

Reduce Surface Contact

WELL Health-Safety Rating™

HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a professional **narrative** to **reduce the amount of hand contact on high-touch surfaces**.

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project boundary.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.



The below sample documentation is intended to provide guidance in assessing high-touch surfaces throughout the project. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

EXAMPLE DOCUMENT

Example for Sections a, b and c

[Company] Inventory of all High-Touch Surfaces

To reduce the instances where building occupants touch surfaces and help minimize disease transmission [Company] has assessed our facility for all frequently touched surfaces. [Company] is committed to providing a safe and healthy workplace and has conducted the following high-touch surface assessment. A plan of action for incorporating temporary and permanent measures have been identified to reduce or eliminate frequency of contact with these surfaces.

Responsible Parties

The [property management and facility maintenance staff] are responsible for communicating the results and procedures outlined in this analysis and ensuring that these measures are executed. All inquiries regarding this assessment and cleaning procedures should be directed to the following personnel:

NAME	TITLE	PHONE NUMBER(S)	EMAIL

Maintenance staff are responsible for cleaning all public areas of the project space as outlined in the Cleaning Plan for the project. Property management is responsible for communicating these changes to our workplace and cleaning processes to all employees and ensuring that measures are implemented in a timely manner. Building occupants play an active role in helping to reduce disease transmission and are requested to follow these best management practices.

HIGH-TOUCH INVENTORY ASSESSMENT FOR [Company Location]			
Location	Type	Temporary Strategy	Permanent Strategy
Restrooms: Number of restrooms = [Number of Restrooms]			
[Doors]	[High touch surface]	[Increased cleaning frequency.]	[Install hands free door pulls.]
[Lavatory Faucets]	[High touch surface]	[Increased cleaning frequency.]	[Install hands free sensor.]
[Soap Dispensers]	[High touch surface]	[Provide additional hand sanitizer at counter.]	[Install hands free sensor.]
[Toilet Fixtures]	[High touch surface]	[Increased cleaning frequency and provide disposable toilet seat covers.]	[Upgrade to sensor-flush valves.]
[List location]	[List type]	[List temporary strategy]	[List permanent strategy]
Common Areas			
[Elevator Button Panels]	[High touch surface]	[Increased cleaning frequency. Provide hand sanitizer in elevator lobby.]	[Open up stairwells; Install voice-activated elevator system technology.]
[Water fountains]	[High touch surface]	[Increased cleaning frequency of mouthpiece, protective guard, basin and handles.]	[Provide refillable water bottles; upgrade water fountains to include bottle fillers.]
[Light switches]	[High touch surface]	[Increased cleaning frequency.]	[Install occupancy sensors.]
[Main entrances]	[High touch surface]	[Use door stop to keep doors open during frequent occupant traffic.]	[Install door closer that allows doors to be held in an open position during operating hours.]
[Lobby]	[Person to person]	[Provide hand sanitizer and masks for visitors at lobby.]	[Not applicable.]
[List location]	[List type]	[List temporary strategy]	[List permanent strategy]
Workspace Areas			
[Open office workspaces]	[Person to person]	[Increase spacing of seating.]	[Install clear barriers on top of existing systems furniture.]
[Meeting Rooms]	[Person to person]	[Encourage teleconferencing.]	[Limit meetings to the minimum necessary. Provide Personal Protective Equipment (PPE), increase ventilation and install signage on maximum number of people allowed (for proper distancing based on room size).]
[List location]	[List type]	[List temporary strategy]	[List permanent strategy]

SURFACE CONTACT REDUCTION MEASURES FOR [Company Location]	
Date Established: [include date to benchmark against the timelines identified]	
Temporary measures	Implementation and Timeline
[Increased cleaning frequency with manual cleaning (e.g., wipes and cloths with application of detergents or disinfectants) of high touch surfaces twice a day.]	[Shall begin immediately.]
[Hand sanitizer, masks, restroom accessories.]	[Made available immediately.]
[Spacing of seating will be increased by reducing seating capacity of every other workstation.]	[Shall begin immediately.]
[List temporary measure]	[List implementation and timeline]
Permanent measures	Implementation and Timeline
[Individual water bottles provided for all employees.]	[Made available immediately.]
[Sufficient UV light devices shall be purchased, and all high touch surfaces shall be cleaned with this device every other day. Note that this frequency will be monitored and increased or decreased, as necessary.]	[Purchased within 30 days.]
[Install transparent shields/barriers where possible (e.g., security check points, open office workstations) to separate building occupants where social distancing is not an option.]	[Installed within 60 days.]
[Reconfiguration of open office/workstation layout to permanently accommodate increased spacing of occupants.]	[Reconfigured within 3 months.]
[Electrical upgrades of occupancy sensors (for lighting and fixture controls) and hands-free latches.]	[Upgrade within 4 months.]
[List permanent measure]	[List implementation and timeline]

TIPS FOR MULTIPLE LOCATIONS

- Organizations participating in WELL Portfolio or the multiple projects pathway can submit a Guideline for this feature part, as well as a professional narrative for each audited project. This Guideline must outline the feature requirements, at minimum, and it can be shared across multiple projects as a means to provide guidance for compliance. A subset of audited projects must also each submit their own professional narrative that demonstrates compliance with the feature requirements.
 - Submit project-specific Surface Contact Reduction details for the square root of the total number of your projects pursuing the rating (rounded down). For example, if you have 26 projects pursuing the Surface Contact Reduction feature together, submit project-specific feature requirements for at least 5 of those projects.
 - If desired, you may submit project-specific details for all projects and a subset will be reviewed.
- To craft a document for multiple locations, consider listing a table that includes common High-touch and Person-person contact points across the properties pursuing the rating, along with the temporary and permanent strategies being deployed.

- Include project-specific High-touch and Person-person contact points, along with the temporary and permanent strategies being deployed, that exist uniquely at the minimum number of required projects. Identify each of the specific projects by name (must match project names in WELL Online).