

FACILITIES OFFICE COVID-19 ENHANCED SERVICES

Our success in limiting the spread of COVID-19 is rooted in personal responsibility. The Facilities Office is providing enhanced services and modifications to our built environment, but all faculty, staff, and students must be diligent and respectful of others:

PRACTICE PHYSICAL DISTANCING, WEAR FACE COVERING, AND WASH HANDS!



DISINFECTING SERVICES

- Facilities staff will disinfect instructional spaces each night
- Throughout the day, high-use, high-touch public spaces (restrooms, door handles, etc.) will be routinely disinfected
- Offices will be [responsible](#) for disinfesting their own high-use public areas – supplies can be requested through [EH&S](#)



[BUILDING VENTILATION](#)

- Facilities staff will modify air systems to run 2 hours prior to building opening and 2 hours after the building is closed
- Outside air will be increased where practicable
- Air handler filtration is being upgraded to MERV-11, where practicable, many locations are MERV-13
- Elevator and rest room exhaust fans will run 24/7
- Ventilation rates will be increased simply through maintaining reduced densities



HAND SANITIZER

- Facilities will stock and refill hand sanitizer stations throughout all public spaces on campus
- Individual offices may request sanitizer for their shared or customer-service counter areas through [EH&S](#)
- In addition to hand washing, it is good practice for individuals to carry their own sanitizer for use throughout the day



PHYSICAL DISTANCING MODIFICATIONS

- Installation of plexiglass or other barriers to ensure 6' distancing will be considered only for high volume locations if other approaches (floor tape markings, scheduling, etc.) are not effective. If thought necessary, contact the Facilities Customer Service Office at 518-442-3480
- Open office/cubicle areas are considered [COVID-19 compliant](#) if a seated or taller desk barrier exists between adjacent workers
- Floor decals to ensure 6' queueing or to direct pedestrian traffic can be installed by office managers, materials can be requested at 518-442-3480
- Conference rooms and other public spaces should ensure 6' distancing with signage and through proper scheduling – removal of furniture may not be possible given limited storage



OTHER

- Social norm signs related to COVID-19 safety will be installed throughout campus in public spaces. Offices wishing to install signs in their area can print them from [here](#)
- Paper towels will be provided in all restrooms and kitchenettes
- Tunnel access will be restricted to only essential employee duties given the need to ensure distancing
- Cloth face coverings for employees can be requested through [EH&S](#)