-makers (deans, department heads, and/or their designees) for each department in question, who must ultimately approve the plans for their facilities. [106-116 buildings]

Narragansett Bay Campus (NBC)

- **Narragansett Bay Campus Facilities** will work with the Graduate School of Oceanography to handle all planning and preparation for Bay Campus buildings with support from Research Integrity as needed.

Providence Campuses

- The **College of Education and Professional Studies** will be responsible for the Providence Campus (Shepard Building) with assistance from the URI Police Department.
- The Providence **Nursing Education Center** is to be determined.

In all cases, the University's COVID-19 Task Force will provide technical assistance to whatever extent is needed and will review/approve the completed plans before work orders are initiated. Progress for buildings in all categories is being tracked in the Veoci "Reopening Plans" dashboard. <https://veoci.com/veoci/129835/dashboard/192405>

Roles and responsibilities

Emergency Management

- Overall planning coordination of the building preparation process
- Track building preparation using the University's Virtual Emergency Operations Center (Veoci) platform

Reopening Leads

- Provide technical assistance to each Building Team
- Review and approval plan for each building
- Submit work orders for building preparation and furniture moving

Deans and Directors

- Designate Building Team members for each department/college building and delegate necessary authority to make planning decisions for each building

Building Team

- Prepare building plan using the COVID-19 Building Reopening Worksheet

Kingston Facilities Operations

Maintenance & Repair

- Post signage and carry out other building preparations as needed
- Order and install plexiglass shields

Custodial Services

- Determine cleaning procedures and schedules for each building

Plumbing Shop

- Disable water fountains, sinks, urinals, and other fixtures as needed

Central Stores

- Oversee inventory and tracking for COVID Task Force Stockpile

Property & Support Services

- Coordinate furniture moving, storage, and tracking

Capital Projects

- Coordinate HVAC vendors reviewing mechanical systems

Campus Planning

- Track modified classroom/lecture hall capacity and forward updated data to Enrollment Services

Fire & Life Safety

- Provide technical review and assistance on matters related to life safety and fire code compliance
- Assist in the building planning and preparation process as needed

Environmental Health & Safety

- Provide technical review and assistance on matters related to environmental health and safety, including occupational health and safety and lab safety
- Assist in the building planning and preparation process as needed

All Campus Community Members

- Follow all University policies and practices for personal hygiene, Personal Protective Equipment (PPE), workspace cleaning, and illness reporting

General workflow

The following describes the general workflow for preparing an academic or administrative building on the Kingston Campus. Other campuses and auxiliaries are similar.

1. Facilities Ops (Maintenance & Repair) completes initial building signage and modifications (entrances/exits, stairs, hallways, bathroom) following the “Basic/Initial COVID-19 Building Preparation Tasks” worksheet.
2. Capital Projects and/or Facilities Operations review HVAC functioning and perform adjustments or upgrades as necessary to optimize functioning.
3. Building Team completes “COVID-19 Building Re-Opening Worksheet” to determine:
 - COVID Modified Occupancy for each classroom, meeting room, etc. based on the “COVID-19 Building Reopening Plan”
 - Need for plexiglass shields (“sneeze guards”) at customer service counters
 - Need for removal and storage of furniture to facilitate/encourage social distancing
 - Need for additional signage and/or other modifications in office suites and other specific locations based on the “COVID-19 Building Reopening Plan”
4. Building Team submits a copy of the completed “COVID-19 Building Re-Opening Worksheet” to their building’s assigned Reopening Coordinator, preferably with a set of marked-up floor plans if possible.
5. Reopening Coordinator building reviews the completed “COVID-19 Building Re-Opening Worksheet” consulting with Fire & Life Safety, Environmental Health & Safety, and others as needed.
6. Reopening Coordinator initiates work orders as needed for
 - Ordering plexiglass shields (entered on Facilities Operations’ shared Google Sheet)
 - Scheduling movers (work order submitted to Property & Support Services)
 - Additional signage (work order submitted to Facilities Control Center)
 - Additional tasks (work orders submitted to Facilities Control Center)
7. Custodial Services reviews building to establish a modified/enhanced cleaning schedule based on anticipated use of building when reopened.
8. Work orders are executed as applicable and supplies (hand sanitizer, disinfecting wipes, etc.) are provisioned by Custodial Services.
9. Campus Planning enters modified classroom capacities in InsiteFM database and provides updated data to Enrollment Services.
10. Building preparation is complete.

Community outreach and messaging

Communications and Marketing is launching a community outreach/engagement initiative to keep all campus stakeholders informed about campus preparations.

Finance and administration

A Fund 111 account has been established within the Office of Emergency Management and will be used to cover all costs associated with campus preparations for reopening including the COVID Stockpile.

Priority and progress for each building will be tracked in the University's Virtual Emergency Operations Center (Veoci) "Campus Reopening" dashboard, accessible to all members of the COVID-19 Task Force and those with key building preparation assignments.

Key Contacts

COVID-19 Task Force Co-Chairs.....	Sam Adams (Emergency Management) Ellen Reynolds (Health Services)
Kingston Reopening Leads	Cassandra Whitworth (Emergency Mgmt) Jeffrey Ulricksen (Campus Planning) Brian Smith (Emergency Management)
Narragansett Reopening Leads.....	Dave Palazetti (GSO Facilities) Seth Pilotte (GSO Facilities)
Providence Reopening Lead	Michael Chalek (URI Police)
Kingston Facilities Building Preparation	Dan Cartier (Maintenance & Repair)
Kingston Facilities Plexiglass Shields	Marty Koski (Maintenance & Repair)
Kingston Facilities Custodial.....	Doug Michael (Custodial Services)
Fire & Life Safety (all campuses).....	David Cavallaro
Environmental Health & Safety (all campuses).....	Pam McCarthy
Capital Projects (all campuses)	Kenneth Burke
COVID Supply Stockpile (all campuses)	TBD