

Facilities Management COVID-19 Response Standard Operating Procedure

Fill out form: [Facilities Management COVID-19 Building Questionnaire](#)

When an occupant of a Brown University building is suspected or has been confirmed as positive of COVID-19, the Facilities Management (FM) team will follow a predefined plan and procedure in response. Brown University Human Resources (UHR) will be responsible for contacting Facilities Management (or other property managers), Environmental Health & Safety (EHS), and supervisor of the individual suspected or confirmed positive of COVID-19 to take appropriate action. UHR will gather the information needed and get the individuals' Supervisor name and contact information. UHR will then send the Supervisor the link to the online questionnaire and copy SR on the email communication.

Upon receipt of the completed questionnaire, FM Service Response (SR) will review to ensure all necessary information is contained on the form. If more information is needed, SR will then reach out to the Supervisor. The questionnaire will not identify any employee information. The online COVID-19 questionnaire will be required for SR to learn additional details to determine what areas must be cleaned or disinfected.

Once a questionnaire is completed by the supervisor, and SR has verified that all required details have been furnished, the questionnaire will be forwarded to the following distribution list; Vice President of Facilities Management, Assistant Vice President Operations, Director of Custodial, Senior Director Custodial, Director Facilities Services, and Assistant Director of Mechanical, Electrical Plumbing Systems, Director of Environmental Health & Safety so that appropriate action can be taken.

Based on the information provided in the questionnaire, EHS will then help to make a determination what portions of the building should be evacuated and/or employees temporarily relocated. Once EHS has made this determination, FM will confirm what areas must be cleaned and disinfected, including entry and exit points of the building for non-research buildings. EHS will be responsible for performing specialty cleaning in coordination with a third-party services provider that is required for laboratory spaces.

In non-research locations, FM Custodial Services will determine on a case-by-case basis whether cleaning can be performed by staff or by a third-party services provider. FM will follow the CDC guidelines and recommendations for wait times, cleaning, and disinfecting procedures. These steps will be coordinated with EHS and communicated to the building manager. Custodial Services will complete thorough disinfection of all non-porous vertical and horizontal surfaces in the affected area (the occupant's personal workspace and immediate surroundings) as well as disinfection of touchpoints in areas likely visited by the occupant (common paths of travel, restrooms, break rooms, conference rooms, entry points, and exit points of the building, etc.). Porous surfaces (carpets, fabric furniture) will be sanitized.

FM Custodial Services will utilize industry-standard EPA-approved cleaning protocols and CDC guidelines to implement operational practices, such as, but not limited to, expanding the use of electrostatic disinfection and increased frequency of cleaning and disinfecting of touched objects and surface in areas affected. Facilities Management will also be utilizing adenosine triphosphate (ATP) meters to allow rapid testing to assess the cleanliness of surfaces. ATP

testing will allow the management staff to verify that proper disinfecting protocols have been followed by identifying minute traces of organic matter remaining on surfaces. Quality Assurance /Quality Control inspections, combined with ATP testing, and in conjunction with the use of CDC/EPA-approved cleaning products recommended for use against SARS-CoV-2 (the virus that causes COVID-19), are part of FM's robust efforts will ensure effective cleaning and disinfecting.

FM Maintenance Services will inspect central air handling systems in areas identified in the questionnaire to verify and inspect for proper filtration, increased outdoor air ventilations rates, optimization of airflow patterns, verify pressurization controls and increased air change rates if applicable and on a case-by-case basis. Disinfection of air handling systems should generally not be necessary.

Once the disinfection process is performed, the contaminated areas of the facility can be re-occupied the next business day. Out of an abundance of caution, EHS and FM will determine when the areas closed off to occupants can re-open.

Below is a questionnaire as developed by the CDC and adapted by Facilities Management to capture building-specific information so that appropriate levels of cleaning and disinfecting can be performed.

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