



**Contents**

Scope ..... 2

Purpose and Parameters ..... 2

General Information ..... 3

    College, School, or Unit: \_\_\_\_\_ 3

    Unit Designee Supporting Facility’s COVID-19 Compliance, *Name and Net ID*:..... 3

    1.1 Employee Health Assessments – *Daily Check-in* ..... 3

    1.2 Recording Time at Work ..... 3

    1.3 Decreasing Occupant Density ..... 3

    1.4 Community Protective Equipment - Face Coverings..... 4

    1.5 Training ..... 4

    1.6 Physical Distancing: Work-Space Flow Control ..... 5

    1.7 Increased Cleaning Frequency ..... 5

    1.8 General Hygiene and Cleaning Support Supplies ..... 5

    1.9 Shared Equipment..... 7

    1.10 Shared Vehicles ..... 7

Facility Considerations ..... 7

    1.11 Elevators ..... 7

    1.12 Stairwells ..... 8

    1.13 Restrooms ..... 8

    1.14 General Hygiene & Etiquette Signs (Communication)..... 8

    1.15 Conference and Shared Resource Rooms ..... 11

    1.16 Office Kitchens/Canteen Spaces/ Communal Gathering Spaces ..... 12

    1.17 Facility Water Systems off-campus water distribution system..... 12

    1.18 Responsibilities of Employee who Tests Positive for COVID-19 or Ordered to  
    Quarantine ..... 12

    1.19 Facility Shut-Down Plan Based on Virus Spread Mitigation (Non-emergency) 12

Additional Resources ..... 13



## Scope

This guidance document addresses office facilities owned or leased by the University and should be administered by a Cornell responsible person (e.g., facility management, facilities director, building coordinators, building managers, unit supervisor, safety monitor, office manager, etc).

This guidance has been developed in accordance with existing applicable local, and New York state regulations, and standards and will likely require periodic updates to address new local, state, and federal guidance. For facilities outside of NYS consult with the state's Department of Health or contact Environment, Health and Safety for guidance. This guidance is developed primarily for office spaces. Other operations should consult with EHS.

## Purpose and Parameters

This guidance document is intended to be used for reopening and operating for the duration of the COVID-19 public health emergency. A checklist is provided to help guide the responsible person in developing and implementing measures to comply with [NY Forward](#) and provide best practices for facilities outside of New York state.

Office facilities owned and operated by the university or owned by the university and leased to others should follow the guidance provided in the checklists outlined, unless otherwise noted.

Responsible persons operating in buildings leased from third parties should confirm that the facility owner or management company has addressed the applicable requirements contained in this document.

This checklist takes into consideration the following:

- Methods of virus transmission in the work environment are:
  - Person-to-person contact
  - Airborne respiratory droplets
  - Transmission from surfaces as a result of surface to hand to face contact.
- Potential transmission is decreased significantly by the following methods:
  - Decreasing facility occupant density and increasing physical distancing of occupants
  - Face coverings and masks
  - Hygiene; washing with soap and water or sanitizer containing 60% alcohol or more, and cough or sneeze etiquette.
  - Disinfecting with products on [EPA List N: Disinfectants for Use Against SARS-CoV-2](#)
- Building systems (heating, ventilation, air conditioning, potable water and sanitary waste systems) have been returned to normal operating conditions.

## General Information

Building or Department: \_\_\_\_\_

Unit Designee Supporting Facility's COVID-19 Compliance, *Name and Net ID*:

- A single individual or core group has been designated as the site safety monitor(s) who will be responsible for implementing changes in compliance with COVID-19 state guidelines, developing standard operating procedures for COVID management, and communicating shut-down plans as needed.

**Site Safety Monitor Name(s):** \_\_\_\_\_

- The name(s) of the unit designee(s) and return to in-person work plan have been communicated to unit stakeholders

### 1.1 Employee Health Assessments – [Daily Check-in](#)

- The unit's designated HR representative has been notified of the faculty, staff, and students approved for onsite work. This will enable access to the daily check-in application.
- Employees returning to onsite work are completing the *Daily Check-in* prior to arriving on university premises each day.
- Facility management with facilities located outside of New York state have consulted state and local orders and directives as well as any policies and protocols for daily health assessment requirements.

### 1.2 Visitors to Work Space

- Locations must maintain a log or other mechanism to track visits by workers and others:
- This process is to support and assist in contact tracing efforts led by Tompkins County Health Department.
  - Sign-in sheets will be made available at the facility entrance or an electronic record generating (i.e. key card access records, spreadsheet, etc.) system will be employed. All employees are expected to make sure that visits by their guests or associates are recorded. Hand sanitizer will be provided at the check-in station.

### 1.3 Decreasing Occupant Density

The following processes can be implemented to decrease the number of people in a workspace at any given time.

- Individuals should continue to work remotely when possible even if cleared to return to onsite work. Limit in person gatherings as much as possible and use zoom conferencing whenever possible.
- Maximum office space density requirements must not be exceeded. The total number of occupants at any given time will be limited to no more than 50% of

normal occupancy.

- Non-New York State facilities will consult local county and state requirements on occupancy density.

#### 1.4 Community Protective Equipment - Face Coverings<sup>1</sup>

- Community protective equipment is worn by occupants as required by the university.
  - **Outdoors:** All employees, students, and visitors are required to have a mask or face covering readily available and on their person (e.g., around neck) when on campus outdoors and to put on their mask or face covering when it is NOT feasible to maintain physical/social distancing measures (i.e., at least 6 feet of separation from others).
  - **Indoors:** Anyone entering a building must put on a mask or face covering prior to entry. Masks or face coverings must be worn in common areas such as elevators, lobbies, bathrooms, when traveling around the building and working in shared spaces. Additionally, masks and face coverings are required in common areas of residence halls, dining halls, community centers, the Cornell Stores, and other retail locations and gathering spaces across campus. Face coverings or masks can only be removed when alone in a cubicle, office, or other unit designated area following social/physical distancing guidelines. (Note: For the intent of this procedure, a cubicle is defined as a space with three walls at least 5' in height.)
  - For additional information consult the [Face Covering and Mask Requirements](#)
- Individuals responsible for procurement of face coverings and other critical supplies through the university's centralized inventory, must be aware of the appropriate procedure.
  - See bullet 4.3 *Coverings Provided by Cornell and Employees* in [Face Covering and Mask Requirements](#), or [FAQ](#) on, *How can I acquire face coverings, gloves, disinfecting supplies and hand sanitizer for my team?*
- Signs with instructions on proper techniques to don and use face coverings must be placed in strategic locations. Locations shall include but not be limited to exterior entry way doors, locations where more stringent requirements exist, bulletin boards, etc.

#### 1.5 Training

- All faculty, staff, graduate, professional or undergraduate students who have been approved for onsite activities to perform work on behalf of the University must complete [EHS 2019 - Return to Campus Health and Safety Training for COVID-19](#) through CULearn.

<sup>1</sup> Face Covering: For the purpose of this document a face covering shall refer to any material used to cover both the nose and mouth of the user. They can include a manufactured or home-made mask, gaiter, scarf, face shield or other item serving the same purpose. Face coverings are not required to meet any regulatory standard. However, masks meeting a regulatory standard, such as an 'N95 mask' are considered face coverings for the purpose of this document.



- Training must be completed before approval is granted to return to university premises. The designee must ensure those returning for onsite work have completed the EHS 2019 – Return to Campus Health and Safety Training for COVID-19 prior to submitting their name to the HR representative approval.

#### 1.6 Physical Distancing: Work-Space Flow Control

A distance of at least 6 ft. must always be maintained amongst all individuals, unless safety of the core activity requires a shorter distance, or circumstances prohibit the ability to maintain a 6ft. distance.

The following workspace flow controls are put in place where applicable:

Workspace The following measures shall be implemented for workspace areas with high traffic flow or congested areas where the ability for adequate physical distancing is limited.

- Posting of social distancing [floor markers](#), [information posters](#), [signage](#), and/or floor tape that denote 6 ft. of spacing in commonly used and other applicable areas (e.g. aisleways, hallways, clock in/out stations, health screening stations, break rooms, cash registers, merchandise aisles).
- Implement the use of single direction travel aisles, if necessary
- Provide clearly designated, separate entrances and exits, if necessary
- **In the event of an emergency, occupants should disregard restrictions and evacuate as quickly as possible.**

#### 1.7 Increased Cleaning Frequency

The responsible person the Associate Building Care Director for their zone:

Contract College: Hazel Hall [hmh23@cornell.edu](mailto:hmh23@cornell.edu)

Endowed Zone: Rick Jordan [fwj1@cornell.edu](mailto:fwj1@cornell.edu)

SCL Zone: Cindy Lockwood [cl114@cornell.edu](mailto:cl114@cornell.edu)

Remote facilities that are not managed by Cornell must implement and maintain enhanced cleaning protocols equivalent to the “Category 2: elevated disinfection protocol” from the [Ithaca Campus Building Care Cleaning Procedure](#).

#### 1.8 General Hygiene and Cleaning Support Supplies

- Hand hygiene stations including handwashing with soap, running water, and disposable paper towels must be made available. Where handwashing is not available, 60% alcohol-based hand sanitizer must be provided.
- Supplies must be made available for employees and occupants to clean and disinfect their personal office space, electronics, and shared equipment in the workplace.
  - Occupants are encouraged to disinfect high touch surfaces frequently, at a



minimum daily. [Signage](#) must be posted in the office suite to remind and educate occupants. Cleaning procedure:

- Use of products is limited to those listed in the [EPA List N: Disinfectants for Use Against SARS-CoV-2](#)
- Compliance with manufacturer’s instructions for all cleaning products must be maintained
- Surfaces that are visibly dirty, must be cleaned with soap and water prior to disinfection.
- Used cleaning materials must be appropriately disposed and hands must be washed immediately.

The following supplies are available to all employees and occupants:

<b>Supply</b>	<b>Location(s)</b>	<b>Purpose</b>	<b>Responsible Person (<i>insert name below</i>)</b>
Hand soap & paper towels	Restroom Kitchen Dining facilities	Employees are encouraged to perform frequent hand washing	
Spray cleaner & paper towels or disinfectant wipes (from EPA List N)	Kitchen Office spaces Retail facilities Dining facilities	To be available to any user of conference rooms, kitchen, and shared resource room. To be available for employees to disinfect shared equipment and personal work areas.	
Hand Sanitizer	Facility entrance Shared resource room Conference Rooms Dining facilities Retail facilities	Convenient quick method to sanitize hands when washing with soap/water may not be practical	
Tissues	Conference room Personal work area Shared resource room	Available for anyone who may sneeze or cough unexpectedly	

### 1.9 Shared Equipment

- For equipment that may be shared, the following processes are in place to minimize the potential for transmission of COVID-19:

The sharing of items including tools, laptops, notebooks, telephones, touchscreens, and writing utensils is discouraged, and workers will perform hand hygiene before and after handling such items.

Disinfectants and hand sanitizer will be placed in close proximity to shared equipment. High touch surfaces within the work area should be disinfected before or after each use.

### 1.10 Shared Vehicles

- Regarding shared vehicles the following processes are in place to minimize transmission of COVID-19:

- All employees using a shared vehicle must record their use on the vehicle use logs (including name, date, time). Documentation must include the driver's and all passenger's names. Single person vehicle occupancy is encouraged whenever possible and practical. When multiple people are in a vehicle, all occupants shall wear a face covering. In addition, the vehicle's cooling and heating system should be set to non-recirculating and windows should be open whenever possible to increase fresh air exchange.
- After use, the vehicle's high touch surfaces (steering wheels, door handle, etc.) must be cleaned to remove accumulated dirt and debris. Following the initial cleaning, disinfectant wipes, or spray and disposable towels must be used to disinfect high-touch points. All keys and key ring must be sanitized prior to return.
  - Appropriate signage to communicate exposure prevention instructions must be visible within the vehicle. Expectations are communicated in vehicle via [signage](#).

- The facility or unit does not have shared vehicles.

## Facility Considerations

Work with your building coordinator to address facility requirements

### 1.11 Elevators

- The facility has an elevator(s). Consider restricting use or restricting the elevator occupancy:

Elevator occupancy should be limited based on the size of the elevator to mitigate disease transmission concerns. Small Elevators < 12 square feet = 1-person; medium elevators < 36 square feet = 2 persons; and large elevators > 36 square feet = 4 persons

Signs are placed by the elevator buttons on each floor and inside the elevator to notify facility occupants of these restrictions.

- The facility does not have an elevator.

### 1.12 Stairwells


- This facility has stairwells. The following restrictions are in place:
  - Face coverings will be required in stairwells as described elsewhere in this document. Occupants will be instructed to stay right when traveling up and down the stairs.
    - Signs are posted on stairwell doors notifying facility occupants of this strategy.
  - If physical distancing cannot be maintained, single direction travel on stairwells may be implemented. In case of emergency, occupants should disregard restrictions and evacuate by the quickest way possible.
    - Signs are posted on stairwell doors notifying facility occupants of this strategy.

### 1.13 Restrooms

- Restrooms are designed to be single occupancy: No requirements needed
- The following guidelines shall be in place for multiple occupancy restrooms:
  - Face coverings are required to be worn in restrooms.
  - Signs (Toilet Room Regulations; Toilet Room Courtesy) must be posted inside and outside restrooms featuring mask requirement and general hygiene guidance.
  - The [Facility Guidance for Restroom Access shall serve as a reference.](#)





### 1.14 General Hygiene & Etiquette Signs (Communication)

- Signage on physical distancing requirements, face coverings, hygiene, and disinfection protocols must be posted inside and outside of the facility, where applicable.
  - Signage will be made available to download and print from the COVID-19 and Reactivation Planning [website](#).

Sign	Location
<p>Stay home if you are sick</p> 	<p>At entryway doors including exterior, and office suite doors</p>

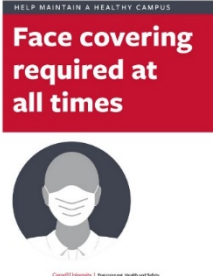





Sign	Location
<p><b>Kitchen Courtesy</b></p> 	<p>Kitchen</p>
<p><b>Shared Space Courtesy</b></p> 	<p>Shared resource room</p>
<p><b>Elevator Courtesy</b></p> 	<p>Above elevator call buttons</p>
<p><a href="#">CDC Stop the Spread of Germs</a></p> 	<p>Bathrooms and bulletin board</p>
<p><b>Toilet Room Regulations</b></p>	<p>Restroom Interior</p>



Sign	Location
 <p><b>TOILET ROOM REGULATIONS</b> <b>Please help keep everyone healthy:</b></p> <ul style="list-style-type: none"> <li>Wash your hands. Wet your hands, lather with soap, scrub for 20 seconds, rinse, then dry</li> <li>Dispose used towels, gloves, and other cleaning supplies in the trash can</li> <li>Do not place cell phones or other personal items on the counter</li> </ul> <p><small>Cornell University   Environmental, Health and Safety</small></p>	
<p>Toilet Room Courtesy</p>  <p><b>HELP MAINTAIN A HEALTHY CAMPUS</b> <b>Toilet room courtesy</b></p> <ul style="list-style-type: none"> <li>There should be no more than ___ people in this toilet room</li> <li>Cover your mouth and nose with a face covering or mask</li> <li>Provide adequate distance for others to exit</li> </ul> <p><small>Cornell University   Environmental, Health and Safety</small></p>	Restroom Exterior
<p>Conference Room Courtesy</p>  <p><b>COVID-19 SAFETY</b> <b>Conference room courtesy</b></p> <ul style="list-style-type: none"> <li>Do not host meetings with more than ___ people in this room</li> <li>Sanitize the table, keyboard, mouse, remote, and phone before and after use</li> <li>Maintain social distancing: sit 6 feet apart (about 2-3 chairs)</li> </ul> <p><small>Cornell University   Environmental, Health and Safety</small></p>	Conference Rooms exterior
<p>Social Distancing on Stairs</p> <p>*No Image Available, sign exist on signage webpage.</p>	Each Stairwell Door
<p><a href="#">CDC Hand Hygiene</a></p>  <p><b>Wash YOUR HANDS!</b></p> <ul style="list-style-type: none"> <li>Wet</li> <li>Get Soap</li> <li>Scrub</li> <li>Rinse</li> <li>Dry</li> </ul>	Restroom Kitchen

Sign	Location
<p>Masks Required</p> 	<p>Facility entrance</p>
<p>Shared space courtesy – sign</p> 	<p>Shared Resource Room Telephone Room Mother's Room</p>

### 1.15 Conference and Shared Resource Rooms

A shared resource room can be any of the following: garage, machine shop, telephone room, mother's room, etc.

- In-person meetings will be held in conference rooms. The following protocols and procedures will be put in place to reduce hazards associated with virus transmission:

When a meeting in a conference room is needed:

- Meetings times will be limited as much as practical to limit the amount of time people are in a relatively confined space together. This can be facilitated by allowing attendees to do as much 'pre-work' as possible to prepare for the meeting and limiting the meeting time only to those topics which benefit the most with in-person interactions.
  - Meeting organizer (or delegate) shall sanitize high touch surfaces before and after the meeting. These surfaces include, but are not limited to, tables, counters, door handles, remote controls, projector buttons and chair arm rests.
  - [Conference room signage](#), or [shared space signage](#) must be posted on exterior door.
- No In-person meetings will be held in conference rooms and all facility conference rooms contain [signage](#) to communicate expectations.



- No shared resource rooms exist or all resource rooms contain [signage](#) communicating the restriction from entry and usage.

- 1.16  No shared resource rooms exist or all resource rooms contain [signage](#) communicating the restriction from entry and usage. Office Kitchens/Canteen Spaces/Communal Gathering Spaces

- The following shall apply to shared kitchen spaces: Chairs will be removed from tables or signs stating, "Please do not sit here" will be posted on chairs to promote physical distancing. Hand soap and sanitizing wipes will be made available in the kitchen.
- Each employee must wash or sanitize hands upon entry and prior to exit of the kitchen space.
- Restrictions on access to shared reusable dishware will be in place; employees should bring their own cups, mugs, bottles, dishes silverware, etc. or use disposable items.
- Signs to support this guidance must be posted.
- Shared food and beverages (e.g., buffet meals) will be prohibited.

- Facility does not have a shared kitchen space.

- 1.17 Facility Water Systems off-campus water distribution system

- Prior to reoccupying the facility, the facility's potable water piping and system must be flushed per the [Reopening Facilities after Prolonged Shutdown or Reduced Operations for Facilities off Cornell's Water System](#) procedure
- The facility does not have potable water.

- 1.18 Responsibilities of Employee who Tests Positive for COVID-19 or are Placed on Quarantine

- In the event that an employee tests positive for coronavirus (SARS-CoV-2) or is ordered to quarantine or isolate by the local health department follow the [Working During COVID 19 Guide for Employees](#).

Employees who test positive for coronavirus or are placed on quarantine or isolation by an authorized agency, including the Tompkins County Health Department or a healthcare provider, are expected to comply with medical and coronavirus prevention recommendations. The university's protocols must be followed and employees must notify their supervisor as soon as possible if they will not be working. Employees should not tell their supervisor or other employees any medical information. Facility Shut-Down



Plan Based on Virus Spread Mitigation (Non-emergency)

- Onsite work may be interrupted by changes in the pandemic prevention recommendations. We encourage facilities management to develop a plan for facility shut down if these occasions arise:
  - Mandatory area-wide closures of facilities as directed by external agencies such as the local county health department.
  - Limited quarantine for team members who may have been exposed to coronavirus.
  - Office-wide quarantine/return to remote work to address more extreme situations limited to the office or facility.

**Additional Resources**

- [Environment, Health and Safety COVID-19 Webpage](#)
- [Cornell University COVID-19 and Reactivation Planning Webpage](#)