

# Building and Office Protocols



**Social Distancing:** Keeping space between individuals is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible (minimum of six feet), even if you have no symptoms, and to wear a face mask/covering when on campus. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick.

**Everyone on campus should follow these social distancing practices**

- Do not enter anyone else's office or use any of their personal work equipment (phones, keyboards, pens, etc.). Stand just outside the doorway of others offices to maintain appropriate social distancing.
- When in a meeting or gathering, ensure that the guidelines for the room being used are followed

**Shared spaces:** Custodial staff will focus their efforts on high-traffic areas in buildings on such as entrances, elevators, lavatories, conference rooms, and gathering areas. In accordance with CDC recommendations, Facilities has increased routine cleaning of frequently touched surfaces in all buildings, including doorknobs, elevator buttons, and other surfaces. All academic campus buildings and offices will be closed from 6 pm until 10 pm each weekday evening to allow cleaning crews to thoroughly clean all shared spaces.

**Individual Offices:** Faculty, Members and Staff should be mindful of cleanliness in their individual offices/work spaces, including frequently touched surfaces such as light switches, door knobs, drawer handles, phone sets, and keyboards. Enclosed in this office kit are disinfectant wipes approved for use against COVID-19 for you to clean your office surfaces. Custodial staff will not enter individual offices on a daily basis. Please place garbage/recycling cans outside of your door before leaving your office each day. Once each week, individual offices will be vacuumed and then disinfected overall with a CDC approved fogger/sprayer.