

# CAMPUS SERVICES REOPENING: WORKPLACE READINESS ESSENTIALS

Audience: Emory University faculty, students, staff, and visitors

Purpose: Communicate with the Emory community regarding the actions, processes, and services provided by Campus Services in preparing and during the resumption of on-campus activities. This information may adjust through the phased return to campus and in alignment with university guidance.



# EMORY UNIVERSITY



## PREPARE THE BUILDINGS

Preparing facilities for safe resumption of in-person activities; cleaning plans, pre-return inspections, HVAC, & mechanical checks

- Cleaning & [sanitizing](#) facilities; additional cleaning and sanitizing of high touch, high volume common spaces
- Performing increased inspections and reactive repairs on HVAC systems, air cooled systems, cooling towers, and water-cooled chillers
- Flushing and testing domestic water systems
- Installing and replenishing hand sanitizer units
- Re-engaging vendors and implementing physical distancing [protocols](#)
- Completing EHSO-led training regarding COVID-19, sanitation processes, and [Personal Protective Equipment \(PPE\)](#)



## REINFORCE PHYSICAL DISTANCING AND BUILDING ACCESS

Reinforcing & enabling physical distancing

- Entering buildings by card access only
  - [View](#) access and [adjust](#) access
- Providing and installing physical distancing signage, educational materials, and equipment in facilities and exterior spaces
  - [Connect](#) with a Project Manager
- Reviewing space and recommending strategies for space utilization and storage
  - [Connect](#) with a Project Manager
- Supporting moves and set ups. [Submit a work request](#)
- Monitoring space usage



## INCREASE CLEANING AND MAINTENANCE

Cleaning, sanitizing & maintenance activities; testing & validation efforts to ensure & reinforce safety

- Cleaning continues with modifications (e.g. floor care schedules)
- [Sanitizing](#) facilities with a focus on high touch common spaces (common areas, lounges, classrooms, bathroom, dining spaces)
- Performing increased inspections and reactive repairs
- Providing facilities maintenance cleaning and sanitation supplies
  - Schools/units should contact [Central Procurement](#) for supplies such as face masks, cleaning wipes, etc.
- Installing and replenishing hand sanitizer units.
  - For sanitizer refills, [submit a work request](#)



## PARKING AND TRANSPORTATION

Providing parking & transportation resources while adhering to best practices & guidelines.

- [Parking](#)
  - Adjusting parking processes in alignment with phased reopening
    - o PHASE I: Temporarily re-assigning permits to enable parking near destination wherever possible; reactivating permits when permit holder returns to campus; encouraging walking when possible
    - o Phase II and Future: strategies and processes may be adjusted to include potential changes in parking assignments
  - Adjusting and communicating parking deck gate schedules
  - [Review](#) assignment or [request](#) permit
- [Emory Transit](#)
  - Adjusting shuttle schedules, [view schedules](#); [track shuttles](#)
  - Enforcing face masks wearing and reducing shuttle density in alignment with university policy
- Public Transit and Alternative Commute Modes
  - Supporting public transit and alternative commute modes
  - Purchasing of parking permits available [here](#) if changing transit mode
- Sanitation Process
  - Disinfecting nightly with Ozonator; disinfecting and wiping down surfaces throughout the day with EPA/CDC approved disinfectant



## PREPARE AND SUPPORT CAMPUS SERVICES STAFF

Providing resources & tools for Campus Services staff to safely & effectively deliver services

- Adhering to [university](#) HR policies, practices, and procedures
- Aligning teams and resources to support campus and building schedules
- Providing all required [Personal Protective Equipment \(PPE\)](#) and hygiene gear for CS staff
- Supporting ongoing training and sharing educational materials and resources



## COMMUNICATE AND RESOLVE ISSUES

Communicating to enable alignment, issue resolution, & safety

- Collaborating with university teams and tasks forces
  - All activities are subject to change and will be adjusted based on [university guidance](#) and school/unit feedback
- Meeting with customer building contacts and facilities manager
  - [Request a meeting](#)
  - [Submit questions or feedback](#) regarding service levels
- Responding to questions, feedback and issues
  - Notify Campus Services of an issue by [submitting a work request](#), calling 404-727-7463, or [emailing](#)
  - Track the status of your work order [here](#) > search work orders
  - Submit Campus Services [billing questions](#) or [view invoices](#)

## MOST IMPORTANTLY

Constantly reinforce hand washing, physical distancing and staying home when ill