

Standard Operating Guideline

Purdue University Building Occupancy during COVID-19

The following document can be used to create a building specific SOG for safe building occupancy work during the COVID-19 pandemic.

Section 1 – Building-Specific Information

Building(s) covered by this SOG:	HAMP
Department(s):	CE, CEM, EAPS, HS, REM, Nursing
Building Deputy/Facility Manager:	Alan Holtman / Dave Rater

In light of the current COVID-19 pandemic, the CDC and OSHA have issued guidelines related to physical distancing measures to reduce the risk of transmission of the virus in the workplace. Faculty, staff, and students are strongly encouraged to practice safe distancing measures in their workspaces. This document serves as general guidance on achieving physical distancing measures in buildings at the University including Hampton Hall.

To enter HAMP, everyone must complete the Covid-19 employee on-site training at <https://www.purdue.edu/ehps/rem/>.

Section 2 – Engineering Controls

Purdue Physical Facilities and the Building Deputy have established visual cues (e.g., laboratory door postings, floor markings, other signage) inside and outside HAMP to remind Purdue personnel and students to practice social distancing, self-monitoring, and proper hygiene, etc.

Table 1: Reducing Exposure Risk in Purdue buildings

Category	Examples
Entrances/exits/common areas <i>Achieving 6 foot separation</i>	1. Couches, benches, and other “single piece” furniture from common areas. Replacement chairs have been set at least six feet apart. If a bench cannot be removed, it has been taped off or dividers have been installed every six feet on the bench, or it has been designated for single occupancy.
Offices	1. Physical separation has been created where feasible. Otherwise, physical barriers have been installed for

<i>Achieving 6 foot separation</i>	transaction points. Touch free covered trashcans must be used for collecting used facemasks, gloves, and personal protective equipment (PPE).
Exposure reduction <i>Minimize cross-contamination</i>	<ol style="list-style-type: none"> 1. Where feasible, filters with higher MERV ratings have been installed. 2. Where feasible, air exchanges in the building have been increased. 3. Touch-free fixtures, such as faucets, light switches, door openers, etc. have been installed.

Section 3 – Administrative Controls

Department Head(s) and other Administrative Leaders have established safe working environments in HAMP. The following table lays out some examples and ideas of ways to minimize the exposure risk for faculty, staff, and students in HAMP:

Table 2: Establishing Sufficient Space to Work in Purdue buildings

Category	Examples
Entrances/exits/common areas <i>Achieving 6 foot separation</i>	<ol style="list-style-type: none"> 1. Incremental floor markings have been placed every six feet in common areas where queues may form. 2. Elevator use is limited to one person at time in the old section of the building and limited to two people on the new side of the building. 3. Occupancy of shared spaces has been reduced if possible (e.g., coffee shops, snack bars, vending areas).
Offices <i>Achieving 6 foot separation</i>	<ol style="list-style-type: none"> 1. Users of HAMP are asked to perform work remotely whenever possible, especially those considered particularly vulnerable to COVID-19. 2. Users of HAMP are asked to perform daily health screening for COVID-19 symptoms if reporting for work. Examples include self-assessments before arrival in the workplace, screening questions, or taking temperatures. 3. A staggered work shift is implemented in all open labs to minimize contact time and to avoid peak hours for travel. Consult the SOP for the lab you work in for details. 4. Office occupancy density is reduced by informing 6-foot minimum separation. 5. When feasible, work areas such as a desk or a bench are assigned to individual staff or student. Each staff member should only use his/her assigned work area. 6. Group sizes are limited to current state or university recommendations. 7. Users of HAMP must conduct virtual meetings, conference

	<p>calls whenever possible.</p> <p>8. To the extent possible, specific tasks are assigned to the same person/s to restrict people movement across offices and buildings.</p>
<p>Exposure reduction</p> <p><i>Minimize cross-contamination</i></p>	<p>1. Individuals are required to wear facemasks per university protocols.</p> <p>2. Regular disinfection of areas, such as door handles, light switches, common equipment, and workstations is being ensured.</p> <p>3. Lab managers and PI's have worked with Building Services to develop and enact a building cleaning plan for their labs.</p> <p>4. Individuals should wash hands regularly. Hand sanitizer stations have been placed at strategic locations throughout HAMP.</p> <p>5. Users must not come to campus if sick. And must seek medical attention if needed.</p> <p>6. Users must follow current guidance from Purdue University, the CDC, and the Indiana Governor's Office related to COVID-19 response.</p> <p>7. All contractors and vendors are required to conduct pre-entry health screening and to wear facemasks per university protocols.</p>

Section 4 – Protocol

Hampton Hall of Civil Engineering will have the following entry and exit restrictions: The courtyard will be the only point of entry for the occupants of the building. This entry will be open M-F 6:00 AM – 10:00 PM, S-S 6:00 AM – 6:00 PM. Entry to the building outside of these hours will require card swipe access. We will use the southwest, northwest and northeast doors to exit the building. In case of emergency, all doors can be used to exit.

Note: Any deviation from this SOG requires approval from Building Administrative Leadership and/or Department Head(s). Contact Dave Rater, dmrater@purdue.edu, for all related questions.

Section 5 – Approval of Implementation

Name	Signature	Date
Dave Rater		6/4/2020
Alan Holtman		6/4/2020
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