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.

PREPARE THE BUILDINGS
Preparation for safe resumption of in-person activities; cleaning, 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
- Providing and installing physical distancing signage, educational materials, and equipment in facilities and exterior spaces
- Reviewing and recommending strategies for space utilization and storage
- Supporting moves and set ups
- Monitoring space usage

INCREASE CLEANING AND MAINTENANCE
Cleaning, sanitizing & maintenance activities; test & 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)
- Perforing 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
- For sanitizer refills, submit a work request
- Adjusting and communicating parking deck gate schedules
- Review assignment or request permit
- Adjusting commuting parking and shuttle 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 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