



## UVA COVID-19

### Facility/Space Safety Standards & Recommendations

Updated: 6/24/20

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All planning is in accordance with the Center for Disease Control and Prevention (CDC), state and federal public health guidance, and other appropriate guidelines to ensure the safety of students, faculty and staff. In light of evolving public health information and guidance, these standards and recommendations will be updated as necessary.

The purpose of this document is to ensure the safety of students, faculty, and staff by providing information regarding standard space safety measures and recommendations for additional guidance.

- **Space Safety Standards:** Base-level requirements for spaces, implemented consistently across the university.
- **Space Safety Recommendations:** Extra considerations that may be appropriate for specific areas to be applied in addition to the Standards.

## SPACE SAFETY STANDARDS

### A. Social Distancing

CDC and medical guidance around social distancing suggests individuals should avoid being within six feet of one another as much as possible, but certainly for no longer than 10 minutes.

- Maintain a minimum of six feet of separation for all indoor and outdoor spaces (e.g. seating in classrooms, labs, dining halls, lounges, communal spaces, offices, etc.) (Fall 2020 Committee)
- VP for Research defines social distancing as 9ft for prolonged work in laboratories, studios and research environments.
- When exercising in a gym, 10 feet separation is required by the Governor's guidance for Phase 2.

### B. Physical Barriers, Signage, Reconfiguration (Services provided by Facilities Management):

- Standard signage and physical guides in highly visible locations on floors and walls to provide reminders for social distancing separation in common spaces and as needed in functional spaces ([UVA FM COVID-19 Product Catalog](#)). Signage (e.g. A-frame, banners) must not interfere with egress or pedestrian traffic. FM will work with school and unit-specific contacts for all spaces.
- Physical barriers required at public service locations (e.g., dining hall service attendants and cashiers, help desks, customer service points of access) even if 6 feet of social distancing is possible. Guidelines for barrier installation may be found [here](#).
- If necessary to enable social distancing and limit close in-person interaction, re-position furniture and fixtures.

- Door propping is prohibited. Many doors at the University have been designed to serve as fire barriers, smoke barriers, control lab access, and maintain air pressure across different spaces. Any change in door function requires review and approval of the **Building Official's office**.
- Most exit doors and egress pathways in University buildings have been specifically designed to provide multiple means of egress, to eliminate dead-end corridors, provide accessibility, and to safely & quickly evacuate occupants in an emergency. Any changes to exits and egress pathways requires review and approval by the **Building Official's office**. (Changes to exits, egress pathways, and building circulation have not been proven to reduce COVID19 transmission.)

### **C. Custodial Services (Services provided by UVA entities, including Facilities Management, IMREC, Athletics)**

**UVA Enhanced Cleaning Protocols and Standard Operating Procedures**, which incorporate industry standards and best practices with guidelines from the CDC, will be followed. EPA approved products that are effective against the coronavirus will be used.

- **Sanitizing Stations**

Sanitizing Stations will be provided at building main entrances, floors, and near elevators.

- **Key Classroom Cleaning Protocols and Procedures**

- Desks, chairs, and tabletops wiped daily by custodial staff.
- Educators and students wipe down podiums, surfaces, desks, chairs, and tabletops before and after use with disinfecting supplies stocked in the room.
- High Touch Surfaces cleaned frequently by custodial staff. High touch surfaces in classrooms include light switches, entryway door handles, and interior door surfaces.
- Custodial work completed early in the work shift and prior to the peak building use and occupancy to the extent possible to minimize safety incidents and noise impact on classrooms.

- **Key Public Spaces, Kitchenettes, and Break Rooms Cleaning Protocols and Procedures**

- Spaces cleaned by custodial staff.
- High Touch Surfaces cleaned throughout the shift. High touch surfaces include countertops, light switches, sink fixtures, push plates, elevator buttons, and water fountains.
- Disinfecting products provided for individuals to wipe down appliances, coffee makers, refrigerator handle, sink fixtures, microwave, and similar appliances before and after each use.

- **Restroom Cleaning Protocols and Procedures**

- Spaces cleaned by custodial staff.
- Sinks, fixtures, surfaces, and other bathroom fixtures cleaned.
- High Touch Surfaces cleaned throughout the shift. High touch surfaces include light switches, entryway door handles, interior door surfaces, push plates, dispensers, sanitary napkin boxes, counter tops, flush valves, and sink handles.

- **Outdoor Furnishings**

- Normal routine cleaning. CDC recommends against disinfection of parks, playgrounds, wooden surfaces (structures, benches, tables), groundcovers (mulch, sand), walks, and roadways.

**D. Heating, Ventilation and Air Conditioning Systems (HVAC) (Services provided by Facilities Management)**

- By design, all mechanical systems are required to provide enough ventilation for **maximum occupancy** of spaces. FM uses robust building automation systems to continuously monitor and maintain the mechanical systems to ensure that the HVAC systems are operating as designed and fresh air requirements are being met.
- A UVA HVAC Standing Task Force comprised of registered professional engineers, an industrial hygienist, and building code officials will be conducting ongoing reviews of CDC recommendations, industry best practices and standards concerning the design, maintenance, and operation of building heating, ventilation, and air conditioning (HVAC) systems for the duration of the pandemic.

**E. Space-specific Standards (Services provided by Facilities Management and Local Facilities Services)**

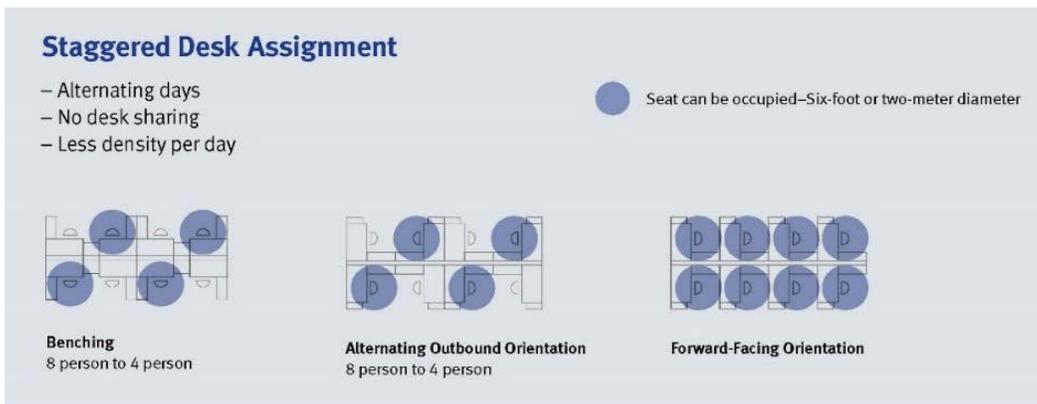
- **Elevators**

- Elevator capacity is limited by cab size. For most elevators, this will mean only one person per elevator. More than one person can use an elevator if the 6-foot social distancing requirement is met.
- Building managers may consider measuring elevator cabs and marking where people should stand, usually in diagonally opposite corners.

- **Office Space**

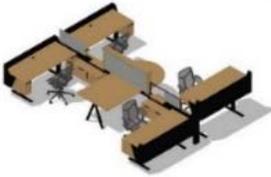
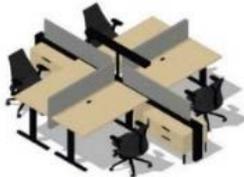
If social distancing in office spaces cannot be attained through other measures and office reconfigurations are necessary:

- **Open Workstations with Physical Partitions** – Partitions should be a minimum of 67-70” tall. If partitions do not meet this height, stagger employees, leaving a workstation vacant **between them** to meet 6’ distancing guidelines.

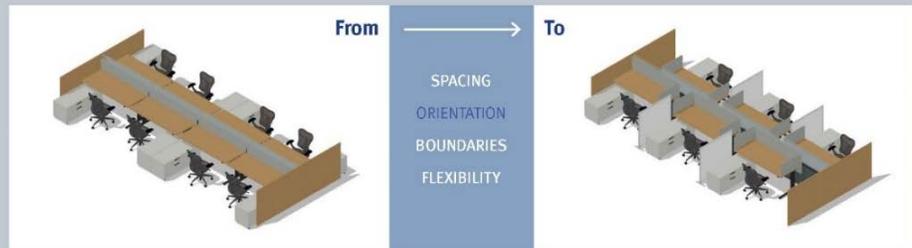


- **Open Workstations without Physical Partitions** – Reconfigure furniture so that co-workers are not facing each other. Or, provide a partition if facing each other cannot be avoided.

### Desk Settings

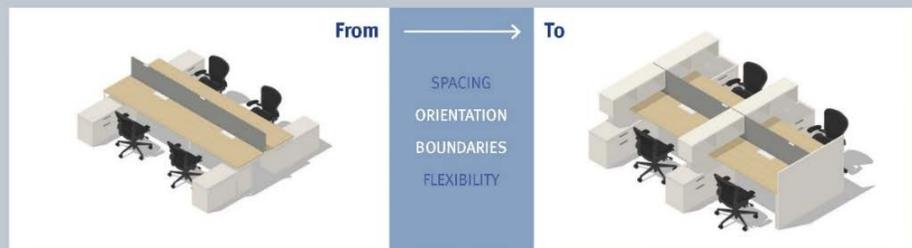
	<b>From</b> → <b>To</b> SPACING ORIENTATION BOUNDARIES FLEXIBILITY	
<b>What Changed</b> <ul style="list-style-type: none"><li>– Removed collaborative tables</li><li>– Added mobile whiteboards</li></ul>		
	<b>From</b> → <b>To</b> SPACING ORIENTATION BOUNDARIES FLEXIBILITY	
<b>What Changed</b> <ul style="list-style-type: none"><li>– Turned desks outbound</li><li>– Increased screen height</li></ul>		
	<b>From</b> → <b>To</b> SPACING ORIENTATION BOUNDARIES FLEXIBILITY	
<b>What Changed</b> <ul style="list-style-type: none"><li>– Removed two desks</li><li>– Increased spacing between seats to 6' (2m)</li></ul>		

## Bench Settings



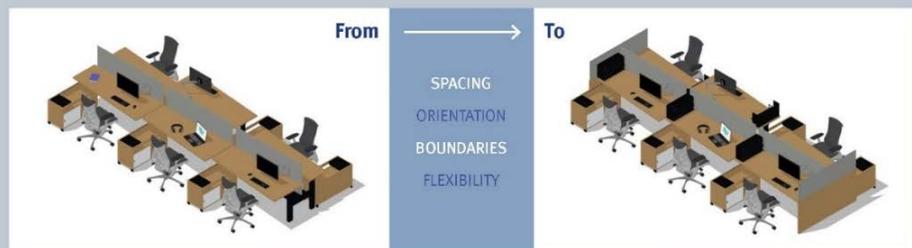
**What Changed**

- Increased spacing between seats / staggered desks
- Added boundary screens



**What Changed**

- Added gallery panels for circulation boundaries
- Added storage cubbies for increased boundaries



**What Changed**

- Removed two desks
- Increased spacing between seats to 6' (2m)

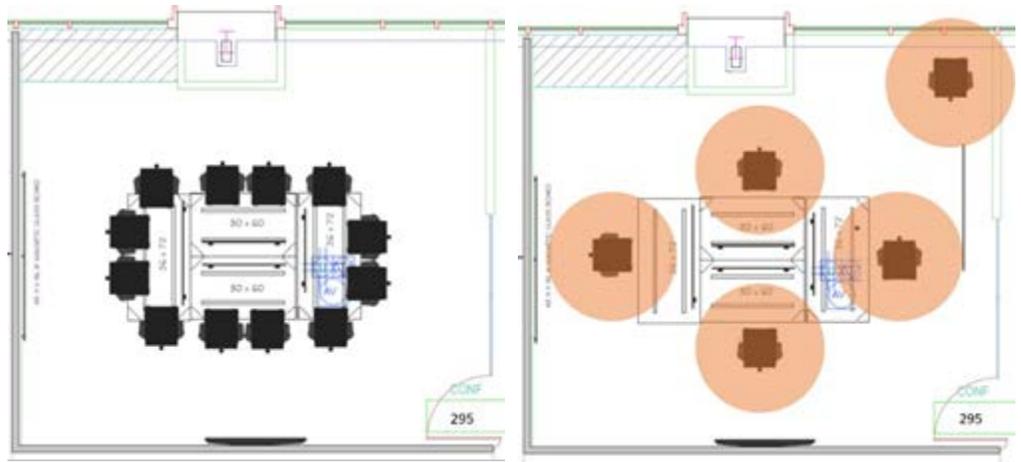
- **Open Collaborative Spaces** – should be used as single occupancy unless they can accommodate a 6' separation.
- **Conference Rooms, Meeting Rooms and Study Rooms** – As long as the 6-foot distancing requirement is met, people may meet in conference rooms. Furniture configurations may lessen the maximum occupancy (i.e. a large conference table may only allow for 2 people in the room with circulation and social distancing considered). Specific recommended occupancies for each conference/meeting room on Grounds can be found [here](#).<sup>1</sup>

Square Footage	Occupancy
≤ 150 SF	1 person
150-200 SF	2 people
200-250 SF	3 people
250-350 SF	4 people
350-450 SF	5 people
450-550 SF	6 people
550-600 SF	7 people
600-650 SF	8 people
650-750 SF	9 people
750+	10 people

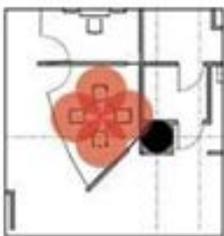
**Old Ivy Office Building  
Room 295 (Development Conference Room)**

During normal operations this conference room is set up to accommodate 12 persons.

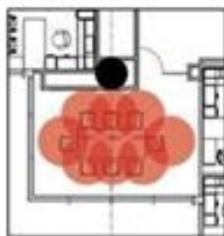
Under COVID-19 guidelines the occupancy is reduced to 5 seats, but with the current furniture set-up, only 4 could safely sit at the table. Extra care is needed when entering and exiting the room. The orange circles are six feet in diameter.



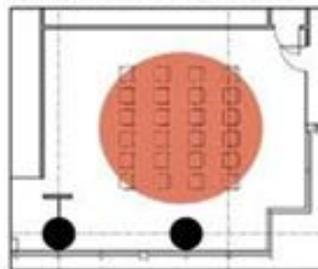
pre-COVID-19 plan  
4 person conference room



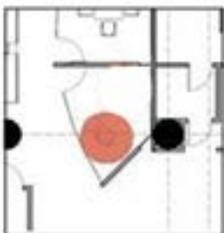
pre-COVID-19 plan  
8 person conference room



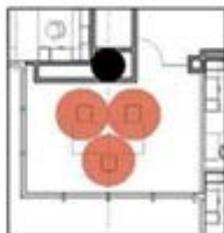
pre-COVID-19 plan  
24 person conference room



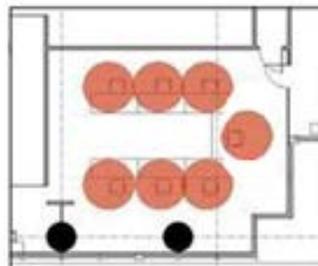
post-COVID-19 plan  
1 person office/conference room



post-COVID-19 plan  
3 person conference room



post-COVID-19 plan  
7 person conference room



- **Assembly Spaces** - Assembly spaces have egress requirements that factor into considerations for maximum occupancy. The recommended planning consideration for assembly areas is 100SF/person. Recommended occupancies for assembly spaces can be found [here](#).
- **General Outdoor Space**
  - Install signage at key locations, such as entrances to an outdoor space and bus stops, to provide reminders for social distancing separation.
  - Apply signage to exterior table surfaces to abide by social distancing guidelines.
  - Reduce furnishings/re-position furnishings to promote social distancing.
- **Specific Outdoor Spaces**
  - Lawn and Pavilion Gardens:
    - Provide social distancing reminder signs along major routes.
    - Where securing of children or pets of Pavilion residences are a concern in divided gardens, secure gates shut so public may not enter.
  - McCormick Amphitheater:
    - Graphically illustrate how far people should sit apart.

## SPACE SAFETY RECOMMENDATIONS

### A. Social Distancing

- Areas or departments with stricter social distancing rules should clearly communicate those expectations and are encouraged to visually convey distancing expectations through signage and markings.

### B. Limit Occupancy

- Limit occupancy through rotational or flex schedules may be used to permit utilization and ensure sufficient separation (e.g., dining halls, gym, office).

### C. Physical Barriers and Signage

- Include messages about behaviors that prevent the spread of COVID-19 on signage. (From CDC)
- Install additional signage available from Facilities Management: [UVA FM COVID-19 Product Catalog](#)

### D. Space-specific Recommendations (Services provided by Facilities Management and Local Facilities Services)

- **Office Space Reconfiguration**
  - **Shared Offices >200 SF** – Reconfigure furniture so co-workers are not facing each other, provide a partition, or use space as single occupancy with alternating work schedules.

- **Convert Enclosed Spaces** - Identify enclosed spaces that can be allocated as individual offices without modifications to the physical space. Pay special attention to ventilation (i.e. storage rooms may not have adequate air circulation).
  - **Small conference rooms** that cannot be used for meetings due to distancing guidelines should be **used** as single occupancy offices.
- **Conference Rooms**
    - Demarcate appropriate seating locations.
    - Maximum occupancy should be clearly posted inside and outside of each room and if feasible, should be visible in Outlook when reserving a room.
- **Outdoor Spaces**
    - On paved surfaces, demark areas for moveable furnishings such as tables and chairs to promote social distancing.
    - Modify seating such as benches such that persons cannot sit within 6' of each other.
    - Place signage to encourage social distancing on or near outdoor furniture.
    - For confined entrances, such as to the Lawn and the Lawn Colonnade walks where social distancing is not possible, consider signage encouraging wearing of face masks.
    - Secure garden gates to an open position for touchless entry.
- **Busy Sidewalks/Corridors**
    - Install signage/graphics in high traffic areas that encourage social distancing

### Document Change Register

Date	Summary of Change	Change #	Source
6-24-20	Updated occupancy table for Conference Rooms, Meeting Room, Study Rooms	1	Office of the Architect

For questions about or edits to this document, please contact **Penny Cabaniss**, Assistant Vice President and Director of State Relations, Office of the Senior Vice President for Operations: [pqc2f@virginia.edu](mailto:pqc2f@virginia.edu)

## APPENDIX

# Clarification on Spaces

Will apply common safety standards in both

### COMMON SPACES

- Exterior Walkways/Open Spaces
- Building Entrances/Exits
- Hallways
- Bathrooms
- Elevators (at push button)
- Stairwells
- Building Reception

*FM to work with building facility coordinators on installations.*

### FUNCTIONAL SPACES

- Classroom Spaces
- Residence Halls
- Dining Halls
- Recreational Spaces
- Library
- Central Office/Conference Rms
- Athletics/JPJ
- Transportation
- Services
- Visitor
- Student Activities

*Work led by Functional Leads in consultation with FM*