



COVID-19 | Interim Space Use and Modification Guidelines

PREPARED BY COLUMBIA UNIVERSITY FACILITIES & OPERATIONS
JUNE 1, 2020

PURPOSE & NEED

Columbia University is in the process of preparing for the fall 2020 semester during the COVID-19 recovery period with new established health and safety protocols for campus operations. As the University follows mitigation measures based on the guidance from the CDC that include physical distancing and limits on occupancy, a reconsideration of how space is used at Columbia's campuses is needed.

In support of the ramp-up efforts being coordinated by the Facilities & Campus Life Working Group, the following guidelines for use and assignment of space on campus are designed to assist academic, research, and administrative partners across the University in preparing academic and operational plans while COVID-19 mitigation strategies are in place. Please note that these are intended to be broad guidelines across several categories, understanding that further conversations about spaces unique and specific to your school or department may be required. These guidelines are based on best-known public health practices at the time of Phase II of New York State's reopening as provided by the CDC, NYS DOH, OSHA and other government entities to reduce the chance of a resurgence of the virus. It should be noted that the documentation upon which they are based are subject to revision as informed by updated guidance from the aforementioned governmental agencies.

RISK ASSESSMENT OVERLAYS

Conceptual plans of different space types and circulation areas that are typically in use around the University are available in a catalogue of Risk Assessment Overlays as a supplement to these Guidelines, upon request. Spaces addressed with these Guidelines include, but are not limited to:

- Administrative Offices (shared offices, open offices & workstations)
- Libraries & Study Areas
- Computer Labs / Lounges
- Classrooms and Lecture Halls (large, medium, small)
- Research Labs
- Dining Facilities & Residence Hall Common Spaces
- Fitness Facilities
- Public Thoroughfares (elevator lobbies, building entries & vestibules, reception areas, informal gathering spaces, stairways)
- Breakrooms, pantries, vending spaces, copy / printer areas
- Restrooms (public & internal)
- Other points of service or contact (e.g. transaction counters, information booths, security checkpoints)

PROPOSED GUIDELINES & RECOMMENDATIONS

WORKSPACES

1. Space Density & Risk Level Assessment

- Evaluate high and medium-risk interaction zones within your facilities notably in common areas such as conference / meeting rooms, copier / printer areas, break rooms, restrooms, reception spaces and elevator lobbies.
- Evaluate existing furniture layouts and configurations in medium to low-risk areas such as around office workstations to encourage physical distancing during working hours.
- Base temporary operational needs around maintaining a minimum 6-foot distancing between occupants or ~50 SF per person where feasible.

2. Furniture

- Avoid significant changes to existing furniture configurations however consider removal and storage of excess seating in conference rooms or reception areas to discourage gathering.
- Consider minor temporary modifications to existing furniture at high-risk areas such as reception desks or transaction counters.
- Depending on the phase of re-opening, assume one-third to one-half of open office or administrative workstations would be occupied at any one time to maintain physical distancing. Where possible, consider repurposing desks previously used on an 'as-need' or 'hoteling' basis for use by returning staff to help create additional spacing within offices.
- Unless private office space is underutilized, avoid changes to current furniture layouts. Direct in-person meetings in offices should be reduced or performed virtually.

3. Repurpose Common Use Spaces

- To maximize capacity while maintaining proper physical distancing, consider temporarily converting small or medium size conference rooms into 'hoteling' work positions, prioritizing use and assignment based on your operational need. Rooms and workspaces used for 'hoteling' will need more frequent cleaning.

4. Public Thoroughfares & Circulation

- To reduce potential high-risk interaction zones in public areas, where feasible prescribe one-way directions for corridors and staircases and identify portals to be dedicated as entrance or exit only. Facilities Planning & CPM can further support this effort by assessing compliance with building codes.
- Encourage the reduction in use of elevators and alternate use of stairs where practical.

OCCUPANTS

1. Staff Rotation & Shift Work

- Identify critical staff members who must return to work and create rotational schedules where needed that align with available (de-densified) workspace.
- Factor in critical outside consultants, clients or regular visitors to your space when evaluating your workspace density and use.
- Consider virtual or remote interface with regular visitors where feasible.
- Based on the needs and goals of the organization, consider introducing shift work either on a daily or weekly basis. Shift work would be coordinated with enhanced cleaning protocols and timeframes.
- Alternately, where feasible, consider staggering start times for staff.
- Track staff seating assignments where practical.



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2. Guests & Deliveries

- Establish a notifications protocol for greeting outside guests.
- Identify remote location with the facility or individual suite for delivery and pickup of packages.
- Ensure there is a protocol in place that allows distancing for individuals to obtain their packages.

TECHNOLOGY & EQUIPMENT

1. Copiers & Printers

- Consider adding and spacing printers where feasible. This would require access to electrical and data outlets and require the support of your internal IT departments or CUIT.
- Encourage the reduction of unnecessary printing and copying where feasible.
- Disconnect or remove high-touch, frequently used or shared equipment from computer lounges where still in use.

2. Video Conferencing

- Continue to leverage technologies used during remote work conditions where possible, including video teleconferencing.
- Consider use of other mobile technology platforms recommended and supported by CUIT.

3. Access & Room Reservations

- Consider implementing a room reservation system or other digital access platforms for use of or entry into spaces.

COMMUNICATIONS & ACCESSORIES:

1. Signage

- At points of entry and at common spaces post University-issued signs or posters reminding occupants to maintain health and safety best-practices including physical distancing.
- Post directional signage via sign stanchions or floor decals to organize pedestrian traffic flow where feasible.
- Post floor markings (decals) at queuing locations such as elevators.
- Post signage at elevators recommending maximum number of occupants and to provide priority to individuals with disabilities. Add decals on floors in elevators indicating where people should stand.

2. PPE & Cleaning

- Post signage at points of entry noting requirements for wearing masks & social distancing.
- Post hand hygiene / sanitizing product at point of entry.
- Coordinate with Campus Operations custodial team on locations requiring enhanced cleaning.
- Consider implementing a clean-desk policy where non-essential items are stored to allow for more comprehensive cleaning of individual work surfaces.

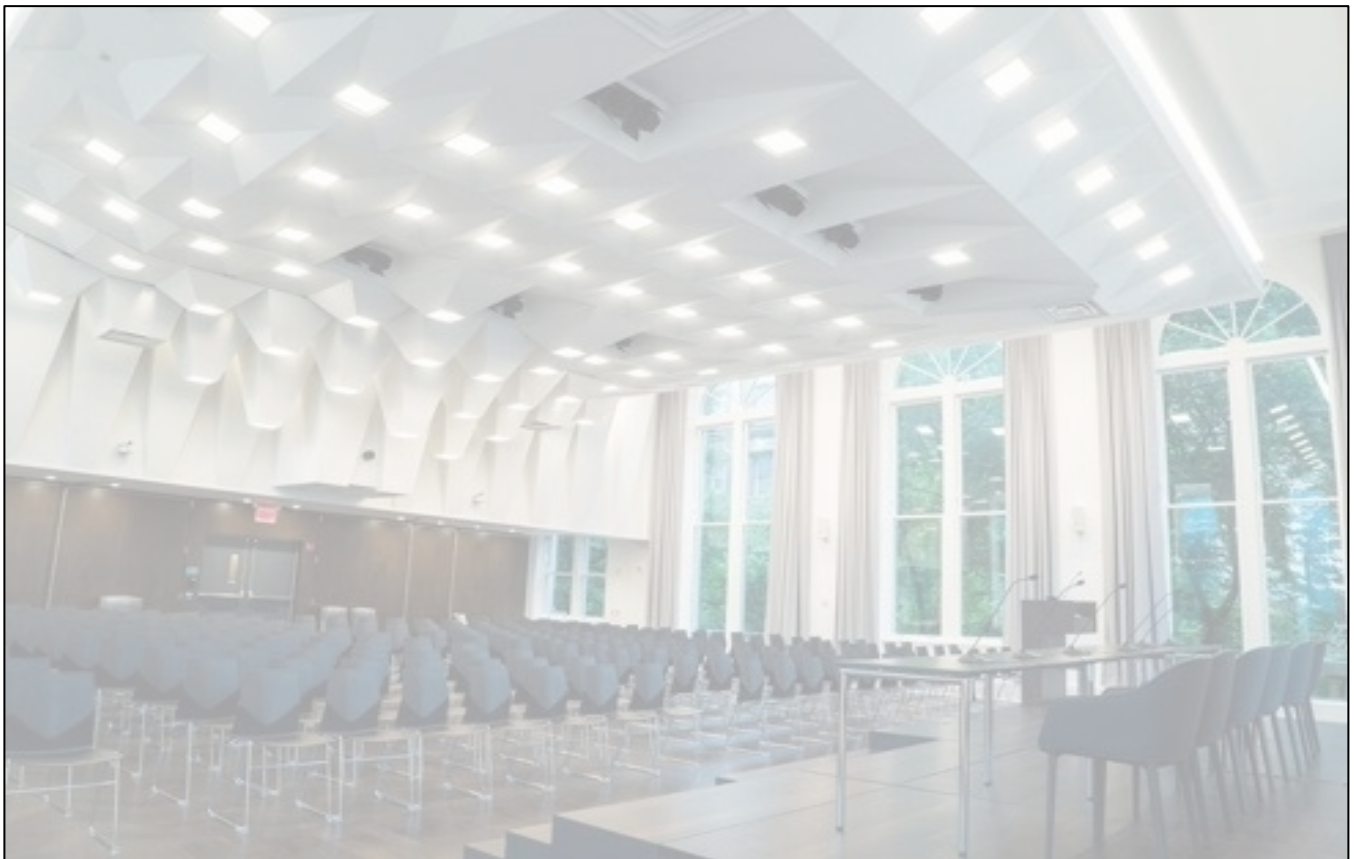
FACILITY ASSESSMENTS:

Because the University is comprised of a wide variety of facilities and spaces tailored to support the academic and operational needs of your respective schools and departments, we recognize that often 'one size does not fit all'. The Facilities Planning & Capital Project Management group (CPM) is prepared to assist our academic, athletic and administrative partners across the University with assessments of your specific facilities and workspaces in support of your ongoing efforts to prepare updated academic and operational plans. Our assessments would include confirmation that proposed temporary changes not only follow new health and safety protocols, but also are flexible, maintainable and code compliant.

As part of this effort we would prepare a Playbook that would include a functional risk assessment plan overlay for your assigned spaces, and also include a customized and comprehensive scope of work (SOW) to help organize and facilitate recommended changes where needed. The SOW might include minor modifications to, or relocation and storage of existing furniture, the addition of signage or queuing decals, the addition or temporary relocation of copiers and printers, etc.

The Playbook would be organized around and follow the guidelines presented in this document and is intended to be a framework that will allow us to organize and track activities including work assignments, and also track potential, if minimal, costs.

After the University returns to partial activity, Facilities Planning & CPM will continue to work with our client-partners to assess the effectiveness of initial interventions and recommend adjustments that best align with actual use as well as the updated academic and operational plans of your school or department.



Facility Assessment Protocol

Supplement to the Interim Space Use and Modification Guidelines

PREPARED BY COLUMBIA UNIVERSITY FACILITIES & OPERATIONS

PURPOSE & NEED

In support of our University partner-clients' efforts to prepare modified academic, research, administrative and associated operational plans in response to the COVID-19 conditions, CUFO's Planning & CPM group in coordination with Campus Operations is available to provide an assessment of your proposed facility modifications in advance of the approaching fall semester.

The assessment will result in a simple but comprehensive Playbook that will capture and itemize the proposed scope of work (SOW), track the status and cost. The Playbook will follow the Interim Space Use and Modification Guidelines, assess code-compliance where required and confirm that proposed changes are flexible, maintainable and can be returned to original form with minimal effort and cost. The document also can be used by supporting stakeholders such as CUIT and Public Safety where applicable.

PROCESS

The following process is set up to help facilitate the planning and implementation of your proposed facility modifications based on the submitted Guidelines and your ongoing academic and operational planning:

STEP 1: INITIATION & INFO GATHERING

- A. **Project Request & Assignment:** Submit a Project Request Form (link included) which will allow supporting CUFO units to centrally track the requested modifications for your School or Department. CUFO will assign a CPM Director and Project Manager who will act as the team lead and coordinate the facility assessment and prepare the corresponding Playbook.
- B. **Review Meetings:** CPM's project manager will coordinate review meetings (virtual and / or in situ) with your school or department's representative(s) and the Campus Operations building representative to review the Guidelines, your needs and proposed modifications.

STEP 2: PLANNING & SCOPE CONFIRMATION

- A. **Playbook:** Working with our colleagues in Campus Operations, Planning and other relevant stakeholders, CPM's project manager will prepare and submit for a Playbook that includes all proposed scope of work.

STEP 3: APPROVALS & IMPLEMENTATION

- A. **Approvals:** The Playbook will be issued to our clients for final review and approvals.
- B. **Implementation:** Once approved, CPM's project manager will set up a project account, finalize work assignments and coordinate stakeholders to manage the procurement and implementation of the work itemized in the Playbook.

ADDITIONAL SUPPORT

PLANNING & SPACE INFORMATION

Lead by Gene Villalobos, our Planning team will coordinate and collaborate with CPM's assigned Project Manager to provide plan layouts to help our clients visualize proposed reductions in the functional occupancy of their spaces via seat reduction plans. And where requested, the Planning team also can provide circulation diagrams for public spaces and thoroughfares as well as risk assessment overlays. All planning models presented will follow the distancing standards included in the Guidelines.

DESIGN & COMPLIANCE

Lead by Janet Grapengeter, Design & Compliance will support CPM's assigned Project Manager to assess whether proposed facility modifications are compliant with code as well as design requirements and best practices. Design & Compliance also will help coordinate the distribution of work to our contracted furniture vendors (Empire & Waldners) and assess the appropriateness of modifications to existing furniture.

ATTACHMENTS

Sample Playbook Template

LINKS

Project Request Form:

<https://apps.cuf.columbia.edu/project/>