

Building Preparedness and Operations

Administrative and Office Space Guidance Checklist

Introduction

As campus moves toward operations more closely mirroring Fall 2019, the social distancing standard has been relaxed to not require a set standard. Although all office areas were evaluated and approved for some level of occupancy for Fall 2020, lower density levels were required for some office areas due to the 6-foot social distance requirement— especially shared open office (cubicle) environments. Currently, all office areas can operate without 6-foot social distancing, but are encouraged to maintain social distancing where operationally feasible. Office workstations, where possible, can continue to use social distance spacing but it is not required. Some offices may need to use flexible scheduling strategies to maintain social distance, where desired.

1. General Guidelines:

- Meetings can be held in-person in private offices and department meeting spaces at usual capacities.

2. Cleaning/Sanitation:

- Due to the continued need to deploy custodians in student and public areas, occupants continue to be responsible for cleaning their own work area within private offices and should be informed of this expectation.
- Occupants informed to continue to be responsible for removal of garbage/recycling to designated common receptacles.
- Cleaning and disinfecting by custodial staff focuses on high-touch surfaces (door handles, elevator buttons, drinking fountains, bathrooms, etc.) and other focus cleaning.
- Hand sanitizer stations installed at the entry point to office area.

3. Open Offices/Cubicles:

- Workstations may revert to prior spacing.
- Occupants are responsible for cleaning/sanitation of their own workstation and garbage removal to a designated area.

4. Single/Private Offices:

- Single or private offices may be used for face-to-face meetings. Social distance should be maintained whenever possible.
- Due to the higher-priority cleaning needs elsewhere, the occupants of a private office are responsible for their own cleaning and removal of garbage to centrally designated area.

- Open/closed door policies are made at the department level.
- Traffic to and from these spaces defined to maintain social distance, where possible.

5. Shared Office Spaces:

These are enclosed offices used by more than one person, often featuring multiple desks/workstations, or which are used in a “hoteling” style.

- Workstations arranged to accommodate social distancing, where possible and feasible.
- Occupants informed of their responsibility for cleaning their own workstations and shared surfaces upon arrival to work and prior to departing. Due to the higher-priority cleaning needs elsewhere, occupants will be responsible for removal of garbage to a centrally designated areas or by setting garbage outside the door.
- Plexiglas barrier installations should be limited to high-traffic transactional locations like reception desks in office environments.

6. Entry/Reception Areas:

- Physical Modifications
 - Plexiglas shields are installed at reception desks, when desired.
 - Furniture in waiting areas may be reset to prior capacity.
 - Signage with symptoms of COVID-19 and encouraging social distancing posted in lobbies.
- Cleaning/Sanitation
 - Hand sanitizer provided at reception area.
 - Staff wipe down hard surfaces between each person served.
- When possible, doors will be kept open to minimize the need to touch knobs/handles.
- Where desired, offices may continue to use scheduled appointments to limit density.

7. Copy/Workrooms:

- Cleaning/Sanitation
 - As a shared space, staff use disinfectant wipes to clean copiers and other equipment before and after use.
 - Worktables/counter surfaces, door handles/knobs and tools sanitized by users with disinfectant wipes before and after each use. Consideration can be given to assigning tools to specific individuals .
- Physical Modifications
 - Shared food is not permitted.

8. Conference Rooms

- Users disinfect table and other high-touch surfaces upon entering and prior to

- leaving the space.
- Garbage/recycling containers emptied into designated common receptacles or set outside the room.

9. Break Room/Kitchenette Spaces

Break room/kitchenette spaces are used by a single department or shared by several departments co-located in an office suite. They often include coffee makers, microwaves and small refrigerators.

- Physical Modifications
 - Shared food not permitted.
- Cleaning/Sanitation
 - Staff using break room/kitchenettes are responsible for sanitizing counters and surfaces prior to and after each use of the space.
 - Departments utilizing such spaces developed schedule for staff who will do periodic cleaning/disinfecting and trash/garbage removal.

10. Transactional Environments and Waiting Rooms

Transactional environments and waiting rooms are common in many administrative and office spaces. These are the reception desks, check-in counters or places where a specific transaction or task takes place. These spaces also frequently include waiting areas where individuals may queue while waiting for the next available staff member or while waiting for an appointment.

- Physical modifications
 - Where possible, entry doors to reception/waiting areas left open to minimize touches on doorknobs/handles. This may require modification of doors or installation of additional door hardware.
 - Plexiglas shields installed at reception desks, check-in counters or locations where transactions or business tasks must be performed in-person, when desired.
 - Furniture may be reset to normal locations.
- Cleaning/Sanitation
 - Hand sanitizer provided at reception, check-in and transactional points of service unless already in place inside the entry door.
 - Staff wipe down hard surfaces between each person served.

11. Additional or Alternative Measures- Administrative and Office Spaces

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