



# Safe and Healthy Campus – Physical Plant COVID-19 Response Plan

## Fall 2021 Update

President's Opening Task Force  
Seattle University Facilities Services

September 2021

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## Executive Summary

The Safe and Healthy Campus – Physical Plant COVID-19 Response Plan (the “Plan”) has been prepared to assist the Seattle University community in responding to the COVID-19 pandemic related to the built environment as well as providing guidance on Personal Protective Equipment (PPE). The plan outlines the specific actions the University is taking to implement applicable Public Health guidance and appropriate standard of care guidance for Higher Education from the State of Washington Safe Start program. This Plan has been updated to reflect current guidance as of August 2021 and contains detailed information for the following areas:

- 1) **General Requirements**: Addresses items such as Personal Protective Equipment (PPE), Training, Implementation Schedule, and Sustainability. See Appendices A.1 and A.2 for details.
- 2) **Signage**: A revised signage and graphics package will be implemented for Fall 2021. Community members are accustomed to maintaining and enforcing physical distancing without the use of signage. Signage will be located at campus and building entries and will now be focused on changes in requirements or guidance. Use of signage for spacing, such as floor dots, is being eliminated in most areas. See Appendix B for details.
- 3) **Physical Distancing**: Classroom capacities and seating arrangements have been returned to normal spacing based on current guidance for a “Fully Vaccinated Campus” as defined by the Governors Order 20-12.3 dated June 30, 2021 (“Governor’s Order”).
- 4) **Enhanced Cleaning and Disinfection**: Provides an overview of enhanced cleaning and disinfection protocols for all Campus spaces. Classroom spaces will be cleaned twice weekly and disinfected once daily. Conference rooms will be cleaned daily, and office spaces will be cleaned weekly. Dispensers with disinfecting wipes will be available near classrooms and conference rooms; faculty, staff, and students are encouraged to wipe down surfaces they use. See Appendix C for detailed cleaning schedule by building.
- 5) **Building Operations and Access**: Heating, Ventilation, and Air Conditioning (HVAC) systems in our Campus buildings have been modified where possible to align with guidance from The American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) developed specific to COVID-19. All instructional spaces and conference rooms in use for FQ21 have been upgraded to “Tier 1.” Tier 1 spaces are where the HVAC system introduces three or more air changes per hour of any combination of outside air or recirculated MERV13 filtered air or have been provided with portable filtration units. These strategies minimize accumulation of aerosolized virus particles in the space.
- 6) **Leased Properties**: We have reached out to Landlords for our leased properties for their changes to building operations related to COVID-19. The Landlord responses are included as Appendix F.
- 7) **Procurement**: The University has mandated centralized procurement of COVID-19 items such as PPE, Cleaning and Disinfection materials, and other items needed to respond to COVID-19.

Additional questions and answers can be found on the Return to Campus Facilities FAQs page here:

<https://www.seattleu.edu/hr/return-to-campus-facilities-faqs/>

Questions concerning this plan should be directed to Robert Schwartz, AVP of Facilities Services, at [schwartr@seattleu.edu](mailto:schwartr@seattleu.edu).

## Key Staff

Robert Schwartz	AVP – Facilities
Chuck Nerger	Building and Grounds Services, WFF
Richard Cota	Operations and Maintenance
Lara Branigan	Design + Construction
Joyce Squillante	EH&S Specialist
Elijah Nerger	Facilities Services Project Coordinator
Steve Mastin	Procurement

### Supporting Staff:

Steve De Bruhl	Design + Construction
Krashonna Hoback	Design + Construction
Nathan Gregory	Planning and Real Estate
Don Kustus	Res Hall Custodial Manager
Pat Baldwin McCurdy	Controls Shop Lead
Dawn Madore	Project Coordinator
Dion Wade	CES, Dining Services, Bookstore, Super Copy
Tara Graham	CES
Kit Morse	CES
Paige Powers	HR
Tara Hicks	Student Health Center
Craig Birkliid	Department of Public Safety

## General Requirements

### *Personnel Protective Equipment (PPE)*

Selecting suitable safety supplies to reduce exposure to recognizable hazards is essential to the well-being of our campus population (Faculty, Staff and Students). We have catalogued a number of approved safety supplies and resources that allow members of the campus community to identify various items so the appropriate personal safety precautions are taken by an individual when conducting their activities on campus (teaching, research, service learning, and providing support services).

For the Procurement Committee, safety supplies have been classified into five broad categories.

- 1) Eye and Face Protection
- 2) Hand Protection
- 3) Body Protection
- 4) Respiratory Protection
- 5) Hearing Protection

Detailed descriptions of the five categories are located in Appendix A.1.

Additional information on distribution of PPE to the campus community can be found in Appendix A.2.

### *Sustainability*

As the Facilities team prepares to welcome the community back to campus, we are focused on ensuring the health and well-being of our community and maintaining our commitment to resource conservation and sustainability. We have adapted our standard resource conservation practices and procedures to ensure the safety and sustainability of our physical plant. The sustainability efforts included as part of Plan include the following:

- Facilities worked with local engineering firms to develop modified operations of our heating and ventilation systems across campus, including more outside air and adding higher efficiency air filters at the central ventilation units. Our work is guided by specific COVID-19 recommendations from The American Society of Heating, Refrigeration and Air-Conditioning Engineers to improve air quality while operating at maximum efficiency.
- Cleaning products used for daily cleaning continue to follow Seattle University's guidelines for green cleaning and meet Green Seal certification requirements, and our custodial departments are deploying EPA-registered disinfectants for sanitizing spaces against COVID-19.

Seattle University has long been a leader in sustainability in higher education and we will continue to adhere to the high standards we have set through this difficult time and to help others to do the same.

### Signage

The signage program for Fall 2021 is focused on communicating changes to requirements for masking and physical distancing at campus and building entrances. Community members understand and are accustomed to maintaining physical distancing, so we have reduced the signage related to distancing and traffic control.

Appendix B provides details of the Fall 2021 revised signage program.

### Physical Distancing

Design + Construction has reviewed all spaces on campus for compliance with the Governors Order. Seattle University is a "Fully Vaccinated Campus" as defined by the Governors Order. As a general rule, open offices and private office allow for the 3' physical distancing required for non-vaccinated individuals. There is no minimum physical distancing for vaccinated individuals. Classroom capacity will return to normal spacing based on our fully vaccinated campus status.

Clear plastic barrier screens have been installed at many transaction and service counter locations. While they can be useful strategies, they cannot be relied on as a primary means of reducing transmission of the virus, since they can be easily defeated by people leaning around them and can have unknown effects on aerosolized particle movements.

Please contact Lara Branigan, Director of Design + Construction, at [branigal@seattleu.edu](mailto:branigal@seattleu.edu), for questions related to physical distancing in the built environment or clear plastic barrier screens.

## Enhanced Cleaning and Disinfection

Based on available epidemiological data, fomite (surface) transmission is not the main route by which the COVID-19 virus spreads. Good hand hygiene and masks are important contributors to minimizing fomite transmission, along with regular cleaning and disinfecting. Classroom spaces will be cleaned twice weekly and disinfected once daily. Conference rooms will be cleaned daily, and office spaces will be cleaned weekly. Dispensers with disinfecting wipes will be available near classrooms and conference rooms; faculty, staff, and students are encouraged to wipe down surfaces they use.

The University is adopting a dual strategy that relies on both enhanced cleaning and disinfection by the University as discussed in this Plan and end-user actions. The Integrated Disinfection Plan, Table 1, outlines the disinfection protocols being employed by the University. Appendix C provides additional details on cleaning schedules by building. Appendix D provides details on cleaning protocols.

The University will also provide end-users the key items needed to do additional disinfection for personal workstations such as a classroom tablet armchair, table, library kiosk, office desk space, etc. These end-user responsibilities include:

- 1) Using disinfectant wipe provided by the University to clean personal work area before use
- 2) Wearing face coverings as required
- 3) Maintaining physical distancing where required
- 4) Washing/sanitizing hands often and avoiding touching one's face
- 5) Daily self-check Health Screening when required
- 6) Following self-quarantine and isolation recommendations

In alignment with public health recommendations, SeattleU is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. The following enhanced cleaning and disinfection procedures were developed:

- 1) Enhanced cleaning and disinfection for prevention
- 2) Enhanced cleaning and disinfection after notification of a confirmed case of COVID-19

**Table 1 – Integrated Disinfecting Plan**

Location	Areas	Product	Device	Frequency	Note
Offices	All general offices	Virex or Oxivir Wipes	Sprayer or wipes	Offices are cleaned/disinfected once (1x) weekly.	Additional disinfection of often touched objects should be performed by the office occupant using university provided products.
Common areas	Classrooms, Computer Labs, Break rooms, Reception	Virex or Oxivir Wipes	Sprayer or wipes	Common areas will be cleaned/disinfected (1x) daily.	Disinfecting wipes will be provided in classrooms and computer labs for use.
Restrooms	Academic/Housing	Virex, Alpha HP or Oxivir Wipes	Sprayer or wipes	Restrooms will be cleaned twice (2x) daily (combination of deep cleaning and electrostatic/atomized spraying)	Additional high touchpoint cleaning throughout the day
General objects often used or touched	Doorknobs, tables, light switches, counter tops, handles, toilets, sinks and faucets, elevator buttons, etc.	Virex or Oxivir Wipes	Sprayer or wipes	At least 3 times per day	Additional frequent disinfection of often touched objects also need to be performed by the office occupants using university provided products.
Vending machines, copiers	Interface type surfaces	Virex or Oxivir Wipes	Sprayer or wipes	Daily	Office staff need to clean copiers several times during the day using university provided disinfecting products.
Floors	All general floors	Virex or general floor cleaner	Micro-fiber mops	General floors weekly - Restroom floors are cleaned/disinfected daily	
Resident rooms	Apartment - dorm style	Virex, Alpha HP or Oxivir Wipes	Sprayer or wipes	Deep cleaned for start of school	Any additional cleaning requests must go through housing

Additional questions and answers on Enhanced Cleaning & Disinfection can be found on the Return to Campus Facilities FAQs page here: <https://www.seattleu.edu/hr/return-to-campus-facilities-faqs/>

### *Enhanced Cleaning and Disinfection for Prevention*

#### *General Guidance*

Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as public restrooms, doorknobs, buttons, handrails, tables, faucets, shared keyboards, desks, shared pens, and whiteboard markers. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

Practice good hand hygiene after cleaning:

- 1) Wash hands often with soap and warm water for at least 20 seconds.
- 2) If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 70% alcohol.

#### *Safety Guidelines during Cleaning and Disinfection*

- 1) Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- 2) Wear eye protection when there is a potential for splash or splatter to the face.
- 3) Gowns or aprons are recommended to protect personal clothing. Buttoned up laboratory coats should always be worn when working in a laboratory. Sharing of lab coats is not allowed. Lab coats should be laundered at least weekly.
- 4) Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.

#### *Cleaning and Disinfection of Surfaces*

- 5) If surfaces are dirty, they should be cleaned using detergent or soap and water prior to disinfection.
- 6) Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
- 7) Use an EPA-registered disinfectant for use against the novel coronavirus. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.
- 8) Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
- 9) Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipe able covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.
- 10) The following products are effective for disinfection of hard, non-porous surfaces:
  - a. A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an EPA registered disinfectant for use against COVID-19.
  - b. Prepare a 10% diluted bleach solution by doing the following:
    1. Mix five tablespoons of bleach per gallon of water.
    2. After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).
- 11) For soft (porous) surfaces such as carpeted floor, rugs, and drapes:

- a. Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
- b. After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- c. If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2.
- d. If a COVID-19 case is confirmed in the SU community, University units are required to follow the guidance Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19 outlined in this document.

*Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of Covid-19*

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in SeattleU spaces from 48 hours prior to the onset of symptoms until seven days after.

After notification of a person with confirmed COVID-19 on the SU campus, the following cleaning and disinfecting protocol will be followed:

- Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by the Department of Public Safety (DPS), Environmental Health & Safety Department (EH&S) and the Director of Student Health Center, in coordination with the impacted department and SU Facilities.
- DPS staff will do the following (as applicable):
  - a. Communicate in writing the scope of cleaning to Facilities or other department responsible for cleaning.
  - b. Identify areas and restricted access during and immediately following enhanced cleaning.
  - c. Communicate with impacted department(s).
  - d. Coordinate with building coordinators/managers.
- When cleaning and disinfecting rooms with increased surface area due to large numbers of desks, tables and other furniture, and where a spray application of disinfectant is needed, DPS and Facilities Services will notify the building coordinator in advance, if the spraying will occur during normal work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.
- The cleaning crew will:
  - a. Follow the Enhanced Cleaning for Prevention guidance outlined in this document.
  - b. Open windows to the outside to increase air circulation, if possible.
  - c. If possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection.
  - d. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs),

and application methods must be reviewed by DPS, EH&S and Facilities prior to work commencing.

- Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
  - a. Disposable gloves, gowns, or a lab coat to protect contamination of clothing.
  - b. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
  - c. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.
- Housing:
  - a. Follow Interim Guidance for US Institutions of Higher Education on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
  - b. Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - c. In areas where ill persons are being housed in isolation, follow Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019. This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as needed.
  - d. In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
  - e. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
  - f. Refer to the CDC guidance for donning and doffing PPE.

*Guidance Documents for Enhanced Cleaning and Disinfection*

- 1) [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- 2) [CDC response plans for Institutions of Higher Education](#)

## Building Mechanical System Strategies: Fall 2021

### **HVAC and Mechanical System Operation**

HVAC systems will perform a pre-occupancy building flush each day with three air changes of 100% outside air to flush building. During occupancy, the systems will operate with increased level of outside air and higher filtration on systems that can effectively operate.

Facilities staff will check to verify that the fans have turned on, and that air is moving in and out of the building. Facilities staff will check to verify the dampers (outside and return) are working properly as this helps control the fresh air to the building. Facilities staff will verify overall building pressure to make sure it is positive and will do the same for any critical interior spaces. Facilities staff will check that the filters are still in acceptable condition. Facilities staff has received refresher training on proper PPE and disposal practices when maintaining ventilation materials.

Rooms Without Mechanical Ventilation: Recommend occupants open windows, where available, to increase fresh air and help disperse any potential virus, provided occupant comfort can be maintained.

All preventative maintenance tasks for mechanical and HVAC filters will be performed at the regular scheduled intervals.

**Plumbing Systems**

Custodial staff will continue to fill P-traps with water as part of normally scheduled routines. Facilities staff will wear appropriate PPE when maintaining any of the sewage ejectors and lift stations until those systems are sterilized.

**Special Systems**

All preventative maintenance tasks for electrical, fire alarm, fire sprinkler, and generator systems will be performed at scheduled intervals.

*Building Systems Ventilation and Filtration Recommendations*

Our primary source of guidance for mechanical systems has been the American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) recommendations specific to COVID-19. These recommendations are updated as new information is being developed and we will revise our response plans accordingly. We have defined three levels of existing building systems regarding their ability to implement the ASHRAE recommendations:

<b>Campus Building Ventilation and Filtration Tier Ratings</b>	
<b>Tier 1</b>	HVAC system is capable of introducing three or more air changes per hour of any combination of outside air or recirculated MERV13 filtered air.
<b>Tier 2</b>	HVAC system is capable of introducing three or more air changes per hour from any source.
<b>Tier 3</b>	HVAC system does not provide three or more air changes per hour, or no mechanical ventilation is present.

Our basic response includes the following where building mechanical systems are capable:

- Perform a pre- and post-occupancy building flush each day with three air changes of 100% outside air.
- Introduce increased levels of fresh air until space comfort or system operation is adversely affected. Our Tier 1 baseline is three or more air changes per hour.
- Use MERV 13 filtration if the system can support the added air pressure.

- Use portable filtration units capable of delivering three air changes at MERV 13 filtration for classroom and conference spaces where the Building HVAC is not capable Tier 1.

Appendix E.1 provides Tier Ratings for campus rooms. Appendix E.2 provides additional details and background information on the above Building System Ventilation and Filtration recommendations.

## Leased Properties

We have reached out to the Landlords for all of our SU occupied leased spaces and reviewed their COVID-19 protocols. These protocols are included in Appendix F. Please contact Nathan Gregory at [gregorna@seattleu.edu](mailto:gregorna@seattleu.edu) with any questions.

## Procurement

The Procurement team is working to centrally procure and distribute the necessary cleaning, disinfection, and employer provided PPE related to COVID-19 response. Colleges and Units are responsible to provide the specialized PPE related to their operations and academic work that they would have to provide under pre COVID-19 conditions.

Each College and Unit will need to designate a COVID-19 Coordinator who will monitor these COVID-19 specific supplies in their areas and coordinate with Facilities for re-supply using the Work Order System. Appendix A.1 outlines the procedure for distribution of PPE to the Campus Community and identifies the COVID-19 coordinators for each department.

## Appendices

- A. *PPE*
  - 1. *COVID-19 PPE Guidance*
  - 2. *COVID-19 Community Protection Supply Procedure*
  
- B. *Signage*
  
- C. *Seattle University Building Cleaning Schedule*
  
- D. *Seattle University Cleaning Protocols*
  
- E. *Building Mechanical Systems*
  - 1. *Campus Building Ventilation and Filtration Tier Ratings*
  - 2. *Building System Ventilation and Filtration Recommendations*
  
- F. *Leased Spaces - Landlord COVID-19 Protocols*
  - 1. *Douglas, Vi Hilbert, Yobi (Blanton Turner)*
  - 2. *James Tower (Sabey Properties)*
  - 3. *PNRI*
  - 4. *Rianna*
  - 5. *Salmon Bay*