

# Implementation Guide for Physical Distancing at The University of Kansas Health System

4/23/2020

# Introduction

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## Purpose

This document was developed to provide guidance on how we should evaluate and adjust work areas to assure a safe and effective patient and staff experience during the COVID-19 global pandemic.

## Background & Current Condition

In response to the COVID-19 pandemic in 2020, many health system functions were placed on hold and spaces were closed while we and governing bodies prepared to provide an unknown, yet impending, form of patient care we had not experienced before.

To prepare for the reopening of areas, the Executive and Incident Command teams recognize that special consideration should be given to the current risk of COVID-19. It is understood that maintaining a physical distance of at least 6 feet between individuals, and adequate and appropriate cleaning, are critical to preventing the spread of the virus. In their current configuration, some spaces are not designed to ensure the reduction of risk to all who are in the space.

## Target Condition

The target we are aiming for is for each space to use the standards included in this guidebook as a starting point to create a safe space, where it is clear how to maintain physical distance of at least 6 feet, how to keep that space clean, and how to see when things are not meeting those requirements.

This guidebook will serve as a resource when implementing the physical distancing standards, including example photos, signage, instructions, and resourcing. Our intent is to provide a clear standard which can be easily implemented or adapted to situations and circumstances across the organization. Because not all spaces are identical, your implementation of the standards will not match the photos provided exactly. These are examples only and should be used as a starting point. The critical factor here is to use the standards to provide the safest environment possible for our staff and patients, no matter the setting.

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# Preparation for All Areas

## Readiness Process

When opening a new area, a six-step process is applicable to almost every situation.

Focus on the following essential target conditions:

1. **Prepare the Physical Space:** Prepare pre-opening cleaning plans
2. **Control Access:** This includes measures to control access at clinician and staff entrances and exits; protocols for safety and health checks; building reception and elevators; patient and visitor policies; and access for vendors and suppliers
3. **Create a Physical Distancing Plan:** Includes decreasing density; managing and adjusting staff schedules including breaks; office traffic patterns including arrival, timeclocks and exits.
4. **Reduce Touch Points and Apply Appropriate Cleaning:** Includes, cleaning spaces at the beginning and ending of shifts, keeping doors closed when possible, instituting a clean desk policy, implementing a food plan (i.e., reconsider “community food”), cleaning common areas
5. **Review policies and assure staff is aware of changes to policies**
6. **Create schedule for frequent observations of all spaces,** observing signage needs and maintenance of standards.

## Pre-checks, cleaning, disinfecting and supplies

- Here are some general considerations. The level of detail may or may not be relevant to specific workplaces. Introduce and maintain appropriate cleaning and disinfection standards, such as routine cleaning and disinfecting of high-touch spaces and surfaces per health authority guidelines.
- Generally, clean all areas at the beginning of work shifts. Consider adding this cleaning to daily management systems.
- Identify high touchpoints by observations. Increase cleaning frequency for high touchpoints.
- Assure staff is knowledgeable with the cleaning supplies in the area and the surface time for it to be effective.

**COVID-19 Disinfectants and Contact Time**

2 minutes		3 minutes		3 minutes	
Sani-Cloth		CaviWipes*		Sani-Cloth Plus	
5 minutes		4 minutes		3 minutes	
OxyCide Spray		Sani-Cloth Bleach		Sani-Cloth AF3	

Contact time is the amount of time the disinfectant product must stay **WET** on the surface area or item being disinfected.

\*CaviWipes (white top): You must use one wipe to **clean** the surface area and a second wipe to **disinfect** the surface or area.

- Obtain and store enough supply of all required PPE at the time of reopen
- As appropriate, terminally clean workspace areas, including offices, conference rooms, breakrooms, cafeterias, restrooms, and other areas
- Review staff shifts to optimize cleaning service performed to meet the needs of the patients, visitors and staff

- Place signage in workspace and common areas promoting safety through emphasizing basic infection prevention measures, including posting hand-washing signs in restrooms
- Ensure adequate stock of paper and plastic products exists (toilet paper, paper towels, etc.)
- Provide tissues, hand soap and appropriate sanitizer, disinfectants, and disposable towels for staff to clean work surfaces
- Provide additional hand sanitizer, surface disinfectant wipes and tissue available in workspace, break rooms, lobbies and high traffic areas and other common areas
- Review self-cleaning requirements for high touch surfaces and applications for tablets and screens

## Operational considerations

To maintain physical distancing, minimize touchpoints and manage potential contamination of the workplace, consider the following practices:

- Space use / density monitoring
  - Work from Home for non-essential employees to reduce the density of personnel
- Individual desks
  - Implement a strict clean-desk policy so non-essential items are not stored on the desk
  - If desks or work areas are shared, advise individuals to sanitize all surfaces upon arrival at that seat. Supply disinfectants in the immediate proximity (or on each desk)
- In-person meetings
  - Coach employees to critically evaluate the requirement for in-person meetings
  - Limit the number of attendees at in-person meetings and limit to spaces that accommodate safe distances
  - Host large team/staff meetings via video conference rather than in-person
  - Eliminate in-person meetings with external guests

## Physical Distancing

Consider the following precautions and physical distancing measures:

- Circulation spaces
  - Designate and signpost the direction of foot-traffic in main circulation paths: corridors, stairs, entries
  - Consider one-way circulation routes through the space
  - Mark increments of proper physical distance on floors where queues will form
- Individual seats
  - Only use alternate desks (checkerboard); disable the use of alternate desks; or remove, mark off alternate desks altogether
  - Add desks to spaces previously used for group activities (convert training/meeting rooms, café area and the like into desk areas)
  - Increase space between desks

- If there are not alternatives, investigate adding panels between desks including height adjustable panels for sit/stand desks
- Specify seat assignments for staff to ensure minimum work distances
- Review sharing space ratios to minimize gathering in spaces
- Meeting and shared spaces
  - Decommission and re-purpose large gathering spaces
  - Reduce capacity of spaces—e.g., make chairs from large meeting rooms inaccessible
  - Prohibit shared use of small rooms by groups and convert to single occupant use only
  - Closure of some rooms may be necessary if physical layout cannot be adapted for safe use
  - Calculate the maximum capacity of each room by dividing the net usable area by the square of the locally acceptable physical distance (e.g., for a 6' physical distance: a 200 SF room divided by 36 SF would have a recalculated maximum capacity of 5 people). Test the layout of seating in the space and communicate this capacity via signage.

### Frequently Touched Surfaces

Frequently touched surfaces are reservoirs for viral pathogens. By reducing the frequency of physical contact with items in the workplace that are touched by others, individuals reduce their exposure to communicable diseases. Observe the work and identify high touchpoints that may need more frequent cleaning. Provide disinfectant sprays or wipes adjacent to each high touchpoint.

### Contaminant Control

To manage contaminants that may enter the workplace, consider the following precautions:

- Storage
  - Identify places for individuals to store and secure their items separately from others (i.e., individual coat hooks rather than coat closets used by the group)
  - Provide impervious clothing covers (e.g., dry-cleaning bags) for individuals to cover/contain their own coats or PPE
  - Trash Cans: Use trash can liner. Ensure trash bags are sealed/tied off. If they are, trash bags can be put in any designated area. Do not leave in a high traffic area. Do not leave where visible

### Shared workplaces

- Create and post guidelines for desk and equipment sharing, disinfecting and use
- Remove or cover shared keyboards and mice that you do not want used
- Develop new practices on break areas, which may include some temporary measures such as:
  - Encourage occupants to bring food and beverage items from home and manage them individually
  - Minimize touchpoints by removing coffee pots and the like
  - Eliminate open food items
  - Provide prepackaged items in containers
  - Increase frequency of cleaning appliances such as refrigerators and microwaves

- Consider installing physical barriers, such as clear plastic sneeze guards when other measures are not possible

# Setup Guides

## Break Rooms

### General

All employees need a place to take breaks. This becomes more challenging when maintaining 6-foot physical distance means that fewer people can be in a break room at once. Consider alternate break locations or other ways to ensure we adhere to both requirements.

### Standards

Area/Items	Recommendation	High Touch Areas	Cleaning Schedules	Suggested Signs
Chairs	Remove unneeded chairs or stack in corner of space. If left in space wrap with tape and label with signage: "Do not use"	Chair arms	Wipe down before use & observe appropriate contact time	
Tables	Reposition to maintain distancing	Tabletop	Wipe down before use & observe appropriate contact time	
Microwaves, fridge, etc.	Place signage for wipe down after every use  Place cleaning materials in the location	Handles, buttons, keypads	Wipe down before use & observe appropriate contact time	
Breakroom door and inside room	Post the max number of staff allowed in the space at one time based on the appropriately spaced chairs	Handles, keypads	Wipe down before use & observe appropriate contact time	
Alternative break locations	If possible, find alternative locations for breaks. For example, at Westwood the atrium could be used if the tables were spread out and one chair were placed at each table with the appropriate signage.	varies	Wipe down before use & observe appropriate contact time	

## Examples



Tables are spaced far enough apart to allow proper distancing. Chairs were removed from the space. Additional signage, "One person per table" could be used here.



Chairs were removed and stacked to the side. "Do Not Use" signs and the yellow tape make it easier to remember to do the right thing.



A sign was placed indicating the maximum number of employees at one time. Places were marked at the table to indicate seating that provides adequate spacing. Chairs were removed and stacked to the side.



Places were marked at the table to indicate seating that provides adequate spacing. Chairs were removed, stacked to the side, and taped off. Signs indicate that these chairs should not be used.



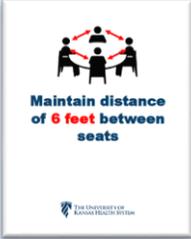
A sign indicates that these appliances should be wiped down.

## Conference Rooms

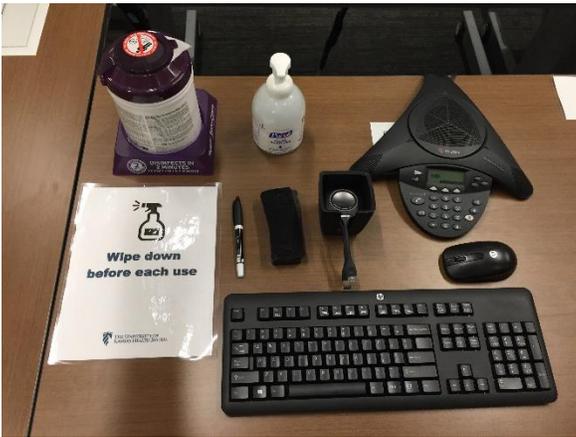
### General

Use Conference Rooms sparingly, taking care to maintain proper distance. Minimize the need to move through the space to help maintain physical distance; because of this, collect meeting materials and equipment that are frequently used during meetings.

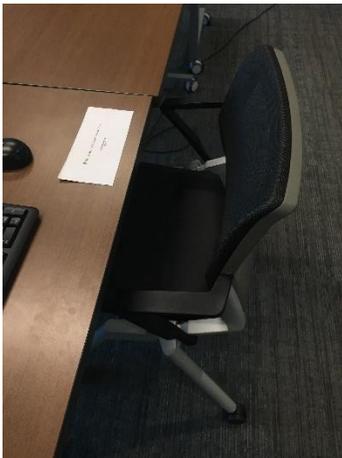
### Standards

Type of Room	Recommendation	High Touch Areas	Cleaning Schedules	Suggested Signs
Conference Room	<p>Based on room size, remove or stack chairs and tables.</p> <p>Tape off stacked or removed chairs to prevent their use.</p> <p>Remove all non-essential items from space (magazines, binders, handouts, personal items, etc.)</p> <p>Create a station for all need materials (keyboard, clickers, mouse, markers, erasers, etc.)</p> <p>Place cleaning materials and hand sanitizer near this station.</p> <p>Place sign on door indicating maximum occupancy</p> <p>Place signs inside room to remind of physical distancing</p>	<p>Doorknobs</p> <p>Cabinet handles</p> <p>Tabletops</p> <p>Chair- arm rest</p> <p>Refrigerator handles (where applicable)</p> <p>Remote controls</p> <p>Whiteboard markers</p> <p>Computer peripherals (mouse, keyboard, etc.)</p>	<p>Wipe down before use &amp; observe appropriate contact time</p>	   

## Examples



Frequently used items are gathered together to minimize movement through the space. Cleaners are located here.



Markers on the table indicate where individuals should sit in order to maintain proper distancing.



Chairs were removed from table. Seating is marked (★). Meeting materials are gathered together (★).

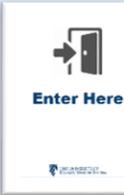
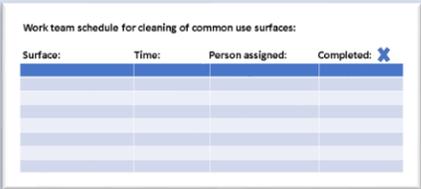
Additional seating is available along the walls, with barriers (removed chairs) to help maintain proper distance (★).

## Medication Rooms and Supply Rooms

### General

Some work in a medication room requires two people; consider how best to complete the task safely.

### Standards

Type of Room	Recommendation	High Touch Areas	Cleaning Schedules	Suggested Signs
Two Door (with windows)	Entry one door and Exit one door  1 person at a time  Disable the digital code or badge scanner on the exit door	Door & Cabinet Handles  Countertops  Omniceil	Wipe down before shift & observe appropriate contact time, unless identified high touchpoint	 
One Door (with windows)	Designated waiting area 6 feet back from door  1 person at a time	Door & Cabinet Handles Countertops  Omniceil	Wipe down before shift & observe appropriate contact time unless identified high touchpoint	 Limited number of employees
No windows (one or two doors)	Same as above, but have a signal in place to show if someone is in the room - going to try red/green magnet			    Stand in designated location (floor marker)*  
				Wipe down schedule/checklist
<p><b>*To prevent damage to floors, please DO NOT adhere anything to the floors without first contacting Jeff Novorr (jnovorr@kumc.edu)</b></p>				

## Examples



Magnetic red/green tile indicates whether the room is currently occupied.

\*Relies on diligent attention to changing it upon entering/exiting.



One door, with window. Sign indicates # of employees in the room at a time.



Two doors, with window. Sign indicates # of employees in the room at a time. Also sign indicates whether this is an entry or exit.

## Nursing Stations

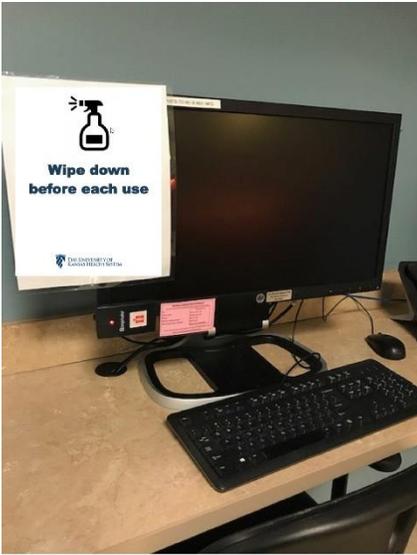
### General

These high-density, high-traffic spaces need to be reconsidered. Consider whether one-way traffic patterns, removing/relocating furniture, or a physical reminder (signs, banners etc.) of what the proper 6-foot perimeter around a workstation looks like to help in your setting.

### Standards

Area/Items	Recommendation	High Touch Areas	Cleaning Schedules	Suggested Signs
Chairs	Remove unneeded chairs	Chair arms	Wipe down at the beginning of shift use & observe appropriate contact time	    <p>One-way traffic</p>
Computers/Keyboards/Mouse, Phone	Use the same computer for the duration of your shift  Relocate extra computers, unplug them, or mark them with a sign  Move at least 6 feet apart, but if you cannot, install a barrier (plexiglass) between people (not just computers)	All these items	Wipe down at the beginning of shift use & observe appropriate contact time	
Glucometers	Move to easy access area that can be obtained from walking in the hall	All these items	Wipe down after each use	
Any workstation that is laid out in a long row with computers beside and behind you	Only work at stations in a staggered fashion - do not work on the computer right next to or right behind you	Computers/ Keyboards/Mouse Chairs Phone	Wipe down at the beginning of shift use & observe appropriate contact time	

## Examples



This sign reminds the user to clean the equipment, and nearby cleaning materials make it easy to do.



In this space, extra chairs have been removed, workstations that cannot be moved or removed have had signage attached indicating that it should not be used.



These two nursing workstations outside patient rooms have had chairs and computer equipment spaced appropriately for maintaining a 6-foot distance. A sign has been placed to indicate proper distancing.

## Team Rooms & Work Rooms

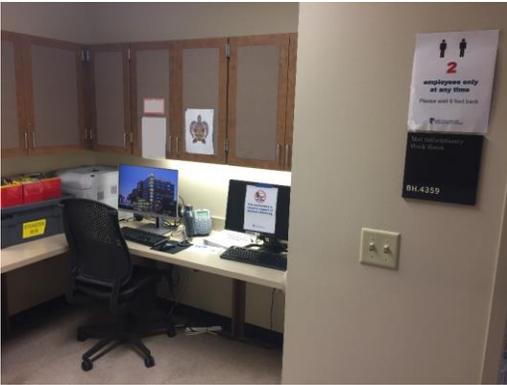
### General

Keeping required physical distance is difficult in these spaces, which were often designed to maximize occupancy. Further, computers and other equipment cannot always be moved or removed. It is imperative that the only individuals on site are those who are critical to the patient care process.

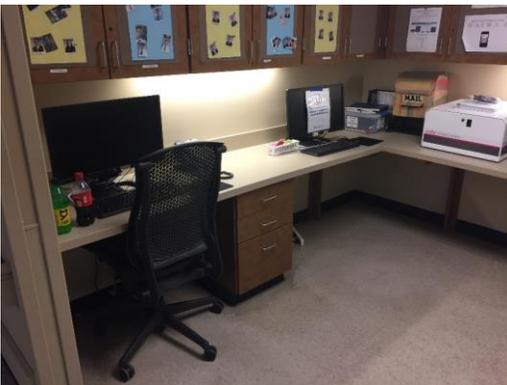
### Standards

Type of Room	Recommendation	High Touch Areas	Cleaning Schedules	Suggested Signs
Team rooms/work rooms	<p>Only have people critical for patient care on site. For example, some providers bring Clinical Nurse Coordinators to Medical Pavilion A&amp;B. Consider ways to remote other workers in as needed.</p> <p>If all staff are necessary and unable to use every other workstation staff to <b>mask in place</b>-if appropriate</p>	Door handles	Wipe down at the beginning of shift use & observe appropriate contact time	 
Any workstation that is laid out in a long row with computers beside and behind you	Only work at stations in a staggered fashion - do not work on the computer right next to or right behind you	Computers/Keyboards/Mouse Chairs Phone	Wipe down at the beginning of use & observe appropriate contact time	
Computers/Keyboards/Mouse,  Phone	<p>Use the same computer for the duration of your shift</p> <p>Relocate extra computers, unplug them, or mark them with a sign</p> <p>Move at least 6 feet apart, but if you cannot, install a barrier (plexiglass) between people (not just computers)</p>	All these items	Wipe down before use, if not designated	<p>cleaning frequency; physical distancing reminder signs for doors and walls</p>

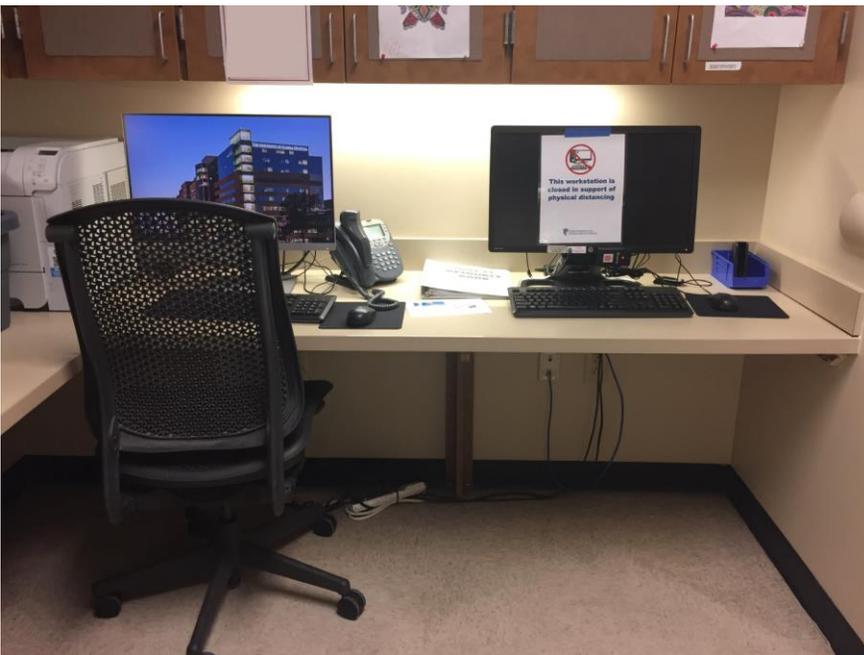
## Examples



In this workspace, a sign is posted to indicate the maximum number of people in the space at any one time. A workstation that cannot be moved/removed has a sign posted, indicating that it should not be used. And extra chairs have been removed.



In this workspace, a workstation that cannot be moved/removed has a sign posted, indicating that it should not be used. And extra chairs have been removed.



In this workspace, a workstation that cannot be moved/removed has a sign posted, indicating that it should not be used. And extra chairs have been removed.

## Waiting Rooms, Training Rooms, and Classrooms

### General

Consider the purpose of the waiting area. Surgical patients may need to sit alongside their driver. Retail pharmacy customers have a payment window. The use of the space will dictate the interventions needed.

### Standards

Area/Item	Recommendation	High Touch Areas	Cleaning Schedules	Suggested Signs
Chairs	<p>Best Practice: 1) Remove and move remaining chairs to set proper distancing.</p> <p>If chair removal is not possible, use 'Caution' streamer to block usage of chairs with proper distancing. OR turn chairs to face the wall, or stack chairs in area hard to access</p>		Wipe down at the beginning of shift & observe appropriate contact time	  
Magazines/pamphlets/books	<p>Remove from area</p> <ul style="list-style-type: none"> <li>Clinical handouts available for patients might be appropriate if they are not returned to holder</li> </ul>	n/a	n/a	
Shared equipment/surfaces: e.g., phone, tv remote	Remove from area	n/a	n/a	
Check-in, patient consultation, check-out (includes payment locations)	<p>Plexiglass barrier between employee and patient</p> <p>Place signage on floors for where patients should stand</p>			Standard decal for the floor to show where patients should stand*
<p><b>*To prevent damage to floors, please DO NOT adhere anything to the floors without first contacting Jeff Novorr (jnovorr@kumc.edu)</b></p>				

## Examples



This is a large space. With tables and chairs removed and repositioned, keeping a physical distance of at least 6 feet is now possible.



This waiting room sign indicates the maximum number of people who should be in there together. This is supported by the seating interventions.



Not all these chairs can be moved. Two of the three interconnected seats have been taped off and a sign has been posted. The two that can be repositioned have been turned toward the wall, the seats/arms taped off, and signs posted on the back, where they can be easily seen.



A plexiglass barrier is placed at this check-in counter between the employee and the patient. Staff and patients **should also wear masks** (not pictured).



Blue, circular decals make it clear where a person should stand in order to maintain 6 feet of distance.

Encourage staff to feel safe in politely asking people to back up if needed.



This hallway is used as a waiting area. Some chairs could be removed or moved, with tape and signage discouraging people from using them anyway. Additionally, signage that reminds people of the 6-foot perimeter would be helpful.



This classroom has chairs removed and set aside, with the extras stacked, taped, and a sign attached: "Do Not Use". The tables have seats appropriately spaced, with placards indicating where the seats should be.

Signage

Basics

Here are thumbnails of signs that will be available for you to print and post as appropriate for the space. Once they become available, they can be either be downloaded and printed off the [Coronavirus/COVID-19 hub](#) or from [BrandHub](#). Signs on horizontal surfaces, or anywhere else where contamination is likely, **should be laminated** to facilitate proper cleaning.

General Use



1-employee-only\_sign



2-employees-only\_sign



3-employees-only\_sign



4-employees-only\_sign



5-employees-only\_sign



6-employees-only\_sign



7-employees-only\_sign



8-employees-only\_sign



9-employees-only\_sign



10-employees-only\_sign



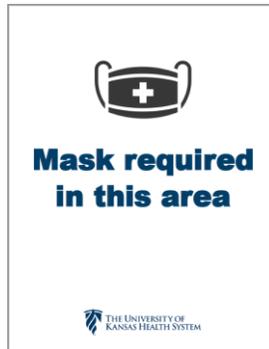
Stand-Back sign



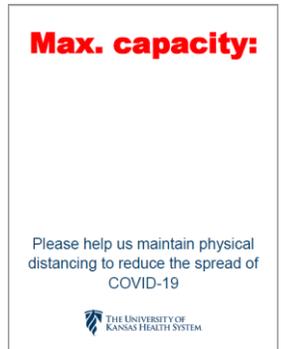
Wipe-Down-Before\_sign



Wipe-Down-After\_sign



Mask-Required\_sign



Max-Capacity-Write-In\_sign



Do-not-use\_sign

Doors, hallways, elevators, and stairs



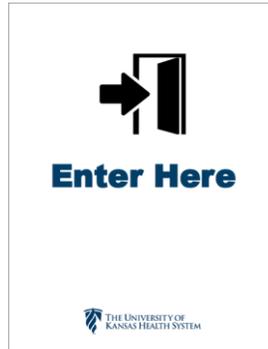
Stairs-escalator-distance\_sign



Exit-Here\_sign



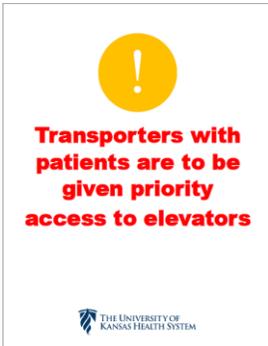
Exit-Only\_sign



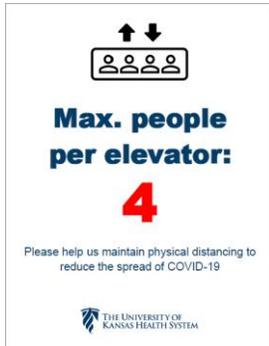
Enter-Here\_sign



Entrance-only\_sign



Elevator-Priority\_sign



Elevator\_sign



Do-Not-Enter\_sign



One-Way-1\_sign



One-Way-2\_sign



Stairs\_sign

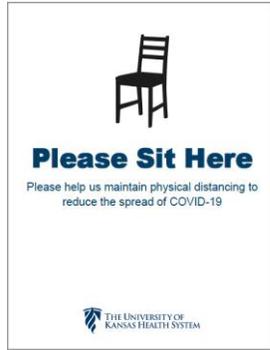


Escalator\_sign

## Furniture, Conference Rooms, & Waiting Rooms



1-person-table\_sign



Sit-Here\_sign



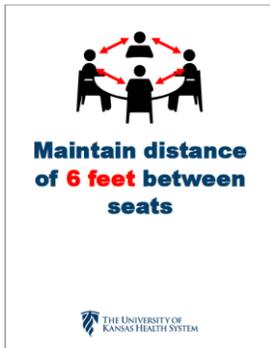
Do-Not-Sit\_sign



Sit-Here-Hotdog\_sign

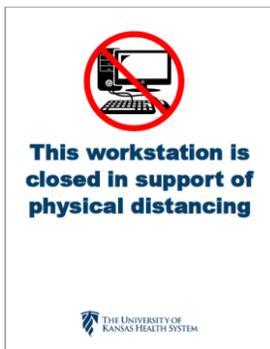


Patient-Driver-Seating\_sign



Distance-Table\_sign

## Equipment



Workstation-Closed\_sign

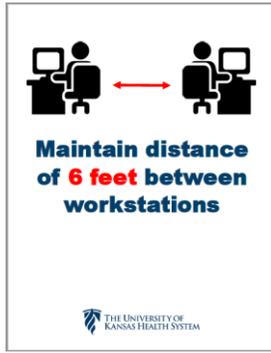
## Workspaces



Wait-to-Enter-1-employee\_sign



Wait-to-Enter-2-employees\_sign



Distance-Workstation\_sign