Building Coordinator Meeting

Steps Forward

August 19, 2020
Agenda

• Welcome: Dave Jackson
• FM Steps Forward Plan and Storm Damage Update: Lynne Finn----- 10 minutes
• Ventilation: Julie Sychra------- 20 minutes
• FM@YourService COVID BUTTON and Health Stations: Steph Rourke----- 5 minutes
• Custodial Update for Fall 2020: Jeff Rajtora----- 5 minutes
• General Circulation Signage: Joe Bilotta or Brent Anderson -------- 5 minutes
• Student Space: Joe Bilotta or Maggie Vogel -------------- 5 minutes
• Coordinating University Events: Angie Reams-------- 5 minutes
• Q&A -------- 5 minutes
FM Steps Forward – Fall 2020

Patience
Preparation
Preparation Focus:

“As a guiding principle, the UI recognized the more an individual interacts with others, and the longer the interaction, the higher risk of COVID-19 spread.”
FM Steps Forward – Fall 2020

Patience
Preparation
Partnerships
Perseverance
Steps Forward:
Facilities, Buildings and Grounds

August 19, 2020
Steps Forward → Building Practices

Primary Decision Drivers

• Focus on **risk mitigation** not elimination.

• Limit **unintended consequences**

• Risk mitigation is **interdependent**: the effectiveness of building and operational practices are directly related to behavior and community health conditions.

• Prioritize by **occupancy and time**: the more people in a space for longer periods of time represents greater risk.

• Emerging information and recommendations require need for agility and capability for **adjustments and change** to increase risk mitigation options.
Steps Forward: Facilities, Buildings and Grounds

Ventilation

Ventilation systems will operate according to CDC Considerations for Institutes of Higher Education. The UI will implement the following strategies:

- Ensure ventilation systems operate properly.
- Facilities Management will coordinate and monitor building occupancy, using data to inform operations.
- Facilities Management will review and assess building systems, including restroom ventilation, before the start of the fall 2020 semester and will carefully monitor building system performance.
- Monitoring, including advanced Fault Detection Diagnostics, will be used to identify changes in operations or conditions that may affect performance or building conditions.
- In addition to ensuring proper operation, operating parameters will be adjusted to increase fresh air mechanically (not open doors or windows), as well as increase filtration levels as system age and capabilities allow.
- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations.
- Using FM@YourService, develop a process for addressing concerns regarding ventilation or filtration in campus buildings.

August 2020
VENTILATION

Ventilation systems will operate according to CDC Considerations for Institutes of Higher Education. The UI will implement the following strategies:

- Ensure ventilation systems operate properly.
- Facilities Management will coordinate and monitor building occupancy, using data to inform operations.
- Facilities Management will maintain a building-centric ventilation strategy.
- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations.
- Using FM@YourService, develop a process for addressing concerns regarding ventilation or filtration in campus buildings.
Steps Forward Commitment: Operations

- Upgrade to MERV 13 across all capable AHUs ($475,000). Installation planned prior to start of classes.

- Adjust classroom operations to maximize airflow during occupancy, increasing filtration and fresh air.

- Purge building air daily, by activating the HVAC systems at least two hours prior to occupancy.

As recommended by CDC or ASHRAE
Steps Forward Commitment: Verification

- Extensive operational assessment with focus on classroom spaces - high density priority
- Identify system capabilities related to infection risk mitigation
- Document building level ventilation capabilities in academic and administrative (GEF) spaces
Steps Forward Commitment: Monitoring

- Building Controls Program
- Fault Detection & Diagnostics (FDD) Program
  - 12,000 pieces of equipment
  - 53 buildings
  - 90,000 data points
  - 5-min intervals scanning for early detection faults
- Program Enhancement for additional indicators for Indoor Air Quality monitoring
Steps Forward Commitment: Communication

- Building Coordinator Network engagement
- Return to Campus Unit Planning
- FM@YourService Covid19 enhancement

**BUILDING COORDINATORS NETWORK MEETINGS**

Building Coordinator meetings are usually held on the 3rd Wednesday of each month. Following are important updates and presentations from the 2019-2020 BC Meeting Series.

**August 2020**

- Building Ventilation Building Coordinator Meeting
  - August 13, 2020 via Zoom
  - Steps Forward Plan Ventilation Practices (PPT)
  - Ventilation Summary (PPT)
## Summary Sheet:

**As of August 16, 2020**

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Ventilation Capabilities</th>
<th>Supplemental Risk Mitigation Tools</th>
<th>Additional Data</th>
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<tbody>
<tr>
<td>Main Library</td>
<td>100%</td>
<td></td>
<td>427,188</td>
</tr>
<tr>
<td>Bowen Science Building</td>
<td>100%</td>
<td></td>
<td>375,953</td>
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<tr>
<td>Field House</td>
<td>91%</td>
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<td>324,317</td>
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<td>Seaman's Center</td>
<td>100%</td>
<td></td>
<td>322,901</td>
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<td>Iowa Memorial Union</td>
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<td>Pappajohn Biomedical Discovery Building</td>
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<td>University Capitol Centre</td>
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<td>Carver Biomedical Research Building</td>
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*As of August 16, 2020
Spaces without Forced Ventilation:

Additional Risk Mitigation Levers for these spaces

• Additional emphasis on face covering compliance, hand-washing
• Enforce social distancing to 6ft (113 square feet/person) vs. 50% capacity
  • Typical UI office is 150-200 sqft
• De-prioritize multi-user space utilization for extended periods of time
• Arrange seating to limit air flow passing by others in areas with window units
• Portable air purifiers can be beneficial in unique circumstances (vulnerable populations, etc.)
Classrooms without Forced Ventilation:

De-Prioritize these spaces for instructional purposes in accordance with guiding principles

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>CLASSROOM</th>
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<tbody>
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<td>A8W130</td>
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<td>Dey House</td>
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<td>Dey House</td>
<td>DH 210</td>
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<tr>
<td>English Philosophy Building</td>
<td>EPB 218</td>
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<td>English Philosophy Building</td>
<td>EPB 312</td>
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<td>English Philosophy Building</td>
<td>EPB 442</td>
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<td>FH 322</td>
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<td>FH E220</td>
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<td>Macbride Hall</td>
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<td>Medical Research Center</td>
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<td>North Hall</td>
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<td>South Quad</td>
<td>SQ 104</td>
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<tr>
<td>West Lawn</td>
<td>WL 3241</td>
</tr>
</tbody>
</table>

*As of August 16, 2020
• 69 requests to date—thank you for using this source!
• Q&A has been updated and/or added to
• Non-emergency COVID questions
COVID REQUESTS-DASHBOARD

- Cleaning and building health practices: 40
- HVAC/Ventilation: 3 open, 18 completed
- Social distancing and signage: 6 completed
- Water quality: 2 completed
Health Stations Update:

• Finish delivering to leased spaces this week
• Wet Wipe Buckets are in all Level 1 Classrooms—dispensers arriving later this month
• “No self standing or fixed dispensers can be installed in areas where carpet is the floor covering, unless the fire area is protected throughout by automatic fire sprinklers”—Bruce McAvoy, Fire Safety Coordinator
• Below is the sticker on all units to be restocked by FM

Contact information sticker with QR code that links you to the FM home page
Custodial Services for Fall 2020

- Staffing

- 21 Custodians moving from nights to days the week of August 17.
- Occupying 28 high-density academic and administrative buildings to address cleaning, disinfecting and restocking needs of the building.
- As you may know, we will be suspending office cleaning beginning in September. This will allow us time for priority cleaning and disinfecting.
- Custodial Services will remain fluid as schedules may be adjusted with the use or non-use of larger classrooms, auditoriums and conference rooms.
- Custodial Services will also be stocking the many health stations in the buildings.
Custodial Services for Fall 2020

- Building Attendant
- Hours: 7:00am – 3:30pm
  - Building access/keys
  - Phones
  - In uniform

- Touch Points – Clean & disinfect touch points up to 4x/day.
- Restrooms – Check, stock and disinfect at least 2x/day.
- Health Stations – Clean & disinfect multiple times per day, restock as needed.
- Classrooms – Restock supplies as needed, clean & disinfect touch points when servicing is available.
- Customer Service – Provide customer service to students, faculty & staff as related to face coverings, building circulation and other building needs.
- Communication – Custodians will need to communicate with FM@YS for direction regarding supplies and with Building Coordinators as needed also.
Custodial Services for Fall 2020

- Normal Custodial Services

- Custodial schedules will remain in place, some will have service and frequency adjustments.

- Priorities:
  - Classrooms
  - Restrooms
  - Touch Points

- Custodial Dept. Safety: We want EVERYONE wearing a face covering, practicing social distancing and proper hand washing.

- Remain fluid as schedules may be adjusted with the use or non-use of areas within buildings or as needs arise. We thank you for your patience.
General Circulation Signage – COVID 19
General Circulation Signage – COVID 19

- CIMT-Approved Signage thru Printing Storefront/Strategic Communications developed for signage consistency on campus
- 70 Buildings, roughly 8,000+ signs installed
- Worked with Building Coordinators – Thank You for your help!
- Completed August 12, 2020
General Circulation Signage – COVID 19

• Flexibility with changes as needed going forward
• Submit changes to Joe Bilotta
• Plans to change-out “Cover Your Cough Signs”
• Plans to install “Wash Your Hands” signs in restrooms
Signage Examples Utilized…

THIS WAY

THIS WAY

ENTER HERE

EXIT HERE

DO NOT ENTER

(except in an emergency)

PLEASE USE OTHER DOOR

PLEASE PRACTICE SOCIAL DISTANCING IN ELEVATOR

STAIRWELL IS DOWN ONLY

STAIRWELL IS UP ONLY

SOCIAL DISTANCING is simple and can help you and others stay safe.

PLEASE FOLLOW THESE GUIDELINES

KEEP HAWKEYES HEALTHY

HAND SANITIZER is available for your use.

FACE COVERINGS ARE REQUIRED

If you have forgotten yours, please take one.
Student Space – COVID 19

STUDENT SPACE

TO BOOK THIS SPACE FOLLOW THE STEPS BELOW

Room Code:  

➡️ Visit studentspace.uiowa.edu to book one of the many spaces available or scan the QR code to be redirected to the website.

➡️ Self-clean space – when you enter the room please wipe down your area with provided cleaning supplies.

➡️ This room is NOT to be used for a study space.

➡️ Spaces can be booked for 1.5 hour increments or less.

➡️ Be respectful of others’ time. Exit promptly when your reservation is over.

➡️ If someone else is in the space, knock five minutes before your reservation starts.

➡️ Single user rooms are available. If the room code includes – PVT, it is a private meeting space. See website for additional details.

IOWA

Scan the QR code to get started or visit:
studentspace.uiowa.edu

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation and need assistance receiving a space, please call 319-335-HELP (4357), email its-helpdesk@uiowa.edu or start an online chat at its.uiowa.edu/contact.
Student Room – COVID 19

LIB
Room 2057
Covid Capacity: 3
Event Guidelines – COVID 19

Effective today, attendee numbers for all essential in-person events (indoors or outdoors, on or off campus) will need to align with room capacity guidelines that allow for 6 feet of social distancing. Event organizers are responsible for working with the building coordinator of the event location, obtaining updated room capacity information, and making needed adjustments.

All events must follow public health and university guidance regarding protective equipment and social distancing or be offered through a virtual format.

When necessary, building coordinators should review and verify appropriate space use with Campus Planning. Contact Maggie Vogel (margaret-vogel@uiowa.edu) for support.

Exceptions
Hosts of events that do not align with these parameters need to complete this form for review by the UI’s Critical Incident Management Team (CIMT).
CIMT Event Guidance Exception Request

The Steps Forward Fall 2020 includes updated event parameters to include:

- all university meetings, to the greatest extent possible, will take place online or prioritize all space for instruction
- attendee numbers for all essential in-person events (indoors or outdoors) will need to align with room capacity guidelines that allow for 6 feet of social distancing (event organizers are responsible for working with the building coordinator, location, obtaining updated room capacity information and making needed changes)
- social distancing of participants with numbers based on room configurations and appropriate personal equipment (PE) required

Events must comply with mass gathering requirements as outlined in the appropriate proclamation. Only those gatherings that do not align with these parameters must be submitted using the following form for review by the Critical Incident Management Team (CIMT)

Who is invited to the event?
- Faculty
- Staff
- Students
- Non-UI Affiliated - Visitors/Guests

What is the purpose of the event?

How does the event align with University of Iowa priorities and/or support the operational mission of the University?

What are the plans to ensure social distancing, face coverings, and other public health measures are in place before, during, and after the event? Please provide a detailed plan.

If the exception is not approved, do you have an alternative plan in place? Please share.

Event Information
Event Host (college/department/unit/organization)
Requester Name
Requester Email
Date of event:
Location of the event?
Will refreshments be served?

Attendance
Will attendance be static or rolling (similar to an open house)?
What is the overall expected attendance?
What is the maximum expected attendance at one time?
Questions?
Thanks for attending!