

## Working Group #2

### Recommendations Regarding Campus Space Management – Fall 2020

(Working Document as of 7.22.2020)

The Campus Space Management Working Group (CSMG) developed a series of plans and recommendations for consideration by the CIRT. The following are the major areas covered:

**Classroom Capacity Review** – A review of all instructional spaces was done to verify current capacity (information provided by the Registrar) to calculate the seating capacity under two models:

- 6-foot spacing between all student seats in the classroom
- Using every other row and every other seat (note: this would result in less than 6-foot distancing in most cases)

The review also included information on the distance from the instructor area/podium to the first row of student seats, entrance/exit widths, furniture configuration, webcam, etc. Pictures were taken of each room from the rear (showing the front and instructor station) and the front (showing the student seating and configuration).



The Excel spreadsheet with the classroom capacity information -

Decision – After review of this data the Provost's Office settled on a classroom capacity of **not-to-exceed 25%** of the published (official) room capacity.

**General Campus Navigation** – The Working Group looked at general campus pedestrian navigation and points of potential congestion or constriction. Due to the lower campus density, limits on classroom and other facility (Café, Learning Commons, AACC) it was decided to not implement specific instructions in all buildings and focus more on the congestion and constriction points and general pedestrian flow. Areas within building and outside areas such as over and under the UC pedestrian bridge and the bridge to/from The Village will follow these general instructions:

- **Congested Area Travel** – Maintain 6-foot distance and pedestrians will remain to the right when transiting these areas. Pedestrians are strongly encouraged not to linger in these areas for any purpose.
- **Travel within Buildings** – Signs will be posted to guide pedestrian traffic where needed. General guideline is to maintain 6-foot distance and pedestrians will remain to the right when transiting these areas. Some hallways will be designated as one-way traffic and where circular movement within a building is possible a clockwise direction will be indicated.

**Building Ingress and Egress** – A considerable amount of effort was put into discussing and making recommendations on the pedestrian travel within buildings. It is important to note that this review did not include the residence halls and travel to and from the classroom buildings (again, this will be less of an issue with reduced classroom density) or travel to offices and density and traffic flow within these

offices (this will be addresses by area managers). The specific building recommendations are on the

Excel spreadsheet –   
CSMWG%20Building  
%20List%20Updated%

General building information and guidelines include:

- **Ingress and Egress** – Wherever possible, separate building access/exit points will be used to minimize pedestrian cross traffic. For instance, SLH will not use the east door (fountain area) for entry/exit but will use the two doors on the west side (Quad area) for access to the building and the north and south doors to exit the building. The AT&T Center will see everyone entering through the main double doors and exiting through the hallway door. Facilities services will place signage to clearly mark building entrances and exits.
- **Transit within the Building** – Pedestrians will remain on the right of hallways, doorways, stairways, etc. whenever possible following 6-foot distancing. Facilities Services will place signage as reminders and indicate direction flow where necessary
- **Physical Distancing Markings** – These will be placed on areas indicate queueing of pedestrians and maintaining 6-foot physical distance. Additional signage may be places as the area managers see appropriate.
- **Common Areas** – Many buildings have hallway seating and the capacity will be reduced through the usage of signage. In most cases benches, chairs, tables, etc. will not be removed and placed in storage.
- **Plastic Barriers and Close Contact Interactions** – These will be used in places where staff come in close contact with visitors to their area (e.g. the Business Office, Technical Support Center, Registrar’s Office, Starbucks, etc.). These barriers are an added level of protection when the nature of the operation makes maintaining a 6-foot distance impractical. Face mask/shields will be utilized at all times and distancing will be resumed as soon as possible following the close contact interaction. Community members and visitors are encouraged to keep close contact as short in duration as possible.
- **Elevators** – The use of elevators will be reserved for those unable to use the stairs because of physical/medical issues or for individuals moving equipment/materials within the building. Signs will be posted instructing riders to maintain distance when in the elevator and limit riders to no more than two (2) at a time. Special arrangements may be required for some elevators because of size, usage and proximity of suitable stairways (e.g. Chaminade Tower elevator).
- **Breezeways** - Most will be bi-directional with instructions to stay to the right when traveling. Some may be one-way for pedestrian traffic based on density concerns (e.g. the breezeway between Garni and Moody).
- **Touch Points and Hand Sanitizer Stations** – Facilities Services will work to minimize touch points where possible (door handles, push bars, etc.). Sanitizer stations will be place inside of buildings wherever possible to allow for sanitizing hands after encountering frequent touchpoints.
- **Restrooms** – Auto flush devices are largely in place to minimize touch points. Enhanced cleaning schedules and review by Facilities Services will be in place. Capacity limitations may be imposed as we have a better idea of demand. Physical distancing and face masks/shield use will be in place at all times and posters will be displayed highlighting the importance of proper handwashing.
- **Shared Resources** – The use of shared resources (magazines, newspapers, pens, markers, books, pamphlets, etc.) are strongly discouraged. These will be removed and secured

wherever possible. In the event a shared resource is needed then appropriate sanitization protocols must be in place before that resource is used again. This may include the use of gloves and spray sanitizer, technical sterilization techniques (e.g. UV light), or leaving the item out of circulation for 48 hours if other sterilization methods are not possible (e.g. library books).

#### **Other Key Classroom-Related Decisions:**

- **Face Coverings** – Face masks and/or face Shields will be required in the classroom and when transiting the building and campus grounds
- **Social/physical Distancing** – Distancing will always be practiced in the classroom, when entering/leaving the classroom and when transiting the building and campus grounds
- **Class Start and Dismissal Recommendation** – Faculty will be advised not to release students from a classroom into a congested hallway, but to stagger class dismissal, especially in particularly crowded areas like Reinbolt 3<sup>rd</sup> floor or Treadaway classrooms; Faculty are asked to end class promptly allowing student to leave the classroom and building prior to the arrival of the next class
- **Building Entry/Exit** – These will be clearly marked and designed to minimize close physical contact between individuals entering and leaving a building or other area
- **Cleaning (routine)** – Classrooms will receive a thorough cleaning each evening
- **Cleaning (emergency)** – Facilities Services will do an emergency cleaning when notified by a faculty member or department representative concerning a potential infection risk
- **Attendance Tracking** – Attendance requirements may be relaxed (Provost Office Direction)
- **Assigned Seats** – To aid in contact tracing, faculty members will use assigned seats whenever possible
- **Faculty Office Hours** – Due to the size and configuration of most faculty offices, it is recommended that office hours and meetings be done using Zoom or another virtual means.
- **Singing/Choir/Wind Instruments** – It is recommended these activities not be conducted in a group setting or in a confined space. Use of virtual online methodologies is recommended.

**Key Meeting and Activity Area Capacities** – A thorough review of the majority of the buildings on campus was performed to review ingress/egress, foot traffic within the building, restroom use, elevators, outdoor/indoor common areas, sanitizer needs, signage, barriers, high-touch areas, etc. This information is being shared with Facilities Services for assistance with signage, barriers, sanitizer, etc. Notable information on high-use or special interest spaces follows:

- **All Areas**
  - **Face Coverings** – Face masks or face shields will be required in all public areas on campus and may be removed briefly to eat or drink.
  - **Social/Physical Distancing** – All members of the St. Mary's community will maintain at least 6' distance from other members whenever possible. Minimize close contact and prolonged activities as much as possible.
  - **Signage** – Access and exit from buildings and travel within buildings may have changed. Please review and respect all signage related to pedestrian flow.

- **Chapels** – Guadalupe Chapel will be the main chapel used on campus for services. Assumption Chapel will be used for individual prayer and meditation. Holy Rosary Catholic Church will be used for larger school gatherings and will be coordinate with Fr. John Thompson, S.M.
  - **Singing/Choir/Wind Instruments** – These will not be part of services for FA20
  - **Face Coverings and Social/Physical Distancing** – These measures will be in place
  - **Outside Guests** – Services will be open ONLY to members of the St. Mary’s campus community; there will be no outside guests
- **Interfaith Room** – Due to the size of this room the capacity will be limited and the room will be for personal prayer and meditation purposes (capacity will be posted at the entry)
- **University Center Room Capacities:**
  - UC-A
    - No Westward-facing events as ingress and egress will be negatively impacted – All setups face South Wall
    - Standing Style: 59
    - Lecture (A/V not impacted): 50
    - Round Tables (with No A/V, or additional equipment): 60 – 72” Round tables have been measured to fit no more than 3 persons per table. Each person was measured to be roughly 71” from the person to their right or left)
    - Workshop: 40
  - UC-B
    - Standing Style: 13
    - Lecture (facing South): 20
    - U-Shape: 10
  - UC-C
    - Lecture (facing West): 10
    - U-Shape: 8
    - Workshop: 8
  - UC – Alumni
    - Lecture (facing South): 16
    - U-Shape: 8
    - Workshop: 8
  - PDR – Board Room: 8
  - Esports Arena: 8
- **Blume Library/Learning Commons Capacities**
  - Starbucks – 0 (Grab-and Go model only)
  - Learning Commons – 90
  - AMC – 10
  - CIT Lab – 8
  - Blume 2<sup>nd</sup> Floor – 51
  - Blume 3<sup>rd</sup> Floor – 169

**The Pub** – This will be limited seating will be available to students available for limited activities for FA20.

**Contreras Student Lounge** – This will be limited seating will be available to students available for limited activities for FA20. Note – the Student Lounge will be the main exit for the Learning Commons and Starbucks.

**Alumni Athletics & Convocation Center**

- Greehey Arena – Bleachers open- east section 75 seats, west section 75 seats, north section 38 seats, south section 48 seats and 60 seats with staging and 84 seats without staging on the floor with bleachers closed – 198 seats on the floor with staging and without staging 216 seats on the floor
- Movement Studio – 22 seats
- Auxiliary Gym – 35 seats for Court 1 and 35 seats for Court 2
- Hospitality Suite – 11 seats
  
- **Café**
  - Specific entrance/exits and pedestrian flow is being determined with ARAMARK
  - Will use a Grab-and-Go as well as eat-in options
  - Eat-In – 84 Seats (reassessing based on alternate configuration options)
  - Grab-and-Go – No limits
    - Employees will be asked to avoid using the Café during high student demand/use

**Working Group Members** – Many thanks to the member of the Campus Space Management Working Group. Their knowledge, insights and expertise were instrumental to the discussions and recommendations included in this document.

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