THE UNIVERSITY OF UTAH®

UNIVERSITY OF UTAH GUIDANCE FOR BUILDING CLOSURE AND WORKPLACE LOCKDOWN

The following guidance to building managers and department leaders provides recommendations and actions to close or limit the use of buildings as part of the university's response to COVID-19 crisis. This guidance is not intended for hospitals and clinics.

It is our goal to reduce custodial resources needed to maintain temporarily closed campus buildings and to keep spaces disinfected so students, faculty and staff can return to campus safely when deemed appropriate.

Closures

- Individual offices and workspaces
    - If telecommuting, faculty and staff should secure their individual offices and workspaces (including locking office doors). Individuals who have already left campus should not return to do so.

- Classrooms and teaching laboratories
    - Custodial crews will clean and lock all classrooms and teaching laboratories on campus, unless requested by an academic unit for an exception.
    - In rare cases where an exception is requested, deans or department administrators must contact the Scheduling Division of the Office of the Registrar at scheduling@utah.edu which will coordinate with custodial crews within Facilities Management.

- Conference rooms
    - Faculty and staff should close and lock conference rooms that are not being used.
    - If conference rooms are needed and unlocked, regular cleaning will continue.
    - Note: Deans and department administrators should inform custodial crew leads of space being used so wipe-down protocols can be followed.

- Labs (computer and research)
    - All student computer labs are being deep cleaned and disinfected.
    - The following student computer labs will remain open and be disinfected daily:
        - Union computer lab: 801-581-8988
        - Gardner Commons computer lab: 801-585-8985
        - HSEB computer lab: 801-581-8052

- Research labs
    - Principal investigators will make individual decisions about whether or not to close their labs.
    - Lab managers and custodial crews should follow established cleaning protocols.

For distribution on Friday March 20, 2020

- o Department chairs, division chiefs or building managers should communicate specific lab closures to all building and department personnel.
  - o Note: Shared equipment rooms will remain open and cleaned regularly unless the entire building is closed.

- Closure of academic/research buildings
  - o If all spaces, units or departments in a specific building are closed, the building should be secured and closed. In these cases, building managers should communicate to all occupants that the building is closed.

- Housing & Residential Education and auxiliary buildings
  - o Any buildings operated by HRE and needing to be closed will communicate those closures to HRE administrators.
  - o Closures of all other auxiliary buildings (non-academic/non-research) should be communicated to Jennifer Reed (jennifer.reed@utah.edu) or Barb Remsburg (bremsburg@housing.utah.edu). Tenants of these buildings should be communicated to by the building manager.

- Construction, renovations, and installations
  - o Projects that are under construction, including renovations and installation of equipment, should be coordinated through the appropriate project manager or building manager in Facilities Management.

Re-entering closed/secured buildings

- Once a building has been closed and secured, personnel should not reenter the building without an immediate or essential reason to do so.
- Signs will be posted on doors of buildings that have been closed and secured.
- If a building must be reentered by a tenant for any reason, that entry should be temporary. For assistance contact University Security at 801-585-2677 to request entry. The tenant should access as little of the building as possible. Please do not deposit trash, particularly food, in the building since regular custodial operations will be modified.

Returning to normal operations

- Once the university returns to normal operations, all buildings previously closed and secured will be serviced by custodial crews prior to being reoccupied.