

Best Practices for Facilities

The University of Central Arkansas will follow all Arkansas Department of Health Directives regarding educational facilities and venues. The health and safety of UCA students and employees are paramount in all decisions. While we recognize that providing written guidelines for every possible scenario is not possible, these statements serve to assist building administrators and others with facility oversight in providing a safe and healthy environment.

The guidelines below are meant as general best practices for all campus facilities. Protocols for specialized areas such as classrooms, academic hallways, and campus dining will be shared as they are available.

Signage:

- One of the actions we can take to help stop the spread of COVID-19 is to publicly display signage containing information on protective measures. The signs listed below have been posted in every campus facility and address measures we can all take to help protect ourselves and each other.
 - Exterior Signs:
 - Stop the Spread / Do not enter if... posted by each exterior door
 - Interior Signs:
 - Elevator Occupancy sign by each elevator call button on each floor
 - Hand Sanitizer Protocol sign by each hand sanitizing station
 - Meeting Room / Conference Room Occupancy sign on outside door of each meeting room and
 - Handwashing sign above or beside each sink
 - Water Fountain Usage recommendation sign by each water fountain
 - CDC Recommended Protective Actions sign in each lobby, hallway and classroom
 - Restroom Occupancy sign on each bathroom exterior door
 - Restroom Safe Usage Recommendations sign on outside of each stall door
 - Shared Kitchen Recommendation sign in each shared kitchen and break room
 - Stairwell Recommendation sign of each floor of each stairwell or staircase

Single Entrance and Exit:

- To help reduce “squeeze points,” wherever possible, separate doors designated for entrance into a facility or room, and those designated for exit, should be identified and clearly marked.
- When there is just one door into a room, at the conclusion of the class or meeting, the instructor or individual responsible for the meeting, should dismiss the participants in an orderly fashion beginning with the participants closest to the door.

One-way Hallway Traffic:

- Where possible, consider implementing “one-way” traffic patterns in hallways. Floor markings will be available through the Physical Plant.

Interior Doors/Suite Entrances:

- Interior doors should be propped open where feasible to minimize the necessity for frequent touching.
- All door handles and push plates should be sanitized daily.

Event Times:

- Where possible, stagger start and ending times for events and classes.

Waiting Areas and Lines:

- Lines - Building administrators are responsible for working with building stakeholders to ensure that any place where lines or queues typically form are marked for maintaining a distance of six (6) feet between people.
 - Floor markers will be provided by the institutions. Until that time masking, painters, or gaffers tape can be used to place an “X” on the floor in the appropriate spots. (Duct tape **should not** be used as it will damage the floor.)
- Waiting Areas - Furnishings should be reduced or blocked to support six (6) foot distancing.

Cleaning Protocols:

- All employees should use the provided disinfecting wipes to thoroughly clean equipment (i.e. computers keyboards, key pads, work stations, chairs, etc.) daily and to properly dispose of the wipes afterward.
- Each office should designate an employee to be responsible for using disinfecting wipes to sanitize shared high-touch areas such as door handles, light switches, countertops, coffee makers, microwaves, vending machine buttons, and copiers throughout the workday.
- Custodial Staff:
 - Custodial staff will wipe down all surfaces or objects that are touched regularly such as tables, door knobs, light switches, desk tops, elevator buttons, toilet handles, door handles, faucets, sinks, etc. daily.
 - Custodial staff will clean and disinfect restrooms daily.
 - Custodial staff will empty trash from restrooms, classrooms, and offices daily.

High Risk and Vulnerable Population Hours:

- Each office should evaluate its operations and make all feasible accommodations to support vulnerable populations. These include, but are not limited to: specific hours early in the business day, designated waiting area, video meetings, modified in-person expectations, etc.

Physical Barriers (Plexiglass):

- Install physical barriers, such as plexiglass and partitions, in areas where it is difficult for individuals to remain at least six (6) feet apart (e.g., cash registers).

Common Areas:

- Elevators:
 - Elevators will be limited to two (2) passengers at a time.
 - Signage will/should be posted at the elevator call buttons to restrict ridership to two (2).
 - Riders should wash their hands or use a sanitizer after exiting the elevator.

Common Areas (continued):

- Public Restrooms:
 - Restroom occupancy should be limited to the number of stalls and all others should wait outside the restroom until occupancy allows them to enter the room.
 - It is recommended that toilet tissue or seat covering be used before sitting or use a sanitizing wipe to clean the seat before and after seat use.
 - Where touchless fixtures are not available, tissue or a paper towel should be used when turning on/off faucets and on the door handle, disposing of the used towel in a trashcan after exiting the restroom.
 - Sinks and Urinals - Every other sink and urinal should be taped-off with masking tape to indicate it is unavailable, allowing six (6) foot distancing between each.
 - Physical Plant will ensure this is done initially but it should be monitored periodically by the Building Administrator.
- Break areas and lobbies:
 - Furnishings should be reduced or blocked to support six (6) foot distancing in areas where people may gather.
 - Opportunities for congregating are discouraged.
 - Items such as coffee pots and refrigerator handles should be sanitized, both before and after use.
- Public water fountains:
 - Use of water fountains is discouraged for single drinks, but if use is necessary, a sanitizing wipe is recommended when touching levers/buttons for dispensing water. Be sure to avoid contact with the waterspout.
- Conference Rooms:
 - In-person meetings should be limited during this time. Continue to utilize video-conferencing platforms as appropriate.
 - When in-person meetings are necessary, limit attendees to the number that can successfully social distance.
 - All must wear face coverings if physical distancing is not possible.
 - Do not bring food for the group to share.
 - All surfaces should be wiped down with sanitizing wipes after each meeting.

Shared Workspaces:

- Wherever possible, the layout of the desks/work-stations, should be modified to ensure proper distancing (seating at least six feet apart).
 - Physical barriers, such as plastic flexible screens, may be considered when a layout cannot be modified and/or work shifts staggered.
- Staggered work shifts and start times should be used to limit the number of hours employees are in shared offices.
- Use of shared objects (e.g., computer equipment, desks) should be avoided and limited when possible.
 - In situations when this is not feasible, the consistent use of disinfectant wipes to wipe down objects before and after usage takes on additional importance.
- Upon arrival and prior to departure, all individuals should use disinfectant wipes to wipe down shared desks, chairs, equipment, telephones, staplers, pens/pencils, and other shared objects and surfaces.

Reference and Important Links:

Up-to-date campus information related COVID-19:

<https://uca.edu/coronavirus/>

Arkansas DOH “Directive Regarding Large Indoor Venues” (effective 05/18/2020):

https://www.healthy.arkansas.gov/images/uploads/pdf/directive_large_indoor_venues.pdf

Arkansas DOH “Business Limitations Directive” (effective 05/08/2020):

https://www.healthy.arkansas.gov/images/uploads/pdf/business_limitations_directive.pdf

CDC “Considerations for Institutes of Higher Education,” May 21, 2020:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

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