

## UNIVERSAL CAMPUS STRATEGIES AND STANDARDS

The University will, as a minimum, follow [CDC](#), [NH Department of Health](#) and [OSHA guidelines](#) relating to COVID-19 protection<sup>1</sup> to ensure a clean, safe and highly functioning campus. The University may exercise discretion to set higher community standards by policy or practice to ensure compliance with Universal Guidelines. Where no specific standard or protocol exists, UNH will seek professional input and guidance to interpret and establish best practice for the UNH campus community. These standards will be monitored for efficacy and adjusted when required or advised by law, best practice or local conditions. The President has established standing Committees to establish and monitor implementation, policies and practices.

### UNH Modes of Operations<sup>2</sup>

The University has established four-levels of operations that drive our planning and implementation efforts. **The Facilities adaptation plan is based on a targeted expectation of Yellow (Restricted Operations) for fall semester 2020** with potential fallback to Orange (Limited Operations).

Status Metrics	Yellow (Restricted Operations)	Orange (Limited Operations)
<b>State/Community</b>	<ul style="list-style-type: none"> <li>COVID cases are low on and off campus</li> <li>no State restrictions/use of masks and gatherings</li> <li>medical resources are available and not at risk</li> </ul>	<ul style="list-style-type: none"> <li>COVID cases are increasing on or off campus</li> <li>State restrictions are being initiated</li> <li>Medical resources are available and not at risk</li> </ul>
<b>Campus</b>	<ul style="list-style-type: none"> <li>full operations with student focus</li> <li>masks required in public areas, classrooms, labs</li> <li>research operating at 90%</li> <li>selective external events</li> </ul>	<ul style="list-style-type: none"> <li>limited operations</li> <li>masks and physical distancing required</li> <li>research enterprise reduced and no long-term experiments can be initiated</li> <li>no external events</li> </ul>
<b>Student</b>	<ul style="list-style-type: none"> <li>campus housing open - reduced density with available quarantine dorms</li> <li>dining normal at reduced density (50%) plus take out</li> <li>limited student events, small groups and res communities</li> <li><b>instruction face to face with lower density (50% or less)</b></li> <li>teaching Labs/Arts studio operate with full PPE</li> </ul>	<ul style="list-style-type: none"> <li>campus housing remains open</li> <li>dining restricted to take out</li> <li>no student events</li> <li><b>instruction restricted: larger classes go remote if they cannot maintain 25% classroom density.</b></li> <li>all classes go remote for 1-2 weeks but students can stay on/off campus</li> </ul>
<b>Faculty/Staff</b>	<ul style="list-style-type: none"> <li>moderate density (50-60%) faculty and staff on campus</li> <li>focus on student operations, instruction and research</li> </ul>	<ul style="list-style-type: none"> <li>low density (25-30%) of faculty and staff on campus in support of student operations only.</li> </ul>

**Implementation Dates:** The University has two target dates for implementation of campus adaptations:  
**August 10, 2020**                      residential adaptations complete for start of student drop-off (Durham) and Manchester and Concord campuses  
**August 23, 2020**                      Durham campus adaptations complete for return of students

<b>Single Point of Contact:</b> UNH Facilities Control Center 603-862-1437                      facilities.control.center@unh.edu
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<sup>1</sup> See **Appendix A Summary** (June 2020) and the following websites for latest standards: CDC, NH Dept Health, OSHA

<sup>2</sup> June 16 Draft from Town Hall Presentation – awaiting final version

**Risk Levels (OSHA Standards)<sup>3</sup>:** Facilities Strategies & Standards are based on the determination that most interactions at UNH are categorized as **lower** and **medium** level risk levels.

*Lower risk* are those with jobs that do not require contact with people known or suspected to be infected nor frequent close contact (w/in 6') of the general public. In these situations:

- follow CDC/NH General Guidelines that include masks, physical distancing, and hand hygiene
- OSHA does not recommend engineering controls that include the use of fixed barriers.

*Medium Risk* is for those with frequent and/or close contact (within 6') to those that are positive, have been exposed, or may have contact with the general public. In these situations:

- OSHA recommends *engineering controls* in addition to the CDC/NH General Guidelines.

#### **Protocol Overview<sup>4</sup>:**

**Face Coverings:** UNH will require and reinforce use of face coverings by students, faculty, and staff and visitors while on UNH campus while at work, in class, in public common areas indoor and outdoors<sup>5</sup>.

Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to all students, faculty, and staff and visitors on proper use, removal, and washing of cloth face coverings. Disposable face coverings will be available for those who need or want them. UNH branded masks will also be sold in downtown shops, UNH Bookstore and online.

**Physical Distancing:** To the greatest extent possible, all campus community members and visitors should maintain safe physical distancing, which means keeping a distance of at least 6 or more feet, avoid congregation

**Sanitizers, Cleaning Materials and Protocols:** The University will provide a range of sanitizers and cleaning materials for individual use in campus facilities. Campus facilities will be receiving enhanced cleaning protocols and frequency.

**Messaging and Culture:** #UNHtogether <https://www.unh.edu/coronavirus>

The University has developed and managing a coordinated public messaging campaign with the active coordination of the Town of Durham, private landlord associations and the Greek community. Facilities is actively participating in this process and will, whenever possible, use standard graphic designs, principles and implementation strategies established by this group. Facilities will facilitate message installations in the UNH landscape and offer assistance to Departments on installations in managed facilities.

**Testing and Tracing:** The University will be initiating a rigorous testing and tracing protocol for students, faculty and staff on the Durham, Manchester and Concord campuses. Facilities will provide requested assistance in establishment of on-campus facilities for testing per NH Dept Health and leadership instruction.

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<sup>3</sup> Occupational Safety and Health Administration <https://www.osha.gov/Publications/OSHA3990.pdf> - Guidance Document for Preparing Workplaces for COVID-19, Publication 339

<sup>4</sup> Detailed implementation strategies and procedures will be listed in Business unit work plans

<sup>5</sup> Facemasks are a CDC recommendation in areas when physical distancing cannot be maintained. UNH will require them in most campus settings except for private workspace including personal offices, dorm rooms and seated dining locations, while eating as available.

**Physical Barriers, Signage, Guides and Modifications:**

Members of the Facilities COVID 19 Adaptation Team will evaluate all facilities for compliance with guidelines and best practices. Where necessary, physical modifications will be made to ensure compliance with universal or specific function/facility guidelines per NH or CDC guidelines related to retail, lodging, food service, fitness facilities and/or gathering spaces. UNH-Durham Facilities will share procurement opportunities, PPE, strategies and standards, and technical assistance across all campuses. *It will be necessary for each campus to procure their own supplies and arrange installation contracts or use of existing UNH term agreement contractors.*

In general practices escalate from universal application of administrative controls first then, if required, installation of engineering controls or combinations of both. Specific modifications are listed in detail after this introduction.

**Administrative Controls** such as but not limited to business process modifications, videoconferencing, working remotely, schedule adjustments, installation of signage and markers to maintain six-foot distancing, capacity limitations and postings including recommendations for use of PPE.

**Engineering Controls:** such as but not limited to physical adjustments to workspace including personal offices or classroom spaces, sneeze guards, physical barriers, traffic control/flow limitations, enhanced HVAC or ventilation.

Where administrative or engineering controls are not adequate, further facility modification or change in operation/learning program (including modified or on-line learning experiences) may be required to expand safe interaction options. Facilities will provide technical expertise and assistance to assist with establishment of the safe blended learning environment goals established by the Education and Student Life Teams.

## UNH FACILITIES FOCUS AREAS:

### Cleaning/Housekeeping – Facilities Managed Spaces

*UNH will increase cleaning frequencies, supplement cleaning service providers and enhance protocols following CDC guidelines for facility sanitization. Academic and athletic facility entrances, common areas and conference rooms will feature strategically placed hand sanitizer stations. Classrooms and teaching labs will, additionally, have sanitization stations and wipes for occupants to self-clean their own individual spaces prior to classes. UNH public health messaging will encourage and inform regarding frequent use of these sanitizers.*

#### Strategies:

- Routine daily cleanings/disinfecting/sanitizations will be supplemented with an additional sanitization for all bathrooms and building “high touch” point surfaces in all academic buildings (increased to 2x per day from daily) *Routine cleanings/disinfecting/sanitizations are generally done after hours. Supplemental sanitization effort will be done during normal work hours which will add visibility and community confidence.*
- Cleaning services will be split between two separate custodial firms (60%/40% based on cleanable square footage) so UNH will have more than a single option for service in the fall.
- Cleaning staff will be using CDC approved, low dwell-time chemical agents, on sinks, counters and high touch locations (light switches, door handles, handrails, etc.)
- All Janitorial staff in our academic buildings will follow UNH Facilities Safety Protocols (taking temps and answering questions prior to start of workday), will wear face masks and additionally will use/change gloves (when required).
- **Public hand sanitizing stations** will be installed at main entrances to academic buildings<sup>6</sup> (~150 units in total) and will be filled as necessary.
- **Individual classroom spaces** will be outfitted with CDC approved, low dwell-time chemical wipes and hand sanitizer for student use at individual spaces in each class. (using UNHPD list of classes +/-300)<sup>7</sup>. *daily service frequency*
- **Common study areas and conference rooms** will be issued hand sanitizer “refillable” bottles for personal use. *As needed service. (this will support initiative to create locally sourced sanitizer when available)*
- **Teaching Labs** are treated as classrooms and will be cleaned/sanitized daily and will also have sanitization stations in each space for occupant use.
- **Research Labs:** These facilities are considered non-entry spaces. The labs will be supplied sanitizing wipes for personal use as needed.
- **Shops and Student Project Areas, Individual Study/Breakout Rooms** will be cleaned and sanitized daily. Standard universal signage (to include occupancy listing) will be installed. Sanitizing wipes and hand sanitizer bottles will be provided for users to self-clean/sanitize as needed.
- **Electrostatic and ozone anti-viral treatments** can be provided on an as-needed basis to address a suspected contaminated area.
- **Custodial staff training** will be continuous and tailored to CDC/OSHA processes. Any new CDC or OSHA guidance will result in additional specific trainings.
- A specific **COVID/Bloodborne pathogen emergency response team** has been designated and trained to respond to suspected contaminated sites.
- **Hand dryers** to be disabled and paper towel dispensers to be installed.

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<sup>6</sup> Appendix B - Table 1 – List of Academic Building Entrances with Hand Sanitizers

<sup>7</sup> Appendix B – Table 2 – List of Individual Classroom Spaces

- **Water fountains/hydration stations:** Standard fountains will be disabled. Water bottle fill stations will remain operative. UNH is accelerating installation of water filler stations with a goal of minimum one per building. An up to date inventory of installed hydration stations on campus can be found at:  
<https://maps.unh.edu/Html5Viewer/index.html?viewer=H20>

**New Strategy (Recommendation pending approval):**

- Facilities housekeeping teams will discontinue personal workspace cleanings (including trash/recyclables). All employees will be asked to empty their receptacles in common area bins. Vacuuming will be provided upon request. Cleaning supplies will be made available. This will allow custodians to focus time and resources on high-touch common area cleaning.

*FYI: For all UNH Facilities cleaned areas - a reduced team of custodial service professionals have been working since March (shutdown) at a negotiated lower level of service charge. On Thursday, July 26, UNH Durham will transition to next cleaning level corresponding with expected orange mode determination. This service level will run until August 16<sup>th</sup>. On August 17<sup>th</sup> UNH Facilities custodial contractors will move to full cleaning protocol. This allows one-week ramp up before student return to ensure all protocols and procedures are effective.*

**Cleaning and Housekeeping – Office of Business Affairs Managed Residential Spaces**

Residential building cleaning is managed by the Office of Business Affairs Department of Housing & Residential Life.  
<https://www.unh.edu/housing/>

## HVAC Systems – UNH Energy Office

UNH will use best practices in adapting HVAC systems to protect the health and safety of the campus community during COVID-19. Facilities is currently working with CEPS and EH&S representatives on guidance plan. CDC has indicated that the primary mechanism for transmission of the virus is through person-to-person spread. Building HVAC systems are not believed to pose a significant risk in terms of spreading viruses, but a properly functioning HVAC system can help to mitigate risks by maintaining good indoor air quality and maintaining an indoor environment that supports good health.

Any concerns of inadequate ventilation can be directed to EH&S at:  
<https://www.unh.edu/research/indoor-air-quality>

**Note:** Thermal comfort may be impacted in an effort to ensure more fresh air is allowed in our building spaces.

### Strategies:

- Operate HVAC equipment in 'occupied' mode for one week prior to re-occupying buildings to flush out stale air.
- Schedule ventilation equipment to begin operating two hours prior to the occupancy of a space and continue running for two hours after the space has been occupied. Increased ventilation will flush the building out with fresh air before and after occupancy.
- Ventilation rates will be enhanced on a per occupant basis through the reduced occupancy rates for spaces. The existing Demand Controlled Ventilation (DCV) systems will be adjusted to a lower CO2 concentration setpoint that corresponds to a ventilation rate higher than the code requirements to provide increased dilution.
- Energy recovery ventilation (ERV) units will remain operating per ASHRAE guidance. ERV wheels shall be inspected to verify that there is not leakage from the exhaust to supply side of the units.
- Contract with UNH term Commissioning consultants to ensure designed operations of central HVAC systems.
- Complete scheduled preventative maintenance on mechanical dampers and building automation system sensors including temperature, relative humidity<sup>8</sup> and CO2 sensors, to make sure that building HVAC systems are operating as intended and providing good indoor air quality.
- All HVAC filters to be replaced during orange mode transition with goal of completion by mid-August.<sup>9</sup>
- Workers performing maintenance and/or replacing filters on any ventilation system with the potential for viral contamination should wear appropriate personal protective equipment (PPE):
  - properly fitted N-95 masks
  - eye protection (safety glasses, goggles, or face shield)
  - disposable gloves
- Analysis of airflow patterns in five large and five small classroom spaces. The goal is to compare air patterns in various room configurations and see if HVAC systems introduce airflow patterns that impact the risk of transmission. This effort is being led by the UNH Mechanical Engineering department with assistance from Facilities.
- In buildings without forced air, use of operable windows and adjustments of mechanical exhaust systems
- Continued monitoring of guidance provided by the CDC, ASHRAE and APPA as well as our peer institutions
- During summer inoccupancy, following a protocol to recirculate air to maintain lower humidity

### Additional Strategies Evaluated but not implemented:

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<sup>8</sup> UNH systems have limited humidity controls. Where controls exist, UNH will maintain a 40-70% recommended RH per ASHRAE COVID best practices

<sup>9</sup> UNH Facilities is evaluating filter types and best practices for durability and efficacy.

- UV-C Light and Bi-Polar Ionization retrofits - ASHRAE Guidance is limited with respect to UV-C and Bi-Polar Ionization units. No specific recommendation or guidance. These systems can theoretically be retrofitted to most air handling equipment but there is significant cost and no evidence that they are effective at reducing the risk of viruses being spread through HVAC systems. We continue to look for updated information on the efficacy and cost of this measure.
- HEPA Portable Air Filtration units - ASHRAE Guidance is limited with respect to portable HEPA systems. These systems can be located at the source of droplet creation but there is significant cost. Better mitigation will come from face coverings. We continue to look for updated information on the effectiveness of this measure.

## Building Adaptation – UNH Facilities

This section documents a set of common parameters and criteria for how physical distancing inside of buildings will be accomplished. This information will guide divisions, colleges, departments and programs as they determine what is most appropriate for their specific setting. Divisions, colleges, departments and programs will make decisions for specific circumstances, and Facilities will help implement any building adaptations and shall oversee planned work for consistency and compliance with code requirements. The parameters and criteria below are intended to provide a framework for limiting the extent of building adaptations while providing reasonable social distancing that complies with CDC, OSHA, and State of NH guidelines.

### Density and Barriers:

The University will supplement universal safety practices with specific facility modifications when suggested by health and safety teams and approved by leadership. **Community members are expected to wear a facial covering inside of buildings, except when alone in a workspace including personal offices, in their dorm room or when eating. The following draft standards will be jointly determined with the Educational Planning Group:**

Best practices call for ongoing physical distancing and crowd avoidance. Some academic and workplace functions will require combination of best practices with physical barriers, and short-interval exposure time. *The definition of a short interval is not yet determined – some have suggested up to 15 minutes is a short interval.* It is understood there will be many situations where people are closer for short intervals of time without any additional barriers required. When two people with face coverings are closer than 6' for more than the short interval, there should ideally be a barrier between them to help block aerosols. This is a primary concern for all units seeking to increase densities greater than CDC suggested 6' distancing. Such density increases shall be discouraged but may be reviewed.

### Specific venue principles ('Yellow Mode' – additional limitations required for 'Orange Mode')

- **Classrooms:** 50% capacity or less - Face masks required. Maximize physical distancing between students & faculty. Instructors don't need any additional separation IF they can remain separated from ALL students by at least 6'.
- **Teaching Labs and IT/Computer Clusters:** up to 100% capacity - Face masks required, face shields, safety glasses Engineering & Administrative controls as needed. For teaching labs, or other interactive classes where instructors need to be closer to students than 6' for short-duration activities, instructors and student will be required to wear a clear face shield in addition to the universal face covering where no physical barrier is provided. Computer clusters may require disabling or removing alternating terminals. Where physical distancing cannot be

maintained, the use of engineering controls (barriers or shields), administrative controls and or the use of PPE will be used. Screen/keyboard wipes and hand sanitizers will be available for students to use prior to use. (Note: custodians do not currently clean IT gear. Discussions ongoing about purchase/installation of keyboard covers – under domain of Technology Planning Team)

- **Specialty Performance/Music Training Space:** 50% of max room capacity or the number of people where 6' distancing can be maintained (8' - 10' is required for singing or wind instruments), whichever is lower. Consider larger venues to allow for appropriate social distancing or if feasible teach, rehearse, or perform in an outside locations. Individual reviews are now in process. State of NH guidelines are currently suggesting six-foot physical distancing (8-10' for wind instruments) and 50% capacity. COLA is currently reviewing alternative campus space venues to accommodate needs in coordination with NH State guidelines and best practices.
- **Common Study Spaces:** (Library/MUB/Academic Buildings) The Facilities team will review these spaces with owners and determine appropriate modifications. These may include both administrative and engineering controls or a combination of both. Solutions will be added to this document or working folder for Senior management Response Team review.
- **External Public Venue/Spectator Facilities:** (Athletics and Non-Athletics): **TBD** Yellow Mode calls for Selective events. Awaiting determination from leadership on external events including athletics. If Athletics season progresses, this will require review and consideration of student sections (bleachers returning as rentals with associated cost?)
- **Points of service:** Clear barriers are not required if service can be provided *maintaining a 6' separation*. While a person being served might only be there for a short interval, the server is not and therefore a barrier is generally needed when 6' distance *cannot* be maintained. In cases of other fixed customer service locations barriers will be required. When installing a fixed clear barrier, UNH shall follow the standards set by the State of NH for retail points of service. *In general, business practices and protocols should be reviewed to reduce demand for in-person customer service locations through on-line and other modalities. Ideally, points of services can be reduced to a single, protected point.*
- **Open workspaces including cubicles:** Where interaction is infrequent and more easily controlled this is considered a Lower Risk environment and the use of additional fixed barriers would not be recommended. However, per UNH policy, face masks are required - even in private workspace including personal offices - if 6' physical distancing cannot be maintained. This is consistent with CDC and NH General Guidelines. In addition, other administrative adaptations should be considered to ensure physical distancing such as work schedules, rearranging the work area, eating lunch alone. One-on-one meetings are a low risk, and if there isn't adequate space for 6' distancing in a workspace including personal offices, the individuals should meet in an alternate location that can accommodate 6' distancing. ***The University will not provide physical barriers in individual workspace including personal offices which are not service points. As a general rule, Administrative controls should be fully investigated and ruled out before Engineering controls such as barriers or other fixed equipment is installed.***

#### Pedestrian Circulation (exterior and interior):

While some have advocated for one-way direction on some of the most heavily used walkways, and entrances, the default is no physical manipulation of pedestrian traffic patterns. There may be opportunities and benefits to establish one-way direction for large rooms with more than one public entrance.

- Outside Buildings (exterior) default is no adaptations to create one-way movement on pathways limited installation outdoor signage/markings to remind people of physical distancing/universal standards
- Inside Buildings (interior) – default is no adaptation to create one-way entrances and exits, but some heavy traffic buildings may offer opportunities and benefits to establish one-way direction. The default is no physical manipulation of traffic patterns – just encouragement/visible reminders of universal criteria



relating to physical distancing. Facilities staff will develop a list of exterior and interior areas (limited) which might benefit from a functionally designed and implemented set of controls.

- *controlled entry/exit doorways*
- *elevator and stairway controls. Current state guidelines limit elevator capacity to one. UNH will review state guidelines for any change through the summer and adjust policy accordingly. There are no stairway limitations other than universal guidelines (recommended 6' distancing)*

***New Strategies Density and Barrier Strategies to Be Considered by Leadership Teams:***

- encourage students to not enter a building more than 5 minutes prior to a class
- encourage reservation, app or other technologies that might reduce wait/congregation areas
- consider capacity controls on key buildings – Library and MUB (enforcement challenge)

**Signage and Messaging** (developing in collaboration with the Public Health Campaign Group)

Facilities will assist the Public Health Campaign group chaired by Scott Jones implementation of UNH standard and limited site-customized signage, floor markings and messaging. Campus Planning will assist this working group with signage standards and conceptual install plans on the UNH campus. This plan is also being coordinated with the Town of Durham and private landlords to ensure a consistent, focused and constant messaging campaign to shape community expectations and behaviors. *Messaging is being put in place in early summer and expanding to full installation by early August - in advance of early move in visits by residential students and athletic teams.*

**Key Principles regarding signage and messaging**

1. **Consistent Messaging and Graphics** are being developed by Communications & Public Affairs (CPA) and the Community and be made available as templates and material through UNH Printing and Mail Services.
2. **Exterior signage** will be consistent, standardized, limited and targeted. There may be focused outreach using temporary (lawn sign), mobile signage during start of semester and at special events
3. **Interior signage** will be judiciously installed, consistent and targeted. Individual departments will need to tailor standard materials to unique local sites
4. **Strong and consistent use of videos** (OrcaTV and local Dining/ResLife channels) to show acceptable protocols in dining halls, the MUB, and academic buildings and social media vectors.

**Messaging, Graphics and Signage**

Universal poster/graphic/information signs, electronic templates, floor markings is available in a **Messaging and Visual Guidelines** catalog prepared by CPA. This catalog will facilitate reproduction and direct ordering through UNH Printing & Mail Services. Find the current catalog and on-line ordering at: <https://www.unh.edu/printing/>

### Typical Sign Applications

In conjunction with the sign catalog, UNH CPA and Campus Planning in coordination with the Public Health Campaign Group are developing a set of installation standards for university buildings and landscape. These standards will inform the community regarding:

- a. **UNH universal protocols** (physical distancing, face coverings) and shared community standards
- b. **suggested maximum room capacities**
- c. **classroom seating plans**, personal space cleaning protocols, suggested traffic flows
- d. **common area restrictions** and furniture placements
- e. **working lab protocols**: universal protocols supplemented by site specific facility protocols
- f. **non-residence restroom modifications** (alternating sinks and urinals, all stalls in service)
- g. **hand dryers**: blowers disabled, and paper towel dispensers installed
- h. **elevators**: occupancy limits, encourage universal protocols, prioritization for ADA and deliveries.
- i. **stairways, entrance and exit doorways and high traffic zones**: *targeted* traffic modification
- j. **water fountains**: (disabled) use only hydration station fillers with goal of 1 in every building
- k. **points of service**: facial covering at all times, 6' distancing, stand behind barriers installed as required
- l. **exterior lawn signs**: temporary installation of primary campaign messaging reinforcing universal protocols, masks and physical distancing.
- m. **exterior permanent signage**: In coordination with the Town, installation of primary campaign messaging in outdoor environment on UNH and downtown corridors
- n. **bus shelters and buses**: installation of primary campaign signage on bus shelters, interior of buses and potentially select bus wrappings
- o. **dining halls**: fully integrated messaging at all facilities and strictly managed flow controls designed by OBA
- p. **meeting Rooms**: seating limitations may be posted in addition to universal standards

***Individual facilities will also have site- specific signage as suggested and approved by UNH working groups and building managers. These signs will be installed judiciously using standard graphic formats.***

### Sign Installation Protocols and Responsibilities:

Sign ordering and installation on the UNH landscape, building exteriors, building interior common areas, classrooms will be handled by UNH Facilities or Office of Business Affairs operators (Dining, Housing, Hamel Rec etc). It is understood that at the intra-office and workspace level, site specific localized signage will be required. That localized signage may be ordered from Printing Services and installed by local staff in compliance with general guidance in this document, State of NH guidelines and CDC recommendations. Installation should use UNH graphic standards in the UNH signage catalog. UNH endeavors to have all administrative and engineering barriers in place by August 24th with the bulk of signage in place on the Durham campus by August 10th, 2020. UNH Manchester and UNH Franklin Pierce School of Law in Concord share similar pre-return of student installation goals.

For general reference and protocol, here are guidelines of review, ordering and installation:

<b>Area or Facility</b>	<b>Authorizing Review</b>	<b>Signage or Marker Ordering</b>	<b>Installer</b>
<b>Landscape and Building Exteriors</b> (including building door entries and exits)	Campus Planning - Facilities	Campus Planning	Facilities
<b>Academic and Admin Bldg. Interior Common Areas</b> (including elevators, restrooms, water fountains, classrooms)	Campus Planning - Facilities	Campus Planning	Facilities
<b>Academic and Admin Bldg. interior</b> (other spaces/functions)	Building Manager in consultation with Campus Planning	Building Manager	Building Manager
<b>Research and Teaching Labs</b>	College with EH&S	College	College
<b>Student Life Buildings and Facilities</b> (interior, exterior and immediate yards)	Office of Business Affairs (Housing, Dining, Recreation)	OBA department	OBA department
<b>UNH Manchester</b>	UNH-M with UNH Facilities	UNH-Manchester	UNH-Manchester
<b>UNH Franklin Pierce School of Law</b>	FPSL with UNH Facilities	FPSL	FPSL

**OTHER NEEDS:**

Facilities will be responsible moving furniture and installing floor and seat markings in classrooms.

Building managers will responsible for moving non-classroom furniture to comply with physical distance standards.

## Appendix A – CDC Universal and NH, OSHA Use Specific Guidelines

### [NH Safer at Home 2.0 Universal Guidance \(June 2020\)](#)

- **Practice physical distancing:** To the greatest extent possible, all employees should maintain safe physical distancing, which means keeping a distance of at least 6 or more feet between one another at all time; masks/respiratory etiquette; hygiene/housekeeping; density control.
- Mask use and respiratory etiquette.
- Density control that includes flexible work schedules and hours.
- Increased housekeeping.
- **To be followed in addition to industry specific guidelines**-none for higher education.
- **Should follow guidance issued by CDC**

### [NH Safer at Home 2.0 Specific Guidance \(as of mid-July 2020\)](#)

- NH Guidelines for Retail - General Guidelines plus:
  - Clearly designated entrances and exits
  - Use of plastic shields/barriers at customer service areas
- NH Guidelines for Lodging - General Guidelines plus:
  - Sneeze guard/barrier at check in
  - Elevators limited to one person with lines spaced 6' apart (physical distancing)
  - Use clearly designated entrances and exits
- NH Guidelines for Food Service, Updated to Phase 2 - General Guidelines plus:
  - Restroom occupancy should be limited to incorporate physical distancing
  - Build physical distancing into food service operations
  - Indoor seated dining is allowed in Rockingham, Hillsborough, Merrimack and Strafford County; however, seated dining at 50 percent capacity occupancy based on New Hampshire's Building and Fire Code. Additionally, seated dining areas in these counties are limited in capacity to the number of people/tables where table spacing is able to be maintained as outlined below and
  - Congregating in other locations is avoided (e.g. lobby and reception areas, bathrooms, etc.). 4)
  - Limit tables to no more than six (6) guests per table.
  - Tables spacing (both indoors and outdoors) should be maintained so people sitting at adjacent tables are more than 6 feet apart and should also have adequate space to move between tables.
- NH Guidelines for Fitness - General Guidelines plus:
  - Water fountains should be disabled with bottle refill available
- NH Guidelines for Places of Worship – General Guidelines plus:
  - Limit occupancy to 40% or lower if physical distancing cannot be maintained.
  - Host multiple services.
  - Develop system that builds physical distancing of 6' at all times,
  - One-way traffic flow and 6-foot markings for lines.
- NH Guidelines for Community Arts and Music Education – General Guidelines plus:
  - 8'-10' distancing for singing and wind instruments
  - Utilizing exterior locations for teaching, rehearsing, performing.

### *Occupational Safety and Health Administration - Guidance Document for Preparing Workplaces for COVID-19, Publication 339*

- Four levels of risk: Lower Exposure Risk, Medium Risk, High Risk, and Very High Risk. (High and Very High are reserved to Health Care and those directly in contact with ill individuals)
- Lower risk are those with jobs that do not require contact with people known or suspected to be infected nor frequent close contact (w/in 6') of the general public.
  - For lower risk OSHA does not recommend engineering controls that include the use of fixed barriers.
  - Follow CDC/NH General Guidelines that include masks, physical distancing, and hand hygiene.
- Medium Risk is for those with frequent and/or close contact (within 6') to those that are positive, have been exposed, or may have contact with the general public.
  - For medium risk OSHA recommends engineering controls in addition to the CDC/NH General Guidelines

## Appendix B – Additional Working References used by Facilities

Available on request

**Table 1** List of Academic Building entrances with hand sanitizer stations (Larry)

**Table 2** List of Individual Classroom Spaces. (Melina and Doug) (code with capacity and exposure level)

**Table 3** List of hydration station requests/disabled fountains. (Mike Mason) – *now online see link in document*

**Table 4** Interior and Exterior Circulation Control Points – *in development and installation*

**Table 5** List of disconnected hand dryers and added paper towel holders

**Table 6** Standard Signage/Message Catalog – *online – see link on UNH COVID 19 main page*

**Diagrams Set A– Typical Layouts by Classroom/Facility Type**

**Diagrams Set B – Typical Barrier Dimensions/Alternates**

## Appendix C: FACILITIES BUILDING ADAPTATION DETAIL INSTALLATION CRITERIA And REFERENCE INFORMATION for installation teams

**Medium Level of Risk for Exposure:** US CDC: Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) other people who may be infected with SARS-

The guidelines presented within are for reference and advisory only. The information contained in this document does not create an industry standard, but rather provides information and guidance on the potential impacts to building systems when barriers are needing to be installed. Efforts should be made to eliminate impacts to life safety systems and further reduce operational impacts to building systems.

### IMPACT AREAS TO ASSESS:

#### Life Safety Systems:

- No installation shall create a new occupancy area that impedes the life safety systems as designed for servicing the existing space. This includes any barrier that creates an impediment to the full and intended operation of smoke detectors, pull stations, CO2 detectors, and sprinkler head coverage as designed and installed.
- Installation of barriers shall not touch or be affixed to any life safety or lighting system components. This includes but not limited to smoke detectors, horn strobes, and sprinkler heads.

#### Egress Requirements:

- Barrier installations shall not impede, encroach, or restrict the intended path of egress to and from the occupied service space. All egress paths must remain to design specifications in accordance with NFPA standards. Any request to alter or restrict egress must be approved by the State Fire Marshal.

#### Security Cameras:

- Barriers shall be placed in such a way as to minimize any interference with security cameras as positioned and placed within all UNH Facilities. Any adjustment or corrective action shall be approved by UNH Police. No barrier anchor or support may be affixed or connected to any portion of a security camera.

#### HVAC Impacts:

- Large clear plastic curtain barriers shall be installed in such a way as to allow for the continuous flow and exchange of air to both sides of the barrier while maintaining access to both supply diffusers and return ducts. Any reduction in the design level of air exchange is to be avoided.
- The controlled and balanced movement of air on both sides of the barriers shall be maintained so as to lessen the chances of creating an unbalanced rate of exchange, which under the right conditions will cause a negative air pressure within the barrier occupied space, thus increasing the risk to service personnel behind the barrier.

#### STUDENT FACING SERVICE DESKS and POINT OF SALE LOCATIONS:

- Average effective height from seated counter: 32" to 42" inches with side return barriers as needed.
- Standing service position to allow for a minimum barrier coverage of 16" of barrier above the head of an average person standing 5'-10".
- Average width – 30" to 40" on center of employee station facing the point of service – expansion of width can and should be reviewed if vulnerable to contact from side occupancy or travel way providing less than 6' of travel.

- Service Openings: Offset from employee station whenever possible with a 4” pass point. If flexible plastic sheeting is utilized, all pass-through slits should be offset from service station to provide for the transfer of objects. An overlap of the vertical opening should be maintained.
- Retail POS: CC/Debit card swipe access should remain on customer side only. Wipes and hand sanitizer should be made available to clean hands and or screens as needed between service contacts.

**LINKS TO REFERENCES, OPTIONS, AND ALTERNATIVE SOLUTIONS:**

UNH Primary Homepage on COVID Adaptation: <https://www.unh.edu/main/coronavirus>

USPS IMMEDIATE SOLUTIONS:

[https://d1ocufyfjisc14h.cloudfront.net/sites/default/files/work\\_instruction-sneeze\\_guards.pdf](https://d1ocufyfjisc14h.cloudfront.net/sites/default/files/work_instruction-sneeze_guards.pdf)

OSHA GUIDELINES: <https://www.osha.gov/Publications/OSHA3990.pdf>

Alternative Resources:

- [https://www.shoppopdisplays.com/sneeze-guards-plexiglass-shields-retail-barriers.html?utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=Barriers&utm\\_term=%2Bsneeze%20%2Bbarrier&utm\\_content=Barriers%20-%20Sneeze](https://www.shoppopdisplays.com/sneeze-guards-plexiglass-shields-retail-barriers.html?utm_source=bing&utm_medium=cpc&utm_campaign=Barriers&utm_term=%2Bsneeze%20%2Bbarrier&utm_content=Barriers%20-%20Sneeze)
- [https://www.interstateplastics.com/sneeze-guard/cp165?utm\\_source=MSN&utm\\_medium=cpc&utm\\_campaign=MSN&searchtext=sneeze%20guard&kw=sneeze%20guard&msclkid=703523b400471108f0657d7948827a47&](https://www.interstateplastics.com/sneeze-guard/cp165?utm_source=MSN&utm_medium=cpc&utm_campaign=MSN&searchtext=sneeze%20guard&kw=sneeze%20guard&msclkid=703523b400471108f0657d7948827a47&)
- <https://www.amazon.com/sneeze-guard/s?k=sneeze+guard>