DIVISION OF BUSINESS & FINANCIAL AFFAIRS
COVID-19 BRIEFING

March 19, 2020
Unit: Facilities Services
Prepared by: Staff

ACTION:
Develop campus-wide plan to most effectively manage the physical assets of the university given the decision to move toward a virtual teaching environment with limited staff on-campus.

BACKGROUND AND POLICY ISSUE(S):
Effective the week of March 16, 2020, CSUCI moved to a virtual teaching environment and began the preparation to move instruction to on-line delivery with some minor exceptions (labs, etc.). This has presented the opportunity to evaluate how the campus is managing these physical assets with some buildings being occupied by only a few staff. These opportunities include reducing the cost of operating the facilities (heating and cooling), day-to-day custodial services, lighting, etc.

In addition, with the impacts of COVID-19, custodial staff have been reduced by one-third and the expectation is that the operation may be hit by additional reductions in staffing as the pandemic continues to unfold in the region.

Safety and security provide another layer of the reasons to evaluate plant operational activities. Most recently, in the last few days, we have experienced our vulnerability to possible thefts. In addition, sparsely occupied buildings with just a few staff do not present a safe working environment. As the pandemic extends and we see fewer and fewer staff on campus, the risk and vulnerability of our employees who are on campus increases as well.

RECOMMENDATION:
Approve concept to evaluate physical plant buildings to address concerns identified previously, including the potential to shut down complete operations for some buildings. If approved, a plan will be presented after appropriate consultation.

SUPPORTING DOCUMENTATION: See attached.

CURRENT UPDATE: See above.
SUPPLEMENTAL DOCUMENTS:

Immediate Action Plan (March 16 - March 20):

OPERATIONS

- Check this site for who designated personnel are in FS
  https://docs.google.com/spreadsheets/d/199DIT6bASKHSSUPGosrW0H_ZvEx5ef59RRA
  ng4K3Svc/edit#gid=1822981714 use the filter in 1st column and remove “none”. It will
  show you what critical functions we are supporting during virtual campus status and who is
  providing those services
- Reduce Operational Teams on campus to only those necessary to support critical
  functions.
- Implement working from home for all others.
- Let work-from-home staff get any equipment from office to enable them to work at home
- Get loaner laptops for those that need them (right now Shana, Kara, Ben, and Richard)
- Go virtual to the greatest extent possible. Primarily using Teams and Zoom.
- Develop work plans and tasking for those working at home to do
- Come up with check-ins and progress reports
- MEP Group and Central Plant (CP) to maintain critical operations of campus buildings and
  systems. They are the designated personnel.
- All state buildings switched to fresh air intake.
- MEP/CP and Carpenters to work in reactive mode – respond to trouble calls and alarms.
- Teams to perform safety checks of all mechanical rooms and critical areas on regular
  basis.
- Mechanical Team to work with Logistical Services to place orders for air filters ASAP – for
  replacing all campus building filters prior to students return.
- Lock buildings and rooms that are not in use after cleaning/disinfecting them. Get
  message out to campus to explain.
  https://docs.google.com/spreadsheets/d/1vXSDcFVfFS4FCZsG1WX2WLTjiHbmli6CScOJ
  3pifzMc/edit#gid=0
- Coordinate with AA to identify which faculty will be on campus and their locations. Having
  difficulty getting answers.
- Coordinate with AA to identify requests for lab access. Lock down labs where access is
  not required over a prolonged period of time.
- Continue with construction projects as long as precautionary measures are undertaken
  (handwashing, social distancing, etc)
- Ensure we are still watching contractors and job sites. Dan and Guy are out so will be
  done by David Carlson and Jeff Millot.
• List to be attached here of what classrooms we know will no longer be in use. We will clean those and then secure them and put up no entry sign. Raudel has list and starting on these classrooms 3/19.
• Consider security tape at doors to ensure no unauthorized entries.
• Fill out telecommute paperwork for all that apply
• Share list of designated personnel internally and externally so all are aware and we can make sure we have accountability
• Work order in Azzier for tracking of all time due to this response
• Develop list of work to be done when campus not occupied. This should be work normally done for instance over spring break.

SPRING BREAK CLEANING AND SANITIZING
Spring break cleaning schedule we normally follow; target the worst high student traffic areas first due to the limited time we have. With these special circumstances we are facing, I am hoping to implement the following plan.

• Identify occupied buildings and prioritize those building for cleaning and disinfecting daily (restrooms, break rooms common areas and door handles of spaces in use.
• Identify spaces and classrooms, break rooms, conference rooms etc. Not in use and detail, clean & disinfect, identify and close off space. (Suggest we place signs on doors to identify as such and give info on who to contact if space is entered, (disinfect again if needed). If we follow this pattern building by building, we are able for better focus our resources. I think once we get an idea which buildings we have staff we can formulate a detailed plan to submit.
• Estimated labor for tasks, as of yesterday speaking with David Carlson and Mary Laurence. They are working on a plan and implementing their internal process. It was mentioned that the Bell Tower 2nd floor classrooms would be the first area that could be a starting point.

GROUNDSC
Phase I - Immediate Action Plan

• No grounds staff utilize call back procedure as needed.
• MPP Grounds Manager to monitor campus grounds for issues

Phase II – Ongoing Maintenance Needs

• Assign minimal Grounds Team staffing to acceptable numbers per current CDC/Campus Guidance.

Phase III – Preparations to Return to Normal Operations

• Assign larger Operational Team staffing to acceptable numbers per current CDC/Campus Guidance.