**COVID-19 Response: Equipping Buildings**

The Facilities Division is equipping campus buildings for the return of NC State students, faculty and staff. The following guidelines will help Colleges, Divisions and Departments implement COVID-19 related improvements in a consistent and equitable manner. Additional resources are found on the Emergency Management & Mission Continuity (EMMC) ‘[COVID-19 Planning](https://emmc.ehps.ncsu.edu/covid-19-planning/)’ webpage.

1. **Desktop and Counter-Mounted Guards:** Facilities Liaisons may submit [work order requests](https://aim.oit.ncsu.edu/fmax/login?_t=https%3A%2F%2Faim.oit.ncsu.edu%2Ffmax%2Fscreen%2FWORKDESK) for guards and barriers in AiM or by calling the Customer Service Center at 919-515-2991. Typically, a FacMod will not be required and the Facilities Division will ensure the installed guards are in compliance with building codes.
   1. Guards are only recommended at transaction points and should also consider EMMC guidelines for queuing and floor markings. This will conserve material and allow for equitable use across campus.
   2. Colleges and Departments may want to order desktop and counter-mounted guards from other sources and should use the following guidelines. The details of each installation may vary. Images and diagrams illustrating the materials, appearance, installation quality and building code requirements can be found later in this document.
      1. Only Facilities employees should install ceiling-hung and permanent screens.
      2. Desktop and counter-mounted guards must remain a minimum of 18” below the ceiling and fire sprinkler heads.
      3. Openings should be kept as small as possible and placed so as to not compromise the breathing zone of either user. For example, a document slot (typically 4” x 10”) should not be placed directly in front of a seated person’s face.
      4. Desktop and counter-mounted guards must be secured from tipping. If free-standing, they must be stable and tip-resistant.
      5. Purchasing can assist with modifications to cubicle furniture systems but these options will have a longer lead time.
2. **Classroom Guards and Barriers:** Facilities is currently developing a universal barrier for installation and use in all classrooms. Prototypes are currently under review.
3. **Hands-Free Door Hardware:**
   1. A Facilities task force is currently determining the feasibility of installing additional touchless entry hardware for higher traffic buildings and is also evaluating foot-assisted door openers for common use access points within buildings, such as restrooms. If you believe a specific location merits arm or foot-operated hardware, please [submit a FacMod](https://facilities.ofa.ncsu.edu/services/fac-mod/). Approval will be deferred until the task force has determined an action.
   2. Most main entrances are equipped with an ADA push-button automated door operator. All users are welcome to use these openers.
   3. So-called ‘Sanitary Hardware’ including, bacteria-resistant films and bacteria-resistant metal alloys are not to be installed.
   4. Electronic door ‘hold-opens’ will not be installed in response to COVID-19.
4. **Hands-Free Soap, Paper Towel and Hand Sanitizer Stations:**
   1. A Facilities task force is currently determining hand sanitizer dispenser locations, installations and the type of equipment to be installed. This group is also coordinating procurement and determining restocking responsibilities.
   2. Hands-free soap and paper towel dispensers will only be installed in food preparation, dining and medical areas. EMMC provides guidance on hand-washing.
   3. If you believe a specific location merits a wall-mounted dispenser, please [submit a FacMod](https://facilities.ofa.ncsu.edu/services/fac-mod/).
5. **Other Notes:**
   1. EMMC has provided a [PPE and Safety Requirements Special Circumstance Request Form](https://ncsu.qualtrics.com/jfe/form/SV_9odtycaEMHI1RIh).
   2. Please contact the Facilities Customer Service Center with additional questions and requests at 919-515-2991.









