

Guidelines At-A-Glance

(Updated 8.18.2020)



Social Distancing & Masking	<ul style="list-style-type: none"><li>Masking <u>and</u> staying 6 feet apart is required in all indoor areas (including parking garages) with the exception of being alone in a room with the door closed.</li><li>Masks must be worn outdoors around the facility unless social distance (6 feet apart) can be maintained.</li><li>Face masks must be worn over the mouth and nose.</li><li>Social distancing must be maintained while eating and during breaks in designated areas.</li><li>Read more about Masking <a href="#">here</a>.</li></ul>
Meals & Break Time	<ul style="list-style-type: none"><li>Meals and breaks must be taken only in designated areas, and employees must follow posted signage before a mask can be removed.</li><li>Social distancing must be maintained in designated indoor areas and while eating outside.</li></ul>
Returning to the Workplace	<ul style="list-style-type: none"><li>Remote work should continue whenever possible.</li><li>Supervisors must determine if social distancing can be maintained before allowing teams to return to the workplace – refer to the <a href="#">Workspace FAQ &amp; Checklist</a>. <b>*NEW*</b></li><li>Employees must wear face masks over the mouth and nose AND maintain distance while at work with the exception of being alone in a room with the door closed.</li></ul>
Meetings	<ul style="list-style-type: none"><li>All meetings, project reviews, training etc. should be virtual. Exceptions must be approved by a supervisor.</li><li>Experiential learning (research labs and simulation) or clinical learning may be held in-person if participants practice social distancing and wear masks.</li><li>If two people are working onsite, a meeting is permissible if the two people wear masks and stay 6-feet apart.</li><li>Eating is not allowed during any in-person meeting. No exceptions.</li></ul>

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Access	<ul style="list-style-type: none"><li>Starting July 29, anyone without a University of Rochester Medical Center (URMC) identification badge must enter the 601 Elmwood/Crittenden campus through one of four designated entrances (<a href="#">view map</a>) where they will undergo a health screening process before proceeding into the Medical Center facility. The restrictions apply to the very east end of the campus starting on East Drive (where the hospitals are) through the Delmonte Neuro–Medicine Institute on Kendrick Road. The School of Nursing and Saunders Research Building will not be affected.</li><li>The hospital’s main Lobby entrance will remain open 24/7. The other designated entry points for those without a URMC ID badge are:<ul style="list-style-type: none"><li>First floor hospital garage entryway (open 6:30 a.m. to 7 p.m.)</li><li>GCH &amp; WCI main entrances (open 6:30 a.m. to 7 p.m.)</li><li>Mental Health &amp; Wellness entrance (open 7:30 a.m. to 5 p.m.)</li></ul></li></ul>
Cleaning	<ul style="list-style-type: none"><li>Individuals should clean all surfaces in work areas and shared spaces before and after use with disinfectant effective against SARS–COV–2.</li><li>Staff should be instructed on where to find cleaning materials and how to use them.</li></ul>
Elevators	<ul style="list-style-type: none"><li>Maximum capacity signage installed in the Medical Center, School of Nursing and Saunders Research Building elevators must be observed.</li></ul>
Parking	<ul style="list-style-type: none"><li>All outside visitors should park in the hospital parking garage.</li><li>Any parking garage on URMC property is considered an indoor space, so masking is required.</li></ul>

## Masking FAQ



(Updated 8.18.2020)

### **What areas at URMC require a mask?**

- Masking AND staying 6–feet apart are required in all indoor spaces. There are a few exceptions: If you are working in a private office with the door closed or if you are in a designated break and eating area.

### **How about outside – for example when walking from the parking lot to work?**

- If you park outside and choose not to wear a mask, make sure you can maintain 6 feet of distance from others. Have your mask ready to put on when you enter a building.

### **Is it ok for a group to walk outside together?**

- Masking is always required outside if you are within 6–feet of another person. Walking in groups is best avoided.

### **Is the parking garage considered an indoor or outdoor space?**

- The garage is considered an indoor space, so masking is required.

### **Does the masking policy apply to everyone at the Medical Center?**

- Yes. We recognize wearing a mask is new for many people. It may feel strange or uncomfortable, but it's essential we wear them consistently and properly.

### **If we stay 6–feet apart while at the Medical Center, are masks still required?**

- Yes

### **Why is it important to mask AND stay 6–feet apart at work?**

- Masking and maintaining physical distance are the most effective ways to protect yourself and others from the spread of infection. They work best when used together.

### **What about eating lunch or taking a break at work?**

- Keep in mind that how you take breaks and have meals may need to change. The Medical Center is working to increase the number of designated eating and break spaces across our facilities. It's best to talk with your supervisor, work group or advisor about how to access and use available spaces.

### **Can I eat outside?**

- Yes, but social distancing must be maintained at all times while eating.

### **Do I have to wear a mask during meetings?**

- Yes. Masks should be worn and social distancing maintained during all in–person meetings. Remember, all meetings should occur virtually whenever possible.

## Masking FAQ



(Updated 8.18.2020)

### **If my mask is covering my mouth, I'm ok, right?**

- No. It must cover both your mouth and nose to protect yourself and others.

### **What do I say or do if I see someone without a mask or wearing one incorrectly?**

- Apply the “see something say something” principle. We all forget things at times. You can help that person – and everyone they come in contact with – by reminding them about masking. This applies to colleagues, fellow students as well as visitors.

### **If I forgot my mask, where can I get one?**

- Masks are freely available. Check the staffed entrances of the Medical Center, or talk with your supervisor or manager about how to obtain one.

## Workspace FAQ

(Updated 8.7.2020)

*The URMC Redesigned For Your Safety Taskforce continues to recommend remote-work status when feasible. However, if you're considering a plan that includes staff returning to work spaces, here are some frequently asked questions that may be helpful:*

### Does my workspace have enough room to keep my team safe?

Social distancing is required while at work. ***This means maintaining a 6-foot distance from others and masking.*** To determine if a work space, where occupants tend to sit continuously throughout most of the day has enough room to maintain this distance:

- For individual desks, measure from desk to desk, not nose to nose.
- You will need 40-square-feet per person to ensure the work area is safe. Set occupancy maximums for all shared spaces, and post appropriate signs in the rooms.

### How do I manage “elbow-to-elbow” or counter top workspaces?

Consider the length of time individuals are present at their workspace.

- Are they only periodically at the desk? Prolonged use (greater than fifteen minutes) that doesn't meet guidelines (at least 6 feet apart, 1 person per 40 square feet) should be avoided. Workflows may also need to be reviewed in an effort to limit the number of people in a workspace.
- Are they at their desk all day long? Are others in the same space all day long as well? Contact your department administrator to identify space for that individual. Consider space that is now vacant because individuals are working remotely. If no space can be identified, [email the URMCRedesigned Task Force](#).

### Does my workspace need plexiglass or another type of barrier?

- Consider plexiglass for only high-volume, public-facing reception areas. Plexiglass or other barriers are not intended to be installed between two coworkers. And, it is not a substitute for socially distancing and masking.

### What are best practices for shared spaces?

Based on the 40-square-feet per person guideline above, set occupancy maximums for all shared spaces and post appropriate signs in the room.

Make sure you provide hand sanitizer and disinfectant products effective against SARs-CoV-2 for shared spaces. Instruct your staff on where to find the cleaning materials and how to use them.

## Workspace FAQ



(Updated 8.7.2020)

### **If we are able to maintain appropriate social distance, are masks necessary?**

Yes, a mask must be worn at all times unless a person is alone in a room with the door shut.

### **What's the best way to provide employees with breaks, and what happens at meal times?**

Consider whether you can designate space where employees can be alone for a "mask break." If you do not have an office, consider creating a "cubbie" utilizing screens with vinyl. These can be ordered by contacting Facilities ([Matthew Faulks](#)).

Shared spaces can often be used for multiple purposes eating/locker rooms/breaks. Consider how you will utilize the space and post signage as appropriate. For example, a break room may also have lockers in it. Posting a sign that shows maximum capacity for breaks is important and staff should be instructed to enter and exit the room quickly when obtaining things from the locker.

Masks are not required while eating, but social distance (6-feet) must be maintained at all times. At 601 Elmwood, Café 601 is open to all faculty and staff and tables are set up for appropriate social distancing.

### **What are the guidelines for team meetings?**

All meetings should be conducted remotely. There are very few exceptions. One is for experiential learning (e.g. simulation, skills training) and clinical care meetings (e.g. huddles).

Hybrid meetings where some people are in a conference room and the rest are on Zoom are discouraged for three reasons. First, those in the meeting room are more likely to unmask to eat or drink, despite the guidance not to do so. Second, most spaces are limited in size and do not allow individuals to safely distance from each other. Third, it can create an awkwardness where those on zoom can't see or hear those speaking in the conference room. The technology is simply limited in conference rooms with the exception of the Board Room at 601 Elmwood.

If two people are working onsite, a meeting is permissible if the two people wear masks and stay 6-feet apart.

### **What if staff are still not comfortable with the work environment?**

Managers should work with their HR Business Partner to understand the concern and resources available.

*Please send questions or comments to*  
[URMCRedesigned@URMC.Rochester.edu](mailto:URMCRedesigned@URMC.Rochester.edu)

# Workspace Checklist and Diagrams



(Updated 8.7.2020)

*The URMC Redesigned Taskforce has created the following checklist and sample diagrams for managers to utilize as they prepare areas for use during the COVID – 19 pandemic. This document is meant to compliment the Workspace FAQ.*

## WORKSPACES

- ☐ Measure workspaces and ensure furniture is arranged so that there is a 6-foot separation, chair-to-chair, between employees. (SEE SAMPLE DIAGRAMS BELOW). Options to accommodate this include: staggering staff shifts, marking workstations that may not be used, modifying the furniture layout. A partition regardless of height between individuals does not remove this requirement for physical distance or face mask.

## CONFERENCE AND BREAK ROOMS

- ☐ Measure conference rooms and break rooms to ensure that chairs are separated by 6 feet and each individual is allowed 40 sq ft. The maximum occupancy calculation of a room = Length ft. x Width ft. ÷ 40. Options for arrangement include removal of chairs or labeling chairs that can be used or may not be used. If the maximum occupancy number does not provide at least 6 ft. separation, then the maximum occupancy number needs to be reduced until 6 ft. separation is achieved for all parties.
- ☐ Place signs outside the room designating the new occupancy limit. Maximum occupancy limits are based on the ability for staff to maintain the 6 foot distance rule.
- ☐ Remove dry erase markers and erasers from conference/break space, and provide each employee with their own supply.
- ☐ Each conference room and break room should be equipped with disinfecting supplies (spray bottle of cleaner, rag, gloves and hand sanitizer.) All users are responsible for maintaining interim disinfection of space. At a minimum, disinfect the space after you use it and if you wish before as well.

# Workspace Checklist and Diagrams



(Updated 8.7.2020)

## ROOMS CONTAINING MULTIPLE CUBICAL WORK AREAS

- ☐ Inform employees working in a cubical workspace that they are required to wear a mask and social distance any time another person is in the room, regardless of room size or height of cubicle walls.
- ☐ Employees working in an individual office may remove the mask if the door is shut but must put on the mask any time another employee/guest enters.

## SHARED OFFICE EQUIPMENT

- ☐ Maintain disinfection supplies at any location where there is shared equipment – computers, printers, copiers, coffee makers, toasters, etc.

## PPE AND CLEANING SUPPLIES

- ☐ Utilize the PPE Purchasing Process to order PPE and cleaning products for employees and department common areas. COVID PPE supplies may be ordered by emailing [smhcovidsupply@urmc.rochester.edu](mailto:smhcovidsupply@urmc.rochester.edu).
- ☐ Building common areas and restrooms will be cleaned and maintained by University Facilities Environmental Services or the landlord’s cleaning service group and cleaning supplies for these purposes should not be acquired through this process.

## COVID-RELATED SIGNAGE

- ☐ Please post signs in conference rooms, offices, hallways and waiting rooms as noted on the URMC Redesigned Signage intranet site. This can be found at <https://sites.mc.rochester.edu/urmc-operations/urmc-redesigned/>

## DR. CHATBOT

- ☐ All employees who report to work on site at any University location are required to complete the [Dr. Chat Bot daily screening process](#).



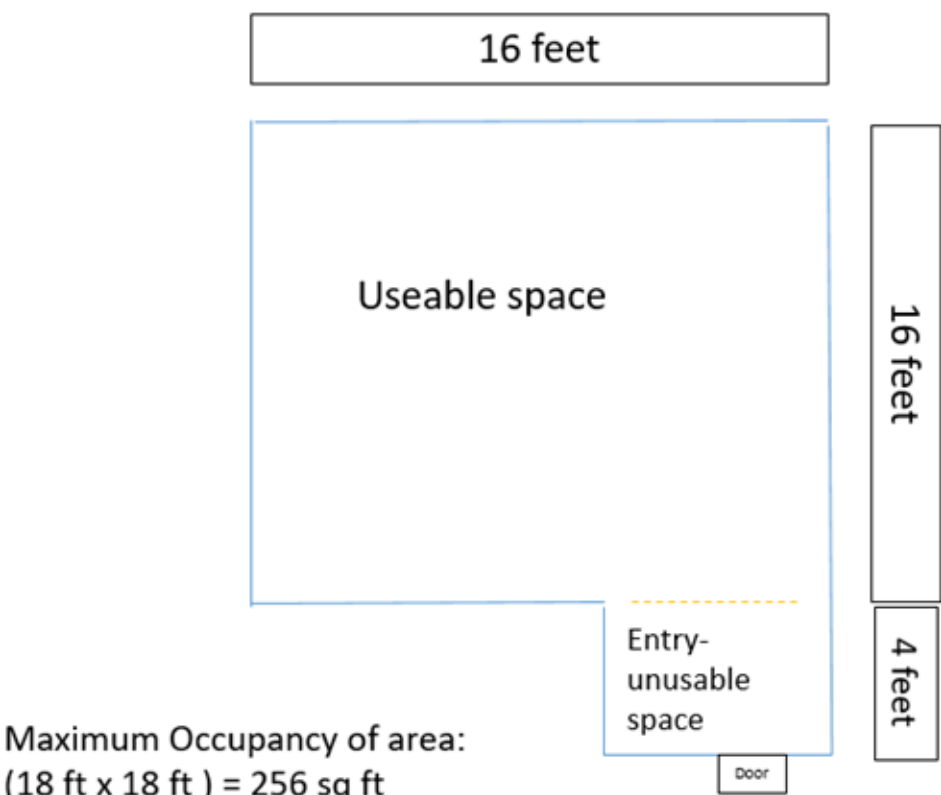
# Workspace Checklist and Diagrams



(Updated 8.7.2020)

## SAMPLE DIAGRAMS – MEASURING SHARED SPACES

### Example 1: Shared Space



Maximum Occupancy of area:  
 $(18\text{ ft} \times 18\text{ ft}) = 256\text{ sq ft}$   
 $256\text{ sq ft} / 40\text{ sq ft} = 6.4 \rightarrow 6\text{ people maximum}$   
The result should be rounded down to maintain 6 ft social distancing.

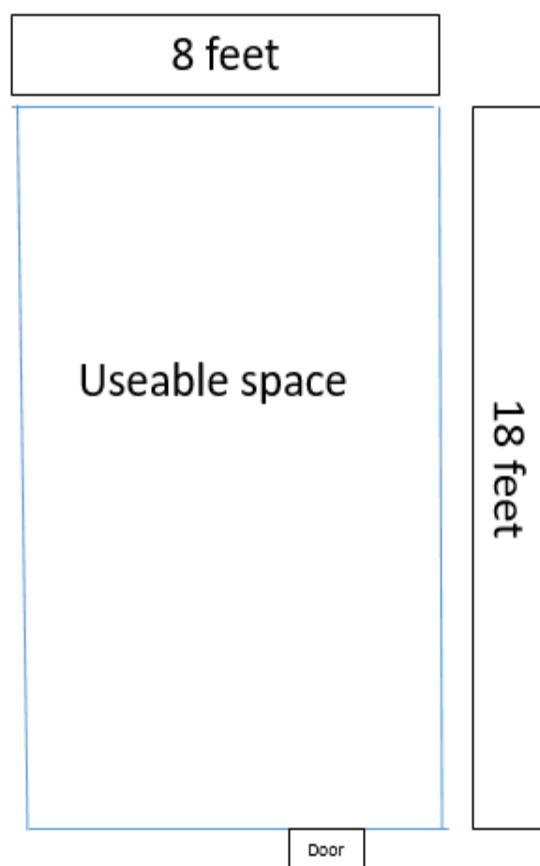
## Workspace Checklist and Diagrams



(Updated 8.7.2020)

### SAMPLE DIAGRAMMS – MEASURING SHARED SPACES

#### Example 2: Shared Space



Maximum Occupancy of area:

$(18 \text{ ft} \times 8 \text{ ft}) = 144 \text{ sq ft}$

$144 \text{ sq ft useable space} / 40 \text{ sq ft per person} = 3.6 \rightarrow$

**3 people** maximum

The result should be rounded down to maintain 6ft social distancing.

Workspace Checklist and Diagrams



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SAMPLE DIAGRAMS – MEASURING SHARED SPACES

PRE–COVID

POST–COVID

