

our plan for reKnighting

SAFE-DISTANCING GUIDELINES & DIRECTIVES

JUNE 2020

“Keep your distance.”

A reopened Gannon University will be sharing that message in a number of ways – from signs that say just that to how we redesign our workspaces.

The U.S. Centers for Disease Control and Prevention advise that safe-distancing – staying six feet apart from one another – is a key to preventing the spread of COVID-19, the disease caused by the novel coronavirus.

A coronavirus work group has been developing the methods and the messaging over the past few weeks. The first signs are going up this week across the Erie campus.

These messages are going up in common areas in all of our buildings – those shared spaces like main corridors, elevators, sitting areas, etc., and on entrances to our buildings. These are intended to inform us about safe distancing, reducing density, and controlling the flow of foot traffic.

The next step will require the help of supervisors from across the university. **We need your assistance** to customize signage and social distancing to your particular workspaces and office suites. Please refer to the guidelines below to improve the social distancing in your areas. If you need assistance, you can schedule a site visit to your office suite, by contacting the work group’s chairman, Mike Dougherty via email at doughert015@gannon.edu.

Additional signage, should you need it, will be available through the Marketing Store at a later date.

What can department leaders and supervisors do?

- Identify a “responsible person” in each office area to take the lead on COVID-19 response activities.
- Evaluate your area for needed signage and/or floor markings to help employees maintain social distancing. Examples could include:

Signs and floor markings indicating the desired flow of foot traffic in your area.

Signs showing the maximum occupancy of a room or area.

Floor markings indicating where people should stand while waiting in line.

- Evaluate your area for needed barriers (most likely Plexiglas or plastic). Examples could include:

At reception desks.

Between desks.

In work areas (such as conference rooms) where maintaining the distancing requirement is difficult.

- Evaluate furniture placement and rearrange or move furniture so employees can maintain the minimum six-foot distancing requirement. Examples could include:

Moving desks in the same work area at least six feet apart.

Removing chairs from conference rooms to create six feet of separation between chairs.

Reconfiguring tables and chairs in break/kitchen areas.

Removing or rearranging furniture in reception areas.

Monitor space usage daily.

- Use density-reduction tactics:

Assign workers to work remotely as much as possible and practical.

Alternate working days or working weeks.

Phase in bringing staff back – continue remote work for some at the beginning and slowly bring back more as protocols are adjusted.

Stagger start/finish times.

Use Zoom or other video or audio conferencing.

Thoughts? Ideas for other approaches to social distancing? Please contact Mike Dougherty at doughert015@gannon.edu

