



**WAYNE STATE
UNIVERSITY**

FP&M RESTART PLAYBOOK

**Response to COVID-19
and Guidelines for
Returning to Campus**

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CONSTRUCTION

The health and safety of our employees, vendors, customers and the Wayne State community is Design and Construction Services' foremost priority.

Michigan's governor issued Executive Order 2020-70 on May 1, 2020, allowing construction workers to resume activities effective May 7, 2020. The university requires all construction contractors, vendors, architects and engineers to comply with safety guidelines from the federal government, such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC); State of Michigan, Wayne County and City of Detroit executive orders; and university guidelines to help reduce the risk of exposure to COVID-19.

Wayne State University's guidelines are as follows:

OFFICE PROCEDURES

Document Processing

- Contracts, change orders, invoices and pay applications are now processed electronically.

Construction in Occupied Buildings

- Contractors must provide to the university their updated safety plan, which includes their response to COVID-19, before they are allowed on campus as required by the [Executive Order](#) for construction restart (Executive Order 2020-70 (COVID-19), 2020).
- These plans require on-site employees to participate in a daily health screening before they are allowed on location. Their employer is responsible for collecting this information and making it

available to the university when requested for audit. The contractor is responsible for informing the university when an employee fails the screening. The project manager is to be contacted and will in turn contact their director, who will follow the university's notification process.

- Project managers are required to visit active construction sites as part of their standard job responsibilities, though some may be accomplished virtually through video visits. All safety guidelines mentioned above, as well as those established by the contractor, are to be adhered to.

Installation of Barriers

- While plexiglass is not proven to prevent the spread of an aerosolized microorganism, and Covid 19 is not likely to be contracted via droplets, we may consider plexiglass for high-traffic transaction type settings.
- Plexiglas shields (precut, self-assembled furniture pieces) and barriers **must be** evaluated by FP&M and approved by Procurement regardless of size or application. Currently, we are limiting consideration of plexiglass to reception areas. A project request can be submitted through the campus network using [this link](#) or by calling the Service Center at 313-577-4315.

Areas that will be considered for barriers:

High-volume reception areas

Not all work stations will receive barriers.

CUSTODIAL SERVICES

Health and Safety Pandemic and Post-pandemic Activities

EQUIPMENT AND CHEMICALS

Custodial Equipment

- Microfiber cloths
- Rope mops
- Dusting mops
- Buckets (clean product and used product)
- Carts
- Spray bottles
- Auto scrubbers
- Power-washing equipment

Custodial Materials**

- BNC-15; Alkaline disinfectant cleaner concentrate (Spartan Chemicals)
- EPA Reg No: 6836-348; EPA solution dwell time: Five minutes
- Sanitizing disinfectant spray and bucket solutions
- "TB-Cide QUAT" tuberculocidal, virucide cleaning disinfectant (Spartan Chemical)
- EPA Reg No: 1839-83; EPA solution dwell time: 10 minutes

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- Spray cleaner and sterilizer
- Spartan 103-2; Neutral disinfectant cleaner (Spartan Chemical)
- EPA Reg No: 1839-169; EPA solution dwell time: 10 minutes
- General-purpose cleaning spray and bucket solutions
- NAB Hard Surface Disinfecting Wipes (Spartan Chemical)
- EPA Reg No: 1839-190; EPA solution dwell time: 10 minutes
- Wipes for hard-surface cleaning of public spaces; custodial staff.
- PROFECT Health care Disinfecting Wipes (Spartan Chemical)
- EPA Reg No: 88494-2; EPA solution dwell time: One minute
- Public wipes for hard-surface cleaning of public spaces; strategically placed.

**EPA reference: [EPA Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

S/C/D Chemicals and Materials Procurement

- [WSU Procurement Office](#)
- [WSU Sciences Stores](#)
- Cleaning wipes (non-facilities related)
- Office and user department-purchased cleaning wipes with bleach or peroxide-based solution
- Cleaning step one; used before sanitizing solution BNC-15
- Lab wipes (non-facilities related)
- Laboratory specialty-purchased cleaning wipes with bleach, peroxide or quaternary-based solution
- Cleaning step one; used before sanitizing solution BNC-15 or lab specialty sanitization solution

Specialties

- NanoSeptic films
- Clorox 360 electrostatic fogging sanitization machines
- Victory electrostatic battery backpack and hand-held fogging machines

TRAINING (CUSTODIAL/JANITORIAL STAFF)

Clean Check Training System by Spartan Chemical Company

- User-specific login, guided training and technician certifications for chemicals, PPE, surfaces and applications, post-clean material handling, and equipment clean-up
- Job cards, task-driven work
- Incorporation of EPA disinfectant list-N-published dwell durations for all chemistry, overriding manufacturer labeling
- Two-part process for soiled areas: cleaning and disinfecting
- Specific training areas of focus
- Pandemic and post-pandemic cleaning
- Carpeting
- Classrooms
- Hard-surface floor care
- Offices
- Restrooms
- Hazard communication and blood-borne pathogen standard

CLEANING FREQUENCY AND SCOPE FOR FALL 2021 OCCUPANCY

Please see Routine Cleaning Frequency Chart below – last updated July 12, 2021

| Routine Cleaning Frequency Chart | Restrooms, Showers & Locker rooms | General-Classrooms, Lecture Halls, Student Areas | Medical-Classrooms | General-Classroom Laboratories | Research-Laboratories | Offices, Conference Rooms & Reception Areas | Hallways, Entryways & Elevators | Stairways | Kitchenettes & Break Areas | Library Stacks & Study Areas | Gymnasium, Fitness Areas | Athletic-Restrooms, Showers & Locker rooms #5 |
|--|--|--|--------------------------|-----------------------------------|-----------------------------------|---|---------------------------------|-----------|--|------------------------------|--------------------------|---|
| GENERAL TASKS | | | | | | | | | | | | |
| Replenish Supplies- soap, paper products | Daily | Daily | Daily | Daily | By Request | Weekly | | | Custodial-Daily | Daily | Daily | Daily |
| Covid Related Supplies- wipes, disinfectant, sanitizer, nano-septic | | Please submit work order | Please submit work order | Please submit work order | User provided- #8 | User provided- #8 | Custodial | | User provided- #8 | User provided- #8 | User provided- #8 | User provided- #8 |
| Clean Mirrors & Spot Clean Glass | Daily | Daily | Daily | Daily | | | Daily | Daily | | Daily | Daily | Daily |
| Disinfect Touch Points, Doors & Drinking Fountains | Daily | Daily | Daily | Daily | User assigned- #3 | User assigned- #2 | Daily | Daily | Custodial once daily & User assigned- #2 | Daily | Daily | Daily |
| Dust/Clean Desks & Counter Tops | Daily | Daily | Daily | Daily | User assigned- #3 | User assigned- #2 | Daily | | Custodial once daily & User assigned- #2 | Daily | Daily | Daily |
| Dust/Clean Tops & Doors | Weekly | Weekly | Weekly | Weekly | | | Weekly | Weekly | | Weekly | Weekly | Weekly |
| Detail Other Surfaces | Monthly | Monthly | Monthly | Monthly | | | Monthly | Monthly | | Monthly | Monthly | Monthly |
| Straighten Furniture | Daily | Daily | Daily | Daily | | | Daily | Daily | | Daily | Daily | Daily |
| Dust Vents | Weekly | Monthly | Monthly | Monthly | By Request | By Request | Monthly | Quarterly | By Request | By Request | By Request | By Request |
| Clean Restroom Fixtures & Partitions | Daily | | | | | | | | Daily- sinks and counters | | | Daily |
| Remove Graffiti | As needed. Please submit a Work Order. | | | | | | | | | | | |
| Replace Light Bulbs | Lighting Technicians replace bulbs. Please submit a Work Order. | | | | | | | | | | | |
| FLOOR CARE | | | | | | | | | | | | |
| SIR Sweep/ Mop/ Vacuum Floors | | Daily | Daily | | | | Daily | | | Daily | Daily | Daily |
| Detail Sweep/ Mop/ Vacuum Floor | Daily | Weekly | Weekly | Weekly | By Request | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly |
| Spot Clean Carpet | Please submit a Work Order. | | | | | | | | | | | |
| TRASH / RECYCLING | | | | | | | | | | | | |
| Empty Recycling & Trash Receptacles | Daily | Daily- Use receptacles in common area | Daily | Daily- for identified receptacles | Daily- for identified receptacles | Daily- for identified receptacles | Daily | Daily | Daily- for identified receptacles | Daily | Daily | Daily |
| Routine Clean Receptacle | Daily | Daily | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Weekly | Daily |
| Detail Clean Receptacle | Daily | Daily | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Monthly | Daily |
| OTHER | | | | | | | | | | | | |
| Review of Chart | Bi-Annually- post commencement December & June | | | | | | | | | | | |
| USER RESPONSIBILITIES DEFINED | | | | | | | | | | | | |
| 1. Classrooms | User to clean as used: Desks, A/V Equip, Boards (whiteboards & chalkboards) | | | | | | | | | | | |
| 2. Offices & Office Common Areas | User to clean as used: Desk, Trash to identified receptacle, Doors (inside), Phone, Computer; OFFICE COMMON AREA: Trash to identified receptacle, Counters, Reception desk, Furniture, Copiers, Printers, Computers, Mailboxes, staplers, hole punch. Drinking fountains- direct drinking should not be done. Water bottle/cup use ONLY. | | | | | | | | | | | |
| 3. Labs | Sink base, Counters, Equipment, Trash to identified receptacle, Doors (inside) | | | | | | | | | | | |
| 4. Vehicles, UTV & Misc | Inside of vehicle/utility vehicle, mowers, hand-held radios, power & hand tools | | | | | | | | | | | |
| USER & CUSTODIAL SHARED RESPONSIBILITIES | | | | | | | | | | | | |
| 5. Athletics | Following areas: Custodial cleans once a day, Athletic staff & user to sanitize as used. Training rooms- custodial/training staff; locker rooms- custodial/athletic staff/user; weight/strength training equipment- custodial/athletic staff/user; natorium/pool- custodial/athletic staff; gyms/courts- custodial/athletic staff; intramural/activity rooms- custodial/athletic staff | | | | | | | | | | | |
| 6. Kitchenettes | Kitchenettes will be cleaned and sanitized by Custodial once daily. Users should sanitize before and after each use. | | | | | | | | | | | |
| SUPPLIES COVID RELATED- sanitizer, disinfectant, wipes, nano-septic product | | | | | | | | | | | | |
| 7. Custodial Provides | Main building entrances; identified common area hallways. Nano-septic product will be installed at building entrance areas, elevator buttons. Submit Work Order requests for wipes, disinfectant and extra sanitizer dispensers for review. | | | | | | | | | | | |
| 8. User Provides | Areas include: personal office areas, common office areas, conference rooms, meeting rooms, reception desks, kitchenettes, training rooms, weight/strength training areas, fitness areas, library stacks, library study areas, cafeteria areas, food court areas, research labs. Product can be ordered through the FP&M Stockroom. | | | | | | | | | | | |

MECHANICAL DIFFUSER CLEANING (HVAC DUCTS)

Dirty Ducts vs. Diffuser Visible Deposits?

- Visible dirt on ceilings is nearly always the result of atmospheric dust and dirt in rooms and not transmitted through duct work.
- Deposits on working surfaces may be the result of older ducts which may have interior sound attenuation that can break down over

FP&M Restart Playbook

time. Debris emanating from a supply diffuser should be reported to the building coordinator or facilities service center for site-specific investigation.

- Ceiling smudging white paper
- https://www.krueger-hvac.com/files/white%20papers/white_paper_ceiling_smudging.pdf
- Black Particles and the HVAC System
- <https://healthybuildings.com/black-particles-and-the-hvac-system/>

Custodial Services

- Departments schedule duct cleaning through custodial supervisors
 - Nine-foot ceiling diffusers
 - Offices and suites

Engineering Services

- Departments scheduled through building engineer or engineering associate director
 - Greater than nine-foot ceilings diffusers
 - Corridors, labs, high bays, lobbies

OEHS and Testing

- Requests for mold testing and lab analysis must go through the Office of Environmental Health and Safety, research.wayne.edu/oehs
- Testing fees may apply

SPECIAL NEED OR BARRIER CONSIDERATIONS

Students

- [Student Disability Services](#)
- SDS Phone: 313-577-1851
- The SDS Office in the David Adamany Undergraduate Library will offer improved and hand-free fixtures and facilities for persons seeking support.

Faculty/Staff

- [Office of Equal Opportunity](#)
- OEO Phone: 313-577-2280

INDOOR AIR QUALITY

Information for Offices, Research Areas, Classrooms, and Other Occupied Areas

Mission: Indoor air quality is an essential function of the heating, ventilation and air conditioning of the variety of occupied spaces on the campus.

Wayne State University follows the federal, state and local guidelines for indoor air quality. Buildings are designed per the American Society of Heating, Refrigeration, and Air-Conditioning Engineers' (ASHRAE) standards, which include the quantity of fresh air required for each person in the building. The standards are based upon the functions performed in the building and the number of people occupying the building.

WSU follows the ASHRAE's pandemic guidelines for all occupied areas.

Operations of heating, ventilation and air conditioning (HVAC) equipment are reviewed on a regular basis to ensure the safety and health of the persons occupying the building.

HVAC RUN SCHEDULES

- Buildings will be purged with fresh air for at least 24 hours before being occupied.
- HVAC hours of operation are based upon the function and occupancy of the building.
- Many HVAC systems operate continuously in areas such as medical research areas, which need high levels of fresh air and filtration.
- HVAC system operation for offices, classrooms, libraries and similar functions is based primarily upon the building occupancy schedule

- Buildings that are closed for use during the pandemic will be maintained to minimum standards for heating, cooling and fresh air for such buildings.
- Air circulated in the buildings will continue to be filtered to meet indoor air quality requirements.

MAKEUP AIR %

ASHRAE pandemic_guidelines are followed to the extent possible. Makeup air is the amount of fresh air entering the building on a continuous basis while people occupy the spaces.

- Fresh-air systems in each building are designed based upon the function of spaces and the projected number of people occupying the space.
- Select areas on campus were designed to have 100% fresh air on a continuous basis to meet the health and safety requirements for research. These areas have specialized functions and will continue to operate with 100% fresh air.

FILTER PRODUCT AND REPLACEMENT SCHEDULES

Every HVAC system has filters to remove environmental contaminants from the incoming outdoor air. The filters also remove indoor air contaminants from air recirculated within the building.

- Filters are selected to match the functions for each of the 12 building types on campus, including traditional offices, classrooms, chemistry, mortuary science facilities, medical research areas, data centers, theatres, pools, gymnasiums, areas where industrial fume is intensive, vehicle parking decks, garages, etc.
- Filters have been reviewed to ensure COVID-19 requirements are met.
- The frequency at which filters are replaced complies with health guidelines.

- As research on the effects of COVID-19 airborne contaminants reveal new methods to control the disease, WSU will review the applicability of use within our occupied spaces.

AIR SUPPLY DIFFUSER CLEANING

- Conditioned air is moved to each research space, classroom and office through a supply vent or diffuser generally located in the ceiling. There may be several of these in each room. Although every effort is made to filter the incoming air, some vents may not appear clean.
- Contact the Facilities department if you have concerns of cleanliness of the air ducts.

DUCT CLEANING

- Duct cleaning is performed as needed to ensure the indoor air quality meets ASHRAE standards.

INDOOR AIR QUALITY

Indoor air quality is important to maintaining healthy workspaces. Our cleaning crews are in the buildings daily and monitor the basic air quality and report unusual odors to the appropriate department in facilities.

- We rely on the building's occupants to report any unusual odors, humidity issues, smoke, etc. to FP&M.
- Newly renovated areas or those reopened for occupancy are purged with fresh air for several days to remove airborne contaminants from new carpeting, furniture, paint and chemicals.

ADDRESSING CHRONIC PROBLEMS AT CERTAIN SITES

WSU Facilities, in conjunction with the WSU Office of Environmental Health & Safety (OEHS), investigates and resolves indoor air quality issues where identified.

- Environmental engineers and other specialists review HVAC problems that persist in specific areas.
- Root-cause analysis is performed to ensure the chronic problem is identified
- An appropriate solution to the problem is implemented.

PARKING AND TRANSPORTATION SERVICES

EMPLOYEES

Warrior Safety Strategies

- **Wellness checks:** All staff is required to complete the Campus Daily Screener each day they will be on campus. This should be done electronically through [the online form](#) or via paper copy. Paper copies will only be accepted if the electronic version cannot be completed. Paper copies must be filled out and turned in to the operations manager or another designated individual prior to starting their shift.
- **Illness:** If a staff member is experiencing any illness or COVID-19-related symptoms such as: fever, cough, shortness of breath, diarrhea, loss of taste or smell, or they have been exposed to someone who has tested positive, they must complete the daily screener and are NOT to report to work. Staff members are still required to call off via normal call-off procedures.
- **Hand washing:** Use CDC guidelines and wash hands frequently for at least 20 seconds with soap and hot water as hand sanitizer is in high demand and may not always be available.
- **Communications:** Most PTS communications will be made via radio or phone.
- Tasks with specific instructions will be delivered by radio or phone through management personnel or the Parking Command Center controllers.

- Written communications will be distributed in person, connected to time cards, interoffice mail or other postal services.

TRANSPORTATION SERVICES

- WSU shuttle services have been suspended until further notice.
- Discussions with our current shuttle provider will continue and may be re-established if funding allows.
- Public transit is our preferred method currently to traverse on and around campus.
- MoGo bikes are still available for patrons to use at their discretion. More info regarding MoGo can be found at parking.wayne.edu or MoGo Detroit.
- ZipCar has reduced their fleet on campus; however, they are still fully functional on campus for students, faculty and staff. More info can be found at parking.wayne.edu or Zipcar at Wayne State University.

Mobile Unit Services

PTS will continue to provide the services listed below with the following guidelines:

- Battery jumps – Patrons must remain in their vehicle

EVENTS

- Events that need parking accommodations can be submitted via the [Parking Event Request Form](#). Safety and availability will be taken into consideration while working to best accommodate each event request.

PARKING PASS SALES

- Parking passes will continue to be available for purchase online. This is the preferred method for all new pass sales and renewals.

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- The Welcome Center remains closed and locked; however, the OneCard/Parking Service Center has staff available to assist in person Monday through Thursday from 8:30 a.m. to 5 p.m. by appointment only. Patrons requiring assistance with OneCard or parking issues should call the office at 313-577-2273 or email onecard@wayne.edu. If it is determined they cannot be helped remotely, the staff will set up an appointment with the patron.
- Affiliates who are unable to purchase their first parking pass online should call or email to make an appointment. When reporting for their appointment, patrons should call 313-577-2273 upon arrival, so that a staff person may let them into the building and escort them to the office.
- Handicapped students requiring a pass will be instructed to email their class schedule and a current copy of their handicapped placard to the OneCard/Parking Service Center. We will determine the number of days a week they are on campus and will provide them with the cost of the pass. This amount will need to be deposited onto their OneCard so that we can deduct it and sell them their pass remotely. New RFIDs will be mailed to the students.

SUSTAINABILITY

Sustainable initiatives are imperative because the quality of the environment impacts the etiology and epidemiology of the context of the situation, including but not only in a pandemic. The quality of the environment impacts the health of the city, campus and individuals. In the COVID-19 crisis, it is known that air pollution correlates with a higher death rate. As we return to the campus, we are mindful of responding to the crisis in both the short and long terms, with an eye toward sustainable resources and sustainable practices. We urge the campus community to consider the three pillars of sustainability — social, environmental and economic — and how these are impacted upon return.

GREEN OFFICE PROGRAM

Virtual Meetings

Shift meetings to a virtual platform instead of in-person. This is an effective way to save time, money and energy without risking efficiency. Additional factors such as the high costs of travel and the time it takes to get to meetings can be wasteful and costly to departments. The carbon emissions from cars, trains and planes resulting from this travel are also harmful to the environment. As a result, a single meeting can add up to an expensive, time-consuming trip that has significant impact on the environment and public health.

Engagement

Creating virtual engagement activities is important in maintaining contact with coworkers, students and the campus community. As today's society changes to a more virtual world, creating engagement opportunities online makes programs more reachable to a wider

community. Below are recommendations on how to interact with a larger group of people through virtual engagement:

- If a department holds student, faculty, or staff engagement activities, brainstorm ideas on how these events can be held online, such as:
 - Virtual workshops
 - Online chatrooms
 - Create a social media page
- Finding new ways to send out information is a great way to engage with audiences not previously reached. Consider:
 - Social media posts
 - Academica posts
 - Wayne State website
 - Collaboration with other departments

Greening the Restart – Reduce/Reuse/Recycle Program Modifications

- Soap and water are preferred over hand sanitizer.
- Gloves are not recommended.
- Do what is necessary, while considering an environmentally friendly approach, e.g. using soap and water instead of hand sanitizer; avoid overuse of toxic cleaning products.

Transit Restart

- [Refer to virtual meeting section](#)
- [Shuttle service](#)
- [Bicycles](#)

- [SMART bus](#)
- [DART](#)

SUSTAINABILITY RESOURCES

For questions related to sustainability, please email sustainability@wayne.edu.

- goleansixsigma.com/8-wastes/
- mogodetroit.org/mogo-for-all/adaptive-mogo/
- smartbus.org/About/News/COVID-19-updates
- hsph.harvard.edu/news/hsph-in-the-news/air-pollution-linked-with-higher-COVID-19-death-rates/
- un.org/sustainabledevelopment/sustainable-development-goals/

WATER MANAGEMENT

DOMESTIC WATER SYSTEMS

The following industry guidelines were consulted related to building re-opening:

- [Centers for Disease Control and Prevention \(CDC\) — Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)
- [American Water Works Association \(AWWA\) — Shutoffs and Return to Service Guidance](#)
- [U.S. Environmental Protection Agency: Information on Maintaining or Restoring Water Quality in Buildings with Low or No Use](#)
- [ASHRAE Standard 188-2018: Legionellosis: Risk Management for Building Water Systems](#)
- [Guideline 12-2020 — Managing the Risk of Legionellosis Associated with Building Water Systems](#)
- Departments of health — Building owners and operators should be aware of information provided by their state or local departments of health.
- Water utility providers — Building owners and operators should coordinate with water utility providers.

In general, fresh water should be drawn into building water systems and stagnant water flushed out before they are reopened.

[CDC](#) guidelines are followed and include:

1. Review existing water management plan or program documents and execute steps for system startup.
2. Flush your water system.
3. Clean all decorative water features, such as fountains.

4. Ensure hot tubs/spas are safe for use.
5. Ensure safety equipment including eye wash stations, and safety showers are clean and well-maintained.

In accordance with the CDC and ASHRAE guidelines to ensure domestic water systems are flushed in unoccupied buildings and all plumbing devices are properly functioning, the following guidelines have been implemented and are being documented:

- Water systems are run for a minimum of 10 minutes.
- Aerators have been removed, cleaned and reinstalled.
- All toilets and urinals are cleaned and flushed.

HVAC/ COOLING TOWER WATER SYSTEMS

Cooling tower water is an outdoor system separate from drinking water systems, toilets and sinks.

Due to its exposure to the outside environment, a cooling tower is susceptible to contamination.

A preventative maintenance (PM) program is utilized to control biological growth and scale. The PM program includes the use of corrosion inhibitors, white rust preventatives and microbiological inhibitors to create a stable and safe environment.

In accordance with ASHRAE guidelines to ensure HVAC water systems are properly functioning, cooling towers are maintained (as noted above) and cleaned seasonally to prevent contamination. Finally, industry standard testing is employed to verify compliance.