Plan for Reopening University Buildings
Responsibilities in Implementing Safety Measures

Customer/Building Occupant Responsibilities

• Designate **Lead Administrator** (or Safety Officer) as primary rep. for your department.
• Plan and coordinate with Facilities Superintendent.
• Submit occupancy schedules and locations; receive approval from Provost’s Office.
• Maintain occupancy levels per state requirements.
• Disinfect desks, workspaces, work benches, equipment, computers, phones, copy machines, etc. before reopening and as required.
• Office occupants will have to take their trash to common area trash cans.
• Manage access for department vendors and deliveries.
• Plan and coordinate visitor access.

Facilities Department Responsibilities

<table>
<thead>
<tr>
<th>Cleaning &amp; Disinfection</th>
<th>Optimization of Building Infrastructure</th>
<th>Supplemental Support to Depts. Regarding Space Use</th>
<th>Management of Supplemental Contractors &amp; Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thorough cleaning prior to reopening.</td>
<td>Review system design and identify changes.</td>
<td>Provide guidelines to departments for arranging their workplace.</td>
<td>Contractor work rules and training for stand-alone sites and work within Yale occupied buildings.</td>
</tr>
<tr>
<td>Disinfection of public spaces and surfaces multiple times a day (via dedicated “Day Porters”).</td>
<td>Ready systems, perform inspections and start-up.</td>
<td>Assist Department Program Admin. in placing building and department signage.</td>
<td>Site-specific plans.</td>
</tr>
<tr>
<td>Maintain hand sanitizer stations.</td>
<td>Optimize and make changes to existing system and HVAC equipment.</td>
<td>Reorganize common area set-ups to provide social distancing.</td>
<td>Compliance.</td>
</tr>
</tbody>
</table>

Note: Information for University Properties coming soon.
Plan for Reopening University Buildings

Prior to reopening:

Building Readiness Task List & Responsibility Matrix

### Preopening Task List

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Determine building usage and expected occupancy (refer to EHS Integrator for status)</td>
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<tr>
<td>Receive approval from Provost Office prior to returning to building</td>
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<tr>
<td>Confirm authorized users card access to building with Security</td>
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<tr>
<td>Delivery communication and receipt process established</td>
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</tr>
<tr>
<td>Establish occupancy schedule and log to maintain max. 50% occupancy</td>
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</tr>
</tbody>
</table>

### Joint Occupying Department & Facilities Responsibility

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Record &amp; identify any add. requests for future implementation (i.e. touchless faucets, door openers, etc.)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access guidelines reviewed and confirmed with all vendors</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training completed by all staff (TMS)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Signage (department signage by Occupant/Program Admin., typical building signage by Facilities)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make changes to space layouts and section off areas and seating (common areas by Facilities)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Facilities Responsibility

<table>
<thead>
<tr>
<th>Task Description</th>
<th>University Planning</th>
<th>Physical Plant Operations</th>
<th>Custodial/ Landscp. &amp; Grounds Mngmt.</th>
<th>Engineering</th>
<th>Facilities Customer Service</th>
<th>Fire Code Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify system operation consistent with recommendations and perform required maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign Building / Space Operating Level; note any exceptions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review MEP system design and operating parameters; make recommendations</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform O&amp;M building walk-throughs / inspections / start-up / flushing / firesystem inspections</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Inspect building entrances/areas of building for cleanliness, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean interior areas consistent with operating level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Provide building hand sanitizer at key locations</td>
<td></td>
<td></td>
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<tr>
<td>Initial delivery of PPE and disinfection supplies</td>
<td></td>
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<td></td>
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<tr>
<td>Landscape and grounds ready</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Verify BAS is monitoring system operation / Acknowledge system changes / Monitor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### Final Signoff - Joint Responsibility

<table>
<thead>
<tr>
<th>Task Description</th>
<th>University Planning</th>
<th>Physical Plant Operations</th>
<th>Custodial/ Landscp. &amp; Grounds Mngmt.</th>
<th>Engineering</th>
<th>Facilities Customer Service</th>
<th>Fire Code Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform final pre-opening building inspection</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Revised: May 22, 2020*
Plan for Reopening University Buildings

**PHASE 1**
Highly Restricted
Summer 2020

**PHASE 2**
Restricted Access
Fall 2020

**PHASE 3**
Nearly Normal
January 2021

**University Proposed Phases of Reopening**

**Space Operating Levels**

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>Closed/Hibernation Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 2</td>
<td>Restricted Access/Partial Occupancy</td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>Restricted Access with Increased Occupancy/Special Space Type</td>
</tr>
<tr>
<td>LEVEL 4</td>
<td>Open Access with Modified Restrictions</td>
</tr>
</tbody>
</table>

**How will Facilities assess and assign levels?**

- Campus buildings and/or certain spaces within a building will be assigned an operating level.
- Operating levels will correspond to specific cleaning/disinfecting protocols as well as operation and maintenance parameters/ recommendations.
- Each University Phase will have campus buildings at different levels.
- A specific campus building may also have multiple levels (i.e., YSB: Most of the building is at Level 2; Pavilion and Lecture Halls at Level 1)
- A level may change at any time based upon:
  - Occupancy levels
  - Types of space and use
  - State and local health guidance

**Note:** All spaces approved to return on June 1 will be at Operating Level B, with some exceptions. Contact your [Facilities Superintendent](mailto:facilities superintendent) for more complete information on exemptions.
### Space Operating Level Assessment Definitions

<table>
<thead>
<tr>
<th>Level Status</th>
<th>Occupancy Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Level A</strong></td>
<td>Closed/Hibernation Mode</td>
<td>Little-to-no occupants. Access only as needed for critical maintenance activities.</td>
</tr>
<tr>
<td><strong>Operating Level B</strong></td>
<td>Restricted Access/Partial Occupancy (&lt;50%)</td>
<td>Buildings and departments are open. Yale assigned occupants have access. Yale sponsored visitors only. Assumed occupancy levels at any given time are below normal (&lt; 50% of peak). Social distancing rules in place.</td>
</tr>
</tbody>
</table>
| **Operating Level C** | Restricted Access with Increased Occupancy (>50%) / Special Space Type | A building or designated area within a building based upon the following conditions:  
  - Increased building / area occupancy density (>50%)  
  - Social distancing not possible due to program requirements  
  - Building or Space Type: healthcare, clinical, dining halls / cafes, areas of assembly with occupancy levels greater than 25 people, COVID-19 infected area(s) |
| **Operating Level D** | Open Access with Some Limitations         | Buildings and departments are open. Larger gatherings and meetings are possible, but there may be limits on size. Some PPE and social distancing guidance may remain, based upon health guidance from State and Local health agencies. |

**Revised:** May 22, 2020
Important Facilities Contacts

Please contact facilities.servicecenter@yale.edu for additional information and guidance on specific questions pertaining to the categories identified below.

Please identify one of the following categories in the subject line of the email:

- Cleaning & Disinfecting
- Optimizing Building Infrastructure
- Space Use
- Procurement
- Facilities Contractors & Vendors

Yale Office of Facilities Web Links

Find your building’s Facilities Superintendent
(https://facilities.yale.edu/services/facilities-services-building-contacts)

Yale Office of Facilities Website
(https://facilities.yale.edu)

Facilities 24/7 Customer Service: 203-432-6888
APPENDIX

Plan for Reopening University Buildings
<table>
<thead>
<tr>
<th>Area Type</th>
<th>Level A</th>
<th>Level B</th>
<th>Level C</th>
<th>Level D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office/ Administrative</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td>Cleaned quarterly, during recess/breaks only (dust, vacuum, and trash removed); this includes a full clean once per year (dust, high dust, vacuum, trash removed, carpet/floor cleaned). Offices devoid of personal effects and paper can be treated with aerosol disinfectant on request.</td>
<td>Cleaned quarterly, during recess/breaks only (dust, vacuum, and trash removed); this includes a full clean once per year (dust, high dust, vacuum, trash removed, carpet/floor cleaned). Offices devoid of personal effects and paper can be treated with aerosol disinfectant on request.</td>
<td>Cleaned quarterly, during recess/breaks only (dust, vacuum, and trash removed); this includes a full clean once per year (dust, high dust, vacuum, trash removed, carpet/floor cleaned). Offices devoid of personal effects and paper can be treated with aerosol disinfectant on request.</td>
</tr>
<tr>
<td></td>
<td>Occupants will place their trash in receptacle in common area or dumpster.</td>
<td></td>
<td>Occupants will place their trash in receptacle in common area or dumpster.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Occupants will procure wipes for disinfecting their own and shared desks and equipment.</td>
<td></td>
<td>Occupants will procure wipes for disinfecting their own and shared desks and equipment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cleaned/disinfected and trash removed once per day. Additional disinfecting of commonly-touched surfaces frequently throughout the main operating hours and days of week with full-time porter service.</td>
<td>Cleaned/disinfected and trash removed once per day. Additional disinfecting of commonly-touched surfaces frequently throughout the main operating hours and days of week with full-time porter service.</td>
<td>Cleaned/disinfected and trash removed once per day. Additional disinfecting of commonly-touched surfaces frequently throughout the main operating hours and days of week with full-time porter service.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disinfecting wipes will be provided by Facilities Services in conference rooms for additional disinfecting of tables and chairs.</td>
<td>Disinfecting wipes will be provided by Facilities Services in conference rooms for additional disinfecting of tables and chairs.</td>
<td>Disinfecting wipes will be provided by Facilities Services in conference rooms for additional disinfecting of tables and chairs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Occupants will procure wipes for disinfecting breakroom &amp; kitchenette appliances and for additional disinfecting of tables and chairs.</td>
<td>Occupants will procure wipes for disinfecting breakroom &amp; kitchenette appliances and for additional disinfecting of tables and chairs.</td>
<td>Occupants will procure wipes for disinfecting breakroom &amp; kitchenette appliances and for additional disinfecting of tables and chairs.</td>
</tr>
<tr>
<td>Public Spaces</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Cleaned/disinfected and trash removed once per day. Additional disinfecting of commonly-touched surfaces frequently throughout the main operating hours and days of week with full-time porter service.</td>
<td>Disinfecting wipes will be provided by Facilities Services in conference rooms for additional disinfecting of tables and chairs.</td>
<td>Disinfecting wipes will be provided by Facilities Services in conference rooms for additional disinfecting of tables and chairs.</td>
</tr>
<tr>
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<td></td>
<td>Occupants will procure wipes for disinfecting breakroom &amp; kitchenette appliances and for additional disinfecting of tables and chairs.</td>
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<tr>
<td>Area Type</td>
<td>Level A</td>
<td>Level B</td>
<td>Level C</td>
<td>Level D</td>
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</tr>
<tr>
<td>Public Restrooms</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td>Cleaned/disinfected twice per day, 5 days/week (7 days if being used on weekends)</td>
<td>Cleaned/disinfected twice per day, 5 days/week (7 days if being used on weekends)</td>
<td>Cleaned/disinfected twice per day, 5 days/week (7 days if being used on weekends)</td>
</tr>
<tr>
<td>Stairwells, Elevators, Outside Entrances, and Hallways</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td>All railings, doorknobs/handles, gate handles, and elevator buttons disinfected twice daily. Stairs and hallways cleaned (dust mopped and/or wet mopped or scrubbed) bi-weekly.</td>
<td>All railings, doorknobs/handles, gate handles, and elevator buttons disinfected twice daily. Stairs and hallways cleaned (dust mopped and/or wet mopped or scrubbed) bi-weekly.</td>
<td>All railings, doorknobs/handles, gate handles, and elevator buttons disinfected twice daily. Stairs and hallways cleaned (dust mopped and/or wet mopped or scrubbed) bi-weekly.</td>
</tr>
<tr>
<td>Labs</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td>Trash removed twice per week. Floors cleaned as needed. Once daily disinfection of commonly-touched surfaces (excludes work benches, lab equipment, lab sinks).</td>
<td>Trash removed twice per week. Floors cleaned as needed. Once daily disinfection of commonly-touched surfaces (excludes work benches, lab equipment, lab sinks).</td>
<td>Trash removed twice per week. Floors cleaned as needed. Once daily disinfection of commonly-touched surfaces (excludes work benches, lab equipment, lab sinks).</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td>Cleaned/disinfected once per day (if being used). Disinfecting wipes provided in each classroom for users to disinfect before/after use.</td>
<td>Cleaned/disinfected once per day (if being used). Disinfecting wipes provided in each classroom for users to disinfect before/after use.</td>
<td>Cleaned/disinfected once per day (if being used). Disinfecting wipes provided in each classroom for users to disinfect before/after use.</td>
</tr>
<tr>
<td>Studios</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td>Disinfection of commonly-touched surfaces twice per day. Studios devoid of personal effects and paper can be treated with aerosol disinfectant on request.</td>
<td>Disinfection of commonly-touched surfaces twice per day. Studios devoid of personal effects and paper can be treated with aerosol disinfectant on request.</td>
<td>Disinfection of commonly-touched surfaces twice per day. Studios devoid of personal effects and paper can be treated with aerosol disinfectant on request.</td>
</tr>
<tr>
<td>Residential Colleges/Grad Housing: Student Shared Bathrooms</td>
<td>Facilities Services performing weekly walk-throughs</td>
<td>Cleaned/disinfected twice daily, 7 days/week</td>
<td>Cleaned/disinfected twice daily, 7 days/week</td>
<td>Cleaned/disinfected twice daily, 7 days/week</td>
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<tr>
<td>Area Type</td>
<td>Level A</td>
<td>Level B</td>
<td>Level C</td>
<td>Level D</td>
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</tr>
<tr>
<td>Residential Colleges/Grad Housing: Community</td>
<td>Facilities Services performing weekly walk-</td>
<td>No service (spaces closed)</td>
<td>Cleaned/disinfected once per day with</td>
<td>Cleaned/disinfected once per day with</td>
</tr>
<tr>
<td>Spaces (Butteries, Gyms, Game Rooms)</td>
<td>throughs</td>
<td></td>
<td>second disinfection of commonly-</td>
<td>second disinfection of commonly-</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>touched surfaces (doorknobs/handles,</td>
<td>touched surfaces (doorknobs/handles,</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>elevator buttons, handrails, arms of</td>
<td>elevator buttons, handrails, arms of</td>
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<td>chairs, counters, tables, etc.) 7</td>
<td>chairs, counters, tables, etc.) 7</td>
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<td>days/week</td>
<td>days/week</td>
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<td>Occupants are responsible for</td>
<td>Occupants are responsible for</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>disinfecting refrigerators, microwaves,</td>
<td>disinfecting refrigerators, microwaves,</td>
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<td></td>
<td></td>
<td></td>
<td>coffee pots, water coolers, game</td>
<td>coffee pots, water coolers, game</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>equipment, gym equipment, other</td>
<td>equipment, gym equipment, other</td>
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<td></td>
<td></td>
<td></td>
<td>equipment, etc.</td>
<td>equipment, etc.</td>
</tr>
<tr>
<td>Residential Colleges: Student Activity</td>
<td>Facilities Services performing weekly walk-</td>
<td>No service (spaces closed)</td>
<td>Cleaned/disinfected as requested but</td>
<td>Cleaned/disinfected as requested but</td>
</tr>
<tr>
<td>Specialty Spaces</td>
<td>throughs</td>
<td></td>
<td>no more than once per week with</td>
<td>no more than once per week with</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>second weekly disinfection of commonly-</td>
<td>second weekly disinfection of commonly-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>touched surfaces (doorknobs, arms of chairs,</td>
<td>touched surfaces (doorknobs, arms of chairs,</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>counters, tables, etc.)</td>
<td>counters, tables, etc.)</td>
</tr>
<tr>
<td>Healthcare Facilities (YHC and YPB)</td>
<td>Facilities Services performing weekly walk-</td>
<td>Blue Sheet Level of Service plus</td>
<td>Blue Sheet Level of Service plus</td>
<td>Blue Sheet Level of Service plus</td>
</tr>
<tr>
<td></td>
<td>throughs</td>
<td>additional cleaning and disinfecting of</td>
<td>additional cleaning and disinfecting of</td>
<td>additional cleaning and disinfecting of</td>
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<tr>
<td></td>
<td></td>
<td>commonly-touched surfaces in public areas</td>
<td>commonly-touched surfaces in public areas</td>
<td>commonly-touched surfaces in public areas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with full-time portering during operating</td>
<td>with full-time portering during operating</td>
<td>with full-time portering during operating</td>
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<td></td>
<td></td>
<td>hours</td>
<td>hours</td>
<td>hours</td>
</tr>
<tr>
<td>Landscape &amp; Grounds Management</td>
<td>Trash removed from outdoor trash cans twice</td>
<td>Trash removed from outdoor trash cans twice</td>
<td>Trash removed from outdoor trash cans twice</td>
<td>Trash removed from outdoor trash cans twice</td>
</tr>
<tr>
<td></td>
<td>per week or as needed. Litter picked from</td>
<td>per week or as needed. Litter picked from</td>
<td>per week or as needed. Litter picked from</td>
<td>per week or as needed. Litter picked from</td>
</tr>
<tr>
<td></td>
<td>grounds once per week. Grass cut as needed,</td>
<td>grounds once per week. Grass cut as needed,</td>
<td>grounds once per week. Grass cut as needed,</td>
<td>grounds once per week. Grass cut as needed,</td>
</tr>
<tr>
<td></td>
<td>but less frequent than normal. Other work</td>
<td>but less frequent than normal. Other work</td>
<td>but less frequent than normal. Other work</td>
<td>but less frequent than normal. Other work</td>
</tr>
<tr>
<td></td>
<td>only if deemed essential to preserve</td>
<td>only if deemed essential to preserve</td>
<td>only if deemed essential to preserve</td>
<td>only if deemed essential to preserve</td>
</tr>
<tr>
<td></td>
<td>landscaping for public safety.</td>
<td>landscaping for public safety.</td>
<td>landscaping for public safety.</td>
<td>landscaping for public safety.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Type</td>
<td>Level A</td>
<td>Level B</td>
<td>Level C</td>
<td>Level D</td>
</tr>
<tr>
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<tr>
<td>Space Environmental Conditions</td>
<td>• Space temperature setpoints are expanded as conditions allow.</td>
<td>• Space temperature setpoints are maintained as normal.</td>
<td>• Space temperature setpoints are maintained as normal.</td>
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</tr>
<tr>
<td>Operable Windows</td>
<td>• Windows are kept closed.</td>
<td>• Use of operable windows is encouraged except for research laboratories or spaces with very specific environmental conditions. Occupants must close windows upon leaving spaces.</td>
<td>• Use of operable windows is encouraged except for research laboratories or spaces with very specific environmental conditions. Occupants must close windows when leaving spaces.</td>
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</tr>
<tr>
<td>Radiant / Passive Heating &amp; Cooling</td>
<td>• Radiant heating and cooling systems operate as normal to meet expanded space temperature setpoints.</td>
<td>• Radiant heating and cooling systems operate as normal.</td>
<td>• Radiant heating and cooling systems operate as normal.</td>
<td></td>
</tr>
<tr>
<td>Recirculated AHU – Multiple Spaces / Zones</td>
<td>• Air handling units run on a limited schedule to bring fresh outdoor air into the building and maintain expanded space temperature setpoints.</td>
<td>• Air handling units to operate on an expanded schedule, 1-2 hours pre and post occupancy, to flush the building.</td>
<td>• Air handling units to operate on an expanded schedule, 1-2 hours pre and post occupancy, to flush the building.</td>
<td>• HVAC systems will run and operate as originally installed / designed.</td>
</tr>
<tr>
<td>Local Recirculated AHU (FCU’s, split systems, etc.)</td>
<td>• There are no changes to the operation of local recirculating systems.</td>
<td>• Local recirculating systems are run at low speed setting where possible.</td>
<td>• Use of local recirculating systems is minimized in shared spaces.</td>
<td></td>
</tr>
<tr>
<td>100 % Outside Air AHU / Exhaust Air Systems</td>
<td>• 100% OA air handling units are evaluated for modifications as appropriate.</td>
<td>• 100% OA AHUs operate as normal.</td>
<td>• 100% OA AHUs operate as normal.</td>
<td>• 100% OA exhaust fans are scheduled to operate 24/7.</td>
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<tr>
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<td></td>
<td>• Toilet exhaust fans are scheduled to operate 24/7.</td>
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</table>
### Special Considerations

- None
- Total energy recovery wheels and air-to-air heat exchangers are evaluated for modifications as appropriate.
- An emergency response protocol for revised system operation is established.
- Additional system modifications are evaluated, including:
  - Operating AHU’s & local systems 24/7 if OA%’s cannot be further increased
  - Changing main filtration to MERV13 or higher based upon area served and OA% achieved
  - Spot utilization of local filtration systems in open areas with high occupant density and minimum OA%
  - Evaluate and implement physical infrastructure changes as necessary (i.e., upgrading motors and/or fans, rebalancing airflow, creating negative pressure spaces, etc.)
- Modifications to control sequences and physical modifications to equipment as required based upon updated code guidance from ASHRAE and other state and local codes based upon future impact of system operation and design due to COVID-19.

### Electrical Systems
- No changes
- No changes
- No changes
- Elevator calling via Phone app or alternate method as available
- Electronic door opening hardware
- Occupancy sensor lighting control

### Plumbing Systems
- Domestic water systems are flushed periodically
- No changes
- No changes
- Provide sensor flush toilets and faucets

### Utility Systems
- No Change/Continue Service
- No Change/Continue Service
- No Change/Continue Service
- No Change/Continue Service
## Supplemental Support Regarding Departments’ Space Usage

### Attributes

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Immediate Recommendations for Phase 2 Restricted Use</th>
<th>Additional Recommendations for Phase 3 Nearly Normal (future implementation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy Management</td>
<td>• Establish scheduling protocols to maintain state and local occupancy requirements (Dept. Lead Admin.)</td>
<td>• Common software for university use</td>
</tr>
<tr>
<td>Signage</td>
<td>• Typical building signage for entries, elevators, PPE/sanitation areas, restrooms, and public area social distancing guides (Facilities)</td>
<td>• Additional building or occupant specific sign requests to be coordinated with Communications Task Force – University Printer and YPPS</td>
</tr>
<tr>
<td>Interior Doors</td>
<td>• All fire and stairwell doors along egress route shall remain closed or appropriately latched – <strong>DO NOT PROP OPEN</strong></td>
<td>• Remove door handles/latched hardware at push side, install push plates where feasible</td>
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<tr>
<td></td>
<td>• Conference room and private office doors may be propped open, bathroom doors if sightlines into space are acceptable</td>
<td>• Install automatic door openers or electronic hold opens</td>
</tr>
<tr>
<td>Entry/Security Checkpoints</td>
<td>• Coordinate authorized card access with Security (Dept. Lead Admin.)</td>
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<tr>
<td></td>
<td>• Determine building entry points (Dept. Lead Admin.)</td>
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<tr>
<td>Department Reception</td>
<td>• Reorganize furnishings for interaction points 6 ft apart, remove devices/supplies/magazines/books of shared touch</td>
<td>• Consider plexiglass partition at transaction counters - contact Facilities</td>
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<tr>
<td></td>
<td>• Consider assigning admin assistant an enclosed small conf. room</td>
<td></td>
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<tr>
<td>Collaboration Spaces</td>
<td>• Position seating 6 ft apart</td>
<td>• Provide wi-fi connectivity instructions in all conference rooms for use by laptop, cell phones, LCD displays</td>
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<td></td>
<td>• Bundle or stack excess furniture within space</td>
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<td></td>
<td>• Remove conference phones, whiteboard pens and erasers</td>
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<tr>
<td>Laboratories</td>
<td>• Position bench space seating 6 ft apart – prefer one person per bay</td>
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<tr>
<td></td>
<td>• Keep lab doors closed to maintain proper airflow and minimize disruptive air currents</td>
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<tr>
<td>Offices &amp; Workstations</td>
<td>• Position seating 6 ft apart</td>
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<td></td>
<td>• Position seating so it does not face each other</td>
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<td></td>
<td>• Suggest re-assigning workstations to enclosed conf. rooms</td>
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<tr>
<td>Designated Visitor Rooms</td>
<td>• Establish visitor protocols; designate a space within department near entry with wifi access for visitor use (Dept. Lead Admin.)</td>
<td>• Yale is not currently open to visitors, but circumstances may necessitate visitor access at some time.</td>
</tr>
<tr>
<td>Shipping/Receiving</td>
<td>• Provide signage/communication for delivery vendors (Dept. Lead Admin.)</td>
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<tr>
<td></td>
<td>• Manage receipt of deliveries at building entrance in designated area</td>
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<tr>
<td>Procurement Items</td>
<td>Availability/Tracking</td>
<td>Storage/Warehouse</td>
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<tr>
<td>Masks/Individual-Use Hand Sanitizer and Wipes</td>
<td>Initial Distribution for Phase I &quot;Start-up Kit&quot; will include: 50 disposable face masks per person (one per day); individual-size hand sanitizer; 3 canisters of disinfecting wipes (160 count per canister); and Insert</td>
<td>Items to be stored at 344 Winchester until distributed</td>
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<td>After initial distribution, departments will procure their own replacements as required</td>
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<td></td>
<td>Procurement currently sourcing cloth masks (washable / reusable) that will be distributed at a Phase II or III. Distribution for “Welcome Bag” will include: 3 cloth masks; individual-size hand sanitizer; travel size packet of wipes; and Insert</td>
<td></td>
</tr>
<tr>
<td>Cleaning/Disinfecting Supplies</td>
<td>Ordered and received; additional resupply ongoing</td>
<td>Stored in Facilities Services custodial storage rooms around campus</td>
</tr>
<tr>
<td>Hand Sanitizer Dispenser Stands</td>
<td>All existing stands have been relocated to reopening buildings. 500 additional dispensers and stands, and 8 each, 55-gal drums of hand sanitizer ordered and arriving mid-June</td>
<td>Dispensers and stands to be delivered to 344 Winchester and will be distributed to Facilities Services units for assembly; drums to be stored in custodial storage areas</td>
</tr>
<tr>
<td>Disinfecting Wipes</td>
<td>Initial supply for labs ordered. Labs required to reorder their own ongoing supply. Wipes for offices/shared administrative areas and department spaces must be procured by each department Disinfecting wipes for shared public spaces, classrooms, and conference rooms being sourced and ordered.</td>
<td>Lab wipes to be delivered to 344 Winchester. Facilities Service will store wipes for public spaces in custodial storage areas</td>
</tr>
<tr>
<td>University Graphic Signage</td>
<td>Building signage and signage templates being developed by Communications Task Force, led by Nate Nickerson and John Gamble</td>
<td>Yale Publishing and Printing will print and laminate typical building signage for elevators, restrooms, etc.</td>
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</tbody>
</table>
### Prior to reopening:
**Building Readiness Task List & Responsibility Matrix**

**Occupying Department Responsibility**

<table>
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<tbody>
<tr>
<td>Determine building usage and expected occupancy (refer to EHS Integrator for status)</td>
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<tr>
<td>Receive approval from Provost Office prior to returning to building</td>
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<td>Confirm authorized users card access to building with Security</td>
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<tr>
<td>Delivery communication and receipt process established</td>
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<tr>
<td>Establish occupancy schedule and log to maintain max. 50% occupancy</td>
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**Joint Occupying Department & Facilities Responsibility**

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<tr>
<td>Record &amp; identify any add. requests for future implementation (i.e. touchless faucets, door openers, etc.)</td>
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<tr>
<td>Access guidelines reviewed and confirmed with all vendors</td>
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<tr>
<td>Training completed by all staff (TMS)</td>
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<tr>
<td>Post Signage (department signage by Occupant/Program Admin., typical building signage by Facilities)</td>
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<tr>
<td>Make changes to space layouts and section off areas and seating (common areas by Facilities)</td>
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**Facilities Responsibility**

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<tr>
<td>Modify system operation consistent with recommendations and perform required maintenance</td>
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<tr>
<td>Assign Building / Space Operating Level; note any exceptions</td>
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<tr>
<td>Review MEP system design and operating parameters; make recommendations</td>
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<tr>
<td>Perform O&amp;M building walk-throughs / inspections / start-up / flushing / firesystem inspections</td>
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<tr>
<td>Inspect building entrances/areas of building for cleanliness, etc.</td>
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<tr>
<td>Clean interior areas consistent with operating level</td>
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<tr>
<td>Provide building hand sanitizer at key locations</td>
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<tr>
<td>Initial delivery of PPE and disinfection supplies</td>
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<tr>
<td>Landscape and grounds ready</td>
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<tr>
<td>Verify BAS is monitoring system operation / Acknowledge system changes / Monitor</td>
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**Final Signoff - Joint Responsibility**

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<tbody>
<tr>
<td>Perform final pre-opening building inspection</td>
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</tbody>
</table>
Centers for Disease Control and Prevention (CDC)
COVID-19 Guidance for Businesses and Workplaces / Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA)

Federal Emergency Management Agency (FEMA)
Planning Considerations for Organizations in Reconstituting Operations During the COVID-19 Pandemic / April 29, 2020 / https://fema.gov/coronavirus

State of Connecticut, Governor Ned Lamont

BOMA International

ASHRAE (American Society for Heating, Refrigerating and Air-Conditioning Engineers)
Frequently Asked Questions and Glossary / https://www.ashrae.org/technical-resources/frequently-asked-questions-faq
Guidance for Building Operations During the COVID-19 Pandemic / 05/20

ASHE (American Society for Health Care Engineering)
COVID-19 Resources for Health Care Facilities / https://www.ashe.org/COVID19resources

REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations)