



May 12, 2020

Dear Students, Faculty and Staff,

The Facilities and Capital Projects team has been working very closely and strategically with our partner Collins Building Services (CBS) on our response to COVID-19.

Planning for Campus Reopening:

Facilities and Capital Projects is working with CBS to develop a more thorough and frequent cleaning schedule on all of our campuses. Our department works closely with all other property managers at our leased spaces, reviewing current protocols and make the changes as needed. The way we clean and manage spaces is impacted by COVID-19, and there will be many changes to the way we operate and manage our facilities as well as how we design and manage spaces going forward. We are looking to convert bathroom facilities to be hands free throughout all campuses, changing our air filtering schedule, and looking at social distancing protocols as it applies to classroom capacity, signage, elevator, stair and hallway use among other items that may be necessary going forward.

All spaces will be completely disinfected before the campus reopens. This includes all academic classrooms, labs, residence halls, public spaces such as the Bianco Room in NY and Butcher Suite in Westchester, and private offices. We will work with Human Resources and the Provost Office to develop a process for accessing private offices.

What was Completed to Date:

In early February, CBS implemented their pandemic business continuity plan. Additional cleaning staff were assigned to all campuses and trained on disinfecting procedures. This team focused on high touch point areas such as door knobs, elevator buttons, light switches and hand rails.

The training demonstrated the proper way to disinfect using an 8-step wipe and fold process to avoid contamination. This process means the cloth is sprayed with a disinfectant, the area is wiped down, and the cloth is folded. The process is repeated 8 times and then the cloth is disposed of safely. In bathrooms, a cloth towel was replaced with paper towels so that the cleaning staff are wiping areas down once and throwing out after use.

The regular cleaning team maintained their daily operations and increased the cleaning frequency by adding additional rounds in the morning, and then again after lunch, in both the morning and evening shifts. The standard green cleaning product was replaced with a disinfectant product in early March.

Additional disinfectant supplies were ordered at the beginning of March and have since been delivered. All supplies were moved to a secure location and a process was put in place to track the distribution of hand sanitizer and disinfectant wipes. Additional Purell stations were added to high traffic areas where possible.

The University also has Tersano equipment on all three campuses which produces sanitizing solutions on site. The solution is used in spray bottles, auto scrubbers for the floor, and mop buckets. The product is known to be more effective than bleach and is also more environmental friendly. The product is a stabilized aqueous ozone that is a safe high performing sanitizing solution.

When necessary, our partner, CBS, provided electrostatic cleaning, the disinfectant process that is being used all over the world to tackle COVID-19.

The Facilities and capital projects team worked very closely with the property managers at our leased spaces to ensure that proper disinfectant protocols were put in place and that their pandemic business continuity plans were in place.

All public spaces such as classrooms, lounges, meeting rooms, bathrooms, libraries, cafeterias, event spaces and athletic facilities were disinfected. Additionally, we worked with Safety and Security to lock the spaces after they were sanitized.

CBS is maintaining the daily scheduled cleaning of these spaces in addition to a disinfecting routine.

Additional Measures:

Operations and Engineering

All building mechanical and electrical systems are being monitored remotely via the building management system (BMS) where the software and equipment is installed. Where possible, building systems for heating and cooling were set to unoccupied mode to save on energy.

Air filters are being changed on a more frequent schedule.

Capital Projects

All capital projects are put on hold. We are only proceeding with critical infrastructure projects, code compliance projects and emergency repairs. Projects that were stopped in the in the midst of construction will be completed once regulation permits it. Renovation of 1 Pace Plaza West 4-6th floors project slated for construction this summer is delayed by a year.

Please contact Aisha Moyla at amoyla@pace.edu with any comments or questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ibi Yolas', with a stylized flourish at the end.

Ibi Yolas
Vice President, Facilities and Capital Projects