Facilities and Operations Subcommittee
Safe Return to Auraria Planning Committee (SRA)

Recommendations to the Auraria Executive Council

Updated: July 1, 2020
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SECTION 00 – Introduction and Assumptions
The Safe Return to Auraria Planning Committee (SRA) is the coordinated, collaborative effort to reopen the Auraria Campus safely. The SRA is divided into two sub-committees to best leverage campus leadership's expertise across a variety of interrelated topics; Facilities & Operations (F&O) and Health & Medical.

SRA Objectives and Goals:
- The health and safety of our campus, students, faculty, staff, and community, is a top priority.
- To serve students and meet learning objectives for in-person classes identified for fall in a safe manner.
- To develop recommendations for the AEC, which results in an agreed-upon timeline, process, and protocols to allow for the gradual, safe return to campus beginning this summer leading into fall.
- To achieve campus-wide alignment and clear communication for operating safely under COVID-19 constraints.

F&O Scope of Work:
To gain consensus between all institutions on issues related to the following six categories, as assigned to the sub-committee by the Auraria Executive Council (AEC).
1. Campus Capacity Constraints
2. Building Access
3. Auraria Library & Tivoli Student Union
4. Custodial Operations & Building Systems
5. Circulation Patterns
6. Common Areas

Delivery Timeframes:
- Submit preliminary reports with recommendations no later than Tuesday, June 2, for review at the June 3 AEC Meeting.
- Revised report due to campus leadership (AEC) on June 10, for review at the June 11 AEC Meeting.
- Late June, report revised and updated per AEC feedback.
F&O Membership:
- Carl Meese, Campus Planning, AHEC (co-chair)
- Bryon Weber, Campus Planning, AHEC (co-chair)
- Rob Byers, Chief of Campus Programs, AHEC
- Tara Weachter, Director of Facilities Management, AHEC
- Cary Weatherford, Executive Director of Institutional Planning, CU Denver
- Carrie John, Associate Vice Chancellor for Student Affairs and Registrar, CU Denver
- David Tracer, Associate Dean, College of Liberal Arts and Sciences, CU Denver
- Jonathan McCann, Director of Planning, Design & Construction, MSU Denver
- Dr. Ann Murphy, Dean of the College of Business, MSU Denver
- Metza Templeton, Registrar’s Office, MSU Denver
- Nick Goddard, Director of Emergency Preparedness and Facilities Management, CCD (co-chair)
- Peter Lindstrom, Dean, Center for Math, English and First-Year Experience, CCD
- Tami Selby, Executive Dean of Enrollment Management, CCD
- Cinthya Ippoliti, Director of the Auraria Library
- Garrey Martinez, Operations for the Auraria Library

Assumptions of the Facilities and Operations Sub-Committee:
- Recognizing the challenges and limitations of enforcement, the committee emphasizes the need for individual students, faculty, and staff to ultimately take responsibility for their health and safety by respecting and implementing all suggested guidance and protocols while on campus.
- Specific health-related protocols were addressed in detail by the Health & Medical (H&M) sub-committee of the Safe Return to Auraria (SRA) team. These include, but are not limited to, protocols for health screenings, contact tracing, personal protective equipment (PPE), and potential installation of sneeze guards (such as plexiglass barriers) in some areas distancing isn’t feasible.
- The collaboration continued between the SRA sub-committees as to how decisions impact each other. (Example: F&O provides input for space/location of health screening checkpoints if suggested by H&M).
- Campus operations by all four institutions are subject to guidance from the Colorado Department of Public Health (CDPHE), Colorado Department of Higher Education (CDHE), and Denver Public Health (DPH). Recommendations included in this report are based on guidance as of the publication date. (Please see the next assumption regarding potential changes in guidance.)
- Emergency Managers (EM) from each institution will monitor CDPH&E, CDHE, and DPH websites for potential changes in guidance. If changes occur, EMs from the four institutions will coordinate with each other to ensure that the Auraria Higher Education Center (AHEC) responds in a coordinated manner. If more stringent guidelines are issued, the assumption is that the campus would return to hosting essential personnel only. If guidelines are further relaxed, additional coordination between all institutions will be required to decide on a unified and consistent response.
- CDC recommended distancing standards (i.e., 6’ of physical separation between persons) will direct ongoing management and decision making for all campus spaces, functions, and services until otherwise advised by campus leadership.
- Return to campus for instruction will comply with relevant restrictions on gathering size created by the State of Colorado and supported by CDPH&E. In particular, classroom occupancies are decided based on the assumption that no restrictions on gatherings of 10 or more persons.
- A campus-wide communication plan will be implemented to allow consistent messaging of protocols across all buildings and institutions. At a minimum, the plan will include a central web-based source for campus
policies and procedures, orientation/training materials, and a standardized signage package. Such resources will be shared and reinforced by each institution to ensure that all students receive communications effectively.

- A training and/or orientation process will be developed to communicate and inform users of changes to campus policy and procedures resulting from COVID response. Completion of such training will be required before returning to campus for the first time.
- Support will be given to faculty and staff to ensure policies are sufficiently communicated, and operational procedures are in place to ease management within instruction spaces. At a minimum, this should include guidance on protocols related to physical distancing, arrival and departure sequence, and classroom seating.

Familiarize Constituents with Campus and Building Policies:

- Constituents coming to campus (both new and returning) must complete an orientation process before arrival. Orientation will utilize online resources to outline relevant policies and include videos that model the procedures required once on campus.
- As part of the safe return to campus, every department/office representative will complete an orientation process that outlines changes in protocols, identifies steps being taken at the institutional level, and highlights occupants’ responsibilities. This would be in addition to individual orientations, which will reiterate much of the same information.
- New and updated policies and procedures will be announced to the campus community through all communication channels and methods as soon as possible after changes are made. These methods will include but are not limited to, e-mails, web sites, signage, announcements, and markings. They will also take into consideration individuals who are impaired and need additional accommodations. Adequate time shall be given between the policy announcement to the effective date so that the message can be communicated multiple times through multiple channels so that all constitutes understand and comply with the new policy.
- Mutually agreed upon content will be added to the AHEC website with links to institution-specific resources. Content will include campus procedures, maps, and links to training resources. Institutions should explore in-person orientations and/or liaisons like ASK ME, helpers, to provide in-person resources. Communications will be standard for all institutions so that consistent messages can be easily distributed, and all campus constituents can follow expectations.

CDHE and CDPH&E Guidelines:
This list summarizes the most relevant recommendations from the Colorado Department of Higher Education (CDHE) and the Colorado Department of Public Health and Environment (CDPH&E). The full recommendations are included as an appendix to this report. Please reference the documents for additional details.

- **CDHE Recommendations:**
  - Ensure the 6-foot distance between all students, faculty, and staff wherever possible
  - Ensure classes allow for appropriate physical distancing
  - Restrict group gatherings outside of classes, social or otherwise, unless pre-approved
  - Conduct increased cleaning of campus spaces following CDPHE guidance.
  - Ensure ventilation of classroom and office spaces meets OSHA guidance
  - Post signage for staff and students on hygiene and safety measures
  - Campus recreational services, including gyms, remain closed.
  - Ancillary student services, including bookstores, other retail, and food, maintenance, etc. to follow relevant industry guidelines.
- Require face coverings or masks whenever possible; extend separation to 12 feet if lecturing without a face mask.
- Restrict all non-essential visitors
- Ensure physical distancing in student lounges and common areas

**CDPH&E Recommendations (for all businesses):**

- Maintain 6-foot distancing when possible, and discourage shared spaces
- Frequently sanitize all high-touch areas
- Provide hand sanitizer at entrance
- Post signage for employees and customers on good hygiene
- Install shields or barriers where possible between customers and employees
- Minimize all in-person meetings
- Provide hand washing facilities/stations and hand sanitizer
- Ensure proper ventilation

### SECTION 01 - Campus Capacity Constraints

**Overview:**
A multitude of interdependent factors must be considered to determine a reasonable campus capacity for Fall Semester 2020. Each section of this report and recommendations put forth by the Health & Medical sub-committee must be regarded as to determine the number of courses, students, faculty, and staff that can safely return. The overall capacity has yet to be determined. However, efforts are underway via an iterative process of projecting modified room capacities and assigning a course to specific spaces.

### 1.1 General Approach to Campus Capacity

**A. Institutional Safe Return Planning**

Each institution has unique considerations driving their Safe Return Planning, including variations in scope and timeline. All institutions envision a phased return approach, which ideally allows a limited return over summer to test and vet protocols before an increased (but still less than usual) on-campus presence during Fall 2020. A general approach for each institution can be found below.

- **CCD** – Finding a balance between the first objective of the AHEC Safe Return Plan which states "Health and safety of our campus, students, faculty, staff, and community is a top priority" and the last objective which states "serving students and meeting learning objectives for in-person classes that are identified for fall in a safe manner" the staff and faculty of CCD will conduct the minimum number of in-person classes to meet the organizations learning objectives. The support staff will reduce all in-person meetings and on-campus work to an absolute minimum. Will comply with CCD guidance as well as the state and city orders. CCD will remain with this policy until the state and city have lifted all social distancing and PPE requirements.

- **MSU Denver** – Planning efforts have been divided into sub-groups, which guided leadership on May 27, with final deliverables due June 1. Leone is working to coordinate all groups and develop a summary document outlining each subgroup's scope and deliverables.

- **CU Denver** – Leadership is reviewing the Safe Return plan produced in early May. Return is anticipated to be phased, with focus over the summer on Research and Creative Activities (RCA) and in the fall on
courses which necessitate hands-on components (labs, studios, clinics) and first-year experience courses for new students. There is also discussion in the report of setting aside time for faculty, staff, and students to return to campus before the start of the fall semester so they can experience the new protocols before the official start date. CU Denver has launched the Safe Return Team, an implementation group that includes teams focused on five core areas: Safety, Teaching and Learning, Research and Creative Activities, Student Return, and Communications.

- **AHEC** – Will use a phased approach to return staff with a timeline for each phase of re-entry. Two plans are being considered; Plan A identifies essential employees to determine which phase they should return, and Plan B (crafted by the Health Center of Auraria) assigns all staff an On-Site Work Access (OSWA) Level and identifies which positions are required on-site to achieve critical functions.
- **All Institutions:** AHEC Coordinated planning efforts to provide draft recommendations to Auraria Executive Council by June 2, with revised guidance by June 10.

**B. Delivery of Academic Instruction**

All institutions incorporate a variety of delivery models that strive to reduce the volume of in-person, on-campus activities by increasing reliance on remote learning. Many hybrid models are proposed, including various combinations of an in-person, live stream, and prerecorded instruction. Refer to each institution's individual return plans for specifics.

**C. Determinations for In-Person Learning**

For Fall Semester 2020, in-person learning will be limited to courses deemed to require a hands-on component, such as labs and studios. Each institution has criteria and terminology outlined below. Classroom scheduling from all institutions must be done cooperatively to ensure that all institutions are best able to accommodate courses of highest need.

- **CCD** – We intend to continue on-campus instruction to the absolute minimum to meet student learning objectives until all state and city restrictions are lifted to minimize the opportunity to spread COVID 19 amongst the CCD/AHEC population. As we move forward in our on-campus instruction, we will continue a focus on instituting an upgrade to remote synchronized instruction versus in-person instruction.
- **MSU Denver** – “Campus Required” or “Tier 1”: student learning objectives would be unable to be met solely online, and thus, a class would need to be canceled in the absence of a face-to-face component.
- **CU Denver** – “Campus Required” is the current scheduling priority.

**D. Course Scheduling Modifications**

Due to ongoing registration throughout Spring Semester 2020, changes to course schedules are generally viewed as a last resort. Attempts are being made to room the courses prioritized for in-person learning without schedule changes to avoid hardship to students and faculty who selected courses at specific times. Substitutions may be necessary if classes are unable to be roomed as scheduled.

**E. Current Number of Students, Faculty and Staff Projected for Fall 2020 Return**

Efforts are underway to resolve specific numbers able to return from each institution. Current thinking is as follows:

- **CCD** – To minimize on-campus presence until all state and city social distancing measures are lifted, CCD projections are as follows: students – 505, instructors – 53, and staff – 177.
- **MSU Denver** – Initial projections suggest a student count between 1,600 to 3,600 and faculty headcount around 180. Staff projections are unknown as MSU Denver focuses only on allowing staff on campus when absolutely required and will likely be evaluating all requests on a case-by-case basis.
• CU Denver – No decisions have been made for staff return at this time. Likely, staff who are at risk and/or able to execute their work from home will be encouraged to do so. CU Denver has identified 585 courses that are considered hands-on and ideal for in-person instruction. The enrollment capacity for those courses is 10,049 students (duplicative if students take more than one of these kinds of courses.) The faculty assigned to these courses totals 121 non-duplicated faculty individuals. Also, CU Denver is prioritizing first-year seminar courses for campus experiences. There are 18 of these courses scheduled for a total enrollment of 468, likely non-duplicative, with 16 individual instructors.

1.2 Room Occupancy & Capacity

A. Maximum Occupancy (Normal, Adjusted)
Under normal operations, rooms are assigned a "maximum occupancy" in accordance with fire and building codes. In light of the CDC suggested physical distancing (6' separation), an "adjusted maximum occupancy" should be calculated by dividing room area (in square feet) by 48 SF per person. Adjusted maximum occupancy determines the maximum number of people that should occupy a space at one time under any circumstance while 6' distancing protocols are in place. It is useful for broad calculations of overall campus instructional space capacity; however, it is not the occupancy number that should be used for room scheduling.

B. Capacity (Normal, Functional, Verified)
The "normal capacity" of a space is the number of people a room can accommodate when considering furnishings, equipment, and desired room activities under normal operations. When subject to 6' distancing protocols, these items must be spaced out, resulting in a reduced number of people who can operate in space. "Functional capacity" reflects the projected number of people a room can reasonably accommodate under distancing protocols based on mathematical calculations and/or mock digital layouts, as discussed below. All projected room capacities must then be verified in the actual rooms due to potentially unforeseen constraints. Once a room has been physically laid out and verified, the number that can be accommodated while meeting distancing protocols becomes the “verified room capacity.” Verified room capacity is the most helpful for room scheduling.

C. Modifications to Room Layouts
All spaces must undergo changes to furniture layouts to achieve distancing protocols that seek 6' minimum separation between occupants. Specifics of each layout should follow a standard set of objectives and minimum criteria; however, they must consider unique room variables including AV set-up, structural elements such as columns, accessibility accommodation, emergency egress requirements. All projected capacities must be field verified.

D. Projecting Functional Capacity
Room use, egress requirements, AV equipment, and furniture type all significantly influence functional capacity. Detailed in-field planning is warranted to determine functional capacity for specialized spaces such as research labs, conference rooms, offices, and rooms that contain fixed seating. Furniture type is the most significant factor impacting functional capacity within instructional spaces. The following averages (based on digital layouts using CAD software) begin to reflect substantial room capacity reductions. The operational capacity for most spaces on campus will be less than ten, and only a handful of spaces on campus are large enough to accommodate 50 persons. Room layouts for instructional spaces are currently being developed by institutional planning staff for final field verification.
• Pre-COVID Classroom Standard: 20 SF/person
• Tablet Arm Chairs Seating: 75 SF/person
• Tables & Chairs: 85 SF/person
• Computer Labs: 95 SF/person
• Laboratory: 120 SF/person (derived using a multiplier of .55 of adjusted maximum occupancy)

1.3 Other Space Capacity Considerations

A. Room Repurposing
With a limited number of large classrooms on campus, large spaces typically used for social gathering, special events, performances, and athletics will be considered temporary conversion to instruction space. AHEC has developed a list of such spaces within AHEC and Shared buildings, available for consideration.

B. Room Renovation
In addition to repurposing, larger instructional spaces could be made available through renovations that combine multiple small spaces into one larger room. Construction costs and timeframe will need to be weighed carefully with obtained benefits to determine feasibility.

C. Excess Furnishings in Rooms
As furniture layouts are modified for social distancing, excess furniture will need to be relocated to storage and/or strategically secured. Determinations will be made on a room-by-room basis relative to the logistical opportunities and constraints unique to each space.

D. Space Inventories
Updates to campus space data have been ongoing throughout the spring of 2020 and can be obtained from the institutional staff listed below.
• CCD – Debra Steinbach and/or Nick Goddard
• MSU Denver – Jonathan McCann and/or Alex Staneski
• CU Denver – Cary Weatherford and/or William Thompson
• AHEC – Carl Meese and/or Bryon Weber

1.4 Parking & Transportation

A. Commuting Changes
Increased reliance on personal vehicles for commuting to campus is projected by all institutions given limitations on public transportation. As such, the number of returning users will be adjusted per available parking. Further discussion is warranted relative to equity concerns for those who typically rely on an RTD Pass and may not have private transportation and/or be able to cover campus parking costs.
B. Modifications to the Existing Campus Parking System
As mentioned above, further discussion is needed regarding parking fees and how to accommodate users who typically rely on RTD pass programs. Additional measures to discourage non-campus users from parking on-campus are suggested to maximize available parking in surface lots, which allow for easier physical distancing. Cleaning and circulation protocols related to parking can be found in Section 4.0 and 5.0, respectively.

1.5 Other Influences

A. Health & Safety Protocols (Including Health Screening & Building Access Restrictions)
Suggested protocols will have significant implications for both institutions and users. Financial costs, associated staffing demands, and operational logistics (including disinfection) were considered in determining capacity. Likewise, the additional procedural demands (including time requirements) were deemed to be relative to the capacity to ensure a desirable on-campus experience for students, faculty, and staff.

B. Building System Limitations
Best management practices from OSHA include the increasing operation of HVAC systems. The number of building occupants that can be accommodated by existing mechanical systems operating under increased loads was verified to ensure OSHA guidelines are being met. See Section 4 - Building Systems for more.

C. Support Services
Capacity was considered relative to providing a sufficient level of service for needs, including, but aren't limited to, classroom support, accessibility and mobility support, assistive technology, supportive learning, financial aid, and both academic and health-related counseling services.

SECTION 02 - Building Access
Overview:
This section explores restricting and controlling building access on the Auraria Campus. The purpose of limiting access is to implement health and safety practices at the primary entrances to campus buildings.

2.1 Restricting & Controlling Building Access

A. Protocol Consistency
For clarity and to maintain the integrity of proposed safety measures, it is recommended that access protocols be kept consistent for all campus buildings, including institutional, shared, and public buildings (Auraria Library and the Tivoli Student Union).

B. Photo ID Requirement
All students, staff, and faculty are required to obtain an official institutional photo ID to be displayed at all times while on the Auraria campus. For equity purposes, institutions should cover the cost of one ID per
person. Student cards will not be encoded for use at proximity readers due to technological limitations with the access control system. Invited guests should also obtain a guest ID from their respective institutions.

C. Limitation on Entry and Exits
To maintain control of buildings, entry and exit points will be limited to one ingress and one egress per building. Ideally, these are separated (i.e., on different sides of buildings). However, some smaller facilities may warrant a shared entrance/exit. All-access points will be ADA accessible. It is essential to communicate that all egress points may be utilized during an emergency (see AHEC plan of proposed entries and exits in Appendix).

D. Health Criteria for Access to Campus Buildings
At the direction of the Health & Medical sub-committee, the following protocols are to be implemented:

- **Face coverings/shields are required to be worn at all times while on campus.** Individuals working alone in private offices are not required to wear coverings for the duration of that time.
- CCD, MSU Denver, and AHEC will implement an at-home health screening process. The use of a web-based application is vetted relative to the feasibility of adapting the app developed by CU Anschutz.
- CU Denver will facilitate the use of health screening stations at North Classroom and the CU Denver Building (across Speer Blvd.) These screenings will be in conjunction with a daily health screening via an app, validation of that app with a color screen, and wristbands for approved students, faculty, and staff.
- **All institutions will promote and reinforce health protocols via the welcome ambassadors initiative** (See Section 2.1G)

E. Service Provider Access
Service providers (such as vendors, contractors, food service workers, delivery personnel, etc.) will be required to satisfy the same access protocols as students, faculty, and staff. Service providers shall satisfy all campus access requirements in addition to building level access protocols.

F. Guest Access
Campus guests and members of the general public will need to arrange access to campus buildings before coming to campus. Guest visits to campus should be minimized during this time. Guests should be pre-arranged by the respective institution and subject to the same access protocols as students, faculty, and staff. Accommodations for members of the general public wishing to access buildings (such as prospective students) could be accommodated through an appointment system. Repeat visitors could utilize access credentials that allow the individual campus access for a range of dates.

G. Access & Protocol Education
The logistics of controlling building access requires partnerships between all institutions. **All four agencies will support the welcome ambassador initiative to promote and reinforce campus policies.** Staged at designated building entrances, ambassadors will be utilized to promote a positive, welcoming culture on campus and to provide information and education rather than enforcement. The institutional Chief Business Officers will coordinate staffing (including timeline, number of positions, and specific duties) from each institution for approval by the AEC.
2.2 Design Considerations for Building Access Protocols

A. Welcome Ambassador Stations
An ambassador station will be located in a highly visible location near each building’s designated entrance. Easily recognizable furnishings (such as tent with campus branding) will be placed at each station for use by the ambassador staff, who will be providing welcoming functions and reinforcement of campus protocols such as new face covering and campus ID policies.

SECTION 03 – Auraria Library & Tivoli Student Union
Overview:
This section provides recommendations for safely returning operations to the Auraria Library and Tivoli Student Union.

3.1 Auraria Library Reconstitution Plan

The Auraria Library has developed a phased reconstitution plan that maintains the services and programs that CU Denver, MSU Denver, and CCD rely on while maintaining a high standard toward health and safety. Recognizing the challenges involved in the coordination of library spaces, services, and staffing - the F&O committee supports the broader recommendations made by the Auraria Library as part of the reconstitution plan. The Auraria Library Fall 2020 Safe Reconstitution Plan is added to this document as an appendix. Document created by the Auraria Library CORALS: Committee for Re-opening Auraria Library Safely.

A. Access to Auraria Library Café
As part of the phased plan, the Library has identified the Library Café space as the primary level of access campus constituents will need. The Library Café space provides an area for CU Denver, MSU Denver, and CCD campus affiliates to come before, in between, and after classes. The area provides access to restrooms, vending machines, a printing station, Wi-Fi, and protection from the elements. Continued communication and coordination will be made with the Café vendor to incorporate the vendor operations upon Fall Semester 2020.

B. Expansion of Services Over Time
As institutional and campus health and safety milestone markers are achieved and sustained, the Auraria Library may reconstitute additional partial spaces and services inside the Library. Special considerations will need to be given toward ensuring that the operational components listed above will be sustainable as the campus continues to expand its reopening through Fall Semester 2020 and Spring Semester 2021.
C. **Grab and Go Pick-Up**

To alleviate access constraints, library materials will be available for reservation and pick-up by students, faculty, and staff per reconstitution plan. This service will be available during the same phase when the Café is open.

### 3.2 Library Management & Staffing

A. **Library Staff**

Since Auraria Library staff are CU Denver staff, their re-entry plan should align with the more massive CU Denver re-entry plan’s general principles. As such, **all work that can be done remotely is required to be done remotely until further notice**.

As Fall Semester 2020 scheduling evolves and is confirmed, and Auraria Library operations expand or contract, personnel numbers, hours, and spaces may fluctuate with approval from CORALS, the library committee in charge of coordinating reopening activities (Committee to Reopen Auraria Library Safely). Listed dates are based on currently available information. They are subject to change to conform to University guidelines, the campus SRA, and campus regulations for personnel movement, cleaning, access, breakrooms, and faculty/staff operation specifics.

B. **Student Employees**

CORALS has communicated with Departmental Leadership to determine shift lengths and schedules of its student employees, faculty, and staff, to support the identified reconstitution programs/services to minimize the number of people in any one room or area at a time. The Finance and Administration Manager, Crystal Bustillos, will share the roster of Library student employees who will be invited to return to the Auraria Library with the Office of Student Services.

C. **Space Planning**

CORALS has developed occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on the assumption that each person requires 48/64/120 square feet of existing working space to maintain social distancing protocols.

D. **COVID-19 Official**

The Auraria Library B.O.C., Garrey Martinez, is designated as the COVID-19 official by CORALS to ensure the combined activities in their areas do not violate the social distancing and safety requirements listed below. The COVID-19 official will determine if break rooms, conference rooms, etc. will be available for use and, if so, the number of people permitted in each ample space. The COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space and enforce adherence to the posted limitations.
3.3 Media Center & Associated Services

A. General Approach
Media Center is a separate functional space and with its own entrances and exits. AHEC Media Center, media production classes, and the CU Denver ESL Academy occupy space in the media center basement. All entities should adhere to any building protocols established for the Auraria Library.

3.4 Public Access to Auraria Library

A. Members of the Public, Guests, and Non-Campus Affiliates
Closure to the general public is possible despite housing government documents per Government Printing Office guidelines (included in the library report linked above). Like any other space on campus, the opening of the Auraria Library should be driven by the health and safety protocols outlined in this document and the availability of staff and resources to maintain those protocols.

3.5 Access to Tivoli Student Union

A. General Approach
Following a phased approach, the initial reopening of the Tivoli will be limited to those institutional services, offices, and programs that directly serve the campus community.

Tivoli will begin reopening for summer classes starting July 6. Tivoli Station will be open with ID Station access on the first floor. Food service vendors, including Starbucks, will focus on a take-out concept with limited socially distanced seating in the food court. A list of vendor operating hours is to be provided on the AHEC website.

B. Special Considerations
Due to the intricacies of interior building circulation systems, limiting access throughout corridors and building levels is very difficult. It must be assumed that once a person enters the building, they essentially have access to all levels and common interior spaces. Individual offices and program suites could remain closed and locked.

C. Access Limitations
While generally considered a ‘public’ building under normal operating conditions, Tivoli will be closed to members of the general public who don't have official business in the building (i.e., campus users and customers only). To best protect campus populations, access to this building should be tightly controlled to limit occupancy and reduce the potential for disease introduction.

D. Health Criteria
Access to Tivoli will be subject to the same protocols as other campus buildings, as applicable per Section 2.0.

3.6 Student Facing Programs & Services within Tivoli
A. General Approach
Prioritizing remote functionality, the in-person return of individual services will be carefully planned and evaluated on a case-by-case basis. Such programs include, but are not limited to: Testing Centers, Computer Labs, Counseling Center, LynxConnect, Phoenix Center, Veteran, and Military Student Services, Military Recruiting, Dean of Students, Women and Gender Center, Student Life, Student Government, Bookstore, Brewing Program, etc.

B. Health-Related Services
Special consideration is suggested for programs such as the Counseling Center and Phoenix Center, which provide clientele with essential health-related services.

3.7 Third-Party Vendors and Businesses (such as credit unions and food service)

A. General Approach
AHEC operations are working to ensure that all external lease holding vendors and tenants comply with the campus guidelines for safe reopening. These parties must also meet with applicable CDC, CDPHE guidelines, and the State, City, and County guidelines for operations of the applicable type of business. AHEC Operations will work with each tenant to create an operational plan, including spacing, and cleaning protocols to ensure compliance with applicable guidelines or restrictions before reopening.

B. External Customers
Vendors and other services will begin service to the campus community first. That said, vendors rely on external customers' financial support to remain solvent and continue providing service to their strong campus community base.

Therefore, vendors will be allowed to pursue services that meet the needs of the campus population while allowing external customers to receive goods and services via low contact methods. These will be reviewed on a case-by-case basis, including potential augmentation of exterior spaces to provide adequate distancing and safety (e.g., the potential expansion of the Tivoli Brewery patio).

In this phase of operation, methods for ensuring that external customers have minimal building interactions will be developed. These may include but are not limited to delivery, doorway orders, "grab and go" pick-up from designated exterior locations or building escorts provided by the Credit Unions for external customers.

C. Food Court
Considering physical distancing requirements, the food court required significant modifications. Seating was replaced with distanced waiting lines, and additional safety measures (such as Plexiglas barriers) have been incorporated for areas such as service counters.
3.8 Miscellaneous Operations

A. Event Services
Event services, operating from Tivoli, continue to receive event requests from external and internal clientele. The ability to hold events of an acceptable scale and manner will increase demand and be accommodated in accordance with the guidelines and protocols of this document.

B. AHEC Vendors
Starbucks has reopened and is operating with take-out only. The Bookstore is fulfilling orders via the website and will be reopening on Monday, July 6. The “iloviT” convenience market will also open on July 6. These services to campus will continue to expand within the principles and guidelines of this document as demand and occupancy of the facility by the campus community increases.

C. Support Services
The Auraria Campus Police Sub Station and shared campus custodial operations based in Tivoli are to remain open. Each has unique responsibilities to the greater campus and may need to deploy rapidly to respond to urgent matters.

SECTION 04 – Custodial Operations & Building Systems

Overview:
Providing healthy buildings and spaces creates a physical platform for a safe return. Procedures, frequencies, and implementation responsibilities related to cleaning and disinfection must be delineated and communicated for campus facilities based on building ownership.

4.1 General Notes

A. Shared Versus Institutional Buildings
Procedures and responsibilities differ per building ownership. Classifications are as follows:
- CCD – (Confluence, Cherry Creek, Boulder Creek, Bear Creek, St. Francis)
- MSU Denver – (Student Success, AES, HLC, RAC)
- CU Denver – (Student Commons, Rob, and Lola Salazar Wellness Center, CU Denver Building, Business School, Lawrence Street Center)
- AHEC & Shared – (All others not listed above, including parking garages)

B. Cleaning versus Disinfection
Within this report, cleaning refers to typical custodial practices, while disinfection refers to special measures related to COVID response. The disinfection protocols below focus on high touch point components and are intended to be performed in addition to applicable cleaning protocols already in place under normal operations.
C. **High Touch Points**
Surfaces frequently touched by multiple people. Per CDC, these could include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

4.2 **Campus Grounds (Includes Landscape around Institutional Buildings)**

A. **Policy Timeframe**
The disinfection protocols below will take place for the first 30 days after faculty, students, and staff return to campus. Disinfection protocols will then be re-evaluated as informed by 30-day health data combined with the CDC and CDPHE recommendations/guidelines at that time.

B. **Exterior Building Components**
- Frequency: disinfected multiple times per day based on use.
- Disinfecting includes handrails, hard surface furnishings, tables, chairs, bike racks, parking meters, and pay stations.

4.3 **Institutional Buildings**

A. **Variations in Protocol**
While much procedural overlap exists, cleaning and disinfection policies for institutional buildings must be addressed at the institutional level due to the use of third-party custodial contractors within these spaces. Refer to each institution’s return plan for specifics within institutional buildings outlined above in section 4.1. In general, institutional approaches are as follows:

- **CCD** – Cleaning and sanitizing of high touch and flat surfaces are everyone’s responsibility. Cleaning staff and contractors will target high traffic areas. In contrast, individual staff and faculty will be responsible for areas they occupy for extended periods such as offices, classrooms, meetings spaces, and labs. Expectations will be communicated and acknowledged by all contractors, staff, and faculty. The institution will provide cleaning supplies, and facility leadership will ensure quality control or quality assurance of cleaning or sanitizing procedures.

- **MSU Denver** – Will follow the same protocols as AHEC & Shared spaces outlined below as much as possible. One exception being un-occupied restrooms will have regular daily cleanings. MSU monitors supplies with help from AFL Custodial and considers reductions to vacuuming and floor cleaning to allow focus on increased disinfection practices. Low occupancy spaces (such as RAC) may have different protocols.

- **CU Denver** – Specific cleaning procedures are to be determined during the implementation phase of CU Denver’s return planning. While planning efforts to date haven’t identified specific protocols, CU Denver’s working group emphasized the need for a clear delineation between individual and vendor responsibility related to cleaning and providing cleaning supplies. The working group advocated for clear communication of cleaning procedures and schedules. As much as possible, CU Denver desires to align practices in institutional buildings with those in AHEC buildings to provide a consistent expectation and level of sanitation across all buildings.
4.4 AHEC & Shared Buildings by Area Type

Note:
Disinfection protocols outlined are in-addition to daily cleaning procedures performed by AHEC Custodial Operations under normal operations. These protocols are for occupied buildings only and assume access restrictions are in place per Section 2, and staff responsibilities are adjusted per section 4.6C below.

A. Policy Timeframe
The disinfection protocols below are to occur for the first 30 days after faculty, students, and staff return campus. Disinfection protocols will then be re-evaluated as informed by 30-day health data in combination with the CDC and CDPHE recommendations/ guidelines at that time.

B. Requests for Supplement Cleaning
If supplemental cleaning is desired for individual spaces, requests can be made to AHEC Staff Rob Byers or Tara Weachter to discuss needs on a case-by-case basis.

C. Entry/Exits
- Frequency: disinfected multiple times per day.
- Includes: push plates, door handles/pulls, handrails, ADA door actuators.

D. Restrooms
- Frequency: disinfected multiple times per day.
- Includes: push plates, door handles/pulls, hand sinks, partitions, toilets, toilet paper dispensers, paper towel/hand dryers.

E. Circulation – Elevators/Stairwells/Corridors
- Frequency: disinfected multiple times per day.
- Includes exterior and interior buttons, elevator cab interior, handrails, trash, and recycling bins, and any furniture that students may sit or lean on.

F. Common Spaces – Lounges/Seating Areas/Public-Facing Microwaves & Vending
- Frequency: disinfected multiple times per day.
- Includes: push plates/door handles, push buttons, hard-surface furnishings.

G. Classrooms/Computer Labs/Class Labs
- Responsibility: Individual users and occupants.
- Frequency: disinfected before and after each user.
- Includes all personal interface items, including desks, chairs, computers, and personal lab equipment, etc.).
• Note: Disinfection of shared equipment between users, per CDC Considerations for Institutes of Higher Education. Disinfectant is to be provided by AHEC for users of spaces within AHEC & Shared buildings, along with relevant instructions and contact for resupplies.

H. Offices
• Responsibility: Individual users and occupants.
• Frequency: as-needed after use.
• Includes reception area, conference rooms, copy/mail rooms, kitchenettes, and offices.
• Note: It is essential to communicate that disinfection of individual offices is not responsible for AHEC Custodial completing normal daily cleaning procedures. It is suggested that departments provide occupants with disinfectant materials for their individual spaces and keep a log of cleaning frequency for communal areas such as conference and copy rooms.

I. Labs – Research / Science / Health Related
Cleaning and disinfection of specialized lab spaces will need to be addressed by individual lab coordinators. Keeping with normal operating procedures, AHEC Custodial Operations will not enter spaces unless requested explicitly due to unknown uses, presence of chemicals and sensitive equipment, and the potential for unintended cleaning. Supplemental cleaning requests should be directed by Lab Coordinators to AHEC staff Rob Byers and Tara Weachter, as outlined above.

4.5 Positive COVID Cases in AHEC & Shared Buildings

A. Facilities’ Response to Positive Cases
Should a positive case of COVID19 related illness be associated with any on-campus space, any facilities and operation pertaining to response are to align with guidelines put forth by the SRA Health & Medical sub-committee. In general, it is anticipated that associated spaces (as defined by H&M) will need to be temporarily closed, subjected to disinfection, and only reopen following approval by a central source identified by the H&M sub-committee.

4.6 Other Cleaning Considerations

A. Supply Chain/Raw Materials/Deliveries
AHEC Custodial has been monitoring the use of supplies and is currently staying ahead of the supply chain curve. Institutions should continue to coordinate with any third-party contractors and vendors regarding custodial supplies.

B. Procurement of Cleaning Materials
Institutions will be responsible for purchasing and supplying disinfecting products for institutional classrooms, labs, and office suites – including institutional or department spaces within shared buildings. AHEC will procure cleaning and disinfecting products for shared building classrooms (general assignment and proprietary), common areas, and the exteriors of all campus buildings.

C. Employee/Staff Protective Needs During Cleaning
All custodial staff is required to wear masks and gloves when performing operations on campus.
D. Staffing Resources

AHEC custodial will need to temporarily reduce some standard custodial responsibilities to achieve an increased focus on disinfecting high touch areas outlined above. As a result, a shift towards cooperative cleaning will need to be explored. For instance, trash/recycle/compost could be placed outside spaces at the end of the day for retrieval instead of custodial staff collecting items from individual rooms.

E. Campus Vehicles (Including AHEC Parking & Auraria Campus Police)

Institutions should provide cleaning materials and procedures for the disinfection of their vehicle fleet as applicable. AHEC Custodial will provide spray disinfectant and/or disposable towels for use by AHEC department vehicles needed to transport, along with education on proper cleaning procedures.

F. Other

- Hand sanitizer stands will be placed throughout campus buildings where a limited water source is located. Target all main entries, restroom doors, and elevator lobbies.
- Signage campaign in restrooms for a proper protocol of washing hands for 20 seconds or more with soap and water.
- Prop open any door possible at restrooms to reduce the need to touch handles.

4.7 Building Mechanical Systems

A. General

AHEC Facilities' staff remain confident that mechanical systems are currently safe and ready for occupants' return. Aside from a brief shutdown in mid-March, building systems have remained operational at the lowest occupancy levels since April 1 and consistently monitored to avoid dormancy issues such as legionaries' disease. System operation and monitoring will continue throughout the return of students, faculty, and staff to ensure provisions of safe and healthy spaces. This is one area where some coordination between the institutional and AHEC staffs makes a lot of sense so that no matter what building staff, faculty, and students go into, they know that a specific checklist has been followed.

B. HVAC Recommendations

To the extent feasible within the constraints of existing HVAC systems, adjustments will be implemented in accordance with best practices to increase building safety while minimizing unintended consequences to equipment and throughout buildings. Operational procedures include, but are not limited to:

- Incremental adjustments of essential mechanical functions including outside air dampers (OAD), air handling units (AHU), make up air units (MAU), heating hot water systems (HHWS), chilled water systems (CHWS), domestic hot and cold, chillers and cooling towers
- Augment ventilation and air changes, with a prioritization on fresh air intake versus recycled air
- Maximize filtration through continued use of triple-ply filters with a more frequent replacement schedule (note: filter inventories have been successfully increased)
- Continue regular preventative maintenance to prevent bacterial growth from condensate
- Carefully evaluate building occupancy relative to HVAC capacities and stress on equipment while under increased operating demands
- AHEC vetting the cost/benefit implications of UV technology that would treat air and/or provide sterilization with HVAC systems
C. Plumbing
Auraria campus receives water from Denver Water for steam systems, domestic supply, and outdoor irrigation. While campus water is pre-treated by Denver Water before distribution, AHEC Facilities Staff have consistently monitored chlorination levels within all campus buildings. Water safety data are available from AHEC, including for institutionally owned buildings. Operational procedures include, but are not limited to:
- Monitoring chlorination levels which can vary due to low levels of occupation and use.
- Running / Flushing systems to promote circulation and ensure proper chlorination levels.
- Flushing and excessing valves to avoid drying of plumbing components.
- Priming drains to prevent potential backflow of gases through dry traps.
- Monitoring and tracking of related data to minimize health risks and undesired impacts.

SECTION 05 - Circulation Patterns
Overview:
Structured circulation patterns are encouraged to promote physical distancing and reduce face-to-face encounters within proximity. In combination with access protocols, additional formalities should be given to circulation patterns in horizontal (corridors) and vertical (stairs and elevators) locations, mainly indoor environments.

5.1 Overall Exterior Circulation

A. Exterior Circulation Across Campus Grounds
While users should maintain distancing protocols in outdoor spaces, no restrictions are suggested for outdoor circulation beyond the designated building entries and exits proposed in Section 2.0 – Building Access. Parking garage circulation should follow the same protocols as building interiors, discussed below.

5.2 Interior Building Circulation

A. Propping Open Doors to Promote Overall Circulation
Unless prohibited by fire code, interior doors should be propped open to reduce touchpoints and ease traffic flow throughout buildings. Classroom doors should be propped open during class arrival and departure but can remain closed during instruction. Support from AHEC Environmental Health & Safety is suggested to identify interior fire doors that must remain closed at all times.

B. Interior Corridors
Corridor traffic should be modeled after vehicular streets where people keep to the right-hand side. Training and signage will inform users of this traffic flow and encourage them to maintain as much distancing as possible. Corridor use will be monitored to identify issues that warrant additional restrictions, such as a one-way circulation pattern.
C. Stairwells (Including Parking Garages)
   Stairwells will function in the same manner as corridors, with traffic keeping to the right-hand side. Stairwell use will be monitored to identify issues that warrant additional restrictions such as a one-way circulation pattern. The use of stairs will be promoted to alleviate crowding in elevators. (See next item)

D. Elevators (including parking garages)
   The use of stairs will be promoted to alleviate crowding in elevators. A modified maximum capacity (between 2-4 persons) for each elevator will be determined by AHEC based on cab size and posted in the cab and on each floor in view of users who require/desire to use elevators. Floor markings will be used to indicate standing locations with the cab and in queuing areas. Refer to guidance from the National Elevator Industry Inc for diagrams.

E. Circulation within office suites and/or departmental spaces
   Suite and/or office occupants are encouraged to implement structured circulation as part of their overall physical distancing strategy. Such plans should be evaluated during the review of the individual department’s return plan, as applicable. These protocols should be complemented by the promotion of remote meetings (such as office hours and faculty meetings) to reduce the overall traffic volumes through these spaces.

SECTION 06 – Common Areas
Overview:
While social gatherings continue to be discouraged, provision of campus spaces for individuals to occupy outside scheduled course times is essential for resumed campus operations. Therefore, a uniform criterion should be utilized to determine the availability of common spaces on a building-by-building and space-by-space basis due to varying logistical constraints. It will be essential that training and signage be utilized for communicating policies throughout common areas.

6.1 General Protocols for Common Areas
   A. Direction on Where to Abide When not Within a Classroom, Lab or Office
      Students, faculty, and staff are encouraged to minimize time spent on-campus beyond scheduled course timeframes, and social gatherings on campus are strongly discouraged. That said, common space amenities must be provided to support operations, including indoor and outdoor spaces. Furniture layouts will be modified for social distancing, with signage reinforcing protocols and adjusted capacities as well as any spaces with may be closed as needed.

   B. Use of Shared Common Areas (Tivoli Student Union, Auraria Library, etc.)
      Primary consideration will be given to the common spaces within each neighborhood and/or building when determining institutional capacity for return. Given finite shared resources, limited reliance should be placed on shared common spaces (particularly Tivoli and Library) in projecting where students can realistically abide outside of course times. Depending on the occupancy's anticipated level, the development
of 'new' common areas may need to be explored, such as temporary tents or conversion of indoor event spaces to lounges (if not already used for instructional purposes).

C. **Meetings & Events (interest groups, student government, faculty, etc.)**
Requests to hold meetings and events on campus are anticipated to increase as students, faculty, and staff return to campus. While the committee believes that remote meetings should be encouraged, ultimately, this topic warrants a broader discussion with subject matter experts and thus falls outside the purview of this report.

D. **Furnishings in Common Areas**
Furniture layouts in common spaces will be adjusted to meet distancing protocols. Unusable furniture will be removed or relocated to discourage use. Seating apparatus designed for multiple people (sofas, fixed chairs/tables, etc.) will be secured in such a way to prevent use by more than one person or removed if unable to be secured. Hygiene and the ability to be cleaned will be considered when evaluating which furnishings are to remain accessible. Additional research is needed on how to best secure furnishings in place durably and aesthetically if unable to be placed in storage.

### 6.2 Protocols by Space Type

**Note:** All common spaces must be evaluated on a building-by-building and space-by-space basis to address the unique variables and considerations that may warrant closure and/or restriction.

A. **Exterior Common Areas (Plazas, Patios, Benches, Tables, and Lawns)**
Exterior spaces will remain open and accessible, with the use of outdoor areas encouraged over indoor spaces. Fixed furnishings that preclude distancing (such as tables with attached chairs) will be relocated and/or secured to prevent use by multiple concurrent users. Enhancements to outdoor spaces (such as adding tents) were to be explored as campus occupancy increases. Campus communications will reinforce that distancing protocols still apply to outdoor environments and that social gatherings of more than one person (including group recreation) remain discouraged.

B. **Lounges (Quiet Study Areas, Student Lounges, etc.)**
Most lounges will remain open with reduced furniture counts and modified layouts. The creation of additional lounge spaces will be explored, including converting existing event/meeting spaces into quiet study areas. Maintenance of distancing protocols within lounges will be promoted in orientation training and reinforced via signage.

C. **Building Lobbies & In-Corridor Seating**
In addition to adjusting layouts for physical distancing, lobby seating will be moved away from designated entry and exit points. In-corridor seating will be relocated or closed to prioritize building circulation and maximize distancing within corridors.

D. **Breakrooms and Food Service (Vending Areas, Microwaves, and Drinking Fountains)**
Food preparation and storage areas (including vending machines, microwaves, and kitchenettes) can remain accessible for food preparation only. A "prep-and-go" approach is suggested to discourage lingering and/or gathering in what are typically confined areas. Cleaning of public food prep areas is prescribed per Section
04. Departments may address additional restrictions and provisions for their spaces, such as cleaning materials for users. While the provision of drinking fountains is required by building code, users should be encouraged to bring their own water bottle and use bottle filling stations.

E. Restrooms
To satisfy code requirements, a minimum number of restroom fixtures must be provided relative to building capacity. Considering reduced occupancy and better allow distancing, every other urinal and sink within multi-fixture restrooms will be closed and secured. No restrictions are proposed for fixtures with partitions or single-user facilities. As building occupancies increase, an independent code review should be performed to ensure the satisfaction of regulatory requirements. Training and signage will be utilized to discourage crowding in restrooms and increase awareness of nearby restroom alternatives should users encounter a crowded facility.

APPENDIX
- CDPH&E Guidelines
- CDHE Guidelines
- Auraria Campus Building Entrance and Exit Plan
- West Classroom Sample Building Floor Plan
- Auraria Library Reconstitution Plan
- Institutional Safe Return Plans (To be added when available)