

Standard Operating Guideline

Purdue University Building Occupancy during COVID-19

Purpose and Scope

The following document can be used to create a building specific SOG for safe building occupancy in common spaces and offices during the COVID-19 pandemic.

- Guidance for research laboratories and associated offices is available from EVPRP at <https://protect.purdue.edu/research/>. **If you have an approved COVID-19 Research Space SOP in place, you do not need to complete this form.**
- Guidance for classrooms and instructional labs is available from Campus Planning and Sustainability

Section 1 – Building-Specific Information

Building(s) covered by this SOG:	ME
Department(s):	Mechanical Engineering
Building Deputy/Facility Manager:	Pam Graf

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. This document is based on these guidelines, as well as the [Protect Purdue Plan](#), and should be used as general guidance on achieving physical distancing measures in buildings at the University. Faculty, staff, and students are strongly encouraged to practice safe distancing measures in their workspaces; to implement the Protect Purdue Pledge fully; and to stay informed and flexible to change, as adjustments will likely be made as learning continues and additional information is obtained. Please contact Purdue Radiological and Environmental Management (REM, 494-7403) for a physical space assessment. The examples in this document are non-exhaustive and may not apply to every building on campus. The tables below include three different office types—defined below—and applicable precautions for each are marked with an “x”. If you have best practices beyond the examples below, you are encouraged to share those with your supervisor and Departmental Safety Committee.

Closed office = single occupant with door that can close

Shared office = multiple occupants together, but separated from main traffic area(s)

Open office = multiple occupants in open floor with cubicles or similar separation

Examples in bold below are currently required for all campus buildings.

Section 2 – Engineering Controls

Purdue Physical Facilities and the Building Deputy should establish visual cues (e.g., laboratory door postings, floor markings, other signage) inside and outside each building 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>	<ol style="list-style-type: none"> Remove couches and benches from common areas. Replace with chairs set at least six feet apart. If a bench cannot be removed, tape off or install dividers every six feet on the bench. Outside of COVID-19 isolation or medical facilities, used face masks <u>are not</u> considered biohazardous waste and should be collected in covered trashcans. 			
Offices <i>Achieving 6 foot separation</i>	<ol style="list-style-type: none"> Remove or reconfigure furniture to ensure sufficient social distancing. Install physical barriers for transaction points or when in-person meetings are required (e.g., student services offices, PUSH, etc.). 		x	x
Exposure reduction <i>Minimize cross-contamination</i>	<ol style="list-style-type: none"> If feasible, install filters with higher MERV ratings. If feasible, increasing air exchanges in the building. Install touch-free fixtures, such as faucets, light switches, door openers, etc. 		x	x

Section 3 – Administrative Controls

Department Head(s) and/or other Administrative Leadership should establish safe working environments in their buildings. The following table lays out some examples and ideas of ways to minimize the exposure risk for faculty, staff, and students in Purdue buildings:

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"> In two-way hallways, post signs to encourage maximum distancing between individuals. Post signs to encourage single-direction and distanced traffic flow when feasible. Place incremental floor markings every six feet in common areas where queues may form. Limit elevator use to one person at a time, or 6 feet apart as space allows. Reduce occupancy of shared spaces if possible (e.g., coffee shops, snack bars, vending areas). 			
		Closed Office	Shared Office	Open office
Offices <i>Achieving 6 foot separation</i>	<ol style="list-style-type: none"> Perform work remotely whenever possible, especially those considered particularly vulnerable to COVID-19. 	x	x	x
	<ol style="list-style-type: none"> Reduce office occupancy density by at least 30% with a goal of 50%. 		x	x
	<ol style="list-style-type: none"> Offices within a laboratory must adhere to the Standard Operating Procedures (SOP) for that laboratory. 	x	x	x
	<ol style="list-style-type: none"> Limit group sizes to current state or university recommendations. 		x	x
	<ol style="list-style-type: none"> Conduct virtual meetings, conference calls whenever possible. 	x	x	x
	<ol style="list-style-type: none"> When in-person work is required, ensure office space meets social distancing guidelines. 	x	x	x
	<ol style="list-style-type: none"> When social distancing challenges exist, consider alternate venues (outside, conference room, lobby, etc.) 		x	x
	<ol style="list-style-type: none"> Create a one-way flow of traffic to minimize face-to-face exposure (e.g., clockwise walkway paths) 			x
		Closed Office	Shared Office	Open office
	<ol style="list-style-type: none"> Implement a staggered work shift to minimize contact time and avoid peak hours for travel. (e.g. Team A and Team B to work on alternate days or half-day shifts). 		x	x
<ol style="list-style-type: none"> When feasible, assign work areas such as 		x	x	

	a desk or a bench to individual staff or student. Each staff member should only use his/her assigned work area.			
	11. Assign specific tasks to the same person to restrict people movement across offices and buildings.		X	X
Exposure reduction <i>Minimize cross-contamination</i>	1. Individuals are required to wear facemasks per Protect Purdue protocols.	X	X	X
	2. Develop and enact a Building Cleaning Plan.	X	X	X
	3. Implement protocols for cleaning and transitioning of shared spaces.		X	X
	4. Limit sharing of pens, keyboards, handling student IDs, kiosk usage, etc.; wipe down before and after use.	X	X	X
	5. Incorporate touchless technologies throughout: document sharing, telephones, books, devices, etc.		X	X
	6. Individuals should wash hands regularly. Place hand sanitizer at strategic locations.	X	X	X
	7. Discourage handshake greetings.	X	X	X
	8. Encourage staff to reduce or eliminate trips outside of campus by bringing lunch or ordering in food.	X	X	X
	9. Each employee performs a daily self-assessment for COVID-19 symptoms before reporting for work. If symptoms are present, immediately report to a medical professional.	X	X	X
	10. Do not come to campus if you are sick or exposed to someone who is sick. Seek medical attention if needed.	X	X	X
	11. Follow current guidance from Purdue University, the CDC, and the Indiana Governor’s Office related to COVID-19 response.	X	X	X
			Closed Office	Shared Office
	12. All essential visitors must follow the Visitor Guidelines available on the Protect Purdue website.			

	13. Enhance cleaning protocols: in addition to custodial responsibilities, focus on high-traffic areas and touch points (e.g., kitchenettes, copy machines, coffee pots, door handles, etc.)	x	x	x
	14. Maintain safe and organized workstations to facilitate cleaning.	x	x	x

Section 4 – Protocol

Training records will be kept via online review/quizzes.

NOTE: Any deviation from this SOG requires approval from Building Administrative Leadership and/or Department Head(s).

Section 5 – Approval of Implementation (signatures of Building Deputy and/or Departmental Administrators)

Name	Signature	Date
Michael Logan		7/16/2020