SAFE TOGETHER:
COVID-19 GUIDELINES FOR OFFICES AND
COMMON/CHEARED SPACES

06.29.2020

USC University of Southern California
SAFETY PRINCIPLES

The safe use of all USC buildings and outdoor spaces is guided by these principles and objectives:

• Maintain physical distance from others
• Wear a face covering
• Practice good hand hygiene
• Monitor yourself for signs and symptoms and stay home if you feel sick, particularly if you have a fever, cough, or difficulty breathing
• Train and educate on health, hygiene and safety practices
• Observe posted behavioral protocols and procedures
• Follow response protocols and procedures for reported exposure
• Monitor compliance and performance outcomes
• Align Environmental Health and Safety policies and procedures with local, state, and federal guidance

Content Lead / Deona Willes
OFFICES AND COMMON / SHARED SPACES

The information here provides an overview for guidance and standards for the safe use of offices and common use/shared spaces owned and/or operated by USC based on:

**Guiding Principles:**

- Maintain Compliance with Fire Life Safety Codes and Regulations. e.g. occupancy, exiting, access for persons with disabilities, ventilation, etc.
- Follow local, State, and National Public Health Authority directives to maintain physical distancing (minimum 6’), healthy hygiene practices, wearing face coverings at all times.
- Protect safety of students, faculty and staff on campus in accordance all current USC Covid-19 Guidelines and Policies.
- Face covering not required in a single person office and alone; however, must be donned as soon as someone enters the area or when leaving a personal office.

Content Lead / Allyson Gipson with Joe Way and Carol Fern
OFFICE SPACES

Review your office layouts to meet physical distancing requirements. Consideration and modifications should be given to the following:

- Fixed and removable furniture, fixtures and equipment
- Pedestrian circulation e.g. entry/exit and flow restrictions
- Room Occupant Capacity maintaining a minimum of 6 feet of physical distance from another person
- Location for storage of excess furniture, fixtures and equipment
- Use of Alternative Accommodations/Locations
- Use of temporary barriers such as see thru screens when momentary transactions can not be otherwise avoided requiring physical distance of less than 6 feet

Content Lead / Allyson Gipson with Joe Way and Carol Fern
SPATIAL ANALYSIS IN OFFICE SPACE

Space Strategies:

- Staff could be staggered spatially and in shifts to maintain lower occupancies.
- Shared equipment e.g. copier/printers should be wiped down as needed to maintain cleanliness.
- Furniture and equipment could be slightly relocated to achieve more distancing.

<table>
<thead>
<tr>
<th>Office Type</th>
<th>Office size</th>
<th>Suggested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>&lt;150 SF</td>
<td>Single</td>
</tr>
<tr>
<td>Shared - 2</td>
<td>&lt;200 SF</td>
<td>Single</td>
</tr>
<tr>
<td>Shared - Multiple</td>
<td>&gt;200 SF</td>
<td>Staggered</td>
</tr>
</tbody>
</table>
KITCHENS AND BREAKROOMS

The information here provides an overview for guidance and standards use for the safe use of kitchens owned and/or operated by USC based on Guiding Principles. The decision as to whether these areas remain open/closed and the operations of those spaces in accordance with safety protocols is dependent upon the school/department.

Guiding Principles:

EH&S does not require break rooms or kitchens to be closed so as long as people can:

- Maintain 6ft of physical distance while eating
- Hang signage to block off every other chair or to limit 1 person per table
- Wash hands properly
- Eat alone when possible, preferably outside
- Eliminate the sharing of food
- Eliminate the sharing of utensils
- Wipe area before and after eating
- Avoid eating in shared breakrooms in unable to maintain physical distancing
- Keep a clean kitchen or breakroom

Content Lead / Deona Willes
PUBLIC RESTROOMS

• According to CDC, there has not been any confirmed report of the virus spreading from feces to a person. Based on data from previous outbreaks of diseases caused by related coronaviruses, the risk is apparently low. To avoid persons getting exposed to COVID-19 while using restrooms at USC, the following guidelines should be followed:

- Maintain physical distancing
- Wear a face covering while in restroom
- Leave every other stall unoccupied
- Use paper towels to dry hands after hand washing
- Use a dry paper towel to operate door handles and locks
- Use toilet seat covers
- Close the toilet lid (if available) before flushing
- Avoid personal care, such as combing of hair, applying makeup and brushing teeth, in restrooms

Content Lead / Deona Willes
SIGNAGE PROCEDURES

Each building MUST use and display standard COVID-19 Safety Signage as described and illustrated in the standards linked here https://identity.usc.edu/print/covid-19-safety-signage/

The brand ambassadors shall work in close coordination with building facility managers on COVID-19 building signage as follows:

1. IDENTIFY CONTACT
   Identify the lead person with contact information for COVID-19 Safety Signage and installation.

2. DETERMINE QUANTITY
   - The lead person shall determine the quantity of COVID-19 Safety Sign type by building and locations.
   - Provide the order request for review and guidance on next steps including coordination with FMS for sign installation logistics.

3. SUBMIT REQUEST
   - Submit requests to Magdalen Hron hron@usc.edu
   All requests must be submitted by July 10, 2020.
   - Please submit each building request at one time, not piecemeal. • FMS Installation timeline is July 20-31st.

4. SPECIAL MESSAGE SIGNS
   Use of any non-standard COVID-19 signage is strongly discouraged due to logistics and time required for design, approval, procurement, fabrication and installation.
   To request review and approval of any special signage, the brand ambassador must submit a proposal* via email to Jane Frey janefrey@usc.edu

* Proposal must include: Purpose, Duration of Use, Size, Material, Design, Content, Location and Quantity
CLEANING AND DISINFECTION GUIDELINES

HOW ARE BUILDINGS AT USC ARE BEING CLEANED AND DISINFECTED

In addition to routine cleaning, USC has implemented an enhanced cleaning schedule to clean and disinfect common areas and commonly touched surfaces in our buildings by professional cleaners.

WHAT TO CLEAN IN YOUR WORK AREAS?

<table>
<thead>
<tr>
<th>Surface/Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator buttons, stair handrails, and water fountains</td>
<td>3X DAILY</td>
</tr>
<tr>
<td>Restroom touchpoints including light switches, doorknobs, handles, and fixtures</td>
<td>3X DAILY</td>
</tr>
<tr>
<td>Light switches, doorknobs, and handles in high traffic areas (i.e., classrooms, labs, reception areas, libraries)</td>
<td>3X DAILY</td>
</tr>
<tr>
<td>Floors, carpets trash to be emptied and liners replaced high traffic areas (i.e., classrooms, labs, reception area, libraries)</td>
<td>3X DAILY</td>
</tr>
<tr>
<td>Light switches, doorknobs, and handles in low traffic areas (i.e., offices)</td>
<td>5X WEEK</td>
</tr>
<tr>
<td>Floors, carpets low traffic areas (i.e., offices)</td>
<td>1X WEEK</td>
</tr>
</tbody>
</table>

*Partial list of all areas and surfaces that FMS cleans.
WHAT DISINFECTANT IS EFFECTIVE AGAINST COVID-19?

Use EPA-approved* cleaning products such as Lysol and Clorox wipes. Follow manufacturer’s instruction for all cleaning and disinfection projects, including the concentration, application method, contact time and personal protective equipment recommendations.

CLEANING OF SHARED OFFICE EQUIPMENT

Eliminate sharing of materials or objects (e.g., staplers, three-hole punches, pens, coffee mugs, etc.) to the greatest extent possible.

Where items must be shared, they should be disinfected between uses, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
CLEANING AND DISINFECTION
LEASED OFFICE SPACE

General Information

• Follow cleaning protocols and signage provided, within leased space.

• Landlords have issued cleaning protocols for common areas and building per CDC regulations and recommendations.

• Additional cleaning of common areas and tenant suites will be provided. If additional cleaning is desired, please contact the building property manager.

• Since many of the buildings were unoccupied for several weeks, deep cleaning and disinfecting will be done in buildings before people return to work by the building.

• For specific questions, contact the USC Office of Real Estate or landlord’s property management office.
REVIEW PROCESS

To facilitate the care and safety of ourselves and others, review of the application of COVID-19 Safety measures covered in these Guidelines is required.

Whole building walk thru reviews including room and space layouts, signage, sanitizers and any special provisions will be conducted with resources identified by the guideline content leaders with the facility manager. Any matters noted requiring additional action will communicated to the facility manager for taking corrective action(s).

EH&S will lead building walk-thrus to check on items:
• Face masks/coverings
• Maintaining 6’ physical distancing
• Sanitizing common equipment after use

Please contact EHS@usc.edu for information on walk-thrus.
NEED HELP?

SIGNAGE
Jane Frey, USC Communications Creative Director, janefrey@usc.edu
Jon Soffa, Capital Construction University Architect soffa@usc.edu
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ENVIRONMENTAL HEALTH AND SAFETY
Deona Willes, Safety Director dwilles@usc.edu
Dick Sun, Deputy Director dicksun@usc.edu>
NEED HELP? Other Resources

**HOSPITALITY**
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**TRANSPORTATION**
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**ATHLETICS**
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**REAL ESTATE AND ASSET MANAGEMENT**
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**DEPARTMENT OF PUBLIC SAFETY**
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**CAMPUS HEALTH COMMUNICATIONS**
Minne Hong Ho, Keck Medicine Exec. Dir. Marketing & Communications
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Current information about USC COVID-19 polices and resources is available at USC COVID-19 Resource Center
https://coronavirus.usc.edu/
SAFE TOGETHER

TROJAN FAMILY

WE FIGHT

AS ONE