

HOW DO WE ENSURE OUR SPACE IS READY FOR RETURN?

July 29, 2020

The [Facilities Office](#) continues to ensure that mechanical [ventilation](#) has been upgraded and is properly functioning, that hand sanitizer is available in public locations, that disinfecting of public spaces occurs on a routine basis, and that proper social norming [signage](#) is installed in public spaces.

The following are summary guidelines for COVID-19 safety for campus departmental spaces (meaning, not public spaces, not classrooms, not dining, not public conference rooms, etc.) based on CDC, New York State, and prior [University-provided](#) guidance. Given these are straightforward, campus departments should implement these actions as necessary:

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- ✓ Occupancy of spaces should not exceed **50 percent** of their intended/built occupancy. For example, if a room or space was intended for 10 people to sit in desks or modular furniture, then 5 people is the maximum occupancy per NYS COVID-19 restrictions. Telecommuting, staggered workdays, etc. should be pursued to ensure occupancies are not exceeded.
 - ✓ Persons should strive to maintain 6-foot distancing from other persons and not gather in groups.
 - ✓ Face masks covering the mouth and nose should be worn whenever walking about. Masks can be taken off when a person is in their private space.
 - ✓ In limited cases, public facing counters may require a plexiglass barrier. Facilities installation of such barriers will be based on volume of public interaction and the ability to otherwise practice other means of social distancing, such as installing floor tape or decals or limiting visits through appointments.
 - ✓ Occupancy of modular or office [cubicle](#) arrangements should abide by the 50 percent occupancy rule and, if possible, maintain 6-foot distancing. If a barrier exists between co-workers when in sitting position, adjacent modular offices can be used.
 - ✓ Departmental conference room furniture need not be removed or relocated to create 6-foot distancing as storage space on campus is extremely limited. Instead, 6-foot distancing should be followed using common sense while abiding by the 50 percent occupancy rule.
 - ✓ Offices will be responsible for disinfecting their own public spaces or counters through the day, as needed, based on traffic or interactions. Disinfectant supplies can be requested of [EH&S](#). Individual office spaces, used exclusively by the same person, need not be disinfected in this manner.
 - ✓ Similarly, offices may request hand sanitizer from [EH&S](#) for their public facing counters or desks or areas used by the public, such as a departmental lab.
 - ✓ A range of COVID-19 social norming signage and queuing decals are available and can be downloaded or requested [here](#).