Adapting to provide a safe & healthy university community

Return to Campus Guidebook
Proposed space & behavioral recommendations to address COVID-19

Last Edit: September 9, 2020
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This document was created and managed by the In-House Design & Construction Team, in coordination with: Campus Planning & Real Estate, The Office of Environmental Health & Safety, and NUPD.
Northeastern Facilities Management and Campus Planning & Real Estate (CP&RE) work to provide a safe and healthy campus for all of Northeastern’s staff, faculty, researchers, students, and visitors. This guidebook illustrates and informs the university community of the guidelines and recommendations that have been developed to ensure a safe environment as we return to campus. This document encompasses large-scale efforts already completed throughout campus, as well as the responsibilities of groups looking to reopen their workspaces in the coming weeks and months.

The guidebook is informed by the overarching guidance of Northeastern resources and beyond, and frames all of this information through the lens of spatial and behavioral considerations for adapting the university. It is meant to help facilitate healthy distancing in various campus contexts, as we return to research, work, learning, and socializing on campus. The illustrations and diagrams help to visualize what the changes to these spaces may look like, and the adjustments that we will need to make to ensure proper healthy distancing. This guidebook will continue to be a living document that is updated as new information becomes available.

In addition to spatial guidelines, this document contains an actionable process through which departments can assess their space and receive help preparing to return to campus and their workspace.

For questions or clarifications on the content in this guidebook, please email WorkspaceResponse@northeastern.edu.
Distancing Framework

Throughout this guidebook you will see a variety of space-marking graphics, such as circles and dashed lines. The diagram below shows how these graphics represent recommended guidance for healthy distancing on campus. Please respect these guidelines when possible in all spaces on campus.

The current healthy distance recommendations are based on a 6 foot radius of individual space.
Adapting Your Workspace

Where to Start?

Within this guidebook, we have provided a set of space and behavioral recommendations that can help to establish healthy distancing within your space. If you need assistance implementing these recommendations, please know that Facilities Management and CP&RE are a resource to help in adapting your space.

As part of readying the workspace, the Authorized Requester (someone who can submit SCPRs) for your group will be responsible for completing a Workspace Reopening Checklist. A list of Authorized Requesters is included in Appendix 1. This checklist will assist in verifying the requirements to re-open your workspace safely, and provide an opportunity to have work orders placed on your behalf. As you read through and complete the checklist, please consider the criteria below. These questions are meant to help you and your team prepare to re-enter your workspace.

1. Do visitors come to your space? If so, how will they...
   - wait in line?
   - utilize appropriate personal protective equipment (PPE)?
   - communicate with a receptionist/admin?

2. Does your workspace have any of the following equipment? If so, how/when will it be cleaned? Who is responsible for cleaning? If they cannot be cleaned regularly, consider discontinuing use.
   - refrigerator (handles, shelves)
   - microwave
   - coffee maker
   - printer/copier
   - water cooler

3. How do mail and packages arrive to your workspace?

4. What are the new capacities of meeting spaces in your workspace, assuming 6’ healthy distancing? How will you enforce these new capacities? Some options are...
   - removing furniture
   - blocking off/marking excess furniture
   - updating room reservation tools
Adapting Your Workspace

Step 1: Staffing Plan

1. Each Point of Contact, appointed by their SVP, will identify necessary functions to take place on campus, as well as required staffing.

2. Points of Contact will receive a template for a Staffing Plan to submit to HRM/CP&RE, adjusting their workforce to less than 50% occupancy.

3. If all necessary functions CAN be maintained at <50% occupancy, Staffing Plan is approved. If they CANNOT, HRM/CP&RE will work with Point of Contact to achieve the group’s function.

4. If Staffing Plan is approved, **Step 2: Space Plan** can commence.
Adapting Your Workspace

Step 2: Space Plan

1. Read through the *Return to Campus Guidebook* (this document).

2. When Staffing Plan is approved, HRM/CP&RE will submit a Return to Campus workorder on behalf of each Authorized Requester (*see Appendix 1*).

3. Each Authorized Requester will receive a *Workspace Reopening Checklist* to complete on behalf of their department(s), and return to Facilities Customer Service (*facilitiescustomerservice@northeastern.edu*).

4. Facilities Customer Service will generate trade-specific work orders for space to be reopened, as indicated on the checklist.

5. If further assistance is required, Design & Construction/CP&RE will reach out to Authorized Requester to coordinate.

*For questions on this process, please contact WorkspaceResponse@northeastern.edu.*
Cleaning Standards

In addition to the specific cleaning notes listed for individual spaces, the following protocols are expected to apply throughout campus.

**Facilities/Building Services**
- Learning spaces and conference rooms will be disinfected at touch points, including:
  - tables
  - chairs
  - countertops
  - trash receptacles
  - entrance doors, inside and outside
  - light switches
  - equipment (as specified by occupants)

- Restrooms will be cleaned using disinfectant, including:
  - faucets
  - sinks
  - toilets
  - urinals
  - dispensers (soap, paper products, etc)
  - handles
  - entrance doors, inside and outside
  - stall doors

- Kitchens, coffee stations, and lounges will be disinfected at touch points, including:
  - faucets
  - sinks
  - countertops
  - refrigeration doors
  - cabinet door handles
  - tables and chairs (where applicable)
  - appliance doors and handles

- Building common areas will be disinfected at touch points, including:
  - entrance doors and handles
  - interior door handles
  - drinking fountains
  - elevator push buttons, inside and outside
  - light switches
  - trash/recycle containers
  - stairwells: railings, doors in and out

**Occupant Spaces**
- Employees on site should implement individual cleaning responsibilities and sanitize public-used surfaces they come into contact with before and after use (appliances, tables, chair arms, countertops, etc.)

- Shared work surfaces should be sanitized at the beginning and end of every shift/workday.

- Cleaning supplies are available for procurement. Please see the chart on the following page for available products and purchase instructions.
PHPE & Cleaning Supplies

Northeastern is working to establish a variety of connections for on-campus personnel to procure PHPE and cleaning supplies as needed.

**PHPE (Public Health Protecting Equipment)**

These requests should be submitted via work order by each department’s DSO.

<table>
<thead>
<tr>
<th>Product</th>
<th>Details</th>
<th>How to purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable Masks</td>
<td>Self Provided unless required by job</td>
<td>Work Order thru MyNortheastern</td>
</tr>
<tr>
<td>Nitrile Gloves</td>
<td>Self Provided unless required by job</td>
<td></td>
</tr>
<tr>
<td>Gowns</td>
<td>Research only</td>
<td>MyNortheastern</td>
</tr>
<tr>
<td>Thermometers</td>
<td>Research only</td>
<td></td>
</tr>
<tr>
<td>Clear Mouth Face Mask</td>
<td>Research only</td>
<td>Contact EH&amp;S</td>
</tr>
<tr>
<td>N95 Mask</td>
<td>Research only</td>
<td></td>
</tr>
</tbody>
</table>

**Lanyards**

Bulk orders by division/department should be submitted via work order by each Authorized Requester. Please note quantity and delivery location.

**Cleaning Supplies**

*Surface Cleaning Products • Alcohol Wipes • Individual Hand Sanitizer*

These requests can be placed through myMarketplace, and available supplies will be updated regularly. Each department/division/college must coordinate orders such that someone can receive the delivery, or have supplies be delivered to an open/accessible space.

MyMarketplace can be accessed at:
https://northeastern.sollodtech.com

More information about procurement can be found at:
https://finance.northeastern.edu/departments/procurement-services/
Return to Research

Research is one of the many pillars at Northeastern University that takes valuable knowledge and unites it within a global context. Northeastern’s research facilities support the experiments, synergies and sharing of ideas that make research possible. As we return to campus, we will not only ensure access to critical tools and resources, but also the ability to collaborate while maintaining a safe and healthy environment.
I. Return to Research

Labs

The following **behavioral and space considerations** should be observed when in this space type:

1. **Provide Healthy Distancing**
   When possible, sit further away from colleagues to ensure 6’ healthy distancing.

2. **Stagger Workforce**
   Provide staggered schedules for researchers to ensure 6’ healthy distancing can be met.

3. **Space out Furniture**
   Where possible, space out desks and chairs to ensure 6’ healthy distancing.

4. **Disinfect & Sanitize**
   Limit contact with lab equipment, and disinfect high-touch equipment, sinks, and surfaces before and after use.

5. **Follow Posted Signs**
   Install wall and floor signage to encourage healthy distancing. *(See Appendix 2.)*

6. **Safely Reoccupy**
   Work with your Associate Dean of Research, Department Safety Officer, and the Office of Environmental Health & Safety (EH&S) on following the steps to reoccupy your lab space.

*Generic floor plan, shown for illustrative purposes only.*
Return to Work

Office life may look different now, but Northeastern is resilient and adaptable. Northeastern’s office facilities allow faculty and staff to perform their duties in close proximity to the communities that they serve. As we identify which elements benefit most from occurring on campus, we can create environments that support the work of faculty and staff, as they work both individually and collaboratively in a safe manner.
II. Return to Work

Workspace

The following **behavioral and space considerations** should be observed when in this space type:

1. **One-way Circulation**
   Provide one-way circulation routes when available to limit exposure.
   Post circulation signs to indicate route. (See Appendix 2.)

2. **Stagger Workforce**
   Develop a plan for staggered schedules in order to ensure 6’ healthy distancing.

3. **Redistribute Furniture**
   Rearrange or redistribute furniture to ensure 6’ healthy distancing. *(See Adapting your Workspace on page 8 for more information.)*

4. **Barriers & Shields**
   Install plexiglass dividers at reception desks where 6’ distancing cannot be maintained. *(See Adapting your Workspace on page 8 for more information.)*

5. **Follow Posted Signs**
   Install wall and floor signage to encourage healthy distancing. *(See Appendix 2.)*

6. **Sanitize Surfaces**
   Wipe down your workstation (desk, mouse, keyboard, etc) at the beginning and end of every work day. NU facilities will clean common areas once per day.

7. **Provide Healthy Distancing**
   Whenever possible, sit further away from colleagues to ensure 6’ healthy distancing.

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Generic floor plan, shown for illustrative purposes only.
II. Return to Work

Kitchens/Breakrooms

The following behavioral and space considerations should be observed when in this space type:

1. **One-way Circulation**
   Provide one-way circulation routes when available to limit exposure.
   Post circulation signs to indicate route.

2. **Limit Room Capacity**
   Provide fewer seats, or mark/block off extra seats, to ensure 6’ healthy distancing.
   Post occupancy signs to indicate capacity. (See Appendix 2.)

3. **Sanitize Shared Appliances**
   User groups should establish a cleaning routine for shared appliances and high-touch surfaces -- at least 3-4 times per 24 hour period.

4. **Reduce Shared Resources**
   Remove/restrict use of shared cups/plates/utensils.

5. **Reallocate Space**
   Consider repurposing conference rooms as overflow lunch space.

[Generic floor plan, shown for illustrative purposes only.]
II. Return to Work

Meeting Rooms

The following **behavioral and space considerations** should be observed when in this space type:

1. **Limit Room Capacity**
   Provide fewer seats, or mark/block off extra seats, to ensure 6’ healthy distancing.

2. **Sanitize AV Equipment**
   Limit contact with AV equipment and controls, and disinfect before and after use.

3. **Remove Shared Supplies**
   Remove whiteboard markers and erasers, and instead distribute to individuals as needed.

4. **Reallocate Space**
   Consider repurposing conference rooms as overflow work or lunch space.

5. **Leave a Buffer**
   End meetings 5-10 minutes early to allow for a staggered transition between meetings.

6. **Go Virtual**
   Encourage video/web conferencing to hold remote meetings (both on and off campus) when possible, and only hold in-person meetings when essential.

*Generic floor plan, shown for illustrative purposes only.*
Provide fewer seats, or mark/block off extra seats, to ensure 6’ healthy distancing.
Return to the Public Realm

Northeastern students, faculty, staff, researchers, and visitors become a part of our community from the moment they arrive on campus. We will maintain a rich campus environment that supports connection and participation in every aspect of campus life, while maintaining a safe and healthy environment.
III. Return to the Public Realm

Social Spaces

The following **behavioral and space considerations** should be observed when in this space type:

1. **Keep to the Right**
   When entering buildings and circulating through corridors and stairs, keep to the right, unless one-way circulation is noted.

2. **Redistribute Furniture**
   Furniture has been rearranged throughout the space to ensure 6’ healthy distancing can be met.

3. **One-way Circulation**
   One-way circulation routes have been noted where applicable.

4. **Follow Posted Signs**
   See Appendix 2 for signage that will appear around campus.

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Generic floor plan, shown for illustrative purposes only.
III. Return to the Public Realm

Circulation

The following **behavioral and space considerations** should be observed when in this space type:

1. **Keep to the Right**
   When entering buildings and circulating through corridors and stairs, keep to the right, unless one-way circulation is noted.

2. **One-way Circulation**
   One-way circulation routes have been noted where applicable.

3. **Limit Elevator Capacity**
   Allow only one person per elevator at a time, unless otherwise indicated.

4. **Wait Respectfully**
   Allow those using the elevator and water fountains enough space to maintain 6' healthy distancing. Follow posted signage indicating where to wait.

5. **Follow Posted Signs**
   See Appendix 2 for signage that will appear around campus.

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**Generic floor plan, shown for illustrative purposes only.**
When entering buildings and circulating through corridors and stairs, keep to the right, unless one-way circulation is noted.
Return to Learning

Learning is the foundation of the University, and how we learn impacts everything we do. As a community, we need to rethink how we can create a safe and healthy environment for those in pursuit of knowledge. The classroom environment will continue to play an important role in learning and discovery. By creatively addressing hybrid strategies, alternative scheduling, and layouts that allow for healthy distancing, we can continue to create a safe, healthy, and engaging environment for world-class teaching and learning.
IV. Return to Learning

Classrooms

The following **behavioral and space considerations** should be observed when in this space type:

1. **Limited Room Capacity**
   Fewer seats will be provided, and smaller in-person sections scheduled, to ensure 6' healthy distancing.

2. **Space Between Desks**
   Keep desks & chairs spaced out to ensure 6' healthy distancing can be maintained.

3. **AV Usage**
   New AV setups have been installed in a portion of the rooms on campus as part of the NUFlex program, to allow remote learners to better participate in class sessions.

4. **Wear Masks**
   Masks must be worn throughout the duration of classes.

5. **Clean Your Workstation**
   Please wipe down your chair and table before and after class with provided cleaning supplies.

6. **Respect Designated Seating**
   Chairs that cannot be occupied while maintaining healthy distancing may be blocked off with a sash or sticker. Please respect these measures and sit elsewhere.

*Generic floor plan, shown for illustrative purposes only.*
Fewer seats will be provided, and smaller in-person sections scheduled, to ensure 6’ healthy distancing.
Return to Campus Life

Northeastern’s campus inspires exploration, learning, and growth in and out of the classroom. We commit to maintaining that vibrancy and sense of place that promotes togetherness, while assuring a safe and healthy environment for all members of the community.
V. Return to Campus Life

Residence Facilities

The following behavioral and space considerations should be observed when in this space type:

1. **Limited Occupancy**
   Dorm occupancy has been reduced to encourage healthy distancing.

2. **Visitors**
   Visitors will not be permitted access to residence facilities.

3. **Move-In**
   Student move-in will take place over 11 days to reduce density.

4. **Wear Masks**
   Masks must be worn at all times in hallways, common spaces, and restrooms.

5. **Proctor Stations**
   Proctor stations will have a plexiglass barrier, and proctors will be required to wear masks, screen their health, and sanitize their stations frequently.

6. **Husky ID**
   The CBORD mobile app can be used for contactless entry.

7. **Shared Amenities**
   Laundry rooms and mailrooms will have posted occupancy limits. Laundry rooms will have options for mobile payment. Study spaces will have occupancy limits with decals to promote healthy distancing.

8. **Cleaning & Sanitation**
   Facilities will clean common spaces daily, and high-touch surfaces 3x per day. In first year residences, common restrooms will be cleaned 3x per day. Students living in upperclass residences will be provided with a starter cleaning kit at move-in. Shared restrooms should be treated as high-touch surfaces & cleaned daily.
COVID-19 Response

Mail

Proctor

Laundry

Dorm

Northeastern University
## Authorized Requesters

Authorized Requesters can submit SCPRs, and complete Workplace Reopening Checklists on behalf of their departments.

<table>
<thead>
<tr>
<th>Department</th>
<th>Authorized Requesters</th>
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<tbody>
<tr>
<td>Advancement</td>
<td>Tim Kenneally</td>
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<td>Athletics</td>
<td>Marshall Foley</td>
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<td></td>
<td>Parnelia Wetherbee-Metcalf</td>
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<tr>
<td>Bouve College of Health Sciences</td>
<td>Milan Granillo</td>
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<td>Carmen Sceppa</td>
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<td>Roy Schifiliti</td>
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<td>Brian Shockley</td>
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<tr>
<td>Campus Planning &amp; Real Estate</td>
<td>Lissa O’Meally</td>
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<td>CFO’s Office</td>
<td>Erica Machut</td>
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<td>Maureen Timmons</td>
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<td>Chancellor’s Office</td>
<td>Marina Macomber</td>
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<td>Maura Mahoney</td>
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<td>Amy Molway</td>
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<td>Kristen Gilbert</td>
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<tr>
<td>College of Art, Media &amp; Design</td>
<td>Mary Corluka</td>
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<td>Thomas Michael</td>
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<td>College of Engineering</td>
<td>Jacqueline Isaacs</td>
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<td>Michael Jocelyn</td>
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<td>Gina O’Brien-McLelland</td>
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<td>College of Professional Studies</td>
<td>Nakisha Ertha</td>
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<td>College of Science</td>
<td>Sam Inman</td>
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<td>Abigail Rebollo</td>
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<tr>
<td>College of Social Sciences and Humanities</td>
<td>Evan Cutelis</td>
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<tr>
<td>Community Affairs</td>
<td>Regi Minichello</td>
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<td>Clare Horn</td>
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<td>Joe Lalley</td>
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<td>Catherine Walsh</td>
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<td>Regina Minichello</td>
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<td>Human Resources</td>
<td>Stephanie Sheline</td>
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<td>Gregory Smith</td>
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<td>Ethan Bren</td>
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<td>Tracey Harik</td>
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<td>Saundra Shelton</td>
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<td>David Luzzi</td>
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<tr>
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<td>University Police</td>
<td>Michael Davis</td>
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<td>Sue Du Brava</td>
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Appendix 2.

Campus Signage

As we return to campus, new signage will be in place to help encourage behaviors related to healthy distancing. Northeastern has diligently explored the use of signage in an attempt to educate the community in the safest way to enter & exit buildings, circulate through stairs and corridors, and maintain healthy distancing as best as possible.

Signage in public campus spaces has already been widely implemented. This signage toolkit is also available for use within office suites and departments on campus, as are custom signs where necessary. Requests for signage can be submitted through the Workspace Reopening Checklist (see page 8-9). By utilizing this signage toolkit, we can maintain a unified effort across campus.
Appendix 2: Campus Signage

Lobby Banner

Each lobby on campus will have a banner that outlines the Covid-19 Guidelines. The banner will be 30” x 89”.

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**WELCOME HUSKIES!**

Please follow the current COVID-19 guidelines.

- PLEASE MAINTAIN HEALTHY DISTANCING.
- FACE COVERING REQUIRED.
- PLEASE WASH YOUR HANDS REGULARLY.
- PLEASE ADHERE TO OCCUPANCY LIMITS AND POSTED SIGNAGE.

FOR MORE INFORMATION
news.northeastern.edu/coronavirus

Please rest assured our facilities are being cleaned and sanitized regularly.

Please stay home if you are sick to ensure the safety of everyone on campus. Thank you.
Appendix 2: Campus Signage

Building Entrances

Entry and Exit signs should be hung at all entrances/exits to buildings on campus.

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Elevators

Elevator signage should be posted above the elevator buttons on each floor. Elevators that can safely accommodate two people will have the 2 People per Elevator sign posted.
Appendix 2: Campus Signage

Wait Lines

Wait Line floor signage will be installed in any location where people need to wait in a line. Signage should be placed 6 feet apart. The graphic measures 6” x 24’.”
One floor vinyl graphic should be placed in each elevator cab. In locations where it is safe for two people in a cab, two vinyl stickers should be applied to the floor. Each sticker measures 2 feet in diameter.
Outside each elevator cab will be two graphics, indicating that one should keep the right when entering & exiting.
Circulation

Signage will be posted inside each stairwell and hallway as a reminder to stay to the right and be mindful of healthy distancing.
Appendix 2: Campus Signage

Hand Sanitizer & Bottle Refill Stations

One floor vinyl graphic should be placed in front of each hand sanitizer station and bottle refill station. Each sticker measures 2 feet in diameter.
Tables in any public space will each have a sticker applied to the surface that specifies the table occupancy. Two person tables will have an additional graphic applied that shows where people should sit to maintain healthy distancing.
Table Top Graphics

Two person tables will have two silhouette stickers applied to the table top in opposite corners to specify where people can sit to maintain healthy distancing.
Face covering signage can be requested and installed for your space as needed.
Room Occupancy

Occupy signage can be requested and installed on the doors of conference rooms, or any other limited-capacity space.
COVID-19 Lab Safety Protocol

Mask and Face Coverings
- All researchers and visitors are required to wear a University approved face mask covering the nose and mouth.
- Those working with hazardous materials must change masks before leaving the lab.
- Facial Coverings may include single-use disposable coverings or cloth coverings that are well-fitted and worn properly.

Personal Hygiene
- Hands should be washed for a minimum of 20 seconds with soap and warm water before AND after:
  - Putting on or removing gloves, masks, or goggles.
  - Using a common instrument or workbench.
  - Disposing of trash.
- Gloves must be removed and disposed of before leaving the lab.
- Goggles, face shields and safety glasses should be disinfected before and after each use.

Healthy Distancing
- All researchers and visitors must maintain a six foot distance from others when possible.
- Avoid situations with close proximity.
- Designate assigned areas to limit movement through the lab.

Equipment Disinfection
- Shared equipment, benches and fume-hoods should be sanitized at the end of each use.
- Use disinfectant wipes or a sanitizing solution, following the instructions for minimum dwell time.
- Gloves used for cleaning should be discarded immediately after use.

For More Information
news.northeastern.edu/coronavirus

Northeastern University
Bathroom signage will be installed throughout campus. Round decals will be posted on mirrors at sink locations.
Appendix 3.

Wayfinding & Floor Plans

In order to facilitate safe and mindful navigation through campus buildings, the enclosed diagrammatic floor plans illustrate key elements on the ground floors of buildings throughout campus. The diagrams emphasize changes in circulation patterns to comply with healthy distancing, such as: exit only doors, one-way stairwells, and elevator capacity limits. The icons below are represented on the included floor plans, to aid in understanding circulation changes. These plans will be developed for all buildings on campus. Take a moment to look at buildings you plan to visit on campus, and take note of how circulation and navigation may have changed.

In the case of an emergency, posted signs are voided, and normal emergency protocol should take precedence.

Entrances & Exits

Restrooms & Water Closets (WC)

Circulation
Boston Campus
Appendix 3: Wayfinding & Floor Plans

122 St Stephen Street
First Floor
716 Columbus Place
First Floor

Appendix 3: Wayfinding & Floor Plans
Appendix 3: Wayfinding & Floor Plans

Behrakis Health Sciences Center
First Floor

ENTER ON RIGHT

KEEP RIGHT

EXIT ONLY

KEEP RIGHT

WC

1 PERSON MAX

1 PERSON MAX

KEEP RIGHT

EXIT ONLY

WC

KEEP RIGHT

KEEP RIGHT

ENTER ON RIGHT
Appendix 3: Wayfinding & Floor Plans

Kerr Hall
First Floor

- Enter on right
- Keep right
- WC
- 1 person max
- Keep right
- Exit only
Appendix 3: Wayfinding & Floor Plans

Robinson
First Floor

ENTER ON RIGHT
KEEP RIGHT
1 PERSON MAX
UP ONLY

DOWN ONLY

COVID-19 Response
Regional Campuses
Appendix 3: Wayfinding & Floor Plans

Burlington - Building 5
First Floor
Appendix 3: Wayfinding & Floor Plans

Burlington - Eliot Hall
First Floor
Appendix 3: Wayfinding & Floor Plans

Burlington - Kostas Hall
First Floor
Appendix 3: Wayfinding & Floor Plans

Nahant - Greenhouse
First Floor