Standard Operating Procedure

Purdue University Building Occupancy During COVID-19

This SOP template is not complete until:
1) Lab specific information is entered into the box below.
2) Lab specific protocol is added to the protocol section.
3) SOP has been signed/dated by the PI and lab personnel

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

Section 1 – Building-Specific Information

<table>
<thead>
<tr>
<th>Building(s) covered by this SOP:</th>
<th>RAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department(s):</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Building Deputy/Facility Manager:</td>
<td>Richard Duvall</td>
</tr>
</tbody>
</table>

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 should be used as general guidance on achieving physical distancing measures in buildings at the University. These examples are non-exhaustive and may not apply to every building on campus. If you have best practices beyond the examples below, you are encouraged to share those with your supervisor and Departmental Safety Committee.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entrances/exits/common areas</strong></td>
<td></td>
</tr>
<tr>
<td>Achieving 6 foot separation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Signs will be posted on all Benches and seating suggesting one person per bench.</td>
</tr>
<tr>
<td><strong>Offices</strong></td>
<td></td>
</tr>
<tr>
<td>Achieving 6 foot separation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Use touch free covered trashcans for collecting used facemasks, gloves, and personal protective equipment (PPE) as provided by facility services</td>
</tr>
</tbody>
</table>
Exposure reduction  
Minimize cross-contamination

1. Faculty, staff, and students are required to wear facemasks when entering University buildings and while in common areas. Face coverings will be required in all spaces.
2. If feasible, install filters with higher MERV ratings
3. If feasible, increasing air exchanges in the building
4. Install touch-free fixtures, such as faucets, light switches, door openers, etc., wherever possible and feasible.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **Entrances/exits/common areas**  
*Achieving 6 foot separation* | 1. Users may enter and exit from either door.  
2. Hand Sanitizer and Face coverings will be available at both entrances. |
| **Offices**  
*Achieving 6 foot separation* | 1. Perform work remotely whenever possible, especially those considered particularly vulnerable to COVID-19.  
2. Employees will be asked to self-screen for COVID-19 symptoms and other illnesses before reporting to work. Employees who are sick or have COVID-19 symptoms will be asked to work remotely or take sick leave. Guidance for screening questions to be provided by the University and will be periodically updated.  
3. Groups and areas working in the Rail building will consider and implement staggered work times and/or work locations when possible.  
4. If possible, reduce office occupancy density.  
5. Wherever possible, work areas will be assigned to individual staff or student. Each staff member or student should only use his/her assigned work area and avoid others’ work areas whenever possible.  
6. Conduct virtual meetings, conference calls whenever possible |
| **Exposure reduction**  
*Minimize cross-contamination* | 1. Faculty, staff, and students are required to wear facemasks while in the Rail building.  
2. Maximum occupancy limits should be reduced to ensure effective social distancing. When it is difficult to determine new occupancy limits based on social distancing guidelines, the existing occupancy limit should be cut in half to form the new suggested occupancy limit. Areas where occupancy...
null

### Section 4 – Protocol

**NOTE:** Any deviation from this SOP requires approval from Department Head.
Section 5 – Documentation of Training

Prior to conducting any work at a Purdue University building, the Department Head(s) and/or other Administrative Leadership must ensure that all personnel receive training on the content of this SOP.

This SOP will be provided to all individuals online. A short self-guided presentation will also be provided. Following the presentation, a short quiz will be completed to provide electronic documentation of training.