

# Guidance for Operations/Buildings/Offices

## [Table of Contents](#)

### [Guiding Principles](#)

#### **In Alignment with Returning to Campus:**

- Employee Self-Assessment Requirements and Attestation

#### **Phase 1: Preparing to Return**

1. Preparing Supplies and Physical Spaces
  - a. Preparing Physical Spaces
  - b. Physical Distancing
  - c. Cleaning and Disinfecting Requirements
2. Guidelines for People on Campus
3. Guidelines for Meetings and Events

#### **Phase 2: Limitations on Returning to Campus**

1. Logistics/Facilities
2. Guidelines for People on Campus
3. Guidelines for Meetings and Events

#### **Phase 3: Returning to Campus with Restrictions**

1. Logistics/Facilities
2. Guidelines for People on Campus
3. Guidelines for Meetings and Events

### [Appendix](#)

## Guidance for Operations/Buildings/Offices

These guidelines are for the current period when there is minimal to moderate risk of transmission on UofL campuses. Guidance will be revised as needed. Implementation is a three-phased approach, which provides the university the opportunity to open gradually while ensuring compliance with federal, state, and local requirements. This plan will align with other UofL COVID-19 plans. The success of the return to campus plan relies on everyone working together and taking personal responsibility when following these recommendations and guidelines.

### Guiding Principles:

- UofL employees must comply with current and future executive orders and health authority guidance from national, state, local, and university authorities to protect the safety of employees, students and visitors (vendors/proctors, etc.).
- Sponsor of vendors needs to confirm that third party vendors have safety plans while on campuses. This includes vendors involved with construction or renovations. If possible, add an addendum to the contract regarding university COVID-19 guidelines.
- All employees and student workers should follow the general guidelines section of this document. Employees and student workers will notify their Supervisor/Dean/Chair, if they are unable to follow all of the guidelines because of an illness not related to COVID-19.
- Consistent with the [Governor's Healthy-at-Work Guidelines](#) the approach outlined in these guidelines is based on establishing physical distancing requirements for our various spaces, requiring the use of face coverings, and sound hygienic practices, such as recommended hand washing/use of hand gel, and routine sanitizing of work areas.
- Department/unit heads should develop flexible working arrangements and schedules, such as rotating shifts, remote work, flex scheduling, etc., to minimize the number of staff in campus buildings, meeting the [Healthy-at-Work Guidelines](#).
- Telework with Supervisor approval will continue where possible to limit the number of individuals on campuses and align with the University's Pivoting to Fall Phases of UofL's response to COVID-19.
- Outside visitors/collaborators/contractors/vendors should continue to be limited to essential activities (such as deliveries, meetings, obtaining required signatures, etc.), and these individuals must follow the on-site work requirements listed below (including daily self-screening for symptoms, [universal face coverings](#), and [physical distancing](#)). The vendor/event sponsor is responsible for ensuring that on-site work requirements are followed.
- For the most up to date information, check the [UofL COVID-19 website](#).

[Table of Contents](#)

### **In alignment with Returning to Campus:**

- UofL requires all employees both working remotely and currently on campus to complete the **RETURNING TO CAMPUS: EMPLOYEE SELF-ASSESSMENT REQUIREMENTS AND ATTESTATION** form and to do a self-administered temperature and health check prior to arriving at work each day to minimize the spread of COVID-19. These daily temperature and health checks will be self-administered prior to arriving at work (at least once every 24-hour period).
  - The department will keep the form on file in their office. By signing the attestation form, employees are acknowledging that they understand the requirements to perform a daily self-assessment and that they will, in good faith, complete the health assessment prior to coming to work each day. If an employee is experiencing any symptoms of COVID-19 or has been in close contact with anyone recently diagnosed with COVID-19, they must:
    - i. stay at home,
    - ii. immediately notify their supervisor that they will not be coming to work
    - iii. contact [Campus Health](#).
- Employees currently on campus and those returning to campus are required to view the COVID-19 safety training video. ([Training Material](#))
- [When a test is needed](#), [Campus Health](#) will provide the COVID-19 initial screening and testing.
- Employees and students will receive one washable face covering, but everyone should provide their own backup face covering. Departments will have access to two boxes of disposable masks for guests from the [Stockroom](#), at no charge.
  - Face coverings not provided by UofL shall be based on [CDC guidelines](#).
  - Employees who are working in their office and can maintain at least six-feet from other employees do not need to wear a face covering.
  - Employees and students are required to wear a face covering when entering and leaving public spaces to include buildings, restrooms, classrooms, offices and meeting spaces.
  - Students are required to wear a face covering in classrooms and labs. Students are required to comply with the [Standards of Student Conduct](#).
  - When six-feet physical distancing is possible outside of the classroom, students may be able to remove face coverings as long as they are able to maintain physical distances (as in the library or SAC).
  - Face coverings are required in locations that have posted university-approved signage that face covering are required.
  - Face coverings are required in all other public areas – consistent with current [CDC guidelines](#) where physical distancing from others cannot occur.
  - Physical distancing is required unless you are wearing a face covering, and physical distancing is not possible.

[Table of Content](#)

- Meetings will be virtual when possible or when the meeting venue is not large enough for the group to observe physical distancing. If meetings or gatherings must occur in person, it is required that all participants wear face coverings. Meeting rooms will be set up to provide physical distancing. It is the responsibility of the meeting organizer to confirm that attendees are following safety procedures, such as wearing a face covering and physical distancing.
- The Building Emergency Coordinator would serve as the point person for the building in updating and coordinating any building specific plans. All departments are responsible for their individual plans.
- Supervisors are responsible for their department/unit compliance.
- High traffic area signage is managed through university operations. Departments/units needing additional signage will need to supplement their individual areas thru their Building Emergency Coordinators. Signage to encourage personal safety will be available electronically. Building Emergency Coordinators and student groups will provide help to departments/units to distribute and post signs.
- Training will be required for all employees and student workers regarding staying Healthy at Work per Kentucky guidelines. ([Appendix-Training Materials](#))

## [Table of Contents](#)

### **Phase 1: Preparing to Return**

University logistics encompasses numerous service departments that contribute to keeping the campuses safe while preparing to welcome employees, students and visitors back to campus. Each service department will have specific guidelines for returning, which will follow the Healthy at Work Phase 1 Reopening document from the Kentucky Governor’s Office Healthy at Work Reopening Plan. Updates can be found at the [Healthy at Work Kentucky website](#).

#### **1. Preparing Supplies and Physical Spaces**

##### **a) Preparing Physical Spaces:**

When creating your department/unit’s pivot plan for returning to campus, consider strategies to minimize face-to-face interactions and length of time together, creating physical barriers between employees and the general public as well as other employees, rearranging current offices to comply with physical distancing measures, and continuing to telecommute as positions allow. The Checklist for Supervisors and Employees can guide opening plans ([Appendix-Checklist for Supervisors](#)).

The plan needs to address your department’s/unit’s preparations for physical distancing and supporting personal hygiene practices, such as covering a cough and washing hands, [routine environmental cleaning and disinfection](#), [enhanced cleaning, and disinfection](#) if a person is suspected or confirmed to have COVID-19.

## [Table of Contents](#)

**b) Physical Distancing:**

- Departments/units will determine and share with employees how they will maintain at least six-foot physical distancing between workstations/workers.
- Identify and implement shifts for employees to be in the office and for others to work remotely to ensure safety.
- Place Plexiglas or other barriers in workspaces where people must face each other or are unable to be six-feet apart. Plexiglas cost and order instructions are in [Appendix-Physical Plant](#).
  - Identify allowable occupancy to control workflow and/or establish maximum attendance. When considering the configuration of your office space and placement of your employees/student workers, please keep a circle of six-feet in all directions. To help visualize this, it is the equivalent of two yardsticks, end-to-end, in all directions from where a person is sitting.
  - Consider restricting traffic-flow to one-direction when possible in office suites to minimize crossing paths with others.
- Departments/units wishing to designate entrance/exit doors will need to coordinate with UofL Police (ULPD) to verify it would not cause any safety issues. ([Appendix-Police](#))
- All departments/units that have service or reception areas should use Plexiglas sneeze guards where appropriate and require everyone in that area to wear face coverings. All service areas will be required to follow the physical distancing guidelines with the floor markings, appropriate signage on walls and doors signifying safe practices.
- Supervisor is responsible to remove or tape off chairs and desks to ensure proper physical distancing in conference and waiting rooms.
- Restrict common areas. To the greatest extent practicable, offices must restrict common areas such as lobbies, waiting rooms, break rooms, food courts, and concession areas to maximize physical distancing and reduce congregating. Rearranging or removing furniture in common areas will provide space that follows the physical distancing guidelines.
- Eliminate reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) and replace with single use options.
- Clean or block off shared appliances with single use or no-touch options. Encourage everyone to use personal water bottles.
- Remove high-touch items such as magazines, common pens, shared coffee makers, magazines in waiting rooms, etc.
- Lock buildings/rooms not in use. Update closed buildings list as employees and students return to campus.
- Coordinate options with Physical Plant to implement no/reduced touch options such as door removal, card access, foot-operated door pulls/pedals, or sensor-triggered doors.

[Table of Contents](#)

- High traffic area signage will be managed thru university operations. Buildings will need to supplement their individual areas thru their Building Emergency Coordinators. Spaces for signs include high traffic common areas, office spaces, kitchenettes, large conference room, etc. Electronic signage will scroll information to promote hand washing, hand sanitizer, face coverings, physical distancing and Campus Health contact information.
  - Posters will be available electronically for departments and Building Emergency Coordinators to print and post in their building common areas and office areas.
  - CDC - [Stop the Spread of Germs](#).
  - Signage on floor at high traffic areas to help with physical distancing, such as food venues, bookstore, bursar's office, etc., will help with physical distancing.
  - Signage posted at passenger elevators advising to limit to one person or family per trip.
- When developing individual department/unit plans include specific areas:
  - Public areas
  - Meeting rooms
  - Common areas
  - Entry ways
  - Waiting areas
  - Staff areas
  - Shared desks
  - Front desk
  - Student worker areas
  - What signage and where?
  - Persons responsible for each area
  - How will meetings be conducted?

[Table of Contents](#)

**c) Cleaning and Disinfecting Requirements**

- Physical Plant custodians will continue to perform normal daily duties in buildings, which includes cleaning, sanitizing and restocking soap and hand sanitizer supply ([Appendix-Physical Plant](#)).
- Physical Plant will provide offices with hand sanitizer for reception and common areas.
- Offices must also encourage routine and consistent [hand washing](#) for employees and students/others.
- Additional cleaning and sanitizing supplies not supplied by physical plant should be ordered from the stockroom. When items are unavailable, departments will be able to purchase them from Office Depot or Amazon, until available from the stockroom.

[Table of Contents](#)

- Each department/unit will be provided spray bottles of disinfectant for use in disinfecting the department/unit's work areas and equipment. These spray bottles will be used throughout the day and between meetings to [maintain sanitization of areas](#) of high touch surfaces, machines, doorknobs, and handles. Physical Plant is responsible for refilling the spray bottles per department's request. To order, submit a [non-chargeable work order](#) through Physical Plant. Further information: [CDC guidelines](#).
- Avoid sharing desk and equipment, when possible. See training videos for more instruction on how to clean a shared workspace ([Appendix-Training Materials](#)).
- As offices and spaces start opening, waterlines will need to be flushed. This includes turning on the faucet in a kitchenette for four minutes, running a couple cycles of water through coffee machines serviced by a waterline and letting a water fountain run for a few minutes before using.
  - Physical Plant custodians and plumbers are managing the water in the restrooms, showers, and eyewash stations.
- Individuals are encouraged to clean their work and study areas before and after use.
- Physical Plant will work closely with the Department of Environmental Health and Safety to sanitize areas when notified of possible or confirmed COVID-19 case.
- Hand sanitizer will be available in all buildings, which include wall mounts in common areas and freestanding bottles at department counters.
  - Departments will receive one half-gallon sanitizer bottle for their front counter. Departments can coordinate with Physical Plant to verify where to place the sanitizer, and if there is a need for more than one bottle.
  - Classrooms will be equipped with cleaning supplies.
  - Physical Plant custodians will monitor all wall-mount sanitizer stations and freestanding bottles to make sure they are at full capacity. Physical Plant custodians will maintain all soap dispensers in restrooms and hand sanitizer in buildings. ([Appendix-Physical Plant](#))
- To make cleaning and sanitizing easier for the department and Physical Plant custodians, and for less items to become contaminated, recommend all unnecessary items are removed from counters in departments and common areas.
- Identify frequently touched areas (doors, cabinets, etc.), which must be cleaned more than twice per day. Break areas [must be disinfected](#) after each use.
- Consider areas that need cleaning, split into zones, and assign employees a zone.

## [Table of Contents](#)

### 2. Guidelines for People on Campus

- UofL requires all employees both working remotely and currently on campus to complete the **RETURNING TO CAMPUS: EMPLOYEE SELF-ASSESSMENT REQUIREMENTS AND ATTESTATION** form and to do a self-administered temperature and health check prior to arriving at work each day to minimize the spread of COVID-19. These daily temperature and health checks will be self-administered prior to arriving at work (at least once every 24-hour period).

- The department will keep the form on file in their office. By signing the attestation form, employees are acknowledging that they understand the requirements to perform a daily self-assessment and that they will, in good faith, complete the health assessment prior to coming to work each day. If an employee is experiencing any symptoms of COVID-19 or has been in close contact with anyone recently diagnosed with COVID-19, they must:
  - stay at home,
  - immediately notify supervisor that they will not be coming to work
  - contact [Campus Health](#).
- If a faculty, trainee, or staff member tests positive for COVID-19, the respective supervisor must immediately report these results to Campus Health Services 852-6479 and Department of Environmental Health and Safety at 852-6670. These departments will work with the supervisor to collect information on potential COVID-19 exposures in the workplace, assess the hazard, perform contact investigations, and determine other actions warranted.
- Campus Health will advise the employee or student worker how to proceed once test results are complete. Those who can work from home may have that option during quarantine with departmental approval. A return to work note to your supervisor from your medical provider will be required before returning to work on Campus. HR will [provide guidance on sick leave and stay at home policies](#) for departments.
- Continue telecommuting where possible: departments/units should operate via phone or Microsoft Teams to the greatest extent practicable. Employees who can perform their job duties via telecommuting must work remotely.
- Departments will notify their essential employees and student workers when they need to return to work to prepare for returning to campuses. The departments will be responsible for determining the staggered schedule for returning individuals.
- Departments/units will ensure all employee, and student workers have been trained on the safety guidelines and cleaning procedures for their areas, such as offices, classrooms and common spaces. ([Appendix-Training Materials](#))
- Department/units are encouraged to implement a phased return to work.
- Enforce physical distancing. Offices must ensure that employees, who are not able to telecommute and must be physically present at the office, remain a minimum of six-feet away from all other employees and students/others unless closer interaction is absolutely required to perform their job duties (e.g., health care examinations).
- When considering the configuration of your office space and placement of your employees/student workers, please keep a circle of six-feet in all directions. To help visualize this, it is the equivalent of two yardsticks, end-to-end, in all directions from where a person is sitting.
- Guests visiting campuses will be required to wear a face covering and practice physical distancing. It will be the host department/unit's responsibility to provide an approved [face covering](#) for their guests. See the above for the description of the type of face covering approved.

[Table of Contents](#)

- Limit face-to-face interaction. Departments/units must ensure that employees, students, guests, and vendors minimize face-to-face contact with one another to the greatest extent practicable.
- Employees working in settings where physical distancing measures are difficult to maintain, must wear a face covering while in an office with other people (except as noted above) or in state vehicles with other passengers.
- Everyone must wear a face covering when walking through common areas such as hallways.
- Employees who can safely practice physical distancing in their office or work location may remove their face covering.
- Some areas on campus will have posted face covering required signs. All who enter will be required to abide by these postings.
- Bookstore will do a soft opening at the beginning of June. All customers will be required to practice physical distancing, wear a face covering, and recommended to use hand sanitizer when entering and leaving store. ([Appendix-Bookstore](#))
- If a faculty, trainee, or staff member tests positive for COVID-19, the respective supervisor must immediately report these results to Campus Health Services (CHS) at 852-6479 and Department of Environmental Health and Safety (DEHS) at 852-6670. CHS and DEHS will work with the supervisor to collect information on potential COVID-19 exposures in the workplace, assess the hazard, perform contact investigations, and determine other actions warranted.

## [Table of Contents](#)

### **3. Guidelines for Meetings and Events**

- Face-to-face meetings should be avoided or limited. During Phase 1, UofL recommends virtual Microsoft Teams meetings, if face-to-face interaction occurs individuals are required to wear a face covering. When meetings are face-to-face, meeting sponsor will be responsible for enforcement of university guidelines.
- When food is provided at meetings, it must be boxed meals with wrapped utensils. Coffee can be available if server is at the station.
- While virtual meetings are preferred, when held in person, attendees are required to wear face coverings and rooms are required to be large enough to practice physical distancing. Rooms will be setup with chairs at least six-feet apart to enable easy physical distancing. ([Appendix Physical Plant, Campus Services](#))
  - Approved room reservations made through 25Live, SAC, SRC, Libraries, and other room scheduling systems will be required to update the approval email sent to room requestors/sponsor. Email should include notification that the event sponsor is responsible for ensuring attendees have and wear face coverings and practice physical distancing.

## [Table of Contents](#)

## **Phase 2: Limitations on Returning to Campus**

Departments/units must continue all recommendations and requirements for Phase 1 and:

### **1. Logistics/Facilities**

- Physical Plant custodians will continue to perform normal daily duties in buildings, as stated in Phase 1, including cleaning, sanitizing, and restocking soap and hand sanitizer supply. ([Appendix-Physical Plant](#))
- Mitigation measures implemented to increase ventilation in buildings to maximize the outside airflow. [Overview of the HVAC strategy](#).
- Bookstore will open at 33% capacity. All customers will be required to practice physical distancing, wear face coverings, and use hand sanitizer when entering and leaving store. ([Appendix-Bookstore](#))
- Face coverings and use of hand sanitizer before entering or exiting is required in all retail and auxiliary areas of campus. Retail and auxiliary areas include but are not limited to the dining, bookstore, Cardinal Card Office, Bursars Office, managed print and mail service desk.

[Table of Contents](#)

### **2. Guidelines for People on Campus**

- Departments will notify their essential employees when they need to return to work to prepare for returning to campuses. Student workers may return to work at the department's discretion.
- Staff with health or childcare concerns affecting their ability to return to work should contact their supervisor immediately to discuss possible accommodations. Supervisors, see Checklist for further information. ([Appendix-Supervisor Checklist](#))

[Table of Contents](#)

### **3. Guidelines for Meetings and Events**

- Virtual meetings continue to be preferred, but necessary in-person meetings will be gradually permitted, with a maximum of 50 attendees. Meeting sponsor is responsible for enforcing university guidelines pertaining to health and safety measures.
- Recommendations for small to large events: ([Appendix Physical Plant, Campus Services](#))
  - Recommendation to appoint a Safety Coordinator for all events. Their duty is to communicate safety guidelines, verify or train staff on safety procedures and confirm appropriate safety equipment (face coverings, signs, etc.) is available.
  - Stagger registration and have queued entry in to the venue/room.
  - When possible, have separate doors for entering and exiting.

- Provide more drink and full service food stations (no self-service stations) to help with physical distancing. Coffee can only be available if server is provided at station.
- Items for sale should post on a website for ordering.
- Any third party/speaker is responsible for following proper safety protocols as stated by the CDC and State guidelines for anything they bring or distribute at a meeting or event.

## [Table of Contents](#)

### **Phase 3: Returning to Campus with Restrictions**

Departments/units must continue all recommendations and requirements for Phase 1 and Phase 2, and:

#### **1. Logistics/Facilities**

- Dining opens food venues. ([Appendix-Dining](#))
  - Signage on floor to encourage physical distancing.
  - Self-service dining no longer available. Servers will be at all stations.
  - Promote carry out and delivery of food.
  - Possible menu addendums to increase speed of service.
- Bookstore will open at 50% capacity to provide services to the university community. ([Appendix-Dining](#))
- Shuttle service will begin for fall semester. The university will follow the TARC guidelines for their buses, which requires everyone to wear a face covering. Link to TARC Guidelines - <https://www.ridetarc.org/additional-covid-measures/> (Appendix-Parking)
  - Belknap campus will have four bus stops and HSC will have two bus stops equipped with mounted hand sanitizer stations. Locations selected are the most used bus stops.
- Campus Safety Escorts Service will require face coverings be worn.

## [Table of Contents](#)

#### **2. Guidelines for People on Campus**

- All employees and student workers return to work. Departments have the discretion to allow employees to continue to telecommute.
- Face coverings or masks are **required** in all public areas. Employees and students will receive one washable mask, but everyone should provide backup face coverings for themselves. Departments will be provided two boxes of disposable masks for guests, at no charge, from the stockroom.
- Students are required to wear face coverings while in classrooms, labs or in groups when physical distancing is not possible
- Students will be given time prior to or at the beginning of class to sanitize their space being used during class if they so choose.

- Face coverings are required in locations that have posted university-approved signage that face coverings are required.
- A face covering are required when entering and leaving public spaces to include, buildings, restrooms, classrooms, offices and meeting spaces.
- Face covering are required in all other public areas – consistent with current CDC guidance where physical distancing from others cannot occur.

### [Table of Contents](#)

#### 3. **Guidelines for Meetings and Events**

- Hold first athletic event with spectators, as determined by Athletics.
- Recommendation is to continue to hold virtual meetings when possible.
- When food is provided at meetings, it must be boxed meals with wrapped utensils. Coffee can be available if server is provided at the station.
- Scheduling of meetings/events with 50 or more attendees. Attendees will wear face coverings, and rooms are required to be large enough to practice physical distancing. Rooms will be setup with chairs six-feet apart to enable physical distancing. It will be the responsibility of the event sponsor to provide or ensure attendees have face coverings to wear and enforce physical distancing. ([Appendix Physical Plant, Campus Services](#))
- Registered Student Organizations (RSO) will need to follow the guidelines for meetings and events. The Assistant Director of Student Involvement will provide guidelines during RSO training. Advisors of the larger student groups will be required to provide guidelines to their groups using the following link [https://louisville.edu/involvement/student-organizations/covid-19\\_guidelines](https://louisville.edu/involvement/student-organizations/covid-19_guidelines) The university may take conduct action against a student(s) or student organization(s) who fail to follow public health guidelines as established and distributed by the university.
- Approved room reservations through 25Live, SAC, SRC, Libraries and other room scheduling systems will be required to update the approval email sent to room requestors/sponsor. Email should include notification that the event sponsor is responsible for ensuring attendees have and wear coverings, and practice physical distancing. ([Appendix Physical Plant, Campus Services](#))

### [Table of Contents](#)

## Appendix

- A. Employee Self-Assessment Requirements and Attestation Form
- B. [Training Materials](#) -
  - a) CDC – [How to Protect Yourself and Others](#)
  - b) CDC – [How to Wear a Cloth Face Covering](#)
  - c) WHO – [Seven Steps to Prevent the Spread of Virus](#)
  - d) [Make Your Own Mask](#)
  - e) [Campus Health - Self-Isolation Guide](#)
  - f) [Campus Health](#)
  - g) [How to wear and remove face coverings](#)
  - h) Safe Colleges COVID-19 Training
  - i) Safe Colleges Mental Health COVID-19
  - j) [SARS-CoV-2](#)
  - k) [Employee: Returning to Campus](#)
  - l) [Physical Distancing](#)
  - m) [Hand Hygiene](#)
  - n) [Disinfection](#)
  - o) [Testing and Contact Tracing](#)
  - p) [If You Get Sick](#)
- C. [Healthy At Work](#)
- D. [Checklist for Supervisors and Employees](#)
- E. [Physical Plant](#)
- F. [Police](#)
- G. [Campus Services](#) (Dining, Bookstore, Managed Print, Cardinal Card)
  - a) [Dining](#)
  - b) [Bookstore](#)
  - c) [Managed Print](#)
  - d) [Cardinal Card](#)
- H. Student Activity Center
- I. Delphi Center
- J. [Parking](#)
- K. [HVAC Strategies](#)

[Table of Contents](#)