

Date: May 29, 2020
From: Stephen J. Carbery
VP Facilities Design Construction & Real Estate
To: HSC Leadership
Subj: Corporate Facilities Workplace Re-Opening Guidelines

Situation:

As we enter the transformational phase of the COVID-19 Pandemic, it is clear that there is a need to return to "Normal" operations across the system. In doing so, we must ensure the safety of our staff, patients, and visitors.

Background:

As spaces have been shut down and staff has been asked to work remotely, returning to operations in the "new normal" observing social distancing has become a real concern.

Assessment:

There have been several forms of information circulated among members of our organization at all DN's. Guidance has been provided from the CDC, CMS, The Governor's Task Force on Reopening CT, and several private companies we work with, including Cushman & Wakefield, CBRE, the AIA, and others. Members of our organization have begun to reach out to Corporate Facilities with requests for modifications to spaces and requesting guidance on how to modify areas and what is appropriate to return to work safely.

Recommendations:

Corporate Facilities has reviewed the materials published on this matter, and along with our operations and HR counterparts, we have drafted the following guidance document. As we have several classes and types of spaces, we have tried to categorize them as follows:

Inpatient, Ambulatory Surgical Facilities, Clinical Diagnostic & Treatment Spaces

Recommendations:

Assist with social distancing marketing materials placement at reception areas (example below)

Ensure Plexiglas guards are in place at reception & transaction counters

Make sure ABHR stations are accessible and filled

Stagger procedure start times to limit waiting room congestion

Remove waiting room chairs, reverse them, or apply "Please do not sit here" social distancing tents (example below)

Add social distancing decals to elevator doors and cabs (example below)

Please remind staff to take the stairs where possible

Hospital staffs are to assure the proper cleaning of exam rooms and procedural areas between appointments.

Common areas such as waiting areas, restrooms, and elevators will need to be cleaned more frequently (we recommend hourly). This process will, in some instances, require the addition of supplemental cleaning staff.

Staff will be responsible for cleaning their work areas, including phones and computer equipment. Managers are to ensure proper supplies and PPE are available to perform this task properly. Please follow the attached guidelines:

http://intranet.ynhh.org/Documents/COVID19_HR/Back_to_Work_Cleaning_Items_Plan_05202020.pdf

Limit meetings in conference rooms to no more than five (5) people or utilize appropriate social distancing practices

Limit break room or lunchroom gatherings to no more than five (5) people or utilize proper social distancing practices

Maintain FGI & ASHRE 170 compliance with airflows, temperatures, and humidity levels; continue to use COVID-19 installed negative pressure anterooms.

What we do not recommend at this time:

Making OR's or procedural areas negative or exceed the performance limits of the air handling equipment, including increasing outside air quantities where we can no longer maintain temperature and humidity set points.

Reconfigure and enlarge conference & break room spaces

Adding additional automatic door operators

Add "hard walls" between workstations, prep and recovery bays

Physician Office Spaces

Recommendations:

Assist with social distancing marketing materials placement at reception desks (example below)

Ensure Plexiglas guards are in place at reception & transaction counters

Make sure ABHR stations are accessible and filled

Stagger appointment start times to limit waiting room congestion

Managers are to establish segregated "wellness check" areas from "sick visit" areas.

Make sure ABHR stations are accessible and filled

Remove waiting room chairs, reverse them, or apply "Please do not sit here" social distancing tents (example below)

Hospital staffs are to assure the proper cleaning of exam rooms and procedural areas between appointments.

Common areas such as waiting areas, restrooms, and elevators will need to be cleaned more frequently (we recommend hourly). This process will, in most instances, require the addition of supplemental cleaning staff.

Staff will be responsible for cleaning their work areas, including phones and computer equipment. Managers are to ensure proper supplies and PPE are available to perform this task properly. Please follow the attached guidelines:

http://intranet.ynhh.org/Documents/COVID19_HR/Back_to_Work_Cleaning_Items_Plan_05202020.pdf

Add social distancing decals to elevator doors and cabs (example below)

Please remind staff to take the stairs where possible

Managers are to continue to encourage telecommuting where reasonable and appropriate.

Limit support office staff in adjacent cubicles or wear masks if social distancing cannot be achieved.

Limit meetings in conference rooms to no more than five (5) people or utilize appropriate social distancing practices

Limit break room or lunchroom gatherings to no more than five (5) people or use proper social distancing practices

What we do not recommend at this time:

Reconfigure HVAC systems and make spaces negative

Increase the amount of outside air in HVAC systems

Reconfigure and enlarge conference & break room spaces

Business Office & Support Spaces

Recommendations:

If you are working from home – please continue to do so. Managers are to continue to encourage telecommuting where possible and appropriate.

Return to Work - teams should be alternated to allow for no more than 50% of staff in at any one time to allow for proper social distancing in office settings.

Stagger work hours to limit traffic loads in elevators & lobbies

Add social distancing decals to elevator doors and cabs (example below)

Please remind staff to take the stairs where possible

Make sure ABHR stations are accessible and filled

If you have a waiting area, please remove chairs, reverse them, or apply "Please do not sit here" social distancing tents (example below)

Discourage large meetings or gatherings

Limit meetings in conference rooms to no more than five (5) people or utilize appropriate social distancing measures

Limit break room or lunchroom gatherings to no more than five (5) people or use appropriate social distancing measures

Common areas such as waiting areas, restrooms, and elevators will need to be cleaned more frequently (we recommend hourly). This process will, in some instances, require the addition of supplemental cleaning staff. The Real Estate Team is currently working on coordinating with landlords and several cleaning companies to perform this task.

Staff will be responsible for cleaning their work areas, including phones and computer equipment. Managers are to ensure proper supplies and PPE are available to perform this task properly. Please follow the attached guidelines:

http://intranet.ynhh.org/Documents/COVID19_HR/Back_to_Work_Cleaning_Items_Plan_05202020.pdf

What we do not recommend at this time:

Reconfigure work areas and cubicles

Reconfigure and enlarge conference & break room spaces

Reconfigure HVAC systems

Add automatic door operators

Offsite Day Porter Cleaning Program

The Corporate Facilities Real Estate division, led by Gary Corso, YNHH Property Manager and John “Jack” Lynch, Manager Real Estate Transaction Specialists, have contracted with LIMPIEX Cleaning Services and Performance Cleaning Services, Inc. to perform day porter cleaning services across our offsite system locations. Gary and Jack will be reaching out to site managers at our owned and leased sites, including our NEMG physician offices to coordinate this effort.

Social Distancing Signage and Markings can be ordered through the YNHHS Print Center at <http://marketplace.ynhhs.org/>

Thank you

for practicing **social distancing** to help keep our communities and staff safe.

Please wait behind the yellow tape lines on the floor until you are called.

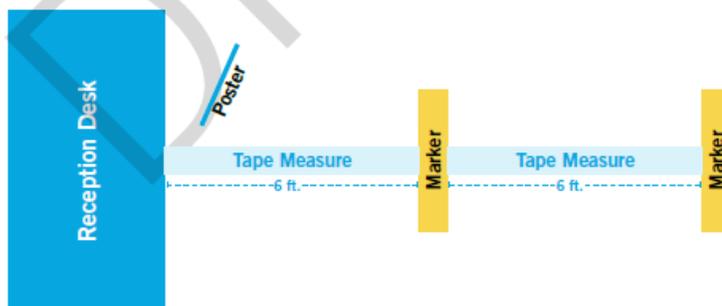


Yale
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Social Distancing Floor Markers

Installation Guide

1. Measure six feet from edge of reception desk using enclosed tape measure.
2. Peel backing from a yellow floor marker. Align parallel to reception desk and press onto floor.
3. If space permits, use tape measure to line up a second marker six feet away from the first one.
4. Repeat with additional markers as needed.
5. Display social distancing poster near reception desk using included easel.



16982 (05/20)

Social Distancing Floor Markers

Product Description

- 16 in. long x 4 in. wide
- Custom-printed with black text
- Semi-permanent vinyl
- Non-slip
- Peel-and stick backing

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Please stand behind this line.

10962 (05/20)

Seating Foldable Tent

Hello,

This seat is “taken”
to maintain social distance.

Please do not sit here.



Yale
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Health

Elevator Social Distance Decal



Appendix:

https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/general-reopen-051920.pdf?la=en

Training – Before and after reopening, employers must train employees on (1) the particular rules for their sector and (2) protocols on how to clean, including how to properly use cleaning products. Importantly, this training must be provided at no cost to the employee and during working hours, and the training materials must be presented in the language and at the literacy level of the employees. Weekly refreshers on policies also are required.

Employee Health – Employers are to ask returning employees to confirm they have not experienced COVID-19 symptoms (cough, shortness of breath, or any two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell) and to continue self-monitoring. Sick employees must remain home.

Offices - Offices are permitted to reopen at 50-percent capacity, to the extent necessary. Working from home is still encouraged. Prior to reopening, a thorough cleaning of all common areas and touch points should be undertaken. Physical modifications to the office environment should be made *where possible* to create six feet of distance, which may include marking desks that should not be used or installing partitions if social distancing cannot be accomplished.

Reference:

17063_YNHHS_COVID-19_Recovery_Signage_052220_(002).pdf
(attached)