

These guidelines and checklists are to be used by Clemson University employees to ensure proper space management strategies are implemented to slow the spread of COVID-19 across all University properties. While every space is unique, it is important these strategies are implemented consistently.

## Table of Contents

AREAS OF RESPONSIBILITY: .....	1
OVERARCHING GUIDANCE: .....	1
ROLE-SPECIFIC CHECKLISTS AND GUIDANCE.....	3
<i>Facilities Personnel in Common Areas on Main Campus.....</i>	3
<i>Building Security Coordinators in Common Areas:.....</i>	3
<i>Building Security Coordinators (Classrooms) and Principal Investigators (Lab and Research Areas): .....</i>	4
<i>Individual Departments in Offices, Cubicles, Breakrooms and Conference Rooms:.....</i>	5
<i>Individual Departments with Retail Areas, Food Service, Athletic and Fitness Facilities .....</i>	6

## AREAS OF RESPONSIBILITY:

- **Building Security Coordinators** will implement these guidelines for common areas such as building entrances and exits, hallways, stairwells, classrooms, reception and waiting areas.
- **Principal Investigators** are responsible for the implementation of these guidelines within lab spaces.
- **Individual Departments** will identify appropriate personnel within the department (chair, office manager, etc.) who will implement these guidelines for any areas under their direct purview; such as reception/waiting areas, testing centers, offices, cubicle spaces, breakrooms, and shipping and receiving areas. Some individual departments may also be responsible for retail areas, food service, athletic and fitness facilities and other specialty areas.

## OVERARCHING GUIDANCE:

- Physical Distancing: 6 feet of physical distance (i.e.space) should be maintained between all persons when possible.
- Modified Room Capacity: The normal room and area occupant load will be reduced in most cases to maintain physical distancing.
  - For common areas, an estimate of the number of people permitted can be determined by dividing the usable (net) square footage by 113. For example, a 600 square foot area can have 5 people present. (Calculation:  $600 \div 113 = 5.3$ ).
    - Mark and tape off furniture as appropriate to maintain physical distancing. Unused furniture can be moved when possible.
    - Fixed furniture has been mapped in auditoriums. Use designated seats only.
    - For classrooms without fixed furniture - use 30 net square feet per person.

- For research labs and other research spaces - use 150 net square feet per person.
- Elevator occupant load is 2 people unless you are traveling as part of the same quarantine group.
- For questions related to space management, contact Stella Garber, [stellam@clemson.edu](mailto:stellam@clemson.edu).
- Building Access: Until further notice, only approved Clemson University employees will be permitted to access Clemson University facilities. When normal door locking and unlocking schedules are resumed, users will be notified.
- Signage: Signage is available for employees to download on the [COVID-19 website](#) and to print to office computers. More permanent signage will be available for on-demand printing at a later date.
- Standardized Foot Traffic Direction: To minimize confusion and to maintain optimum physical distancing, foot traffic will be standardized as much as possible.
  - Use situational awareness to avoid close interaction. Avoid bunching at doorways.
  - Keep to your right in hallways and when using the stairs.
  - Where hallways are less than six feet, modifications may be made to provide one-way travel.
  - Contact the Building Code Official at [fchambe@clemson.edu](mailto:fchambe@clemson.edu) whenever attempting to establish one-way passages.
- People Density: To maintain physical distancing, individuals arriving first to any area should occupy the front of the space. The space should fill from the front to the back, and individuals at the back of the space should exit first.
- Avoid shared contact points:
  - Add no-touch payment options wherever transactions are processed.
  - Use bottle fillers instead of water fountains.
- Fire Marshal and Building Official Approval: Adjustments to door hardware, plexiglass barrier installation, space closures, one-way halls and stairs require approval. Forward all requests to [FACILITIES\\_WOREQ-L@LISTS.CLEMSON.EDU](mailto:FACILITIES_WOREQ-L@LISTS.CLEMSON.EDU) or call 864-656-2186.
- Disinfection: Every member of the University's community has a joint responsibility for sanitation in work areas. Facilities' custodial staff will clean and disinfect common areas to reduce the spread of pathogens via frequently touched surfaces. However, it is impossible for custodial staff to perform these functions alone. Departments and individuals should plan for cleaning in their own work areas and break rooms and plan for when they must use shared resources.

## ROLE-SPECIFIC CHECKLISTS AND GUIDANCE

### FACILITIES PERSONNEL IN COMMON AREAS ON MAIN CAMPUS

*Custodial contract managers at non-main campus locations should either add these items to their contracts, or update the checklist for other individuals to complete these items.*

Facilities personnel will provide enhanced cleaning of the following areas/items (between 4:45 a.m. and 12:45 p.m.):

- Common Areas: Tabletops, countertops, trash and recycling, hallway furniture and water control handles. Trash cans will be moved to building exits.
- Restrooms: Stall door push/pull areas, water control, toilet seats, toilet paper dispenser covers, paper towel dispense covers, soap dispenser levers, sanitary napkin covers, ADA handrails, furniture arms, light switches and lids of recycling bins. Trash bins will be moved next to bathroom exits.
- Frequently Touched Items: Door handles/keypads, push plates, elevator control buttons, water fountain buttons/handles/push bars, light switches/controls, shared copiers and printers, water cooler dispenser taps and lid/controls panels.

Facilities personnel will also **post the following signage**:

- Do not drink from fountain.
- Elevator occupancy restriction.
- Stop the Spread.
- Wash your hands.

### BUILDING SECURITY COORDINATORS IN COMMON AREAS:

**Post the following signage:**

- ☐ Do Not Congregate.
- ☐ Leave Seat Vacant.
- ☐ Line Starts Here.
- ☐ Maximum Number.
- ☐ Physical Distancing.
- ☐ Stand Here (Queuing lines).
- ☐ Stay Home if Sick.
- ☐ Stop the Spread.
- ☐ Wear Mask, Stop Germs.
- ☐ One Way, Enter, Exit, Arrow (if applicable).

**Install screening at reception desks and other customer interaction areas:**

- ☐ Freestanding guards can be obtained by contacting [Ask Procurement](#).
- ☐ A more permanent installation may be warranted for larger counters. Contact University Facilities at 864-656-2186 or enter a service request at [cufacilities.sites.clemson.edu/](https://cufacilities.sites.clemson.edu/).
- ☐ Add no-touch payment options if transactions are processed at your location.

**Remove or redistribute furniture to ensure 6' social distancing.**

- ☐ Keep waiting room furniture to a minimum.

**BUILDING SECURITY COORDINATORS (CLASSROOMS) AND PRINCIPAL INVESTIGATORS (LAB AND RESEARCH AREAS):**

**Manage the following items:**

- ☐ Separate seating to maintain a minimum of 3 foot radius per person resulting in 6' spacing between occupants.
- ☐ Designate fixed seating by taping off chairs.
- ☐ Remove/redistribute/tape off seating to accomplish physical distancing.
- ☐ Stagger workstations and lab benches.
- ☐ Install screening: In classrooms with limited space, request plexiglass screens at lectern to allow for lip reading for those with hearing loss.
- ☐ Minimize the number of shared stations and printers in computer labs.
- ☐ Remove commonly shared items such as dry-erase markers, erasers, etc.
- ☐ Install keyboard covers to protect electronic equipment from cleansers used during routine cleaning.

**Post the following signage:**

- ☐ Enter Room Front to Back, Exit Room Back to Front.
- ☐ Max Number.
- ☐ Leave Seat Vacant.
- ☐ Masks are Required.

**INDIVIDUAL DEPARTMENTS IN OFFICES, CUBICLES, BREAKROOMS AND CONFERENCE ROOMS:**

**Manage the following items:**

- ☐ Employees, especially those with shared workspaces, should take responsibility for disinfecting their desk surface, keyboard, telephone and other items.
- ☐ Disinfect commonly touched surfaces such as appliance handles.
- ☐ Separate seating to maintain a minimum of 3 feet radius per person resulting in 6' spacing between occupants.
- ☐ Remove chairs or install dividers if office size is insufficient and cannot support physical distancing. Convert common areas by movable furniture when possible.
- ☐ Instruct office visitors to maintain physical distancing, wear a mask and reduce number of in-office conversations.
- ☐ Add no-touch payment options if transactions are processed at your location.
- ☐ Remove or tape off commonly shared items such as dry-erase markers, erasers, utensils, etc.
- ☐ Install keyboard covers on common area keyboards to protect electronic equipment from cleansers used during routine cleaning.

**Provide the following:**

- ☐ Cleaning and sanitizing materials and service as needed.

## INDIVIDUAL DEPARTMENTS WITH RETAIL AREAS, FOOD SERVICE, ATHLETIC AND FITNESS FACILITIES

### Manage the following items:

- ☐ Disinfect each area per their specific needs.
- ☐ Add no-touch payment options.
- ☐ Designate queuing lines and reduce seating.
- ☐ Rearrange equipment to maintain social distancing. Remove or tape off shared food service items (coffee makers, ice makers, etc.)
- ☐ **Seating** shall be separated with a minimum of three feet radius per person resulting in six foot spacing between occupants. In general, allow no more than one person for every 113 square feet.

For questions related to space management, contact Stella Garber,  
[stellam@clemson.edu](mailto:stellam@clemson.edu).

### Post the following signage:

- ☐ Do Not Congregate
- ☐ Leave Seat Vacant
- ☐ Line Starts Here
- ☐ Maximum Number
- ☐ Physical Distancing
- ☐ Stand Here (Queuing lines)
- ☐ Stay Home if Sick
- ☐ Stop the Spread
- ☐ Wear Mask, Stop Germs
- ☐ Clean and disinfect (coolers)
- ☐ One Way, Enter, Exit, Arrow (if applicable)

### Provide the following:

- ☐ Cleaning and sanitizing materials and service as needed.