

## 1. Entering Departmental Space

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### a. Describe your department's plan for managing entrances:

**EXAMPLE 1:** Department office spaces only have one door. They are fire doors and cannot be propped open. Office desks are at least 6' apart in common spaces.

RM 194-The one desk near the doorway is being moved, other office desks are positioned to provide a 6' distance between employees. Employees will be reminded that they are required to wear a face covering at all times.

RM 185- There is one desk in this space, which is in a shop. Tape will be installed on the floor to indicate a 6' distance from the desk. Shop users will be asked to stay 6' away and signage will be installed to indicate this.

RM 105-faculty sometimes use this office when they are in the shop. To protect the one facilities employee in this space, faculty access to the office will be temporarily suspended. Faculty have assigned offices in other buildings that they can utilize. I will work with school heads to inform faculty of this.

**EXAMPLE 2:** One-way flow, for office entry and exit, is not ideal as it would require staff to exit via a much narrower stairwell on the north side of the building.

Taped arrows will be placed on the floor, and signage posted on walls, to direct guest to the conference room to avoid congestion in narrower hallways. The flow of traffic will completely avoid the narrower hallways and the employees officed in those areas. Those hallways will be signed as isolated to the use of staff only.

The back entry door to the long narrow stair will be locked in order to reduce uncontrolled, non-staff traffic from wandering through occupied office space.

## 2. Lounges/Breakrooms/Kitchens

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### a. Describe your department's plan for managing lounges, breakrooms, kitchens:

**EXAMPLE 1:** Technically the workspace doesn't have a "break room," but has a sink with a hot water pot and a refrigerator. This space is near the entrance door to the room

Staff will disinfect kitchenette touch surfaces after they use it. The kitchenette is located within our our workcenter, so it isn't possible to always have a firm 6' physical distance while using it. We ask staff to take turns using it. The kitchenette is used by other departments. We will inform other departments that they need to consult with the individual working as the Service Desk before using the kitchenette. This will ensure they are aware of the disinfecting practices and this will allow us to control the occupancy in the space. Kitchenette disinfecting and cleaning practices will be posted within the space.

There is also blue tape on the floor to designate proper physical spacing for social distancing practices.

**EXAMPLE 2:** Chairs will be removed from the Lobby space in order to reduce congregating in that area. 3-4 people can stand in the lobby and maintain physical distancing. Markings will be placed on the floor indicating appropriate physical distancing.

The kitchen/copy room is open (not confined by doors) and easily limited to three people at a time. The kitchen/copy room is large enough that three people can be socially distanced.

The small and medium conference rooms will not be used for meetings until further notice. The small conference room will be used to store chairs. The medium conference room will temporarily serve as an office. Signs will be posted indicating the rooms are closed.

The large conference room will be limited to meetings of 14 people (can typically support 30) The large conference room layout will be changed so that, instead of a rectangle of tables, the tables will be positioned in open square to further social distancing. The open area meeting space will be limited to meetings of six people or less. Occupancy signage will be posted to indicate capacity. Zoom/Teams meetings will be used as a default for meetings with external groups or meetings that exceed 14 people (i.e. the number that will be allowed in our large conference room).

All 'extra' chairs will be stacked, ratchet strapped and stored in in our 'bull pen' room and smallest conference room. All reception area chairs will be removed, stacked, ratchet strapped, and stacked in the bull pen area.

### 3. Front Desk/Counters

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**a. If you have front desks/counters, describe your department's plan for managing front desks and counters:**

**EXAMPLE 1:** The front counter to RM 124 is currently set up with social distancing markers. There is blue tape of the floor and signs instructing customers to stand behind the blue tape. In addition there is a plexiglass spray screen in place to minimize droplet transmission.

The front counter in this space is where university laptops are checked out to students, faculty and staff. This is also the area where other equipment check-out happens. Equipment will be sanitized prior to checking out & upon return.

**EXAMPLE 2:** Most reception area functions can operate at an alternate location within the suite. Specifically, the Front Desk phone number will be posted on the exterior front door for general inquiries or drop offs (i.e. samples and bids). The department plans to move the regularly scheduled Front Desk staff person to an alternate (cubicle) location with line of site to the front desk to promote social distancing. Staff will require face masks in all areas required by campus Policy.

### 4. Shared Office Space

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**a. Describe your department's plan for managing office occupancy:**

**EXAMPLE 1:** RM 124 is a “Service Desk” and has ample space for two people to work and be physically distant by at least 6 feet without any issue. If there are more than two people working in this space, however, this distance will be hard to maintain.

There is an office next to RM 124 that seats our Director. There is another door to this office space that could be used for entrance and exiting that space thereby minimizing social contact.

Two individuals will be the “sustained” occupancy but it may have up to 4 individuals in the space occasionally. This might happen if we are receiving deliveries or if someone is using the kitchenette. Any occupancy over 4 people will be short term and individuals will be keeping a safe social distance and will be wearing masks as required by University of Oregon policy.

**EXAMPLE 2:** The occupancy load in the Facilities Services shop is 4. Desks are spaced at least 6’ apart. Staff and Shop Techs will disinfect shop equipment switches, adjustment knobs, and other high touch points not covered by Custodial staff at least once a day. They will also disinfect their kitchenette touch surfaces after each use and shared office space touch surfaces at least once daily. Disinfecting will be tracked by a log.

## 5. Single Occupancy Offices

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- a. **Describe your department’s plan for functions where multiple people are in single occupancy offices at one time:**

**EXAMPLE 1:** Office staff will be on a hybrid schedule and only work on-site as needed. Office staff have either a private office or cubicles that are over 6’ feet apart. While on-site 6’ distancing is provided as well as face masks. Staff working in shops will maintain 6 feet of social distancing and wear mask. As cubicles are not considered private offices, staff in cubicles will be required to wear their face covering at all times.