

Facilities Management Campus Update

Campus community,

Planning and work by the FM team for a resumption of campus activities this fall has been underway since before summer started. However, now that the number of students returning to campus has been defined and the number and location of on-campus classes is becoming clearer, be aware that you will now begin seeing physical changes in most buildings on campus.

FM, in collaboration with the Risk Management team, held a web meeting with academic and administrative building coordinators across campus in June to solicit their input specific to the spaces in their buildings and any needs and concerns they had related to COVID preparation, PPE supplies, etc. Most building coordinators have since submitted detailed questionnaires to Risk Management which the FM team is using to guide the physical changes you'll start seeing in your buildings. FM and the Student Life team have an ongoing partnership that includes a weekly meeting and similar collaboration has also occurred for preparing the residence halls for move-in.

FM has physically measured and GIS-modeled classrooms across campus to derive reduced COVID capacities of each. This data was provided to Academic Services and the Registrar, who in turn shared it with building coordinators and faculty. As the fall term class schedule solidifies over the next week, FM will circle back to building coordinators for last concerns or suggestions before the processes of taping, bagging or pulling out chairs, rearranging tables, etc. begins in classrooms to be used. Likewise, social gathering spaces in buildings will be rearranged and/or marked to assure social distancing or be closed off completely. Unused classrooms or social spaces in each building will be used in many cases for storage of furniture. Most water fountains have already been bagged and taken out of service and remaining ones will be shortly, leaving only reusable bottle filling stations operational. Office areas and customer facing spaces will in many cases have plexiglass installed to assure social distancing. Signage will be placed in buildings to remind occupants to wear masks and follow the Governor's Healthy at Work guidelines. Signage will be placed at elevators and classrooms to show new capacity limits. Floor markings will be placed to assure social distancing where lines may queue. While many of these changes will not be attractive or inviting as our campus spaces have historically been, they are necessary for the health and well-being of all and we appreciate your patience as we work toward implementing them starting next week in academic and administrative buildings (and residence halls as well).

FM has also been working since the start of the COVID crisis to establish an efficient centralized supply chain on campus for PPE and sanitizing supplies. To this point, we have accumulated sufficient stock of Virex-256 disinfectant and hand sanitizer to support campus through fall. We have also procured enough stock of reusable cloth masks to provide each student and employee on campus with five masks each. Each student and employee on campus will also receive a personal reusable thermometer strip for temperature taking as required by the

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Governor's Healthy at Work guidelines. Lastly, each person will also be provided a personal 4-ounce bottle that can be refilled from any of the 130 sanitizer stations that you will now find in buildings across campus. We also have 16-ounce bottles available that can be re-filled from the sanitizer stations and can be provided for use in offices or suite layouts where six or more people work together. To this point, over 300 cases of requested PPE and/or sanitizing related items have been delivered to various buildings across campus. Plexiglass barrier installation has been ordered and scheduled and some areas are already installed. If anyone has additional needs or has yet to order, please contact your building coordinator, as they may likely already have your PPE supplies in their possession to distribute to you. If they do not, then please coordinate with them to prevent double-ordering and place an order at <https://www.berea.edu/facilities-management/> by clicking on the yellow "COVID-19 PPE Supplies" bar once you land on the page. One item that does remain in very low supply is empty reusable bottles for refilling Virex-256 disinfectant. Please return all empty bottles to your building coordinators or housekeepers so that they can be refilled and reused. While we do have a satisfactory supply of PPE and cleaning material at this point – PLEASE only request what you need for the moment and DO NOT hoard items – this will assure we can keep all of campus supplied with what is needed.

Once the fall term begins, the FM full-time and student labor staff will be working hard to keep your buildings sanitized and cleaned but a single housekeeper and a few students will not be enough. We will need your individual assistance as fellow coworkers on campus with us working toward achieving a common goal of keeping our buildings as safe as possible. Please use the Virex-256 disinfectant that will be available and sanitize your high-touch points as often each day as possible. Spraying hard surfaces until "wet" and letting the Virex-256 stay on the surface for 10 minutes before wiping down will kill the COVID-19 virus. We appreciate your cooperation in advance.

Again, for ordering PPE supplies you may go to <https://www.berea.edu/facilities-management/> and click the yellow "COVID-19 PPE Supplies" bar once you land on the page. To enter a work order, you may go to the same site <https://www.berea.edu/facilities-management/> and click the blue "Work Orders" tab once you land on the page.

Should you have specific questions or concerns, please feel free to contact me at ext. 4176 or send me a note!

Thank You,

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