Resumption of Operations
Workplace Strategies

June 17, 2020
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Resumption of Operations

General Note

The purpose of this document is to provide graphics that will support the *Princeton Playbook: Phased Resumption of On Campus Summer Operations*. The wording and images are place holders for initial review and will be updated with the development of the Playbook.

Once the workplace signage has been established by the Signage Committee, the final applicable signs should be included in these graphics, relating the actual physical environment to the Playbook document.
General Principles
Resumption of Operations
General Principles

Use the density, geometry and division strategies to allow for social distancing in the workplace.

Social Distancing
Create a minimum of 8 feet distancing between workstations / seating to ensure 6 feet social distancing is maintained.¹,²

Maximum Occupancy
For occupancy guidance, look for posted signs.

Furniture Moves
Before moving or removing furniture or fixtures or adding additional barriers, submit a project request through Office of Capital Projects (refer to details on next page).

¹. Distancing to be verified by EHS.
². Reference Playbook for distance requirements by space.
Resumption of Operations
Project Request Process

A department requires an approved *Resumption of Operations Plan* prior to submitting a project request. The project request can be submitted through the Office of Capital Projects - [https://ifacilities.princeton.edu/CAPRequest/](https://ifacilities.princeton.edu/CAPRequest/) and should note the request as COVID-related.

- **Individual and/or Unit Identifies a Need.**
  - Submits Request to Department Head for Approval.
  - Project Request Meets Department Approval

- **Department Submits Request via OCP Project Request Link**
  - Project requests are reviewed by COVID-19 Project Committee,
  - Project requirements are reviewed to insure that the request cannot be accommodated without having to make modifications to the workplace.
  - If a modification needs to be made, Committee develops modification option(s) that meet University guidelines.

- **Project Request has been Approved by Committee.**
  - Project is assigned to appropriate Project Manager in Facilities Operations or Office of Capital Projects.
  - Project is scoped and a budget is developed. Reviewed with Department Head for concurrence.
  - Project Manager submits project for funding approval.

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Work Environment Types
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Work Environment Types

Reception / Close Interaction

Physical barriers such as plexiglass should only be considered when 6 feet of distance cannot be maintained or for situations where there is a frequent interaction with patrons or the public.

Open Workplace Environments

- Provide remote work options.
- No desk sharing.
- Alternate shifts or A/B team schedules.
- Staff should not sit directly across from one another.

Enclosed Spaces

Reduce occupancy without furniture changes while maintaining recommended occupancy and distancing.
Resumption of Operations
Reception / Close Interaction

Office of Capital Projects will evaluate each project request to determine solutions based on existing furniture conditions.

Sit-on or clamp-on plexiglass barrier options promote flexibility.

Partitions or overhead can be added to an existing system, if available.
Resumption of Operations
Open Workplace Environments: Workstations

Add signage on desktops or seating when stations should not be used.

Please do not sit here.
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Open Workplace Environments: Collaborative Areas

Existing

Short-term
Chairs removed in shared collaborative areas.

Signage
Noting etiquette

Meeting room courtesy
- Do not host meetings with more than ___ people in this room
- Sanitize the table, keyboard, mouse, remote, and phone before and after use
- Maintain social distancing: at 6 feet (2m) apart, about the length of a Princeton Tiger
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Open Workplace Environments: Lounges

**Existing**

**Short-term**
Signs attached to seating to block off where not to sit.

**Signage**
Fixed signs noting areas not to sit

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Open Workplace Environments: Lounges/Break Rooms

Existing

Short-term
Remove chairs or put signs on chairs noting not to sit.

Signage
Noting etiquette
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Enclosed Spaces: Conference Rooms

Existing

Short-term
Remove chairs or put signs on chairs noting not to sit.

Signage
Noting etiquette

Meeting room courtesy
Do not host meetings with more than ___ people in this room
Sanitize the table, keyboard, mouse, remote, and phone before and after use
Maintain social distancing: at least 6 feet (2m) apart, about the length of a Princeton Tiger

Occupancy
Noting maximum occupancy

Maximum room capacity ___ people
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Enclosed Spaces: Private Offices (100 SF or less)

Existing

Short-term
Remove Guest Chair
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Enclosed Spaces: Private Offices (For greater than 100 SF)

Existing

Short-term
- Removed one guest chair.
- Existing chair moved further away and rotated to allow for social distancing.

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Public Spaces
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Public Spaces

Existing

Short-term

- Remove and store furniture if unable to use signage.
- Utilize hand sanitizer and available products provided within the space for frequent sanitization.

Directional Signs
For circulation

Courtesy / Informational Signs

Elevator courtesy

If you are able, take the stairs

Please stand in opposite corners and practice physical distancing

Maximum of ___ people per elevator

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Signage
Resumption of Operations

Signage

Face covering &
social distancing
required at all times

Please apply face covering prior
to entering the building.
Please maintain 6 feet (2m) of
distance from others, about the
length of a Princeton Tiger.

Please return home
if you feel unwell

COVID-19 often starts with mild symptoms such as:
- fever or chills
- sore throat or dry cough
- shortness of breath
- headaches and muscle pains
- loss of taste or smell

Elevator courtesy

If you are able, take the stairs.
Please stand in opposite corners
and practice physical distancing.
Maximum of ___ people
per elevator

Meeting room
courtesy

Do not host meetings with more
than ___ people in this room.
Sanitize the table, keyboard,
mouse, remote, and phone
before and after use.
Maintain social distancing:
sit 6 feet (2m) apart, about the
length of a Princeton Tiger.

Updates to long-term signage may change.
Refer to the COVID-19 website for latest information:
https://www.princeton.edu/content/covid-19-coronavirus-information

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