

Safe Reopening Plans

Building Services Specific Protocols

The Facility Manager will be responsible for training employees, implementing San Diego County COVID-19 operating protocols and placing orders for PPE and cleaning supplies from Aztec Shops Warehouse.

Health and Hygiene

- Employees, visitors and Vendors are required to wear face coverings at all times when on campus. Face coverings are not required in private offices if no other people are present.
- Physical distancing of at least 6ft should be maintained whenever possible.
- Employees and Vendors will complete a self-evaluation for COVID-19 symptoms before coming to campus: [symptoms of COVID-19](#). Employees and Vendors exhibiting symptoms are to stay home and Employees will also notify Human Resources. Per the temperature check policy, all employees and vendors will have their temperature checked upon arrival to work/facility by the Manager on Duty: [COVID19 Employee Screening Policies and Procedures](#).
- Employees are encouraged to wash/sanitize hands frequently throughout their shift.
- Employee breakrooms will be closed or tables/chairs will be separated to discourage congregating during breaks. Where possible, outdoor break areas with shade covers and seating will be available throughout the campus to ensure physical distancing.
- During time on-site, employees are encouraged to communicate with others by email, telephone or other available technology rather than face-to-face. Employees are encouraged to use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, etc.).

Physical Distancing Protocols

- Building Services Employees working in the workshop and all adjoining shop areas and outdoors will maintain a minimum of 6' physical distancing at all times.
- Building Services Employees will not allow passengers inside their work vehicles at any time.
- Building Services Employees while responding to Issue Tracks or work requests in an area in which 6' physical distancing is not possible will be coordinated with the manager on duty and when possible schedule a time for repairs when employees are not present or can be working in another area.
- For work requests at Residential properties, there are a total of (4) Facility Services Employees, and at any one time, there could be (2) to (4) employees present to complete the job. Face coverings will be worn at all times and adherence to other guidelines will be followed as best as possible.

Cleaning and Disinfecting Protocols

- While working in the workshop or other spaces, all Building Services Employees will be responsible for sanitizing surfaces they have touched including shared equipment such as but not limited to Plexiglas barriers, tools, copy machine, fax machine, shredder, time clock, refrigerator handles, microwaves, and toasters will be sanitized by each employee before and after each use. Disinfectant wipes or other approved cleaning supplies will be placed next to all shared equipment. Additionally, employees are encouraged to use hand sanitizer prior to and after the use of shared equipment.

- Hands-free hand sanitation stations will be located at the entrance to the workshop and office areas. Employees are encouraged to use these frequently throughout their shifts.
- Each Building Services Employee will be assigned a vehicle for each work shift to be occupied by that employee only. At the end of each shift, employees are responsible for cleaning and disinfecting their assigned work vehicle including wiping down the steering wheel, inside and outside door handles, mirrors and all vehicle controls.
- When replacing HVAC filters employees will wear charcoal canister style respirators and nitrile gloves for their protection. All dirty filters will be placed in bags and tied off and discarded.
- Employees are responsible for sanitizing their work areas such as but not limited to telephones, scanners, countertops, and keyboards after each shift and prior to any breaks.
- Fogging will be completed if the need is determined by Aztec Shops with input from the University.