Resumption of Operations
Workplace Modification Guide

March 19, 2021
Workplace Modifications Guide
Overview – General Guidelines

In preparing the departmental office and common space for Spring Semester 2021, the following provides a quick overview of what modifications are required by space type. It is to be noted that these are guidelines and there may be site specific requirements that may need additional consultation with Environmental and Health Safety (EHS) and the Office of Capital Projects (OCP).

These guidelines do not include laboratory and other highly specialize spaces. Please make sure you continuously reference the University’s Covid Resources web page (Princeton COVID Resources) for more in depth and specific information as well as for all updates.

General Principles

Social Distancing
Create a minimum of 8 feet distancing between seating to ensure 6 feet social distancing is maintained.

Maximum Occupancy
Keep number of seats in a space at or below the maximum occupancy set by EHS.

Keep it Clean
Prep the space for shared use by providing disinfectant wipes and hand sanitizer bottles in the room/area.
Workplace Modifications Guide
Overview – General Guidelines

The general guidelines are highlighted as follows:

Space

• Any space, including open plan workspace, that is not included in the Department’s approved Resumption of Operation Plan is to remain not in use and, if able, kept locked.

• Enclosed office and open plan workspaces included in the Department’s approved Resumption of Operation Plan are first to be modified operationally before proceeding with any furniture modifications. Reference Princeton Playbook: Approval to Work on Campus | Office of Environmental Health and Safety for additional information.

• A space needs to be a minimum of 200 useable square feet to accommodate more than one person. Individual room square footage can be found in Tiger Space (TigerSpace (princeton.edu) Log-in is required.

• Once a room has been determined spatially it can accommodate one or more people, EHS will work with Facilities to assess ventilation of the space that will be open for shared use in order to set maximum occupancy. This assessment is conducted prior to and the results included in the approved Resumption of Operations Plan.

• All shared rooms must have a Maximum Occupancy sign posted with the approved number of people allowed at one time.

• If a space that has been approved for scheduling, the Department is to contact EMS to set up scheduling requirements, aligning with the requirements approved in the Resumption of Operations Plan. The Department is to send an email to ems-support@princeton.edu to set up scheduling for an approved department controlled space.

Cleaning

• All shared rooms and spaces are to be supplied with necessary sanitization items (e.g. disinfectant wipes, hand sanitizer) with the appropriate sign notifying the occupant that they must sanitize the high touch items before and after their use of the space.

• Hand sanitizer and disinfectant wipes can be ordered through the following link: CSM Service Catalog - Princeton Service Portal (service-now.com) Log-in is required.

• Building Services must be notified which communal rooms will remain open so they can schedule daily cleaning.
Workplace Modifications Guide

Overview – General Guidelines

Room / Area Furniture Modifications

- Excess furniture is to be either removed (if locked storage is available within the building) or pushed to the corner of the individual spaces and wrapped with barrier tape and tagged with corresponding signage that notes that the furniture is not to be used. Shrink wrapping is also available through Building Services. However, shrink wrapping is not recommended for upholstered pieces, especially in buildings without air-conditioning.

- For larger scale seating, seat straps are available through OCP. Straps are to be installed so individuals may sit on the furniture while maintaining the proper social distancing.

- It is highly recommended to photograph each space before moving the furniture and then photograph the space once the furniture has been rearranged and to tag the photographs by room numbers. The photographs will assist in the replacement for the furniture to the individual spaces once the building can be fully reopened.

- Space owners should monitor the modifications, assuring that individuals have not moved and/or removed any of the furniture signage, tape and straps as well for any furniture that has been moved into a cluster that does not meet the University’s social distancing requirements.

- Following the initial space modifications, should additional modifications be required, submit your project requests using the Facilities Project Request Form (Office of Capital Projects | Facilities (princeton.edu). Log-in is required. Please indicate COVID-19 PROJECT in the description of the project request. If you have any questions please contact Facilities Service Center at 609-258-8000.

Signage

- General building signage (e.g. restrooms, elevators) is coordinated and installed by OCP.

- A guide and a library of signs, along with digital versions for download, are available on the EHS website (Covid-19 Building Signage | Office of Environmental Health and Safety (princeton.edu). To request additional signage for special practices, traffic patterns, restricted access, and the like, submit your signage requests to shouska@princeton.edu or aaronf@princeton.edu in the Office of Capital Projects.

- This guide will provide examples of various room specific signage requirements.

- The Department is to monitor the requirement for any replacement signage and/or new signage requirements.
Workplace Modifications Guide

Overview – Summary

1. Receive Resumption of Operations Plan Approval
2. Modify furniture layout as approved in Resumption of Operations Plan following these guidelines.
3. Order hand sanitizer and disinfectant wipes through EHS for spaces as required.
4. Order and install required signage through OCP.
5. Contact EMS for spaces requiring scheduling.
6. Contact Building Services for cleaning if opening up spaces that have been closed.

Social Distancing  Maximum Occupancy  Keep it Clean
Preparing Spaces
Preparing Spaces
Photos of Original Layout

Before Modifying a Space

Prior to removing furniture or changing the layout of a space, take a photo.

Save the photo by the Building Name and Room Number.

These photos will be useful to reset the rooms post-Covid-19.

Lewis Center of the Arts Atrium Space

Pre – Covid 19

Modified
Preparing Spaces
Furniture Modifications Frequently Used Materials

**Barrier Tape**
- Roll
- 3" wide x 330 yards

**Tape Fastener Sticker**
- 3.5" square
- Repositionable

Example of reducing seating at a built-in booth.

**Seat Strap**
- Available with an extra long strap for oversized pieces of furniture

Utilizing Seat Straps to maintain proper social distancing.

**Shrink Wrap**
- To be installed by Building Services Movers. Limited quantity available.

Shrink Wrap is only to be used when storage, seat straps, and barrier tape are not feasible solutions. Furniture may be wrapped in plastic.

We prefer to only use this in limited situations due to the risk of moisture trapping and mold growth under the wrap.
Preparing Spaces
Excess Furniture Options

Store It
Store excess furniture in lockable rooms that will not be used.

Strap It
Use seat straps for seats not to be used.

Barrier Tape
Apply barrier tape and signage stickers to cordon off built-in seating or areas not in use.

Wrap It
Use shrink wrap to keep stacks of chairs or large pieces out of use.
NOTE: Shrink wrap should be used as last resort.
Preparing Spaces
Ongoing Supplies: Health + Wellness

Disinfectant wipes and hand sanitizer bottles will be provided by EHS.

Place a trash receptacle nearby for easy disposal of used wipes.

Examples of use are kitchen/pantry areas, copier/printer areas and shared workstations.

For Hand Sanitizer and Disinfectant Wipes supplies, use the following Order Form:

CSM Service Catalog - Princeton Service Portal (service-now.com) Log-in is required.
Preparing Spaces
Frequently Used Signs

General Health + Well Being

General Circulation Floor Markers

Furniture Modifications
Preparing Spaces
Frequently Used Signs

For shared spaces

For spaces that require a reservation

Additional Sign Types Available
(Covid-19 Building Signage | Office of Environmental Health and Safety (princeton.edu).
Preparing Spaces
Frequently Used Signs – Maximum Occupancy Placement Example

Scenarios
5 Interior spaces rooms with capped capacity

Signs

1. **Maximum room capacity**
   - **Placement:** At the entrances to rooms where occupancy is controlled (e.g., conference rooms). This sign should also be repeated inside and co-located with 2 & 3 in a highly visible location.

2. **When using shared spaces**
   - **Placement:** To appear at least once within a shared confined space (co-located with 1 & 3) that has occupancy restrictions. Repeaters can be placed individually around the room when required.

3. **Wear a face covering inside**
   - **Placement:** Optional sign if more emphasis on specific guidance is required. To be co-located with 1 & 2 inside the room.

4. **Decals**
   - **Placement:** To be placed on furniture where loose furniture has been specifically configured for social distancing. A.19 can also be used in this circumstance.

Seat straps to be used on fabric furniture.

COVID-19 Signage Guidelines v1.0 July 2020

Page 33
Preparring Spaces
Frequently Used Signs – Dining Halls and Cafes Placement Example

Scenarios:
5 Interior spaces dining halls

1. Signs
   - **When using the dining room**
     - Please direct move the furniture.
     - Where possible, take meals home or eat outside.
     - Maintain social distancing, keep 6ft (2m) apart.
   - **B.06**
   - **B.01**
   - **B.02**

   **Placement:**
   At entrances to dining halls and at cash tilts. If no wall space is available or sightlines are poor, use a freestanding sign.

   **Placement:**
   Repeated in areas where circulation would not be obstructed by people stopping to read.

2. **Decals & table signs**
   - **A.02**
   - **C.01**

   **Placement:**
   Reminder of key guidance, maintain social distancing to be placed in areas where emphasis may be required i.e. in queuing systems.

   **Placement:**
   In queuing systems on the floor: Space 6ft apart, center to center.

   **Placement:**
   To be placed on tables in dining halls. Can also be used in other areas with capacity restrictions.

COVID-19 Signage Guidelines v1.0 July 2020
Space Modifications Examples
Work Environment – General Principles

**Workplace Modifications Guide**

### 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.

*Modification requests of this type are to be submitted for review and fabrication using the Facilities Project Request Form (Office of Capital Projects | Facilities (princeton.edu). Indicate COVID-19 PROJECT.

### 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

- Have air circulation evaluated for maximum Occupancy.
- Reduce occupancy without furniture changes while maintaining recommended occupancy and distancing.
Workplace Modifications Guide
Space Modification Example – Enclosed Office

100 square feet or less

Existing

Modified
• Remove Guest Chair

Greater than 100 square feet

Existing

Modified
• Removed one guest chair.
• Have air circulation evaluated for maximum occupancy
• Existing chair moved further away and rotated to allow for social distancing.

Post Maximum Occupancy at door.

Provide hand sanitizer at desk.
Workplace Modifications Guide
Space Modification Example – Open Office Space

Schedule employees time in the office that provides social distancing in the open office space.

The University encourages operational solutions, as illustrated above, before making any changes to the workstations.

If a modification to a workstation needs to occur, please submit your modification request using the Facilities Project Request Form (Office of Capital Projects | Facilities (princeton.edu). Please indicate COVID-19 PROJECT in the description of the project request.

Provide hand sanitizer at individual desks.
Workplace Modifications Guide
Space Modification Example – Conference Room / Student Study Space

Have air circulation evaluated to determine maximum occupancy for the space. Post Maximum Occupancy at doorway.

Remove, store, strap or cordon off excess seating/tables.

Remove any white/chalk boards erasers, marker pens and/or chalk.

Place tent card(s) on table(s). Fill in Maximum Occupancy.

Provide hand sanitizer and disinfectant wipes at table(s).

Arrange any scheduling requirements with EMS or other approved method as indicated in the resumption plan.

Post sign if room is scheduled through EMS.

Chairs to be removed and stored or install seat strap.
Workplace Modifications Guide
Space Modification Example – Common Areas

Have air circulation evaluated to determine maximum occupancy for the space. Post Maximum Occupancy.

Remove, store, strap or cordon off excess seating/tables.

Arrange remaining furniture to maintain social distancing.

Place table tent cards on tables to be used.

Place floor dots to maintain correct placement of furniture.

Barrie tape and place “Do Not Sit Here” signs on built in furniture that can not be removed

Provide hand sanitizer.
Workplace Modifications Guide
Space Modification Example – Departmental Kitchen / Pantry

Have air circulation evaluated to determine maximum occupancy for the space. Post Maximum Occupancy.

Store, strap and/or cordon off excess seating and tables.

Arrange remaining tables to maintain social distancing that do not exceed allowed maximum occupancy. Place table tent cards on tables to be used.

Place floor dots to maintain correct placement of tables.

Provide hand sanitizer, disinfectant wipes and a trash receptacle (as required) at the kitchen counter.
Workplace Modifications Guide
Space Modification Example – Open Copy/Printer Area

OIT placed signage, disinfectant wipes and hand sanitizers in these spaces previously. Confirm that these items were set up properly and, if not, add supplies as required.

Store, strap and/or cordon off excess seating and tables.

Remove any white board or chalk board erasers, markers or chalk.

Please table tent cards on any remaining tables to be used. Fill in the approved Maximum Occupancy.
Workplace Modifications Guide
Covid Resources
Workplace Modifications Guide
Covid Resources

Reference Princeton University’s EHS Covid website COVID-19 Information and Resources | Office of Environmental Health and Safety (princeton.edu) for the most current information. The following provides a quick reference for the most commonly used links when modifying a space for resumption of operation.

Questions Regarding Space Modifications?
Contact: Facilities Service Center at 609-258-8000
or

Where do I obtain Hand Sanitizer and Disinfectant Wipes?
Order Form is available through CSM Service Catalog - Princeton Service Portal (service-now.com) Log-in is required.

How do I arrange to have Furniture Moved?

What type of Signs are available? Where do I order required Signage? How are they installed?
Signage information is available at ((Covid-19 Building Signage | Office of Environmental Health and Safety (princeton.edu).

How do I set up Scheduling reservation requirements on EMS?
Send an email to ems-support@princeton.edu to set up scheduling for an approved department controlled space.