



April Newsletter

Campus Updates

Most of our operations will continue as we support those who are still here on campus. We do understand that many of your areas have essential personnel and we will be doing our part to continue to help you. If you have questions or suggestions, please email David Heineking directly at heinekin@arizona.edu For updates and more information on the Coronavirus visit <https://www.arizona.edu/coronavirus-covid-19-information> and <https://coronavirus.jhu.edu/map.html> For other important information regarding COOPs and Essential Personnel visit <https://cirt.arizona.edu/content/continuity-operations-plan> Please visit <https://hr.arizona.edu/FY-2020-2021-Furlough-Program> for information on the Furlough Program which will begin May 11, 2020.

Building Access and Security

All buildings will continue to be locked during normal business hours. Access to the buildings will be by PBC badge or activated Cat Card. In order to keep track of those on campus, we ask that those working in BSPB please enter through the HSEB doors.

Security will remain on duty and be available for those who still need access to the buildings. If you are unable to get into a building, please call security at **(602)827-2368**, and they will assist you. Security will stay in building 4 since there is not currently card access in that building. If you are on campus and you see something, please say something.

Thank you for your assistance and understanding as we continue to take these steps to allow us to keep the buildings secure and clean.

Badges and Keys

Due to Governor Ducey's recent issuance of a stay-at-home order, the badging desk will no longer have walk-in hours or be taking appointments until further notice. Any previously submitted badge or key requests will be extended. For assistance please submit a work order through Maintenance Connection. If a badge or key request is for essential work or personnel please indicate in the work order and arrangements will be made. For general questions please email **PBC-Access@email.arizona.edu** and we will respond as soon as possible.

Custodial Services

Edge Custodial continues to deep clean and disinfect the campus while maintaining social distancing practices. To ensure all areas are kept clean, custodial is placing yellow stickers on doors. We are asking that after a room is used, please remove the yellow sticker. This will let the custodial team know the room has been used and it will be cleaned again. As a reminder, Edge is using a peroxide based cleaner to deep clean bathrooms, doors, conference rooms and other public spaces that are touched often. Please see below. If there are any areas of immediate concern, please submit a work order through Maintenance Connection.

SCHEDULED COVID-19 Disinfecting Process (Other Changes Included)

- Classrooms:** EDGE Custodial Services Teams with disinfecting solutions are currently performing work outlined in step 3.
- Classrooms:** After being disinfect (step 2 and 3), classrooms will be locked and secured until classes resume.
- Common Areas:** Increased frequency of disinfecting (step 3) will take place on a daily basis.
- Labs and Research Areas:** Custodial staff will address research areas including the Biorisk. Floors are expected to have no items stored or in the way of an effective cleaning. Custodial staff will not move equipment or items in labs or research areas.
- Simulation Areas:** Disinfecting of training equipment and areas designated for department staff only will be left to each department to address.
- Offices/Cubicles:** Steps 1 and 3 can be performed at the occupants request with occupant responsible for removing or storing special items.

OPTIONAL SCOPE

- Carpeted Areas:** Hot Water Steam Carpet Extraction (HSC) (200 degrees) will take place without the use of blowers to dry areas.
- Stairwells:** Steam Pressure Washing (SPW) (200 degrees) will continue to be used.

Deep Clean Restrooms Using Karcher Systems	Clean All Entrance Use Areas Using Peroxy SC Disinfectant	Sanitizing Touchpoints: Printers, Copy Machines, Meeting Rooms, Reception	Replace Air Filters in Buildings
Wash Test Restroom Area for Weekly Cleaning	Wash Stairways and other High-Traffic Areas	Survey Customers for Feedback	Update Locking and EOC

Mail

The loading dock will remain operational to receive mail and packages. If you will not be available to accept packages or need special arrangements please contact Theresa Jones at **tjones4@arizona.edu**. If possible, please have deliveries delayed until you are able to receive packages.