

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

April 27, 2020

Unit: Facilities Services

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ACTION:

Develop criteria to determine which facilities to close or remain open during COVID-19 restrictions and a virtual campus. Recommend buildings for closure during this period.

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.). On March 19, 2020, Governor Newsome issued a stay-at-home order for all but essential services and workers. On April 9, 2020, the Ventura County Health Officer released an order with more stringent requirements. Academic Planning and Budgeting teamed with Facilities Services to re-evaluate which campus services were essential and which buildings should remain open or be closed.

RECOMMENDATION:

Approve criteria used to determine what facilities to remain open or close and the resultant list of building statuses (Deans and Faculty were provided advance notice of this on 4/13/2020).

SUPPORTING DOCUMENTATION:

- Attachment 1: "Campus Building Closure Criteria"
- Attachment 2: CSUCI Building List with status
- Attachment 3: Map of buildings indicating status
- Attachment 4: Remain open criteria (to be used for campus-wide communication)

CURRENT UPDATE: See above.

ATTACHMENT 1

Campus Building Closure Criteria

- 1. Academic Instructional Buildings - Access limited to essential and designated personnel (Napa, Smith Center, Topanga)**
 - a. Classrooms will not be used for academic instruction once virtual teaching has been implemented. Therefore, all classrooms shall be cleaned, sanitized, and sealed. Access to classrooms and office space can be provided by Deans or AVP's if an employee is deemed essential or designated.
- 2. Office Buildings - Access limited to essential and designated personnel (BT East, BT West, Madera, Sage 2nd Flr, Solano, El Dorado, Lindero, Ironwood, Ojai, Placer, Sage 1st Flr, Trinity, University)**
 - a. Buildings that are primarily for offices shall have minimal required ongoing operational demands since teaching will be done from home.
 - b. No remote instruction or other activity shall take place in campus offices or other facilities. Offices shall only be used as offices by designated employees continuing to work on campus.
 - c. When retrieving items from an office, the following protocols apply:
 - i. Employees shall only enter buildings to retrieve items from their office after they have worked through their Dean or AVP and been placed on the designated personnel list for the week of their visit.
 - ii. Facilities Services has access to the designated personnel lists and will use this information to track which offices are being accessed and if recleaning and/or resanitizing is required.
 - iii. All employees shall adhere to all social distancing requirements (6').
 - iv. Employees experiencing any signs of illness shall not attempt to access their office and should seek medical care and/or self-isolate at home as appropriate.
 - v. This protocol on accessing buildings shall continue until COVID-19 restrictions are lifted and everyone is appropriately notified.
 - d. No custodial cleaning shall be provided in private offices.
 - e. Office occupants shall self-empty trash in break room waste receptacles.
 - f. Sanitizing wipes will be available in convenient locations for each building and designated personnel shall use these wipes to sanitize all surfaces and other areas which they touch.
 - g. Designated employees shall follow all social distancing (6') requirements and take other precautions such as washing of hands, using hand sanitizer, and not touching hands to face.
- 3. Academic Instructional/Office Buildings - Access limited to essential and designated personnel (Aliso, Bell Tower, Broome, Del Norte, Malibu, Manzanita, Sierra)**

- a. Buildings that contain a combination of instructional space and faculty/support office and/or non-faculty offices or support space shall remain open if there are designated personnel working regularly there (not just visiting their office to retrieve items) and/or essential services are still being provided there.
- b. Buildings that do not have designated personnel or provide essential services shall be cleaned, sanitized, and closed.

4. Lab Buildings - Access limited to essential and designated personnel (Aliso Annex, Modoc)

- a. Buildings that have no active lab functions at this time shall be cleaned, sanitized, and closed and will not be available until restrictions are lifted. Facilities will work with Deans to assist on making this determination
- b. Labs that will conduct any operations may still continue to do so, provided that all State and County guidance is adhered to. Custodial staff shall only enter for trash service. No other custodial functions shall take place in these spaces.
- c. Sanitizing wipes will be available in each lab and users of the lab shall use these wipes to sanitize all surfaces and other areas which they touch.

**5. Student Housing & related facilities (some will be closed)
(Santa Rosa, Santa Cruz, Anacapa, Islands Cafe, Student Union, Arroyo)**

- a. A small contingent of students continue to reside in the housing villages.
- b. Buildings and/or rooms that do not have any current student usage shall be cleaned, sanitized, and closed until restrictions are lifted.
- c. Islands Cafe shall remain open to serve students remaining on campus by providing to-go meals.

**6. Physical Plant and supporting infrastructure
(Shops, Maintenance Stores, Central Plant, Yuba)**

- a. Buildings providing required services to the campus shall remain open.
- b. Physical plant facilities shall remain open for designated personnel usage only.
- c. Facilities Services staff will continue to address required work with limited staffing.
- d. Facilities Services staff remaining on campus shall adhere to State and County guidance for COVID-19 restrictions and social distancing requirements.

ATTACHMENT 2

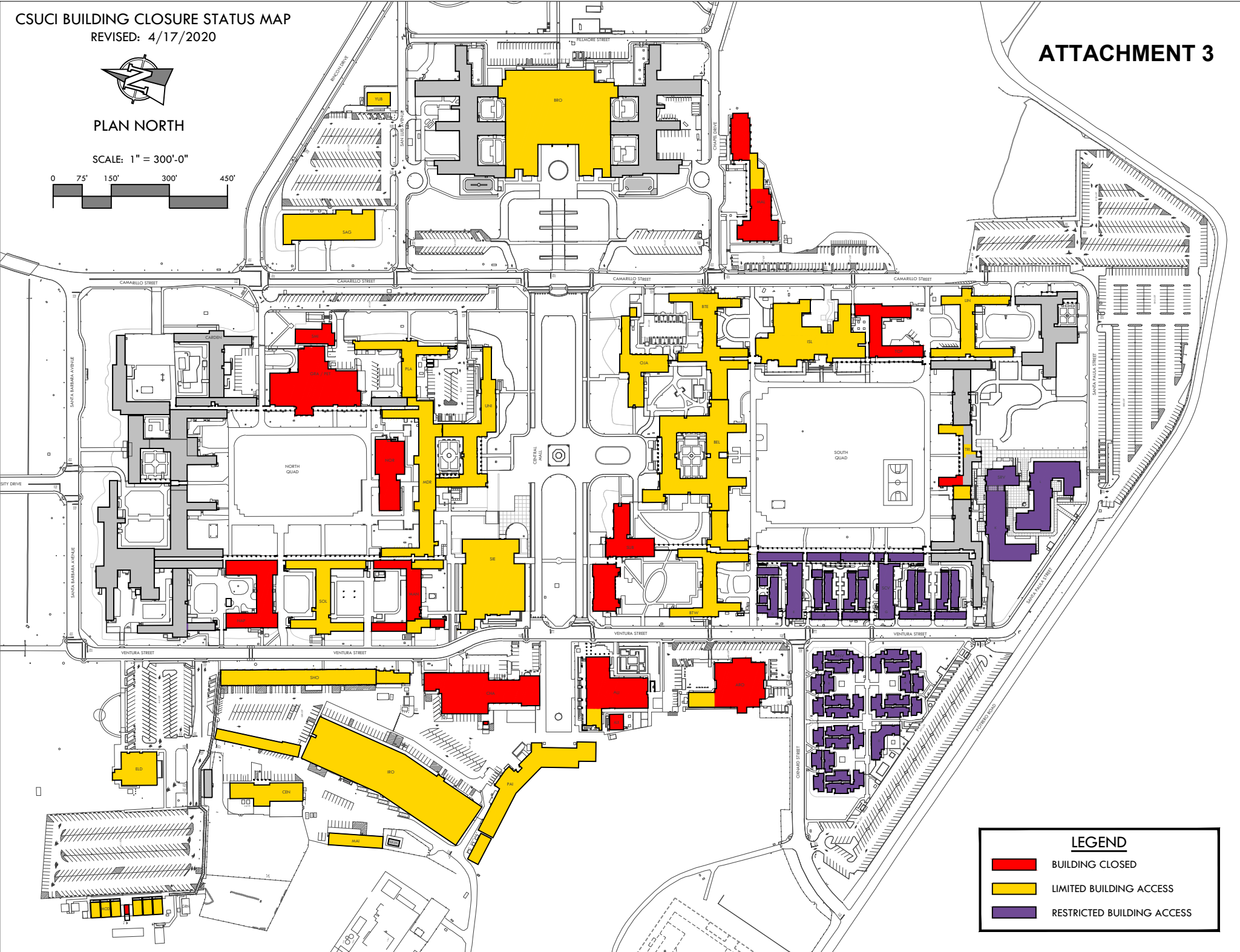
Building Name	Primary Function	Recommendation	Building Signage	Classrooms	Wet Labs	Dry Labs	Computer Labs	Art Labs	Faculty Offices & Academic Affairs Admin	Library	Admin Offices	Other Admin Functions	Facilities	Student Services	Housing	Foundation
Bell Tower	Instruction	Close all classrooms. Offices to remain open. Close specific restrooms in areas where no activity. Designated personnel offices remain open.	OPEN	X					X					X		
Lindero Hall	Administration	Remain Open for designated personnel	OPEN								X					
Bell Tower West	Faculty Office	Faculty Offices to remain open to access personal items only. Designated personnel offices remain open.	OPEN						X							
Topanga Hall	Instruction	Close building.	CLOSED			X										
Sage Hall	Administration/Faculty Offices	Faculty Offices to remain open to access personal items only. Designated personnel offices remain open.	OPEN						X					X		
Bell Tower East	Faculty Office	Faculty Offices to remain open to access personal items only. Designated personnel offices remain open.	OPEN						X					X		
Aliso Hall	Instruction	Close labs & lecture hall. Faculty Offices open to access personal items only.	OPEN	X	X	X			X							
Aliso Annex	Instruction	Close lab until further notice.	CLOSED			X										
Chaparral Hall	Storage	Storage areas remain open to authorized personnel only.	CLOSED										X			
Ojai Hall	Administration	Close building	CLOSED				X				X					
El Dorado Hall	Student Services	Close Building	CLOSED											X		
Manzanita Hall	Instruction	Faculty Offices to remain open to access personal items only. Close classrooms. Close Nursing Lab.	CLOSED	X		X			X							
Islands Cafe	Foundation	Limited food service.												X		X
Arroyo Hall	Student Services	Offices to remain open for designated personnel only. Close Gym and Fitness Center	CLOSED											X		
University Hall	Administration	Remain Open to authorized personnel only.	OPEN								X					
Malibu Hall	Instruction	Close Building	CLOSED					X	X							
Anacapa Village	Housing	TBD by HRE													X	
Broome Library	Library	Close classrooms. Public library functions closed. Designated personnel offices to remain open.	OPEN	X			X		X	X	X					
Grand and Petit Salons	Conference & Events	Close Building	CLOSED													X
Central Plant	Facilities	Remain Open	OPEN										X			
Yuba Hall	Student Services	Remain Open	OPEN											X		
Placer Hall	Administration	Remain Open	OPEN								X					
Maintenance Shops	Facilities	Remain Open	OPEN										X			
Santa Cruz Village	Housing	TBD by HRE													X	
Smith Decision Center	Instruction	Close Building	CLOSED	X												
Solano Hall	Faculty Office	Close classrooms. Faculty Offices to remain open to access personal items only.	OPEN	X					X							
Student Union Building	Student Services	Close Building	CLOSED													X
Ironwood Hall	Facilities	Remain Open	OPEN										X			
Paint Shop	Facilities	Remain Open	OPEN										X			

[illegible]






PLAN NORTH

SCALE: 1" = 300'-0"



LEGEND

-  BUILDING CLOSED
-  LIMITED BUILDING ACCESS
-  RESTRICTED BUILDING ACCESS

ATTACHMENT 4

Remain Open Criteria

1. Classrooms and laboratories will not be used for academic instruction once virtual teaching has been implemented. All classrooms shall be cleaned, sanitized, and closed. Laboratories may be accessed by essential or designated employees, and will be cleaned and sanitized on a routine basis.
2. No custodial cleaning shall be provided in private offices. Sanitizing wipes will be available in convenient locations in each building and designated personnel shall use these wipes to sanitize surfaces and other areas which they touch. Office occupants shall self-empty office trash receptacles in break room trash receptacles.
3. Employees may retrieve items from offices but will need to get their Dean or AVP to designate them as designated personnel for that week in order to come on campus and access their office.
4. When retrieving items from an office, employees shall adhere to social distancing requirements (6'). Anyone experiencing signs of illness shall not attempt to access an office and should seek medical care and/or self-isolate at home as appropriate.
5. Designated personnel and those performing essential services shall follow all social distancing (6') requirements and take other precautions such as washing of hands, using hand sanitizer, and not touching hands to face.
6. Student housing buildings and/or rooms that do not have students residing in them shall be cleaned, sanitized, and closed until restrictions are lifted.