



Building Infrastructure Systems & Public Spaces:

Custodial Services guidelines for Office and Suite sanitization for returning to campus July 27, 2020:

Please help us to maintain a healthy workforce by following social distancing and self-sanitization of office work spaces. An “Office Sanitization Kit” will be distributed to each department containing: 1 box gloves, 1 large (34 to 64 Oz) Hand Sanitizer gel; 1 dispenser of Disinfectant Wipes, and 1 can of Aerosol disinfectant spray. These kits will be replenished as applicable upon request.

Individual employee work areas (Offices, Cubicle Areas, Private File Rooms, Private Storage Rooms, Private Copier Rooms, etc.) will not be entered by custodial staff for “normal” cleaning/servicing including trash removal until further notice. Employees will be responsible for placing their trash in centralized collection areas.

Custodial Services guidelines Public Area sanitization for returning to campus July 27, 2020:

This will be the PRIMARY focus for custodial staff to maintain throughout the daily work shift. Public areas (lobbies, corridors, stairs, elevators, restrooms, public meeting spaces, public breakrooms, etc.) will be cleaned and disinfected daily (Monday through Friday) by custodial staff. High touch areas in lobbies, corridors, stairs, elevators, and restrooms will be disinfected several times during the day (Monday through Friday).

Custodial Services guidelines for Classroom sanitization for Fall Semester 2020:

Classrooms will have a container of wipes that require a 60 second dwell time of the disinfectant. Upon entry of a classroom each individual student and professor should take and wipe down the specific desk, table, chair, equipment, etc. prior to use.

FM custodial will “fog” disinfect each classroom on a daily basis. This work would be done in the evening hours of 6 pm to 10 pm and early mornings from 5:30 am to 8 am (Monday through Friday).

HVAC System Operations

One of the significant challenges presented in developing an HVAC response strategy is the extremely wide variation in the age, functional purpose, system type, and level of sophistication of the HVAC systems in UA Little Rock buildings. UA Little Rock maintains facilities which have systems as simple as one found in a typical residence all the way

to research environments. As such there is no singular group of specific actions that can be deployed that is appropriate across all facility types.

However, there are HVAC industry best practice strategies that can be applied to varying degrees across all UA Little Rock facilities and these will guide the HVAC response actions. These best industry practices are taken primarily from publications from the following:

- CDC: The Centers for Disease Control
- ASHRAE: The American Society of Heating, Refrigeration, and Air Conditioning Engineers
- AIA: The American Institute of Architects

Facility heating and cooling systems (HVAC systems) serve as a complement to primary COVID transmission mitigation methods (face coverings, distancing, hand washing, etc.). The potential for infection transmission via building HVAC systems is low and is further reduced by implementing to the degree practicable, three high level strategies:

- VENTILATION & DILUTION - Use outside air to reduce the concentration of any potential infection source.
- FILTRATION & MITIGATION - Continue regular filter changes and assess opportunities where system design and capacity support use of improved filtration. Investigate use of air disinfection technologies (ionization, UVGI/UVC), or other proven engineering technologies to complement and supplement other basic strategies where appropriate.
- OPERATIONS & MAINTENANCE – Ensure that systems are operating within the recommended temperature humidity range. Monitor and address promptly any operational variances to bring systems back into specification.

HVAC system adjustments, modifications and improvements are being rolled out in (3) Execution Groups. The groupings are based on the time required to implement, the degree of the impact to campus, and the relative cost to implement the action.

Group 1: Rapid Execution

These actions can be implemented quickly and are generally designed to increase the amount of outside ventilation air in the facility and improve the ventilation quality of the overall space environment. All are targeted for completion by the beginning of Phase 2 Return to Campus.

- Building schedules will be adjusted to provide 2 hours of additional ventilation prior to and after regular building occupancy Monday through Friday and Restore more traditional occupancy heating and cooling limits (70 heating, 73 cooling). Outside of designated occupied hours, buildings will be controlled to 65 deg when heating and 80 deg when cooling. This will help fresh ventilation air flush the buildings.

Group 2: Operations and Maintenance

These actions can be implemented in a relatively short time, at a low cost or within the existing operating budget. Because these actions typically require staff contact with specific equipment, they are driven by staff availability and equipment scheduling. In some instances, new component availability may affect time to execution. Effort will be on a priority basis based on maximum campus impact.

- Clean internal air handling unit (AHU) heating and cooling coils to improve performance and capacity. This should allow for proper ventilation air flows
- Clean and disinfect the inside of identified AHUs. This is a general preventative maintenance measure to maintain AHUs at a high state of performance
- Disable Energy Recovery Units (ERUs) when they propose a significant source of cross air contamination. ERUs function to save energy and reduce associated greenhouse gasses by transferring energy from building exhaust to the incoming fresh air. However, the concern is that this could become a potential source of cross contamination. ERUs will be shut down until each ERU can be accessed for level of functional performance, be fully serviced and have its scheduled preventative maintenance activities performed. This is to address cases where there is a material concern of exhaust air carryover into the ventilation air stream entering the building. The units will also be evaluated as to the impact of unit shutdown on building temperature and humidity.
- Accelerate scheduled filter changes.

Group 3: Capital Improvements

These actions require capital funding, engineering, and contracted labor to execute. In some instances, new component availability may affect time to execution as these items are in high demand. Further these steps may not be possible with all existing AHU equipment, so each case will need to be assessed on its own. Scheduling will be updated as information is available.

- Evaluate existing humidification systems for proper operation and mitigation of low humidity environments
- Evaluate AHUs for the ability to increase the MERV rating of the filters used
- For AHUs that will support the higher filtration level, proceed with higher MERV rating filter procurement and installation
- Implementation of air disinfection systems where practicable if proven systems can be identified
- Assess if outside air economizer mode for AHUs should be enabled for units that support this feature.

Elevators:

Elevators are limited to a maximum of 2 people. In addition to the mandatory use of a face covering, passengers must stay as close as possible to a vacant corner of the elevator cab for the duration of the ride and exit as quickly as possible when they reach their desired floor.

Drinking Fountains:

Except for drinking fountains with a touch-free bottle filler, all traditional drinking fountains will be disabled until further notice. Facilities Management will work with the CERT and PACT committees towards a prioritized and equitable plan for replacing traditional drinking fountains with bottle fill stations over the next year.