



# March 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 Heinekin directly at [heinekin@arizona.edu](mailto: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>

## Emergency Operations Committee

The Emergency Operations Committee is meeting weekly to share our plans, issues, concerns, and suggestions. We will continue to meet via zoom to maintain contact between departments and Universities to understand our responses to this situation, solve problems, and collaborate during this time.

## Building Access & Security

All buildings will remain locked during normal business hours beginning March 20th. Access to the buildings will be by PBC badge or activated Cat Card.

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. We will have staff on hand Friday the 20th from 7:30 AM to 4:30 PM and Monday the 23rd from 10 AM to 1 PM to make new badges if needed. Please complete a service request if you need to make other arrangements.

Security will stay in building 4 since there is not currently card access in that building.

If you have visitors, please plan to meet them at the exterior door.

Thank you for your assistance and understanding as we take this step to allow us to keep the buildings secure and clean.

## 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 ([tjones4@arizona.edu](mailto:tjones4@arizona.edu)) at the dock. If possible, please have deliveries delayed until you are able to receive packages.

## Custodial Services

Our contract services will continue to be in place. The custodians are dispersed and will be encouraged to maintain social distancing practices.

As the number of offices and areas needing custodial services drops due to people not being here, we will redeploy people to disinfect and do more deep cleaning. For example, we are using a peroxide based cleaner to deep clean bathrooms, doors, conference rooms and other public spaces that are touched often. Please see below.

The infographic is titled "SCHEDULED COVID-19 Disinfecting Process (Filter Changes Included)". It features logos for PBC (PHOENIX BIOMEDICAL CAMPUS) and ARIZONA. The main content is a list of disinfecting tasks categorized into "SCHEDULED COVID-19 Disinfecting Process (Filter Changes Included)" and "OPTIONAL SCOPE".

**SCHEDULED COVID-19 Disinfecting Process (Filter Changes Included)**

- **Restrooms:** EDGE Custodial Services Teams with disinfecting solutions are currently performing work outlined in step 1.
- **Classrooms:** After being disinfected (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.
- **Lab and Research Areas:** Department Staff to address research areas excluding the floors. 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 lab or research areas.
- **Simulation Areas:** Disinfecting of training equipment and areas designated for department staff only will be left to each department to address.
- **Office/Cubes:** Steps 2 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 (150-200 degrees) will take place without the use of blowers to dry areas.
- **Sidewalks:** Steam Pressure Washing (180 degrees) will continue to be used.

Below the text are eight colored boxes with icons and text:

- 1. Deep Clean Restrooms Using Kaivac System
- 2. Clean All Common Use Areas Using Peroxy 4D Disinfectant
- 3. Use Victory Electrostatic Spray Disinfectant in Conference Rooms, Meeting Spaces
- 4. Replace Air Filters in Buildings
- 5. SWAB Test Random Areas for Quality Control
- 6. Monitor Occupancy and Adjust Disinfecting Frequency
- 7. Survey Customers for Feedback
- 8. Inform/Update Leadership and EOC

## Badges & Keys

Due to the current situation we will have limited hours. We will be available Friday the 20th from 7:30 AM to 4:30 PM and every Monday starting the 23rd from 10 AM to 1 PM for badges and keys. For general questions please email [PBC-Access@email.arizona.edu](mailto:PBC-Access@email.arizona.edu) and should you need a new badge or keys, please complete a service request and we will respond as soon as possible.

## Parking

There is no charge for visitor parking in the surface lots during this time — please do not park in restricted spaces without appropriate permits. The PBC garage charges have not changed. For more information please visit <https://parking.arizona.edu/about/covid-19-information>

## Motor Pool

If needed, please follow the regular procedure and we will notify you of any possible changes to pick up locations or times.

## Projects

Projects in BSPB 3rd/4th floor and in Gilbert will continue as planned.

## Utilities/heat/cooling

We will maintain services as we continue to support the ongoing operations on campus.

## NAU Updates

Due to the public health crisis associated with COVID-19, NAU classes have transitioned to online instruction for the remainder of the Spring 2020 semester. Students may visit the [ITS COVID-19 Preparation and Information Page](#) for more information about participating in online coursework.

NAU is implementing new work-from-home and alternative work schedules to ensure effective social distancing practices, in accordance with the recommendations from the Centers for Disease Control and Prevention (CDC). However, faculty and staff are available by e-mail and the academic units will perform business as usual.

There are two upcoming events. The Occupational Therapy Program will be hosting a virtual open house for prospective students on April 9th, 3:00-4:00. Also, Physician Assistant Studies typically holds a Community Day the first Monday of every month except for September – November. The Community Day in April was cancelled, but the event on May 4 will be available online. Please use the website below for free registration.

<https://www.eventbrite.com/e/nau-pa-community-day-online-only-tickets-64706111722?utm-medium=discovery&utm-campaign=social&utm-content=attendeeshare&aff=escb&utm-source=cp&utm-term=listing>

Please refer to the NAU website, <https://nau.edu/coronavirus>, for current information about NAU's response to COVID-19.