Re-occupying Facilities: What Facility Managers Need to Know

Facilities Plan

May 15, 2020
East Bay Chapter Sponsors
Meet Our Presenter

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IFMA 2nd Vice Chair
Agenda

• Welcome and Introduction
• Technical Program
• Q & A
Top-Tier Facility Managers Consider These Primary Functions:

- O&M
- Cleaning Program
- Safety & Security
- Facilities Plan

When Re-Occupyng Facilities
The Facility Manager’s best assets

- Your knowledge of your organization
- Your competency in facilities
- Your community through IFMA and the broader facilities industry

These are the best ways for a facility manager to help your organization recover, re-establish, and re-occupy our facilities and our workplaces both in the short-term and in the long-term.
What do we need to do to keep people healthy?

On-going  
Facilities Plan: plans, processes, procedures that are modified or put in place
Facility Planning

The Role of the FM

People – Personal habits and interactions
   Advise, Implement

Place – Adjustments to traffic flow, space layout
   Advise, Implement

Process – Adjustments to plans and schedules, changes to PMs, and unintended consequences
   Drive

Advise, Implement
Pre-Occupancy Planning

What do you need to do before you open your facilities?
Pre-Occupy Planning

Assess internal drivers and external mandates & guidelines

<table>
<thead>
<tr>
<th>Organization/Document</th>
<th>Role</th>
<th>Application</th>
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</thead>
<tbody>
<tr>
<td>Centers for Disease Control</td>
<td>Provides guidance on personnel and workplace safety.</td>
<td>Staff, Visitors, Contractors</td>
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<tr>
<td>OSHA</td>
<td>Provides guidance on worker safety.</td>
<td>Staff, Contractors</td>
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<tr>
<td>ADA</td>
<td>Provides guidance on traffic flow in and around facilities.</td>
<td>Physical facilities</td>
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<td>Building Codes</td>
<td>Administration policy, physical facilities.</td>
<td>Physical facilities</td>
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<tr>
<td>Order of the State Public Health Officer</td>
<td>Primary document directing re-occupancy conditions and schedule.</td>
<td>Primary Guidance to State of California residents and businesses</td>
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<td>County of Sonoma Health Department</td>
<td>Provides local guidance and requirements to maintain health of citizens.</td>
<td>Staff, Visitors, Contractors</td>
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<tr>
<td>FEA</td>
<td>Provides guidance to employees to keep people informed, safe, and productive</td>
<td>Staff</td>
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WORKPLACES DURING THE COVID-19 PANDEMIC

The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?
✓ Will reopening be consistent with applicable state and local orders?
✓ Are you ready to protect employees at higher risk for severe illness?

[Diagram:
- ANY NO
- DO NOT OPEN
- ANY YES
- MEET SAFEGUARDS FIRST
- OPEN AND MONITOR]

Are recommended health and safety actions in place?
✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
✓ Intensify cleaning, disinfection, and ventilation
✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
✓ Train all employees on health and safety protocols

[Diagram:
- ANY NO
- MEET SAFEGUARDS FIRST
- ANY YES
- OPEN AND MONITOR]

Is ongoing monitoring in place?
✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
✓ Encourage anyone who is sick to stay home
✓ Plan for if an employee gets sick
✓ Regularly communicate and monitor developments with local authorities and employees
✓ Monitor employee absences and have flexible leave policies and practices
✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

[Diagram:
- ANY NO
- MEET SAFEGUARDS FIRST
- ANY YES
- OPEN AND MONITOR]

cdc.gov/coronavirus
Pre-Occupancy Planning

Establish communication networks

Leadership
Facilities
HR
IT
Legal

Governor & State Public Health Officer
County Health Department
Executive Team
Business Continuity Team
Departments
# Pre-Occupancy Planning

## Understanding who returns when

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<td>Beginning Date</td>
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<td>Maximum People in Buildings</td>
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<td>Phase III</td>
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<td>Organization Schedule</td>
<td>Return of staff</td>
<td>Return of Facilities &amp; IT</td>
<td>Limited return begins</td>
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## Re-Entry Plan

**Facilities**
- Executing Administrative Controls
- Coordination with leadership and other departments
- Communications (messaging, signage)
  - From leadership
  - To Facilities Personnel
- Support for campus

**Staffing**
- In-house & embedded
- Contractors

**Training**
- In-house & embedded - PPE, distancing
- Contractors - PPE, distancing

**Operations**
- Indoor Environmental Controls
  - Building flushing, filtration, controls adjustments
Pre-Occupancy Planning

Understand health requirements

PPE  Social Distancing  Hygiene
Pre-Occupancy Planning

Plan for future changes to space, traffic flow, and messaging
Re-Occupancy Planning

What changes do you need to implement and support when occupants return?
Re-Occupancy

Implement changes to space, traffic flow, and messaging
Re-Occupancy

Support behavior change requirements
Re-Occupancy

Monitoring changes

New Cases by Day

The following chart shows the number of new cases of COVID-19 reported by day in the U.S. since the beginning of the outbreak.

Strategic Planning (Long Term)

What changes do you need to make to facilities in the long-term that require modifications to meet your facility management policies and practices?
Strategic Planning (Long Term)

- Maintaining health & safety
- Emergency preparedness
- Business continuity
Strategic Planning (Long Term)

Practices

• Workplace health & safety practices
• Space management plans
• O&M Plans
• Emergency Preparedness plans
• Business Continuity plans
Wrap-up

The Facility Manager’s best assets

✓ Your knowledge of your organization
✓ Your competency in facilities
✓ Your community through IFMA and the broader facilities industry
New Resources available in the IFMA Knowledge Library (http://community.ifma.org/knowledge_library)
1. Strategic Framework
2. Excel Project Plan Template for Re-entry to Facility after COVID-19
3. IFMA Foundation’s Pandemic Manual

IFMA webinars: https://gotostage.com/channel/ifma-webinars
Questions?
Thank you!

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