



Return to Campus: COVID-19 Common Spaces Guidelines

Version 1.0
July 2, 2020

Northwestern

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Introduction

In support of the ***Welcome Back, Wildcats! COVID-19: Return to Campus Guidelines*** this document provides additional guidance on specific interventions—space modifications, behaviors, communications, and accommodations—for building common spaces.

Common Spaces at Northwestern represent a network of nearly 18% of all campus interior space. In contrast to assigned space, common spaces are the interior navigation paths, points and spaces that support them. Common Spaces are the ‘in-between’ spaces that integrate, connect, engage and support learning as an integral piece of the Northwestern campus experience and include: major and minor circulation paths, open and group study areas, informal meeting and lounge areas, private meditation, and lactation rooms.

The following guidelines represent Northwestern’s current standards for maintaining physical distancing and other strategies to reduce the spread of COVID-19 in the common spaces of campus buildings.

This guidance is subject to change as the Centers for Disease Control and Prevention, Illinois Department of Public Health, and other governing/regulatory bodies update their recommended best practices.

The current version (v2.0) of this document is effective for Northwestern’s Re-Entry Step 3 and remains in effect until superseded by a newer version.

This guidance does not supersede building, accessibility, nor life safety codes. Instead, the guidelines contain recommendations as well as descriptions of safety and health standards established by Northwestern.

Introduction: Guidelines Referenced

- [World Health Organization](#)
- [Center for Disease Control Social Distancing Guidelines](#)
- [Occupational Safety and Health Administration \(OSHA\)](#)
- [Federal Guidelines](#)
- [State Guidelines](#)
 - [Illinois Phase 4 Guidelines for Reopening](#)
 - [IBHE Safely Launching Academic Year 2020](#)
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
- Local Guidelines – [Chicago](#), [Evanston](#)
- [BOMA: Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19](#)

Introduction: State/Municipal Office Space Key Guidelines (*Key Elements*)

Please reference Northwestern's [COVID-19 website](#) for an overview of guiding principles and campus policies.

	Northwestern	State of Illinois	City of Chicago
Current Status	Step 3: Selective Expansion	Phase 4: Revitalization: Office Guidelines	Phase 4: Gradually Resume
Entry Access	<ul style="list-style-type: none"> See visual guidance 	<ul style="list-style-type: none"> Make temperature checks available and encourage their use, conduct in person screening upon entry, mid shift screening (in person or virtually) 	<ul style="list-style-type: none"> Allow access to facilities only for those individuals that have a valid I.D. (which is shown visibly); all staff, faculty, and students must be pre-approved and permitted for essential activities only (e.g., access to computers to complete assignments)
Physical Distancing (PD)	<ul style="list-style-type: none"> At least 6', modify traffic flow, one-way traffic (designate entry and exit) 	<ul style="list-style-type: none"> At least 6', modify traffic flow, one-way traffic (designate entry and exit) 	<ul style="list-style-type: none"> Ensure at least 6' of distancing between staff, faculty, and students throughout facilities (e.g., lobbies, rooms)
Gathering Size	<ul style="list-style-type: none"> No more than 50 people w/PD, remove furniture in common spaces, stagger break times 	<ul style="list-style-type: none"> No more than 50 people w/PD, remove furniture in common spaces, stagger break times 	<ul style="list-style-type: none"> No more than 50 people, close areas where PD not achievable, limit capacity to 25% in all indoor spaces including tenant spaces
Traffic Flow Controls	<ul style="list-style-type: none"> Post visual guidance from buildings to promote social distancing 	<ul style="list-style-type: none"> If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit) 	<ul style="list-style-type: none"> Post visual guidance from buildings and tenants to promote social distancing, CDC guidelines, and traffic patterns that promote social distancing
Common Spaces	<ul style="list-style-type: none"> Limit the occupancy of common areas/ break rooms to allow for PD of 6-ft or greater by removing/ decommissioning furniture or staggering break times 	<ul style="list-style-type: none"> Limit the occupancy of common areas/ break rooms to allow for PD of 6-ft. or greater by removing/ decommissioning furniture or staggering break times 	<ul style="list-style-type: none"> Restrict access to all common areas, including break-rooms and cafeterias Where possible, remove furniture in common areas to promote social distancing (e.g., lobbies)
Elevator			<ul style="list-style-type: none"> Limit use of elevators, and restrict occupancy to less than 25% capacity (where possible)

Introduction: State/Municipal Office Space Key Guidelines (*Key Elements, Continued*)

Please reference Northwestern's [COVID-19 website](#) for an overview of guiding principles and campus policies.

	Northwestern	State of Illinois	City of Chicago
Current Status	Step 3: Selective Expansion	Phase 4: Revitalization: Office Guidelines	Phase 4: Gradually Resume
Cleaning	<ul style="list-style-type: none"> Frequently clean high-touch surfaces –post COVID-19 protocols Keep desk work surfaces clean of paper and other materials Please reference current cleaning standards, here 	<ul style="list-style-type: none"> Frequently clean high-touch surfaces – every 2 hrs., post COVID-19 protocols; remove personal items from desks for easy cleaning, work stations should be cleaned and disinfected by employees at the end of each workday 	<ul style="list-style-type: none"> Clean and disinfect spaces between uses Frequently wash/sanitize bathrooms, doorknobs, light-switches, offices, and other high touch areas Wipe down shared equipment/furniture after use (e.g., tables, chairs, phones, copy machines)
Hygiene	<ul style="list-style-type: none"> Provide hand washing capability or sanitizer to employees Encourage frequent hand washing by employees 	<ul style="list-style-type: none"> Provide hand washing capability or sanitizer to employees and if applicable, customers Frequent hand washing by employees 	<ul style="list-style-type: none"> Provide hand sanitizer at a minimum of one location in the main lobby of the building; employers required to provide hand sanitizer at a minimum of one location at the main entry of the tenant suite
Visual guidance	<ul style="list-style-type: none"> Post PD signage at entry/exit points and other high-traffic areas, PD and FM requirements 	<ul style="list-style-type: none"> Post PD signage at entry/exit points and other high-traffic areas, PD and FM requirements 	<ul style="list-style-type: none"> Visual signage posted throughout facility regarding hygiene, physical distancing, PPE, and more
Face Coverings			<ul style="list-style-type: none"> Face coverings must be worn at all times by all individuals

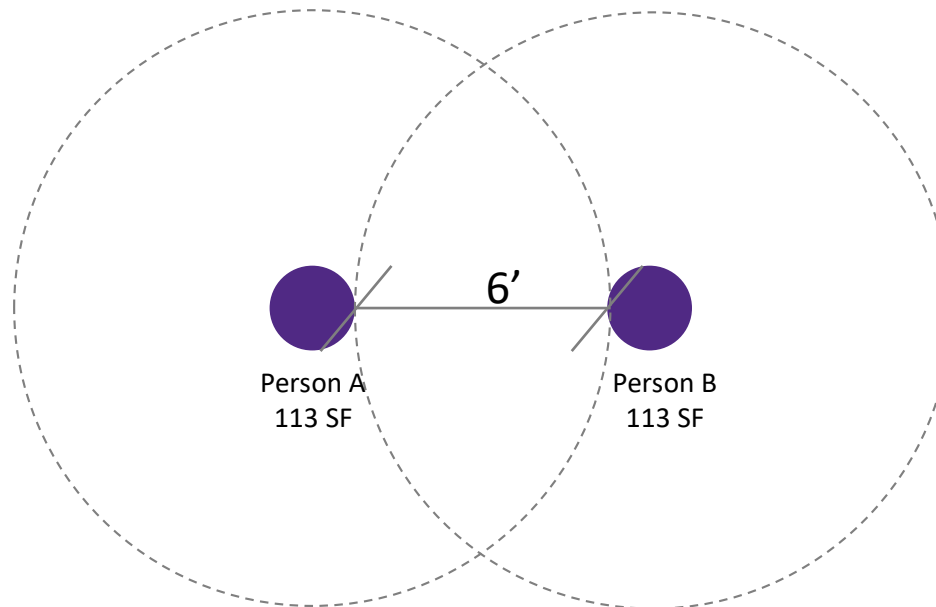
Physical Distancing

Based on 6' physical distancing best practices, evaluate the number of offices, shared offices, workstations and collaboration areas that can be occupied simultaneously. Establish a maximum capacity for each floor to ensure that shared spaces such as restrooms, pantries, and meeting spaces are not overwhelmed. Please reference Return to Campus: COVID-19 Office Space Guidelines

Physical Distancing Planning Targets:

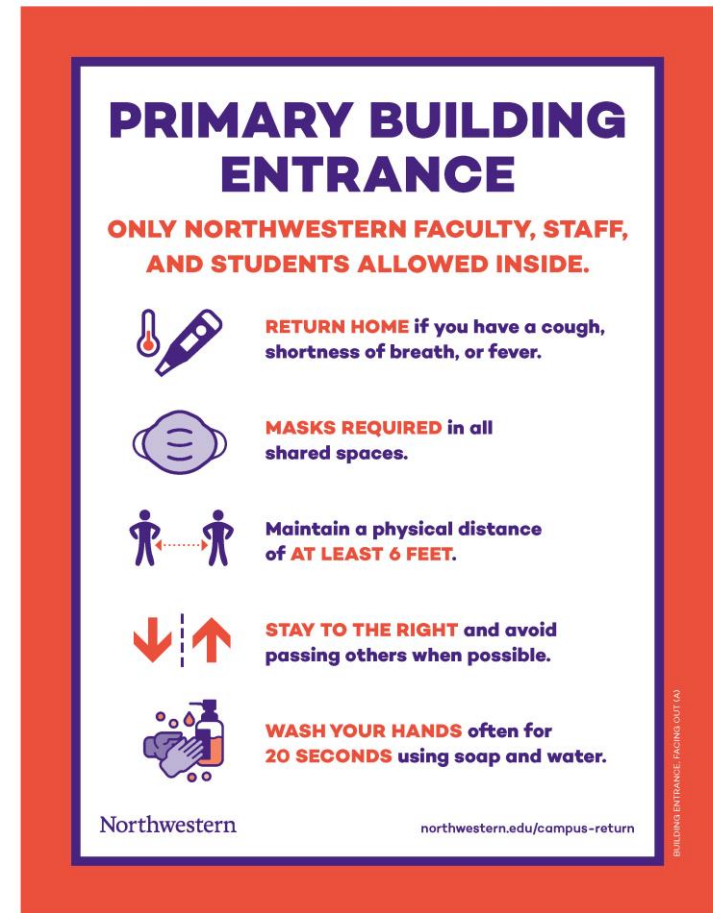
Evanston: 50% of current office occupancy

Chicago: 25% of current office density



Introduction - Common Area Signage

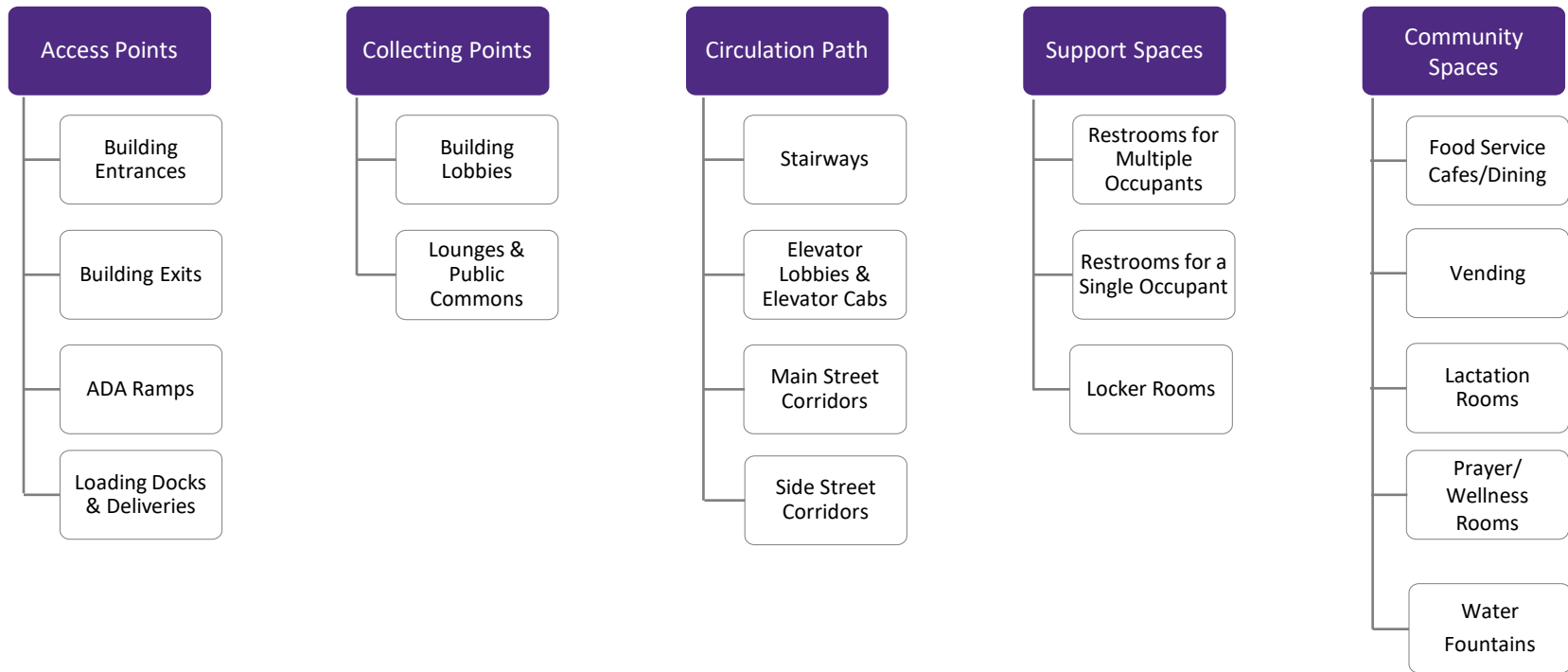
- Global Marketing and Communications (GMC) has established COVID-19 Common Area Signage to be installed campus-wide as part of the building activation process
- As buildings are prepared to reopen, Noel Davis (Facilities Planning, Building Activation Lead) will reach out to the appropriate point(s) of contact for each building to coordinate:
 - Review of the [Common Space Signage library](#) on the COVID-19 website
 - Quantity estimates for each sign type through a [web form](#); physical signs will be provided
 - Staff resources that the point of contact can make available to assist with sign-hanging
 - A date and time for sign-hanging. Ideally, the point of contact will join the first hour of the sign-hanging to provide any special guidance
- To ensure consistency across campus facilities, this signage will be used universally. If custom signage is needed, it must be designed and procured through Global Marketing & Communications



Common Spaces Guidelines

Common Space Types

The Common Spaces Guidelines establish best practices that will be implemented across the campus in the space types identified. In most instances, this guidance will be implemented by Facilities and Risk Management who will partner with school/unit leads.



Notes:

1. The response to each space type may be unique, depending on the building and phase of return.

ACCESS POINTS – Building Entrances

The building entrance is the primary gateway into the building with high touch surfaces and where circulation paths converge. A primary entrance will be identified for each campus building and, where possible, this will be separate from the delivery entrance(s) and building exit(s). Access to active campus buildings will be controlled for all individuals and many campus buildings will remain closed.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|-------------|---|
| Location | <ul style="list-style-type: none"> • Where possible, choose an accessible primary entrance as the primary entrance • If needed, identify a secondary entrance for occupants who need accommodation • In the event of emergency, all new guidelines are superseded by emergency protocols |
| Circulation | <ul style="list-style-type: none"> • If entry has 2 sets of doors that are >6' apart, designate one-way circulation through each, marking 1 door as an entrance and 1 door as an exit • If entry has 1 door or 2 doors that are <6' apart, designate as entry-only and establish a secondary door for exiting • Stay to the right when circulating • Minimize passing wherever possible |
| Access | <ul style="list-style-type: none"> • Identify and direct occupants to a single, primary building entry where possible • Secure buildings with Wildcard, where available • Occupants should carry Wildcard for building entry • Direct deliveries to a separate location |
| Queuing | <ul style="list-style-type: none"> • Maintain 6' spacing when queuing and entering buildings |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> • Required |
| Hand Sanitizer | <ul style="list-style-type: none"> • Hand sanitizer, mask, tissue stations inside primary entrance |

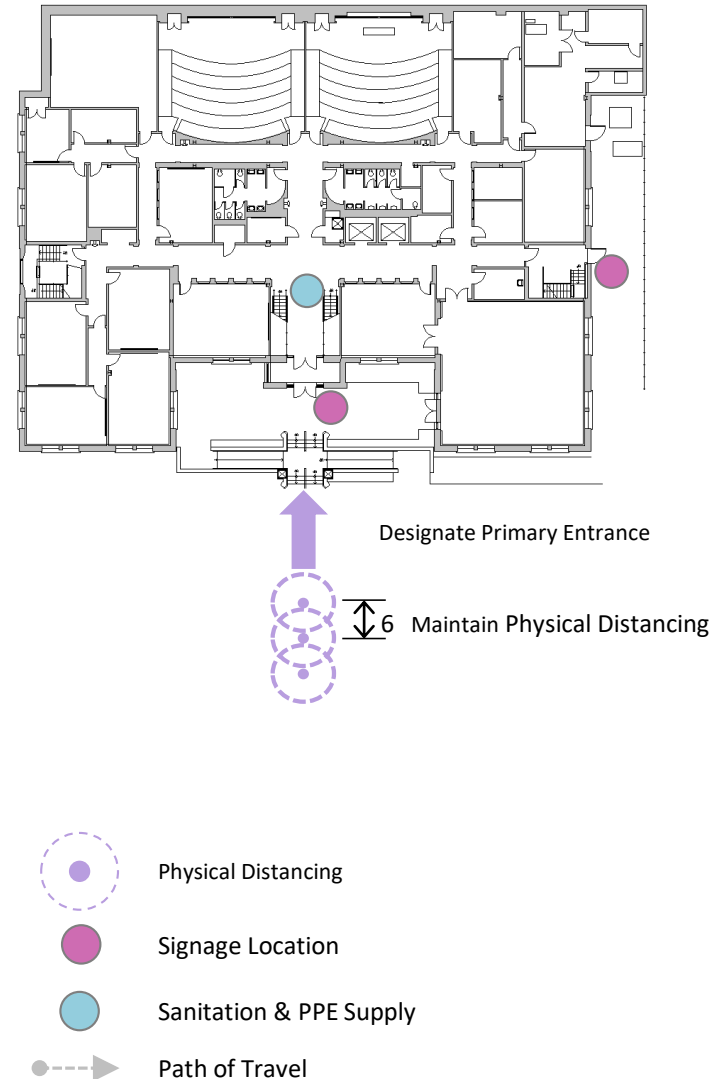
Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> • Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none"> • See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



ACCESS POINTS – Building Exits

The building exits are the gateways out of the building with high touch surfaces and where circulation paths converge. Where primary entrance and/or delivery entrances have been designated, all other doors to the building should be identified as building exits. This will keep entry and delivery traffic separate from exit traffic, minimizing occupants passing as they enter or leave the building.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|-------------|--|
| Location | <ul style="list-style-type: none">• To alleviate potential congestion at building entrances, identify separate building exit(s)• Where possible, choose accessible exits• If needed, identify alternate exit(s) for occupants who need accommodation• In the event of emergency, all new guidelines are superseded by emergency protocols |
| Circulation | <ul style="list-style-type: none">• If entry has 2 sets of doors that are >6' apart, designate one-way circulation through each, marking 1 door as an entrance and 1 door as an exit• If entry has 1 door or 2 doors that are <6' apart, designate as entry-only and establish a secondary door for exiting• Stay to the right when circulating• Minimize passing wherever possible |
| Queuing | <ul style="list-style-type: none">• Maintain 6' spacing when queuing and exiting buildings |

Personal Protective Equipment

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|----------------|--|
| Face Coverings | <ul style="list-style-type: none">• Required |
|----------------|--|

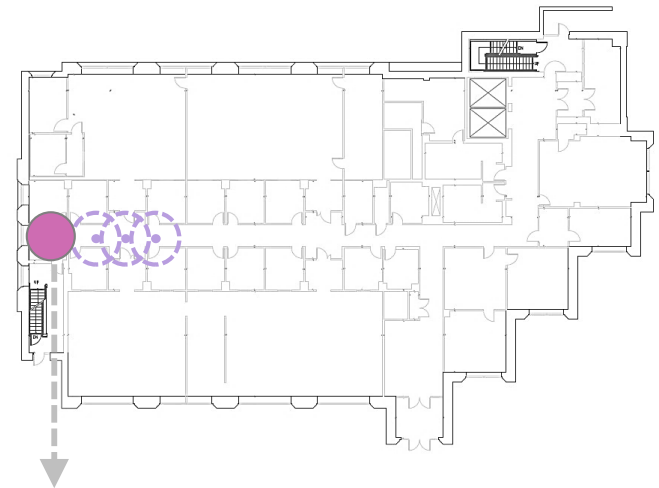
Cleaning





- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none">• Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none">• See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



-  Signage Location
-  Sanitation & PPE Supply
-  Physical Distancing
-  Path of Travel

ACCESS POINTS – ADA Ramps

ADA ramps provide accessible paths to building entries and exits for those with mobility issues. Given their limited width, ramps should be prioritized for those who need them to access the building, and their use minimized for others. Where possible, accessible building entries and exits should be designated and should include ADA ramps.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|-------------|---|
| Location | <ul style="list-style-type: none">• Where possible, choose an accessible primary entrance and accessible exits |
| Circulation | <ul style="list-style-type: none">• Maintain 6' spacing when queuing for ramps where possible• Stay to the right when navigating the ramp• Recognize that, in some instances where there is only one accessible entrance, the ramp may be being navigated by multiple users |
| Access | <ul style="list-style-type: none">• If identified, be sure that entrance can be accessed with a Wildcard if locked |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none">• Required |
| Hand Sanitizer | <ul style="list-style-type: none">• Hand sanitizer, mask, tissue stations inside primary entrance |

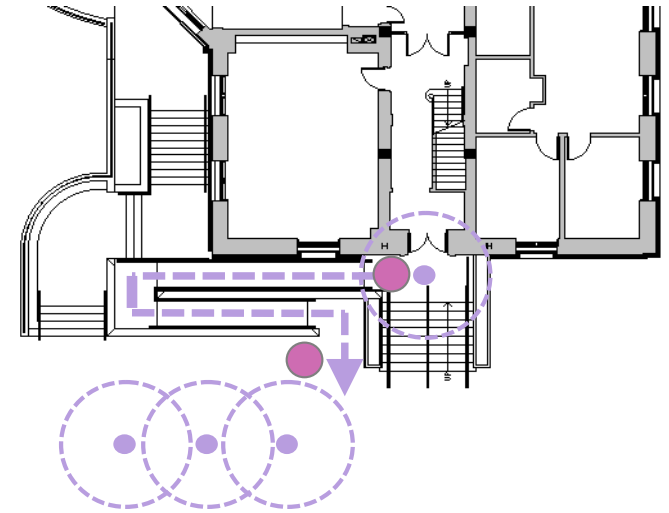
Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none">• Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|





Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none">• See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



Ramp use suggested for 1 person at a time to avoid passing. Maintain physical distancing when queuing for use.

-  Signage Location
-  Sanitation & PPE Supply
-  Physical Distancing
-  Path of Travel

ACCESS POINTS – Loading Docks & Deliveries

Loading docks and delivery points are specialized locations, dedicated to the receiving of deliveries. At some buildings, existing loading docks handle the delivery of mail and other large items, and will continue to do so. For each building, a delivery point should be identified for receiving smaller, personal deliveries like food and beverage. Where possible, delivery points will be near, but separate from the primary building entrance. Given the different types of deliveries they handle, a building may have both a loading dock and a delivery point.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|----------|--|
| Location | <ul style="list-style-type: none">• Loading docks should continue to serve as the delivery point for mail and large items• Personal (food/beverage) deliveries should occur at a dedicated, exterior location• Personal delivery drivers should not enter buildings• Drivers should call the customer and meet at the exterior Delivery Point |
|----------|--|

Personal Protective Equipment

- | | |
|----------------|--|
| Face Coverings | <ul style="list-style-type: none">• Required |
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- | | |
|----------------|--|
| Hand Sanitizer | <ul style="list-style-type: none">• Hand sanitizer, mask, tissue stations inside loading dock entrance |
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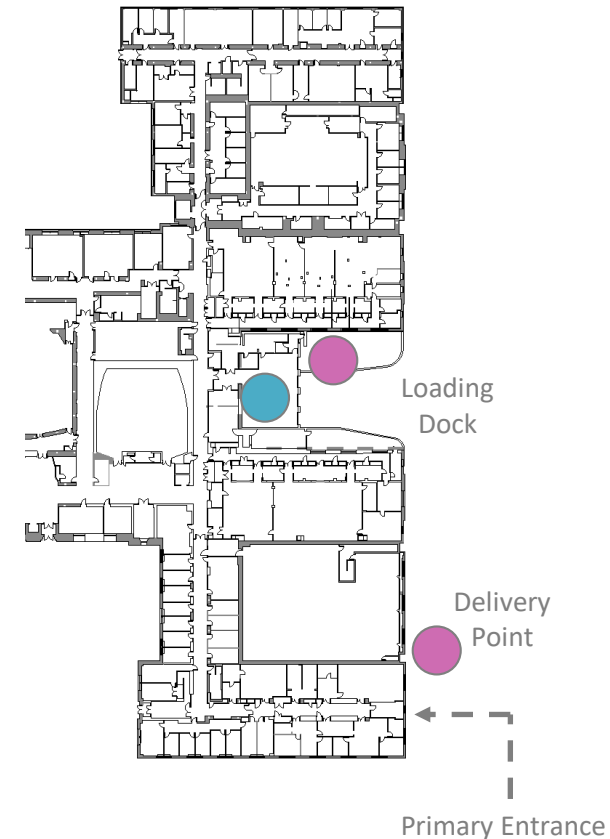
Cleaning





- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none">• Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none">• See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



-  Signage Location
-  Sanitation & PPE Supply
-  Physical Distancing
-  Path of Travel

COLLECTING POINTS – Building Lobbies

The building lobby is the primary point in the building where circulation paths converge. At this time, building lobbies should not be furnished with seating to minimize density and congregating. Building lobbies provide an ideal location to present information to occupants before they disperse into the building.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|---------------------|--|
| Physical Distancing | <ul style="list-style-type: none"> Maintain 6' physical distancing throughout building lobbies Consider surroundings that may generate additional traffic such as instructional spaces and auditoriums |
| Circulation | <ul style="list-style-type: none"> Stay to the right and minimize passing Where appropriate, divide traffic directions (see <i>Main Street Corridors</i>) |
| Furniture | <ul style="list-style-type: none"> To encourage movement, remove seating in high traffic areas or mark off fixed furniture with tape/signage to limit congregating |
| Amenities | <ul style="list-style-type: none"> Remove posters/fliers that may cause congestion or stop traffic flow |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> Required |
| Hand Sanitizer | <ul style="list-style-type: none"> Building welcome station (disposes hand sanitizer, masks, tissues) in lobby, not blocking path of travel Aramark will restock supplies daily |

Monitors

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|----------|--|
| Monitors | <ul style="list-style-type: none"> Existing messaging boards should be disabled, or Should display static, Return to Campus guidance |
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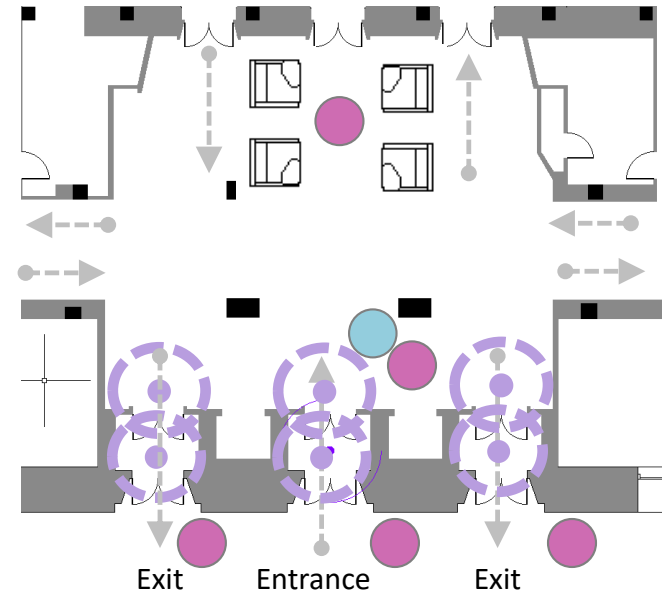
Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none"> See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



- Signage Location
- Sanitation & PPE Supply
- Physical Distancing
- - -> Path of Travel

COLLECTING POINTS – Lounges & Public Commons (*Informal Hangout Locations*)

Building lounges and public commons are social areas for gathering in buildings. These spaces are not scheduled and tend to be used by students to study, sleep, and socialize. At this time, lounges and public commons should be closed and/or functionality reduced to minimize congregating.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- Physical Distancing**
- Maintain 6' physical distancing
- Furniture**
- Furniture use should allow for 6' physical distancing
 - Consider surroundings that may generate additional traffic such as instructional spaces and auditoriums as this area may be used for queuing; in these instances it is encouraged that furniture be removed
 - Campus can assist with furniture relocation and storage as needed
 - In lower traffic space, install signage and/or tape off furniture that should not be used

Personal Protective Equipment

- Face Coverings**
- Required

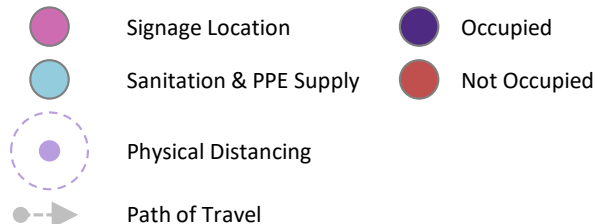
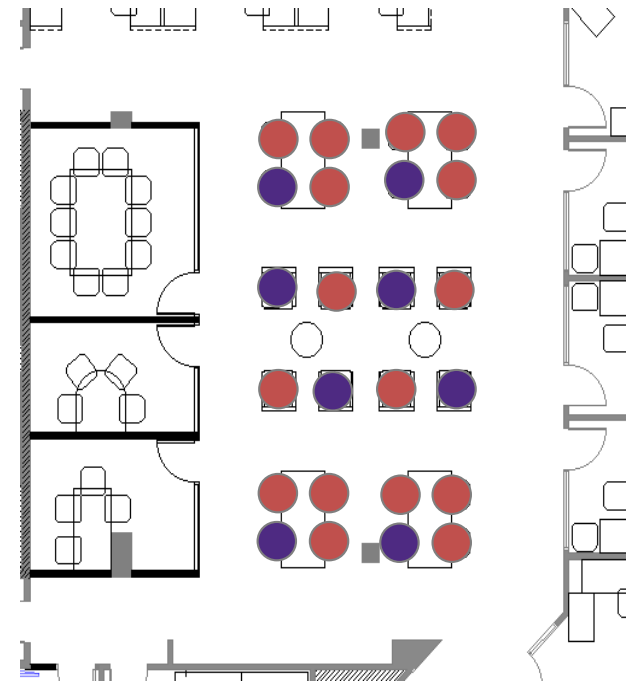
Cleaning

- Custodial Cleaning**
- Reference [Northwestern's Cleaning & Disinfection General Guidelines](#)

Signage

- Signage**
- See Appendix for Standard Signage Package

EXAMPLE DIAGRAMS



CIRCULATION PATH – Stairways

Stairways are the primary means of vertical circulation through buildings 4-stories or less. The width of stairs varies greatly depending on exiting capacity. Where stairs are narrow and duplicate stairways exist, it may be appropriate to prioritize one-way traffic (up or down) in a particular stairway. In buildings of 4-stories or less, those occupants who are able should use the stairs in order to reduce congestion in elevators.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|---------------------|--|
| Physical Distancing | • Maintain 6' physical distancing |
| Use | • Promote use of stairs by those who are able |
| Path of Travel | • Designating one-way circulation is not needed unless specified by campus leadership as 'main street stair'
• Keep traffic to the right in the direction of travel |

Personal Protective Equipment

- | | |
|----------------|------------|
| Face Coverings | • Required |
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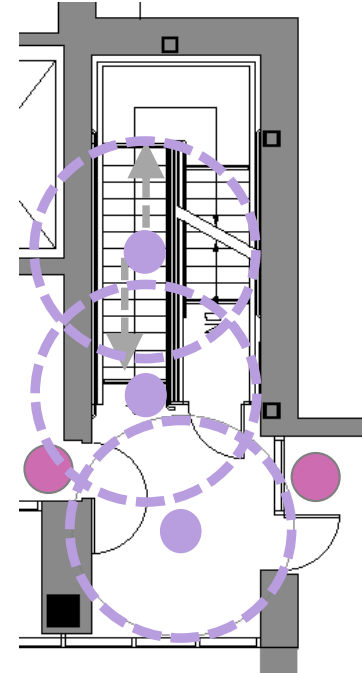
Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | • Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|---|
| Signage | • See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



- Signage Location
- Sanitation & PPE Supply
- Physical Distancing
- Path of Travel

CIRCULATION PATH – Elevator Lobbies

Elevator lobbies are a location where vertical and horizontal circulation paths converge.

Buildings 7 Floors+: Provide guidance on queuing, as well as elevator entering and exiting.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

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|----------------|--|
| Density | <ul style="list-style-type: none"> Restrict occupancy of elevator cab to less than 25% capacity |
| Elevator Queue | <ul style="list-style-type: none"> Maintain 6' spacing when queuing for elevators Consider using stanchions or floor markings to define a queue for elevators away from other building circulation |
| Floor Taping | <ul style="list-style-type: none"> Consider floor tape indicating where to begin queuing, or Suggest physical distancing behind floor marker in lieu of taping out 6' physical distancing |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> Required in this space at all times |
|----------------|---|

Technology

- | | |
|--------------------|--|
| Computer Equipment | <ul style="list-style-type: none"> Use existing monitors to remind community of COVID-19 best practices |
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Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> Reference Northwestern's Cleaning & Disinfection General Guidelines |
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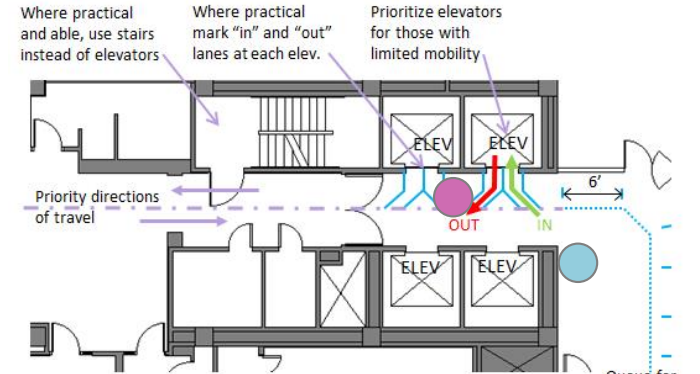
- | | |
|---------------|---|
| Personal Care | <ul style="list-style-type: none"> Wash hands as soon as practical after touching elevator buttons |
|---------------|---|

- | | |
|----------------|--|
| Hand Sanitizer | <ul style="list-style-type: none"> Place hand sanitizer in elevator lobbies |
|----------------|--|

Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none"> Post elevator cab occupancy in elevator lobby |
|---------|---|





EXAMPLE DIAGRAMS



Example
Floor tape to queue passenger entering and exiting



Example
Floor tape to queue passenger 6' spacing

-  Signage Location
-  Sanitation & PPE Supply
-  Physical Distancing
-  Path of Travel

CIRCULATION PATH – Elevator Cabs

Elevators provide vertical transportation and bring people together in a greater physical density per square foot. Guidelines from the city and state will dictate use and occupancy.

Buildings 7 Floors+: Provide guidance on where to stand within the cab.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

Occupancy	<ul style="list-style-type: none"> Restrict occupancy to less than 25% capacity
Elevator Queue	<ul style="list-style-type: none"> Maintain 6' spacing when queuing for elevators Allow exiting passengers to fully clear the area before entering passengers board the elevator cab
Floor Decals	<ul style="list-style-type: none"> Provide floor decals to indicate occupancy and recommended standing locations
Community Use	<ul style="list-style-type: none"> It is recommended elevator use is prioritized for those who need it Others will be encouraged to use stairs in buildings with 4 floors or less; coordination for stair access may be required Consider prioritizing use during early work hours for vulnerable populations
Workplace Strategies	<ul style="list-style-type: none"> As physical distancing efforts may be challenged, it is recommended to address elevator demand by staggering arrival and departure times

Personal Protective Equipment

Face Coverings	<ul style="list-style-type: none"> Required in this space at all times
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Technology

Computer Equipment	<ul style="list-style-type: none"> Use existing monitors to remind community of COVID-19 best practices
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Cleaning



Custodial Cleaning	<ul style="list-style-type: none"> Reference Northwestern's Cleaning & Disinfection General Guidelines
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Signage

Signage	<ul style="list-style-type: none"> Post occupancy in elevator
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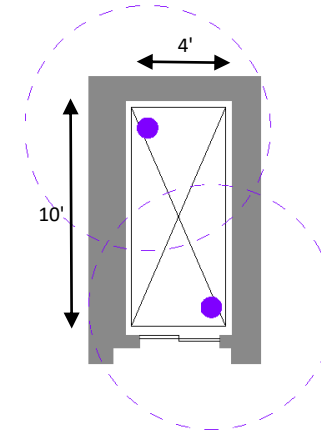
Note: Evanston Campus Science Hub Buildings will limit occupancy to 1 person per cab

EXAMPLE DIAGRAMS

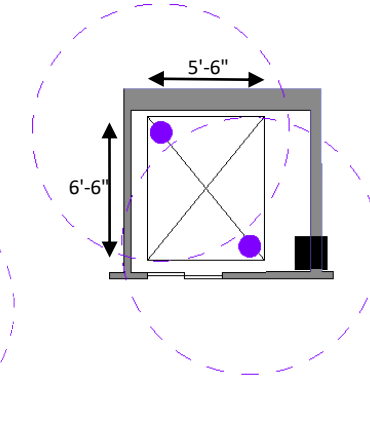
-  Signage Location
-  Sanitation & PPE Supply

-  Physical Distancing

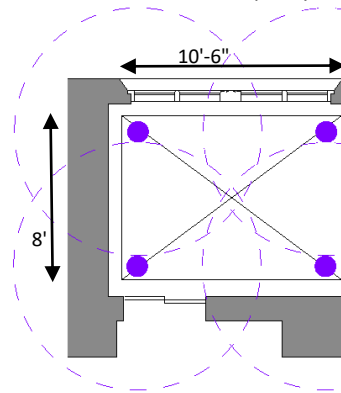
Pre-COVID-19 Occupancy: 8
Post-COVID-19 Occupancy: 2



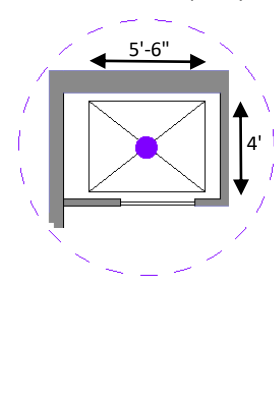
Pre-COVID-19 Occupancy: 8
Post-COVID-19 Occupancy: 2



Pre-COVID-19 Occupancy: 16
Post-COVID-19 Occupancy: 4



Pre-COVID-19 Occupancy: 4
Post-COVID-19 Occupancy: 1



CIRCULATION PATH – Main Street Corridors

Return to Campus Strategy

Main Street Corridors are the primary horizontal circulation pathways that connect all other spaces in the building together. Main Street Corridors are defined by their high traffic and greater width to handle increased capacity. Main Street Corridors are typically found on the main floor of a building that supports high volume spaces such as instructional and assembly spaces. There are relatively few main street corridors at Northwestern.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|---------------------|---|
| Physical Distancing | <ul style="list-style-type: none">• Maintain 6' physical distancing• Consider surroundings that may generate additional traffic such as instructional spaces and auditoriums |
| Interventions | <ul style="list-style-type: none">• In high-traffic areas, where corridor width is sufficient, Main Street Corridors may be divided into two-way traffic lanes with floor markings |
| Circulation | <ul style="list-style-type: none">• Recommend staying to the right when circulating• Minimize passing wherever possible• In high-traffic areas, where duplicate corridors exist, it may be appropriate to prioritize one-way traffic in a Main Street Corridor. Where this is done, signage will clearly indicate the priority direction of travel. |

Personal Protective Equipment

- | | |
|----------------|--|
| Face Coverings | <ul style="list-style-type: none">• Required |
| Hand Sanitizer | <ul style="list-style-type: none">• Hand sanitizer, mask, tissue stations inside building primary entrance |

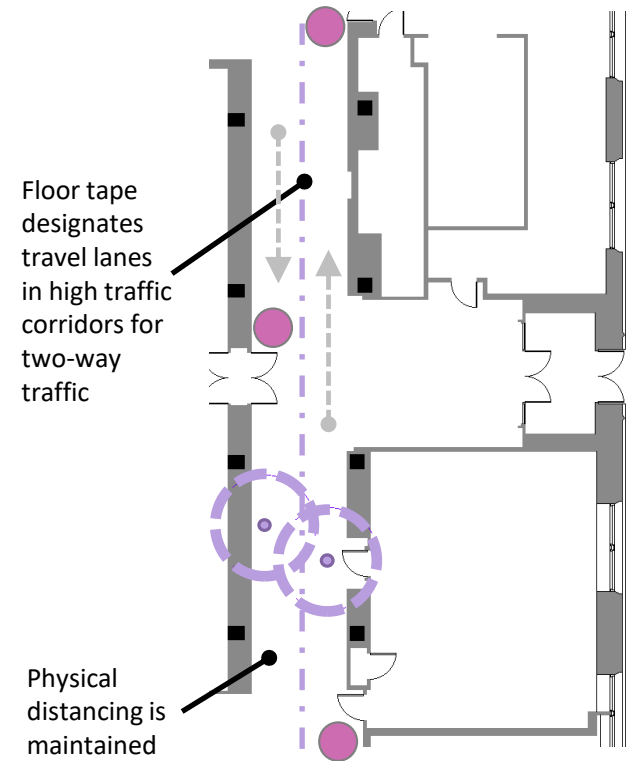
Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none">• Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none">• See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



- Signage Location
- Sanitation & PPE Supply
- Physical Distancing
- Path of Travel

CIRCULATION POINTS– Side Street Corridors

Return to Campus Strategy

Side Street Corridors are the secondary horizontal circulation pathways that connect all other spaces in the building together. Side Street Corridors are defined by lower traffic, narrower width, and are often found on upper floors. Most corridors at Northwestern are side street corridors.

Generally, side street corridors will have undivided, two-way traffic with physical distancing guidelines. In special instances where all areas can be accessed, one-way travel may be preferable.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- Circulation
- Generally, side street corridors will have undivided, two-way traffic with physical distancing guidelines; in special instances where all areas can be accessed, one-way travel may be preferable
 - Recommend staying to the right when circulating
 - Minimize passing wherever possible

Personal Protective Equipment

- Face Coverings
- Required

- Hand Sanitizer
- Hand sanitizer, mask, tissue stations inside primary entrance

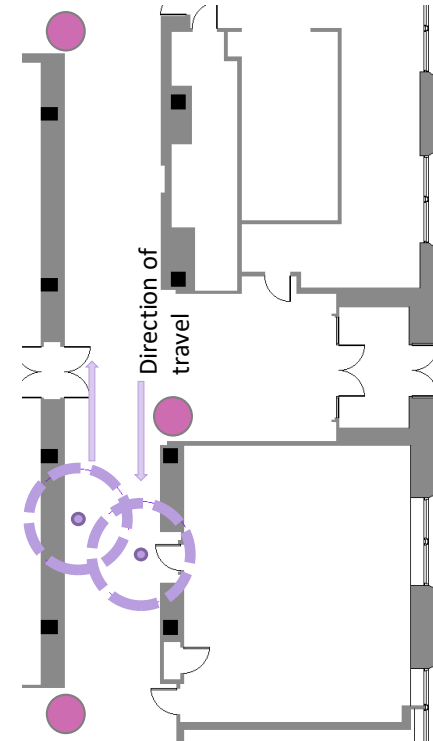
Cleaning

- Custodial Cleaning
- Reference [Northwestern's Cleaning & Disinfection General Guidelines](#)

Signage

- Signage
- See Appendix for Standard Signage Package

EXAMPLE DIAGRAMS



- Signage Location
- Sanitation & PPE Supply
- Physical Distancing
- Path of Travel

SUPPORT SPACES – Restrooms

Return to Campus Strategy

Restrooms for multiple occupants are key support spaces for building occupants, meeting basic human needs for prolonged occupancy of the building. Restrooms play an essential role in hand washing, a key tenant of reducing the spread of COVID-19.

There are 3 types of restrooms:

- **Main Street Restrooms:** Located on a primary floor of building and adjacent to high-occupancy spaces such as auditoriums, lecture halls, common spaces, and/or common paths of travel.
- **Side Street Restrooms:** Most restrooms are side-street restrooms. These restrooms typically support faculty/staff offices and/or laboratories. Queuing signage is typically not needed to support these spaces.
- **Single User Restrooms:** Single user restrooms can be located anywhere in a building. Given that restrooms for a single occupant are effectively private spaces, they require relatively few adaptations.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

Occupancy	<ul style="list-style-type: none">• The density of restrooms will be 50% of the existing fixture count; to calculate:<ul style="list-style-type: none">➢ Calculate total fixture count (Example: 8 toilets + 2 urinals + 4 sinks = 14 fixtures)➢ Multiply by 50%: (Example: $14 \times 50\% = 7$)➢ Round down, if applicable➢ Total Allowable Occupancy: 7• Maximum occupancy will be posted at the restroom door and inside the restroom
Doors	<ul style="list-style-type: none">• Where not fire rated, and if viewing angles allow, restroom doors should be propped open to minimize touching of door hardware
Queuing	<ul style="list-style-type: none">• Queuing should occur outside of the restrooms using a sticker on the floor identifying:<ul style="list-style-type: none">➢ 'Begin Queuing' here location➢ Sign on the wall encouraging 6' physical distancing
Fixture Status	<ul style="list-style-type: none">• Restroom Stalls<ul style="list-style-type: none">➢ All stalls should remain open, but signage will promote leaving an empty fixture between occupants, whenever possible➢ There is not a need to close off individual stalls as capacity is posted at door• Urinals: Where urinals cannot accommodate 6' physical distancing, mark as closed using tape

Hygiene

Handwashing	<ul style="list-style-type: none">• Install designated signage encouraging the washing of hands for 20 seconds
Soap Dispenser	<ul style="list-style-type: none">• No change to existing soap dispensers
Hand Drying	<ul style="list-style-type: none">• Use paper towels where possible• Hand driers can remain in use based on current research

Ventilation

Ventilation	<ul style="list-style-type: none">• Ventilation systems are to function as designed; no modifications required
-------------	--

Personal Protective Equipment

Face Coverings	<ul style="list-style-type: none">• Required
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SUPPORT SPACES – Restrooms (*Continued*)

FUNCTIONAL GUIDELINES & CONSIDERATIONS (*continued*)

Cleaning

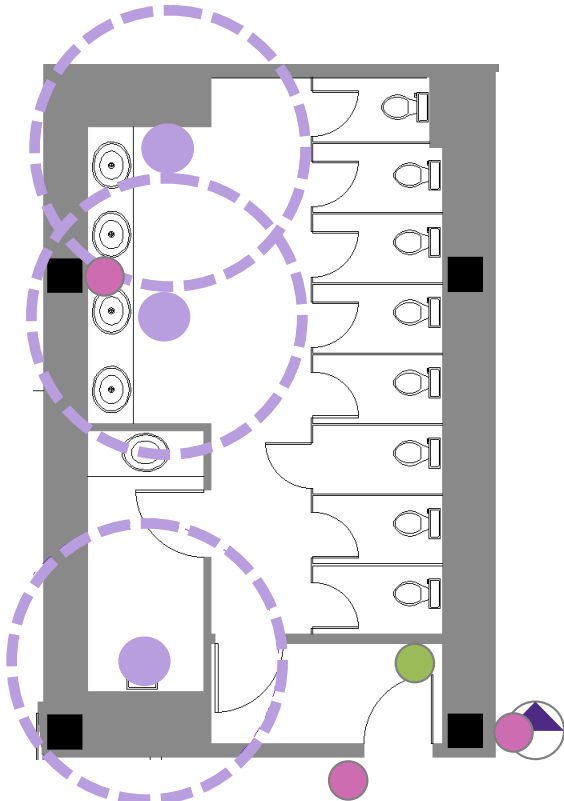
- | | |
|--------------------|---|
| Custodial Cleaning | • Reference Northwestern's Cleaning & Disinfection General Guidelines |
| Trash Containers | • Where space is available, install trash container immediately inside the restroom near the door to collect tissues as people exit |
| Changing Table | • Changing tables should receive regular cleaning |

Signage

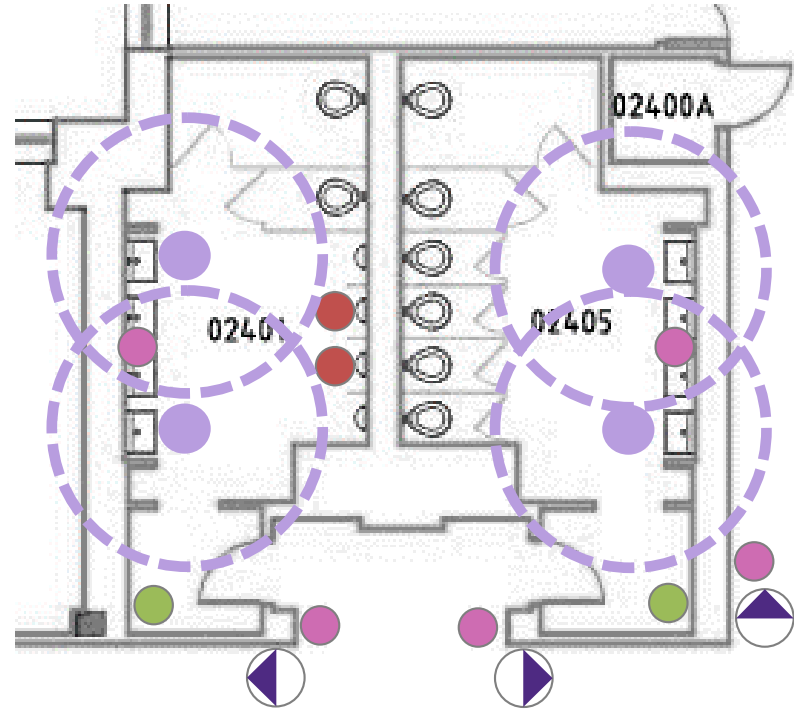
- | | |
|---------|--|
| Signage | • See Appendix for Standard Signage Package |
| | • Install signage identifying alternate restroom locations |

SUPPORT SPACES – Restrooms, Main Street Restrooms

EXAMPLE DIAGRAMS



Example 1
 Current Fixture Count: 14
 Density: 50%
 Maximum Occupancy: 7



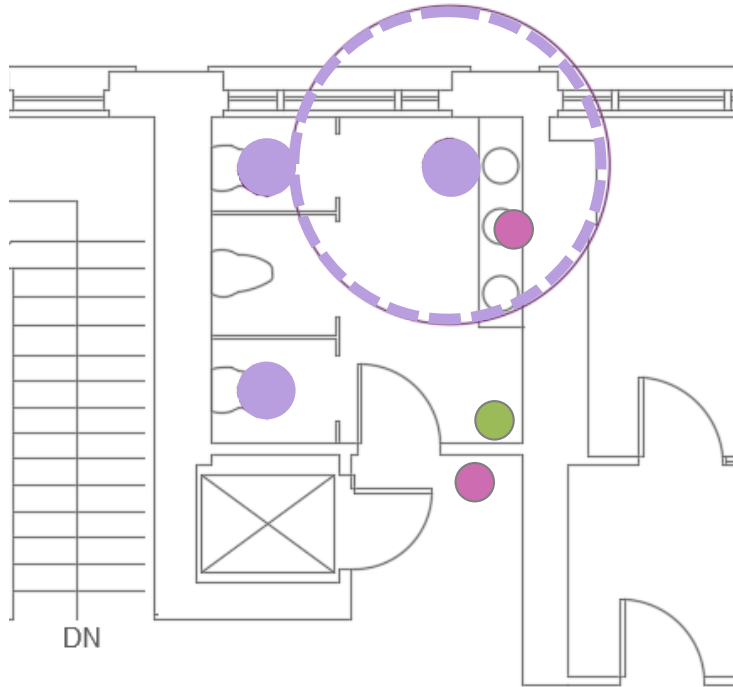
Example 2
 Current Fixture Count: 10
 Density: 50%
 Maximum Occupancy: 5

Example 3
 Current Fixture Count: 10
 Density: 50%
 Maximum Occupancy: 5



SUPPORT SPACES – Restrooms, Side Street Restrooms

EXAMPLE DIAGRAMS

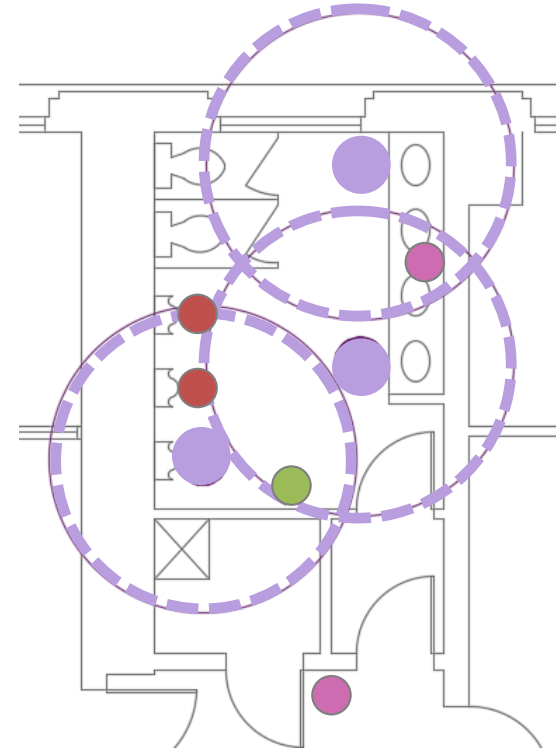


Example 1

Current Fixture Count: 6

Density: 50%

Maximum Occupancy: 3



Example 2

Current Fixture Count: 9

Density: 50%

Maximum Occupancy: 4 (Round Down)



Physical Distancing



Signage Location



Floor Decal identifying Queuing Location



Additional Trash Can
(Do not impede path of travel nor ADA accessibility)



Path of Travel



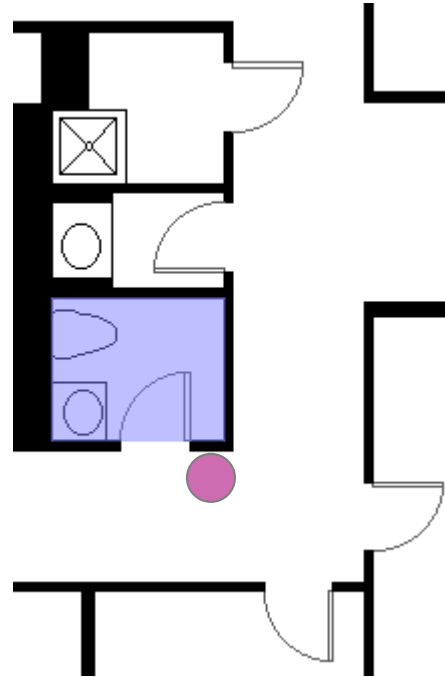
Sanitation & PPE Supply



Fixture Closed

SUPPORT SPACES – Restrooms, Single Use Restroom

EXAMPLE DIAGRAMS



Example 1
Current Fixture Count: 1
Density: N/A
Maximum Occupancy: 1



Physical Distancing



Signage Location



Floor Decal identifying Queuing Location



Additional Trash Can
(Do not impede path of travel nor ADA accessibility)



Path of Travel



Sanitation & PPE Supply



Fixture Closed

SUPPORT SPACES – Locker Rooms

Return to Campus Strategy

Locker rooms are support spaces for building occupants to meet washing, changing, and personal item storage needs. In relation to COVID-19, locker rooms are a particular area of concern for spreading virus through water droplets. Also, locker rooms play an essential role in hand washing and other personal cleaning, key tenants of reducing the spread of the virus.

Key Considerations:

- Direct occupants to not congregate inside nor outside locker rooms

See and apply Restroom Guidelines as applicable.

Sports & Recreation locker rooms should be managed on a case-by-case basis in consultation with Risk Management and Planning Office.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|---------------------|---|
| Occupancy | <ul style="list-style-type: none">• Post recommended occupancy for locker room outside the door based on half of the total number of fixtures (toilets + urinals + sinks + showers) plus the number of occupants that can be separated by 6' at lockers |
| Physical Distancing | <ul style="list-style-type: none">• Maintain 6' spacing when queuing, entering, exiting locker rooms |
| Access | <ul style="list-style-type: none">• Avoid entering the locker room at the same time someone is exiting |

Personal Protective Equipment

- | | |
|----------------|--|
| Face Coverings | <ul style="list-style-type: none">• Required |
|----------------|--|

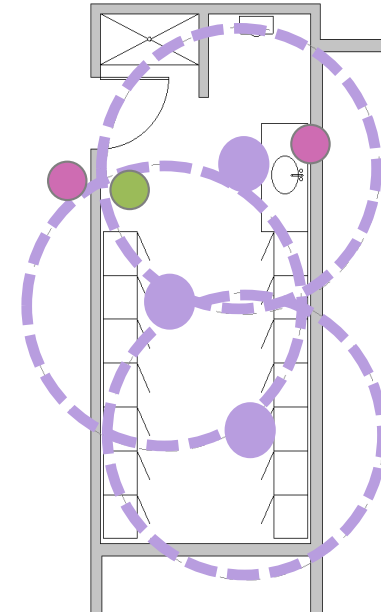
Cleaning






- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none">• Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|---|
| Signage | <ul style="list-style-type: none">• See Appendix for Standard Signage Package |
|---------|---|

EXAMPLE DIAGRAMS



-  Signage Location
-  Sanitation & PPE Supply
-  Physical Distancing
-  Path of Travel
-  Additional Trash Can
(Do not impede path of travel nor ADA accessibility)

COMMUNITY SPACES – Food Service, Cafés & Dining Seating Areas

Return to Campus Strategy

Food service and café/dining spaces serve the campus community by providing building occupants with food and drink. Food preparation and service requires special consideration in relation to COVID-19 as well as suitable demand to support operations. Guidance on food service, café/dining spaces will be delivered in future phases.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- Furniture**
 - Remove furniture where possible to encourage physical distancing
- Physical Distancing**
 - Maintain 6' spacing when queuing, entering, and exiting
- Access**
 - If possible, designate entry and exit locations to avoid conflicts

Personal Protective Equipment

- Face Coverings**
 - Required
- Hand Sanitizer**
 - Hand sanitizer, mask, tissue stations inside primary entrance

Cleaning

- Custodial Cleaning**
 - Reference [Northwestern's Cleaning & Disinfection General Guidelines](#)

Signage

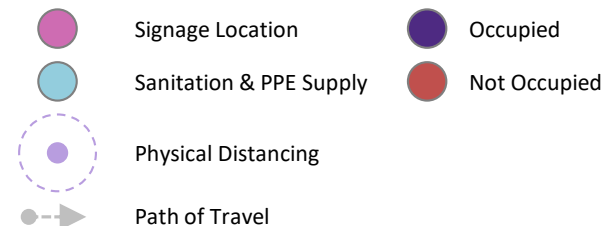
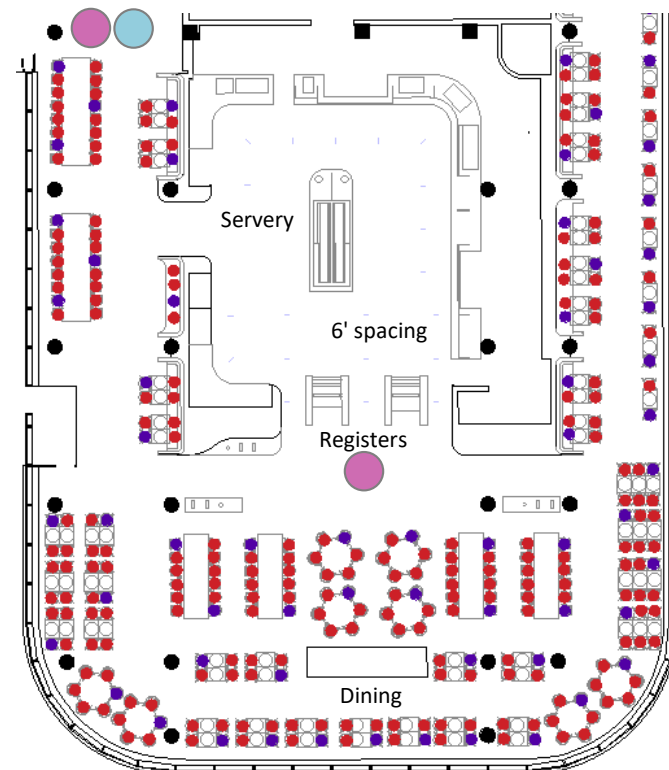
- Signage**
 - See Appendix for Standard Signage Package

EXAMPLE DIAGRAMS

Current Seating Count: 287

Physical Distancing Requirements: 6' Separation

Maximum Occupancy after Test-Fit: 61



COMMUNITY SPACES – Vending

Return to Campus Strategy

Vending spaces serve the campus community by providing building occupants with prepared food and drink in a self-service manner. Vending areas are typically congested environments. Additional signage suggesting physical distancing will be required.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

Physical Distancing • Maintain 6' spacing when queuing, entering, exiting vending areas

Signage • Install signage to discourage congregating

Personal Protective Equipment

Face Coverings • Required

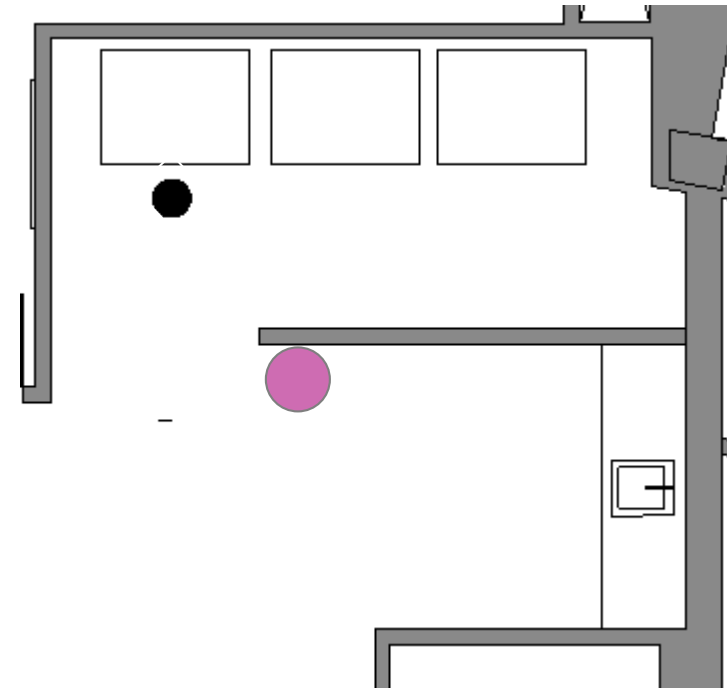
Cleaning





Custodial Cleaning • Reference [Northwestern's Cleaning & Disinfection General Guidelines](#)

Signage

Signage • See Appendix for Standard Signage Package

EXAMPLE DIAGRAMS



-  Signage Location
-  Sanitation & PPE Supply
-  Physical Distancing
-  Path of Travel

COMMUNITY SPACES – Lactation Rooms

Return to Campus Strategy

Lactation rooms are key support spaces for nursing mothers, providing a specialized, private environment. Given that lactation rooms are effectively private spaces, they require relatively few adaptations.

Please contact the [Office of Human Resources, Work/Life & Family Resources](#).

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

Furniture • Please wipe arm-rests and surfaces after each use

Access & Questions • Please contact the [Office of Human Resources, Work/Life & Family Resources](#)

Personal Protective Equipment

Face Coverings • Not Required

Hand Sanitizer • Hand sanitizer, mask, tissue stations inside primary building entrance

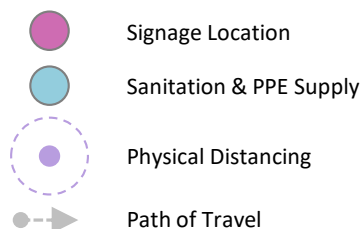
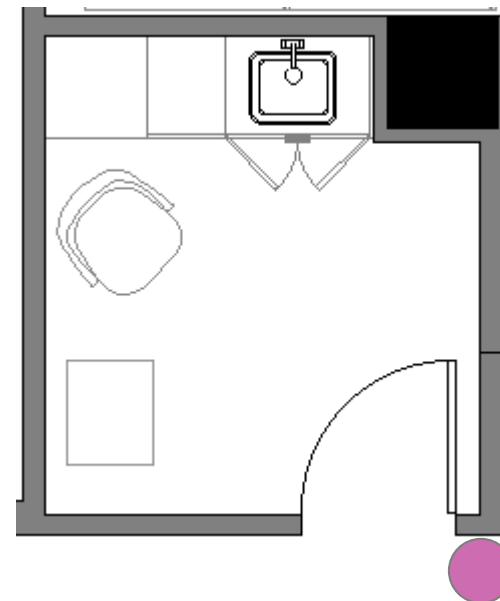
Cleaning

Custodial Cleaning • Reference [Northwestern's Cleaning & Disinfection General Guidelines](#)

Signage

Signage • See Appendix for Standard Signage Package

EXAMPLE DIAGRAMS



COMMUNITY SPACES – Prayer/Wellness Rooms

Return to Campus Strategy

Prayer/wellness rooms provide an environment to support spiritual and mental health. Given their small size, signage indicating capacity limits, and marked locations for prayer rugs will be required.

Please contact the [Office of Religious and Spiritual Life](#).

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Planning Principles

- | | |
|-------------------------|---|
| Physical Distancing | <ul style="list-style-type: none"> Maintain 6' spacing when queuing, entering, exiting, and using prayer rooms |
| Occupancy | <ul style="list-style-type: none"> The density of each prayer room will be no more than 50% of the existing count, while maintaining physical distancing Maximum occupancy will be posted at the door and inside the room |
| Prayer Mats & Furniture | <ul style="list-style-type: none"> Please bring your own prayer rug and place on one of the marked rectangles Please wipe arm-rests and surfaces after each use. |
| Ablutions | <ul style="list-style-type: none"> Please complete ablutions prior to joining the queue for prayers. |
| Access & Questions | <ul style="list-style-type: none"> If possible, designate entry and exit locations to avoid conflicts A system for pre-booking access during high-use times is encouraged Please contact the Office of Religious and Spiritual Life for more information |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> Required at all times |
| Hand Sanitizer | <ul style="list-style-type: none"> Hand sanitizer, mask, tissue stations inside primary entrance |

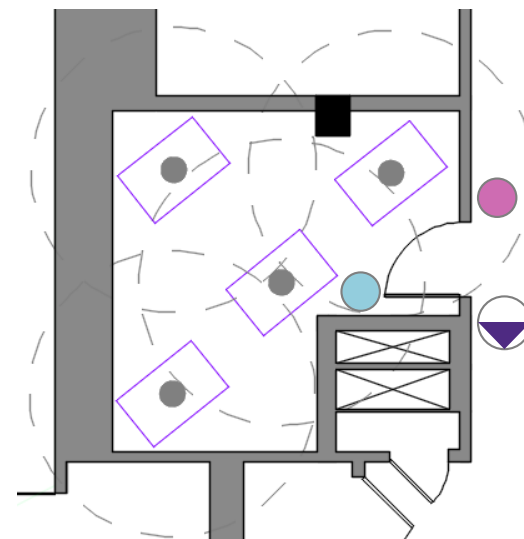
Cleaning






- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> Reference Northwestern's Cleaning & Disinfection General Guidelines |
|--------------------|---|

Signage

- | | |
|---------|--|
| Signage | <ul style="list-style-type: none"> Locations for all prayer rugs will be marked on the floor See Appendix for Standard Signage Package |
|---------|--|

EXAMPLE DIAGRAMS



-  Signage Location
-  Sanitation & PPE Supply
-  Physical Distancing
-  Prayer Rug Location
-  Floor Decal identifying Queuing Location

Amenities

AMENITIES – PPE Stations

Return to Campus Strategy

To the extent feasible, hand sanitizer stations will be deployed to main building entrances, elevator lobbies, and outside toilet rooms.

PHYSICAL SPACE CONSIDERATIONS

- Place out of direct circulation path
- Do not block egress

REPLENISHING

- Aramark will replenish deployed PPE stations daily

PURCHASING

- Hand sanitizer stations may not be readily available for purchase; coordinate with Facilities Operations and Procurement on availability and guidance for placement



Example Only

AMENITIES – Newspaper & Magazine Stands

Return to Campus Strategy

Newspaper & magazine stands provide a place to distribute printed materials to the University community. At this time, the risk associated with distributing common/shared items and the complexity of keeping these spaces/materials cleaned is too great, so they will remain closed.

PHYSICAL SPACE CONSIDERATIONS

- At this time, newspaper and magazine stands are closed
- Remove outdated literature in order to keep areas clean

AMENITIES

- None

Phase 4: At this time, outside newspaper and magazine stands should be closed. The Daily Northwestern will be allowed to distribute in the Fall 2020 Quarter.



*Reduce deliveries and high-touch surfaces by closing newspaper and magazine stands

AMENITIES – Trash & Recycling

Return to Campus Strategy

Trash and recycle areas provide building occupants with a designated place to dispose of recyclable and non-recyclable items. CDC guidance allows for non-medical face coverings, non-medical gloves, tissues, and other similar single-use items to be discarded in general trash receptacles.

- Discard general items and single-use PPE in typical trash receptacles
- PPE (disposable masks, disposable gloves) are not recyclable and should be discarded in trash receptacles

PHYSICAL SPACE CONSIDERATIONS

- Maintain separation when queuing for use
- It is acceptable to discard single use gloves and masks in standard trash receptacles, so no special containers are needed



*Trash and recycle containers may vary

AMENITIES – Message Boards

Return to Campus Strategy

Message boards convey information to building occupants, but may also cause occupants to stop and congregate in corridors.

Remove content and replace regular content with COVID-19 specific information. **Before removing content, coordinate with school leadership to ensure communication locally.**

PHYSICAL SPACE CONSIDERATIONS

- Bulletin boards may cause a person to pause when moving through a space, in high-traffic locations consider replacing with COVID-19 specific information
- Maintain separation when queuing to read

Phase 4: At this time, to ensure COVID-19 messaging remains focused and effective in our campus spaces, message boards should not be used



AMENITIES – Digital Displays

Return to Campus Strategy

Digital displays in public locations convey information to building occupants, but may also cause occupants to stop and congregate in corridors.

Replace regular content with COVID-19 specific information

PHYSICAL SPACE CONSIDERATIONS

- Digital displays may cause a person to pause when moving through a space, in high-traffic locations consider replacing with COVID-19 specific information
- Maintain separation when queuing to read



AMENITIES – Water Fountains

Return to Campus Strategy

Water service includes drinking fountains and bottle fillers in public areas of buildings. These devices serve to provide drinking water to building occupants. Given the concerns over transmission of COVID-19, the use of drinking fountains will be modified.

- Do not drink directly from water fountains
- Use drinking fountains and bottle fillers to fill bottles, only

Consider identifying locally where the nearest water bottle filling station is located if existing water fountain does not have this feature.



Reference Guidance

Furniture Fabric

- At this time, research on the transmission of COVID-19 through soft and porous materials, such as upholstered furniture, curtains and carpet, does not suggest the need for disinfection.
- At this time, there is not enough evidence based research on the efficacy of COVID-19 disinfection strategies on soft and porous materials to prove the need for disinfection of materials such as upholstered furniture, curtains or carpets.
- In [Cleaning And Disinfecting Your Facility](#), the CDC recommends the normal cleaning of soft and porous materials be done according to manufacturer specifications.
- Any disinfection should be done with an EPA-registered disinfectant that meets the criteria for use against COVID-19. Please refer to the product label for usage guidelines.
- Alternative cleaning and disinfecting strategies from the manufacturer's instructions or non-registered EPA disinfectants can compromise the integrity of materials and may not be effective against COVID-19.