



Facilities Management Action on COVID-19

5/14/2020

Work schedule for Trades, Grounds, and General Maintenance Techs working now on the Campuses 5 days a week, Housekeeping continues their schedule of 7 days a week coverage. On May 4th, reconstituted the Department to the traditional summer staffing schedule.

Recommended Mandatory Training through SafeColleges Program for all employees. (100% completion by facilities)

Course	Days Till Due	Due Date	Time Required	Course Status
Common Illness Prevention (Full Course)	--		13 minutes	Completed
Coronavirus: Cleaning and Disinfecting Your Workplace (Full Course)	--		10 minutes	Completed
Coronavirus: Managing Stress and Anxiety (Full Course)	--		12 minutes	Completed
Coronavirus: Preparing Your Household (Full Course)	--		9 minutes	Completed
Indoor Air Quality Awareness (Full Course)	--		22 minutes	Completed
Stress Management (Full Course)	--		31 minutes	Completed

Facilities has provided to the VP for Business & Finance a proposed “Supply Plan” to maintain the University and its personnel for one year with various products to combat the COVID-19 virus that includes everything from PPE (gloves and washable face coverings), office pump sanitizers, wipes to be dispersed throughout all the _83_ departments, to more added corridor and bldg. entrance dispensers and IR thermometers to check employees temperatures at the start of their work day. Additionally spray disinfectant of 9 parts water and 1 part bleach will continue to be available for use at the department areas. Each classroom or conference room will be provided with a disinfection product. Replenishment of these supplies can be done by calling ext. 6400, the Facilities Help Desk to request a resupply. Facilities has two hospital grade fog/misters machines to maximize disinfecting of large areas in buildings. These “misters” will be used in the locker rooms at the Capital Center and as needed in other large gathering spaces.

Facilities is following:

Ohio’s Safe Business Practices for Getting Back to Work includes:

- **Require face coverings**
- **Conduct daily health assessment**
- **Maintain good hygiene**
- **Clean and sanitize**
- **Limit capacity to meet social distancing guidelines (this signage should go up in all departments and can be downloaded from coronavirus.ohio.gov)**

COVID-19 Information and Checklist for Businesses/Employers

Protecting Against COVID-19

Ohio agencies and officials have implemented several policies to help businesses negatively impacted by the COVID-19 epidemic.

A Stay Safe Ohio order signed April 30 by Ohio Department of Health Director Amy Acton, M.D., MPH, to lifts some of the mandatory requirements needed to help prevent the spread of COVID-19 by allowing some businesses to reopen and establishing new workplace requirements. General guidance is found below. Specific guidance for certain sectors is available.

Dr. Acton has ordered employers to:

- Comply with state regulations on facial coverings.
 - Allow customers, visitors, vendors, and other visitors to wear face coverings except for certain documented legal, life, health, safety, or security considerations.
 - Require all employees to wear face coverings unless they are prohibited by law or regulation; in violation of documented industry standards; not advisable for health reasons; in violation of the business's documented safety policies; or there is a functional/practical reason not to wear one. They also are not required for employees who work alone in an assigned work area.
- Comply with social distancing requirements of the U.S. Centers for Disease Control and Prevention and Ohio Department of Health, including, where possible:
 - Designating 6-foot distances with signage, tape, or other means to allow for adequate social distancing between employees. This also applies to customers in lines.
 - Having hand sanitizer and sanitizing products readily available for employees and any customers.
 - Establishing separate operating hours for elderly and other vulnerable populations.

- Posting online whether a facility is open and how best to reach the facility and continue services by phone or in another remote manner.
- Encourage as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.

If employees do report to workplaces:

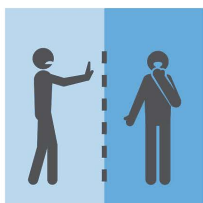
- Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath).
- Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- Reinforce key messages — stay home when sick, use cough and sneeze etiquette, and practice hand hygiene — to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

Updated May 1, 2020.

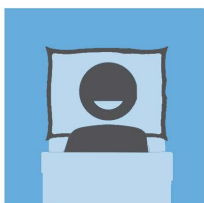
COVID-19/FLU PREVENTION



STAY HOME
WHEN YOU ARE
SICK



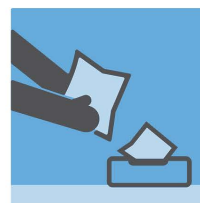
AVOID CONTACT
WITH PEOPLE
WHO ARE SICK



GET ADEQUATE SLEEP
AND EAT WELL-
BALANCED
MEALS



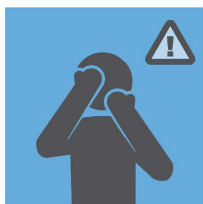
WASH HANDS OFTEN
WITH WATER AND SOAP
(20 SECONDS
OR LONGER)



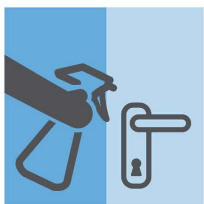
DRY HANDS WITH
A CLEAN TOWEL
OR AIR DRY
YOUR HANDS



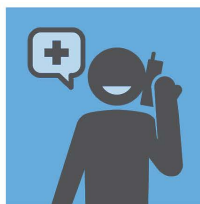
COVER YOUR MOUTH
WITH A TISSUE OR
SLEEVE WHEN
COUGHING OR SNEEZING



AVOID TOUCHING
YOUR EYES, NOSE,
OR MOUTH WITH
UNWASHED HANDS
OR AFTER
TOUCHING SURFACES



CLEAN AND DISINFECT
"HIGH-TOUCH"
SURFACES OFTEN



CALL BEFORE VISITING
YOUR DOCTOR



PRACTICE GOOD
HYGIENE HABITS

CLEAN ALL "HIGH-TOUCH" SURFACES EVERY DAY

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use sanitizing cleaning spray or wipe according to the label instructions.

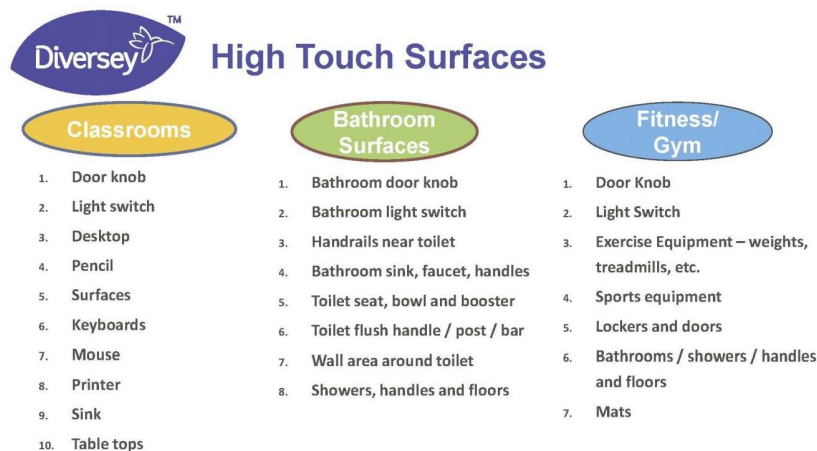
CDC recommended guidelines to assist in the work place

- **COVID-19 Antibody Testing**
- **Temperature Screening - Non-touch IR Thermometers**
- **Thermal Imaging Temperature Screening Cameras**
- **Record of COVID-19 Health Screening**
- **Personal Protective Equipment**

Housekeeping:

Atalian Global Services employees continue to do disinfecting of touch points during this low period of occupancy in our buildings. The vacated residence halls and neighborhood “homes” and apartments are being detailed cleaned and corrective maintenance repairs done. Once inspected and activity has ceased the rooms, apartments, and houses are to be locked and blue painters tape will be applied between the door and frame near the outside handle to identify that it has been detailed cleaned, virus free, and sealed. Attention to classrooms and offices being used more consistently during this period are identified with signage by the occupants and are given added disinfecting. Sign off sheets are still in effect and spot-checked by managers. All Classrooms and labs have been detailed disinfected and will have chairs or stools on top of the tabletops to signify that, for now.

Our new housekeeping provider, WFF, starts July 1, and is to provide to the University a campuses wide disinfecting plan. WFF only works with universities and will share their wealth of knowledge in process development to manage and train for this type of crisis. This “Readiness Plan” will encompass the schedule on disinfecting based on the type of building use, its occupancy, products and equipment to be used, use of quality control, and employee training received. Of note, residence halls (RH’s) and Capital Canter will be cleaned and disinfected differently to include the CDC’s recommended increase in number of times done daily and in the case of our RH’s above both cleaning and disinfecting 7 days a week. That plan is to be ready for Facilities review in early June.



The infographic features the Diversey logo at the top left, followed by the title "High Touch Surfaces". Below the title are three colored ovals representing different facility types: a yellow oval for "Classrooms", a green oval for "Bathroom Surfaces", and a blue oval for "Fitness/ Gym". Each oval is followed by a numbered list of high-touch surfaces to be disinfected.

Classrooms	Bathroom Surfaces	Fitness/ Gym
1. Door knob	1. Bathroom door knob	1. Door Knob
2. Light switch	2. Bathroom light switch	2. Light Switch
3. Desktop	3. Handrails near toilet	3. Exercise Equipment – weights, treadmills, etc.
4. Pencil	4. Bathroom sink, faucet, handles	4. Sports equipment
5. Surfaces	5. Toilet seat, bowl and booster	5. Lockers and doors
6. Keyboards	6. Toilet flush handle / post / bar	6. Bathrooms / showers / handles and floors
7. Mouse	7. Wall area around toilet	7. Mats
8. Printer	8. Showers, handles and floors	
9. Sink		
10. Table tops		



School High Touch Surfaces



High Touch Surfaces

- Athletic Equipment
- Copier/Printer
- Hard Surface Benches/Chairs
- Door Handle / Light Switch
- Keyboard / Mouse
- Locker Exterior
- Railings
- Pencil Sharpener
- Desk & Table Tops
- Telephone
- Sink / Toilet Flush Handle

For kitchens and restrooms, follow standard operating procedures

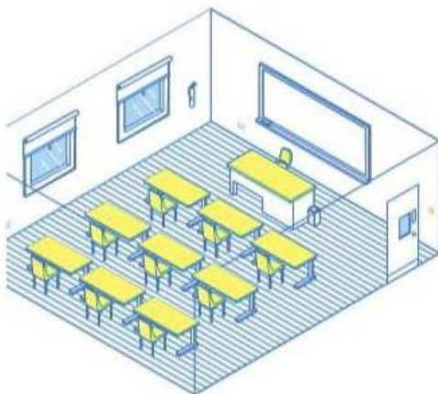
Questions: 1-800-558-2332

Always wear personal protective equipment.

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Classroom High Touch Surfaces



- Desk Top
 - Door Handle
 - Light Switch
 - Pencil Sharpener
 - All Surfaces
 - Keyboard
 - Mouse
 - Copier/Printer
 - Sink
- High Touch Surfaces

Questions: 1-800-558-2332

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Fitness Centers and Dining Services are not to be a part of the WFF plan. This needs to be addressed though on how these are to be treated and by whom. Currently, Facilities does not do the disinfecting of the fitness equipment since the user was the responsible party. The detailed cleaning of the equipment was being performed by student worker.

In the future Housekeeping support during the Academic Year will go transition to the “Day” shift, and two “small” second shift and providing services up to 11:00 PM Monday thru Friday. An adjusted cleaning and disinfecting schedule will occur for the weekends except for the Student Union, and the traditional residence halls (Cotterman, Saylor Achermann, Schaaf and Lohman). Housekeeping is to be always on call after hours. Housekeeping cleaning is still weekly for “central” office suites. Cleaning of common spaces, classrooms, labs, conference rooms, restrooms, reception areas, student service offices, chapels and entrances for all the buildings will continue daily. Office suites weekly. Due to the sensitivity of entering individual offices, sanitizing and cleaning will only be done upon request. Throughout each building, Housekeeping will still be heavily focused on cleaning restrooms and disinfecting all touch points, including doors, door handles restroom fixtures, light switches, surfaces, handrails, hand dryers, push plates in our buildings being used. Trash and recycle will be centralized in all buildings. Containers will be in corridors & common areas and picked up by housekeeping. This will reduce activities in spaces.

WFF will introduce a new Virus cleaning application / product that kills on contact - Penetrixx. Capital’s Director of Facilities early on during the start of this outbreak attended a national webex where the Facilities Manager at New Rochell, one of the first hot zones, successfully implemented this product in his District Schools. This product places a protective layer on hard surfaces that any virus or bacteria that comes into contact immediately dies. It requires abrasion to remove Penetrexx. Ohio State University as well as the WFF universities of University of Tulsa and Hanover College will also be applying this product and many others want it. The introduction of this application will not require **continuous** disinfection by Housekeepers in the teaching, conference and study rooms. WFF will be using this product in those spaces. We will be using misters to apply this product during a third shift. The product is applied every 30 days. Facilities has included this in the Supply Plan and will be a part of the WFF Readiness Response Plan.



Penetrexx

Active antimicrobial molecule "spike" impales single-cell bacteria, destroying it on contact. Up to 30 days of durable protection for long lasting protection forming a permanent bond with surfaces. In a recent hospital study Penetrexx outperformed the leading competition by more than 3 to 1, in head to head ATP counts.



EPA REG. 92057-3

FEATURES

- Protective barrier reduces the risk of cross contamination on all surfaces including high touch, high risk surfaces
- Environmentally friendly, non-toxic/non leaching hypoallergenic antimicrobial technology
- Forms durable shield on treated surfaces, providing freshness and protection between cleanings
- Reduces risk of cross contamination in areas where applications have been performed
- Provides freshness and protection between cleanings
- Cured treatments remain effective in the presence of harsh cleaning chemicals, like bleach...

INDUSTRY SERVED

- Athletics
- Education
- Child Care
- First Responders
- Food Service
- Health Care
- Hospitality
- Senior Living
- Spa
- And much more...

PRODUCT CODE	SIZE
APT32OZPG	32 OZ CLEAR SPRAY BOTTLE
APT1GLJG	1 GALLON JUG
APT5GLPL	5 GALLON BUCKET
APT55GL	55 GALLON DRUM
APT275GL	275 GALLON TOTE

PTX02012018

Antimicrobial Solutions

Email: info@antimicrobial-solutions.com

Phone: (855) 335-5400

Signage:

Facilities made or ordered from an outside vendor signage will need to be installed for stairway directions in various buildings (CDC suggests that one set of stairs should only be used to go up and another always down), handwashing in restrooms, elevator usage requirements (face protection), and installation of vinyl "feet" or floor notice signage in select areas. These will identify on the ground social distancing and State of Ohio or CDC hygiene information. The "Grounds", One Main Café, Financial Aid, many Reception Stations around the campuses, etc. are candidates for floor signage. Facilities has ordered or has example items from Seton Signs or taken from CDC and the Ohio COVID-19 websites. Marketing should assist in the education program and possibly tailoring signage to Capital specific designs.

Access:

IT and Campus Safety continue to share weekly access information to assist Facilities in understanding the number of employees or students in buildings and times to target areas requiring heavier concertation for disinfecting. An example of the Bldg Access Report:

Building Entry Reports, Week Previous

based on data provided by IT, badge access readers.

Date --->	Week ending 11-Apr			Week ending 4-Apr			Week ending 28-Mar		
	Person		EPP	Person		EPP	Person		EPP
	s	Events		s	Events		s	Events	
Admissions	12	22	1.8	7	8	1.1	10	16	1.6
Battelle	57	233	4.1	49	403	8.2	56	268	4.8
Blackmore	29	231	8.0	37	271	7.3	83	302	3.6

Building Maintenance:

Maintenance will continue to make rounds to ensue infrastructure conditions are checked including now the “gallery”. This occurs daily thru all campus buildings prior to doing GMT’s PM’s, projects or Work Requests. The “gallery should also be checked daily by Campus Safety.

Facilities Maintenance is installing Plexiglas barriers at:

<u>Building</u>	<u>Location</u>	<u>Quantity</u>	<u>Size</u>	<u>Special Requirements</u>	<u>Contact</u>
Admission	Front Desk	1			Garien Hudson
Yochum	Financial Aid				
Yochum	Registrar - front counter	1			Brent Koerber
Yochum	Registrar - rear small counters	2			Brent Koerber
Yochum	Student Accounts Office 103	1			Jeff Cisco
Blackmore Library	Circulation / IT Help Desk	7			Matthew Cook, Rob Ahern
Blackmore Library	Academic Success - Reception Desk	1			Bruce Epps
Blackmore Library	Academic Success - Rectangular Tables				Bruce Epps
Blackmore Library	Academic Success - Triangular Tables				Bruce Epps
Blackmore Library	Academic Success - Round Tables				Bruce Epps
Capital Center	Information Desk	1			Dustin Rudegear
Capital Center	Ticket Table	1			Dustin Rudegear
Capital Center	Weight Room Student Desk	1			Dustin Rudegear
Capital Center	Athletic Training Room - Front Desk	1			Dustin Rudegear
Capital Center	Athletic Office - Front Desk	1			Dustin Rudegear
Law School	Security Check-in Desk				Tim Krock
Law School	IT Help Desk				Tim Krock
Law School	OPD Office				Tim Krock
Law School	Registrar / Financial Aid	2			Brent Koerber, John Brown
Law School	Library Circulation Desk				Tim Krock
Trinity	Information Desk	1			TJ Carpenter, Kit Kleinhans
Trinity	Library Circulation Desk	1			Elli Cucksey, Kit Kleinhans
Trinity	Pulpits, Lecterns, Music Stands	3	24" x 24"		Drew Tucker, Kit Kleinhans
Student Union	Res Life				
Student Union	SCE				
Ruff LC	Disability Service	2			Kim Black

Heating, Ventilation, and Air Conditioning (HVAC)

We have increased with outside air into buildings that have air heading in order to exchange the air as much as possible capacity:

6 Air Handling Units (AHU) Cap Center

5 AHU Trinity Academic

1 AHU Battelle
1 AHU Yochum
2 AHU Student Union
2 AHU Huber Spielman
1 AHU Schaff South
8 AHU Con of Music
2 AHU Blackmore Library
2 AHU College Ave.
2 AHU CMC
2 AHU Troutman With 11 Fan Coil Units

(note: buildings not listed do not have AHU's and have **operable** windows)

Indoor Air Quality:

Per ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) facilities has been maximizing the exchange of fresh air in all Bexley and Columbus buildings that have air-handling units. ASHRAE is the national authority for Mechanical Engineering and Facilities concerning Heating Ventilation Air Conditioning (HVAC) inclusive of the issues on Indoor Air Quality (IAQ) and HVAC maintenance.

With the temperatures being what they are, we have been able to run up to 80% fresh air into our buildings. Facilities is keeping a close eye on the humidity levels to insure we do not overload the building with high humidity and create other types of problems. Our new Building Automation Systems assists us in controlling air dampers and the amounts of outside air that come into our buildings.

Facilities management works diligently to make sure we are changing out our air filters through out all of our buildings using our DUDE software preventative maintenance program. We ran a trial fan coil cleaning product in Schaaf last summer and will be implementing this coil cleaning program throughout our campuses this summer. This is an extra step we are adding to our air quality program which helps insure we are doing our best at creating a healthy work and learning environment throughout our campus's.

Our PM program is broken down into two different categories for filter changes. We have Quarterly and Semi-annual depending on the system and filters. Our quarterly PM is for changing out all standard and pre-filters for Air Handler Units, Roof top units and Fan coil units. The semi-annual PM is for the larger main filters in air handling units.

We order filter replacements as part of our DUDE Filter PM schedule/program for the Air Handlers in particular. Fan Coils filters in the spaces are done also per our DUDE PM schedule

quarterly. We did a beta test of coil cleaning in Schaaf Hall last summer and those results and that product will be implemented for room fan coil devices throughout the two campuses (to reduce moisture).

The Second ASHRAE attachment is the checklist we work thru concerning IAQ and in particular virus mitigation. COVID -19 is not an aerosol but droplets and so it is not an issue of the droplets flowing into the ventilation system. The “virus” are in the form of droplets of anywhere from 5 to 10 microns, primarily transmitted in the form of respiratory droplets thru close personal contact and space density (need for physical distancing). These heavy virus particles “drop” onto surfaces. Our current filters were designed in ASHRAE virus / bacteria standards to capture particulates. We will change pre filters more often since adding more outside air into the buildings who have AHU’s. This is due to an increase of particulates coming in from the outside.

Check List for School IAQ Operations

- ✓ Maintain indoor carbon dioxide (CO₂) between 800 and 1,000 parts per million (ppm).
- ✓ Install both fresh air supply and exhaust ventilation systems in occupied areas.
- ✓ Avoid recirculating previously exhausted contaminants when ventilating.
- ✓ Ensure adequate make-up air in boilers to minimize backfires and carbon monoxide (CO) contamination.
- ✓ Maintain indoor air relative humidity (RH) below 70 percent.
- ✓ Maintain indoor air temperature at comfortable levels (68-72°F when the room is being heated and 70-78°F when the room is being cooled).
- ✓ Change filters and clean drip pans according to manufacturer’s instructions. (Filters in high-pollution areas may require more frequent service.)
- ✓ Ventilate occupied areas at a minimum rate of 15 cubic feet per minute per person (cfm/p).

School Facilities Maintenance Task Force National Forum on Education Statistics and the Association of School Business Officials International (ASBO*) Sponsored by the National Center for Education Statistics and the National Cooperative Education Statistics System February 2003 PLANNING GUIDE FOR MAINTAINING SCHOOL FACILITIES
CHAPTER 4: PROVIDING A SAFE ENVIRONMENT FOR LEARNING



Facilities will be deactivating all water fountains shortly due to non-use causing the lack of circulation of water thru those pipes. A “DUDE” WR will be created very shortly on this. We have also contacted our point of contact at Franklin County Health on water management to determine the duration and timing in the exercise of faucets, showers, tubs and toilets that now do not have allot of use. That work request in “Dude” has been created to ensure hot and cold water lines are kept fresh.

Annual Expense for COVID 19 throughout Capital University

Hand sanitizer dispensers for public area- 100 dispensers X \$67= **\$6,700/year**

Disinfectant wipes for conference areas and computer stations- 408 X \$72= **\$29,379/year**
Pump bottles sanitizer- 110 gal X \$32= **\$3,520/year**
Face Coverings for all staff and faculty (does not include adjunct faculty) 2 washable masks per person- 1000 X \$5= **\$5,000/year**
Thermal Thermometers, 1 per department (does not include Res life needs)- 83 X \$90= **\$7,470**
Monthly treatment with Penetrex (30 day virus kill contact surfaces) - 9 X \$3700= **\$33,300/year**
Signage: educational, directional, instructional- **\$3,700**
Disinfectant sets for offices, 500 sets that includes, hand sanitizer pump and disinfectant spray- **\$7,000/year**
Sub Total expense for the year- \$ 96,069

Gloves, average per person per year- **\$250** only for Facilities and CUPD **\$11,250/year**
Flexi glass barriers, **average per item- \$100** approximate/possible 30 spaces thru out the campus **\$3,000**
Materials for Flexi glass barriers, average per item- **\$100**
Antibacterial soap, already in supply budget- \$5,645/year we should expect increase in usage by **25% add \$1500**

Total expense for the year- \$111,819

Note: add the cost of 1 Disinfection Technician for 3rd shift to do the Penetrex applications in all buildings.