SAFE TOGETHER:
COVID-19 GUIDELINES FOR USE OF BUILDINGS AND OPEN SPACES

11.03.2020 UPDATE
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INTENT AND USE

The information here provides an overview of guidance and standards for facility managers for the safe use of buildings and open spaces. They provide “how-to” principals and examples for:

• Following USC COVID-19 safety polices and practices in academic/administration, student housing and athletic buildings and outdoor spaces.

• Maintaining compliance with all Building Codes Regulations and ADA accessibility accommodations.

• Identification of USC administrative resources for guidance on specific questions and topics.

• All guidance here MUST be followed in all USC owned and/ or operated spaces. Any exceptions MUST be pre-approved by and through USC Environmental Health & safety.

Content Lead / Jon Soffa
SAFETY PRINCIPALS

The safe use of all USC building and outdoor spaces is guided by these principals 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
CLASSROOMS AND MULTI USE SPACE

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

Guiding Principals:

• 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.

All implementation and use MUST be followed as approved.

Content Lead / Allyson Gipson with Joe Way and Carol Fern
CLASSROOMS AND MULTI USE SPACE

In the event that a plan has not yet been submitted for a school, facilities managers must prepare and submit plans for review and approval to Attn: Allyson Gipson for all spaces and buildings which their unit is assigned and/or occupies. Training and plan preparation resources are available to facilities managers.

Submitted plans MUST include proposed physical accommodations and layouts showing measures to de-densify the use of occupied spaces including:

- 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

Content Lead / Allyson Gipson with Joe Way and Carol Fern
NON-TRADITIONAL CLASSROOMS AND MULTI USE SPACES

In some cases the use and flow of a room or area does depend on typical instructional furniture layouts or instruction modalities e.g. dance and music practice, lobbies. The **Guiding Principals** for use of those spaces are the same as traditional classrooms. The requirements for submittals, review and approval of information is also same.
# Classrooms Multi Use Space

## Example of Room Density Planning Chart

<table>
<thead>
<tr>
<th>ROSKI SCHOOL OF ART AND DESIGN</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Code</strong></td>
<td><strong>Room Number</strong></td>
<td><strong>Room Type</strong></td>
<td><strong>Room Area ft²</strong></td>
<td><strong># of occupants based on physical distancing</strong></td>
</tr>
<tr>
<td>ATM</td>
<td>110</td>
<td>STUDIO</td>
<td>180.5</td>
<td>5</td>
</tr>
<tr>
<td>ATM</td>
<td>113A</td>
<td>CLASS</td>
<td>886</td>
<td>24</td>
</tr>
<tr>
<td>ATM</td>
<td>113B</td>
<td>CLASS</td>
<td>885</td>
<td>24</td>
</tr>
<tr>
<td>HAR</td>
<td>112</td>
<td>CLASS</td>
<td>817</td>
<td>22</td>
</tr>
<tr>
<td>HAR</td>
<td>112A</td>
<td>CLASS</td>
<td>70</td>
<td>1</td>
</tr>
<tr>
<td>HAR</td>
<td>117</td>
<td>CLASS</td>
<td>1014</td>
<td>28</td>
</tr>
<tr>
<td>HAR</td>
<td>119</td>
<td>CLASS</td>
<td>591</td>
<td>16</td>
</tr>
<tr>
<td>HAR</td>
<td>119A</td>
<td>CLASS</td>
<td>135</td>
<td>3</td>
</tr>
<tr>
<td>HAR</td>
<td>201</td>
<td>STUDIO</td>
<td>870</td>
<td>24</td>
</tr>
<tr>
<td>HAR</td>
<td>202</td>
<td>CLASS</td>
<td>720.6</td>
<td>20</td>
</tr>
</tbody>
</table>

- **Pre-COVID-19 - Full Occupancy**
- **LACPH Stage 3 - Full Occupancy**

*6 feet Minimum space between students*
CLASSROOMS MULTI USE SPACE

Phase 3 = lesser of 25% capacity or 100 people

Example of Layout Capacity:
MHP 101

6’ Distancing = 0’ for Person + 72” Between People (6’ Total)

2,130 Sq. Ft.
Pre-COVID-19 Full Capacity: 120
Phase 3 with 6’ Distance, Total Capacity: 30 (includes ADA seating)
Access and use of all university outdoor spaces must follow all current university health and safety use polices.

Guiding Principals for ALL outdoor uses:
- Maintain Physical Distancing
- Practice Healthy Hygiene
- Wearing of Face Coverings
- Limited access to all public areas
- Events and gatherings
- All outdoor areas information with approved signage posted
- Map of hand sanitizer stations and bike parking changes/locations
- No tailgates on campus
- Specific outdoor areas may have their own policies
Examples of where these guidelines apply include but are not limited to:

- Streets / Sidewalks / Pathways
- Courtyards / Plazas
- Quads / Lawns
- Outdoor Recreation Areas
- Athletic practice and play fields
- Bus Shelters
- Parking lots and structures
- Outdoor seating areas
- Outdoor food service/dining areas
- Places where building entry or food service queuing is staged
CLEANING AND DISINFECTION

General Information

• For the most part, Covid-19 on surfaces are unstable and die within hours or days.

• Disinfection removes most of the germs on surfaces. Therefore, use of a disinfectant optimizes the absence of other pathogens as well as Covid-19.

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

• The initial cleaning ensures the buildings are safe for students, faculty, and staff to return.

Employee Expectations

• Employees should try to limit themselves to using only their own equipment (e.g., phones, keyboards, furniture, etc.).

• Employees should clean and disinfect all equipment and other objects they touch, personal or shared, including workstations, phones, keyboards, research equipment, etc., as well as wipe down any surfaces touched in common areas.

• Specific plans must be in place to ensure all shared equipment is disinfected before and after use. Cleaning material for personal space to be provided by employee’s school or department.

Safe Practices

• Deep cleaning and increasing frequencies are components to making buildings safe.

• Wearing and using the proper PPE and practicing physical distancing will increase safety.

• Hand washing: Correct hygiene and frequent handwashing with soap are vital to help combat the spread of virus. All employees are expected to wash their hands, or use sanitizer when handwashing is not available.

Content Lead / Eric Johnson
CLEANING AND DISINFECTION PRIOR TO RETURN

**Cleaning and Disinfecting Spaces**
- Clean and disinfect offices, laboratories, restrooms, lobbies, hallways, stairs.
- Floor cleaning projects in hallways, conference rooms and classrooms.
- Routine cleaning of high touch points in buildings occupied.

**High touch Points**
- Tables, counters, desks, benches
- Doorknobs, handles, light switches
- Faucets, sinks, toilets
- Elevator buttons
- Stairs and handrail

**Training for Cleaning Staff**
- Cleaning techniques, cleaning products, and PPE required
- Use of any new equipment utilized in cleaning and disinfecting
- Covid-19 exposure process

**Placement of Sanitizer Dispensers**
- Place hand sanitizer stations in prominent areas that are in clear view
- Entries and exits of buildings and outdoor spaces
- Each floor at the elevators and classrooms
- Hand sanitizer dispensers will not be placed where sinks are available to wash hands with soap and water typically in restrooms and kitchen areas.
# Cleaning and Disinfection
## New Protocols

<table>
<thead>
<tr>
<th>Surface</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>Floor, carpet</td>
<td>1 x week</td>
</tr>
<tr>
<td>Touch points</td>
<td>1-2 x week</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>2 x week</td>
</tr>
<tr>
<td>Floor</td>
<td>1-2 x week</td>
</tr>
<tr>
<td>Touch points and surfaces</td>
<td>3 x day</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>3 x week</td>
</tr>
<tr>
<td>Floor, carpet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Touch points and surfaces</td>
<td>3 x day</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>5 x week</td>
</tr>
<tr>
<td>Floor, carpet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Touch points</td>
<td>3 x day</td>
</tr>
<tr>
<td>Sink, urinal, toilet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>5 x week</td>
</tr>
<tr>
<td>Floor, carpet</td>
<td>5 x week</td>
</tr>
<tr>
<td>Touch points</td>
<td>2 x day</td>
</tr>
<tr>
<td>Empty trash, replace liner</td>
<td>5 x week</td>
</tr>
<tr>
<td>Common Areas (lobby, elevator, stairs, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
PLAN REVIEW
PROCESS

To facilitate the care and safety of ourselves and others, review and approval of the application of COVID-19 Safety measures covered in these Guidelines is required. Schools and departments should review and revise Restart Plans based on these updated guidelines.

Modified plans need not be submitted to CCD/FMS for review unless revisions deviate significantly from previously approved plan, or high-risk activities are introduced.
STAY NIMBLE

Monitor regulatory local orders and CDC guidance
Prepare for possible COVID-19 resurgence at LA city or University levels.

• Maintain two-way communication with USC community
• Decisive planning and policies
• Facility ramp down procedures
  • Academic continuation plan for all courses
  • Remote work processes for staff and faculty
  • Event cancellation
• Monitor city and campus public health metrics
• Centralize step back management with cross-functional workgroups

Content Lead / Deona Willes
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Current information about USC COVID-19 policies and resources is available at We are SC https://we-are.usc.edu