I. Overview
This procedure will outline recommendations for Department Computer Lab setup, hygiene, disinfection, face coverings, and physical distancing. These recommendations will be provided to departments with computer labs and their enforcement will be at the discretion of the department.

II. Applicability:
Faculty, staff, students and visitors who utilize department computer labs.

III. Procedure: Moderate Alert Protections in Place
A. Procedure/Process
   i. Remove shared office supplies, e.g. staplers, 3-hole punches, etc.
   ii. Workstations should be cleaned prior to use.
   iii. Where already equipped for doing so, printers will be configured with a TitanCard swipe to release all print jobs of that user. Get clear film cover to facilitate cleaning of the touchscreen if used for making copies/scans.
   iv. Where not equipped to do so, printers will be set up to direct print.
B. Face Covering Requirements
   i. Face Coverings will be required in shared and/or public building spaces.
C. Physical Distancing Parameters
   i. Cover monitors in zig-zag pattern to discourage use. This will place computers in use at least 6 feet apart.
   ii. People are not to use computers or workspace that are designated as “spacing” workspaces between usable computers.
   iii. If print jobs need to be released, create a queue considering physical distancing requirements. If necessary, this can be labeled on the floor at facilities’ discretion.
D. Hygiene
   i. Hand Sanitizer should be used prior to touching computer equipment and leaving.
E. Disinfection
   i. Computers should be cleaned between uses by lab users or employed department staff at the department’s discretion.
IV. Procedure Modifications: Very High Alert
   A. Procedure/Process
      i. Department labs should be closed.
      ii. Case by case exceptions may be granted.
   B. Face Covering Requirements
      i. n/a
   C. Physical Distancing Parameters
      i. n/a
   D. Hygiene
      i. n/a
   E. Disinfection
      i. n/a

V. Procedure Modifications: High Alert
   A. Procedure/Process
      i. Department labs should be closed at the department’s discretion.
      ii. Case by case exceptions may be granted.
   B. Face Covering Requirements
      i. Face Coverings will be required in shared and/or public building spaces.
   C. Physical Distancing Parameters
      i. Cover monitors in zig-zag pattern to discourage use. This will place computers in use at least 6 feet apart.
      ii. People are not to use computers or workspace that are designated as “spacing” workspaces between usable computers.
      iii. If print jobs need to be released, create a queue considering physical distancing requirements. If necessary, this can be labeled on the floor at facilities’ discretion.
   D. Hygiene
      i. Hand Sanitizer should be used prior to touching computer equipment and leaving.
   E. Disinfection
      i. Computers should be cleaned between uses by lab users or employed department staff at the department’s discretion.

VI. Procedure Modifications: Low Alert
   A. Procedure/Process
      i. Lab may be opened or closed at the discretion of the department.
   B. Face Covering Requirements
      i. Follow recommended campus SOP for Face Coverings during Low Alert.
   C. Physical Distancing Parameters
      i. Additional computers may be enabled and utilized at the discretion of the department.
   D. Hygiene
      i. Hand Sanitizer should be used prior to using computer equipment and leaving.
   E. Disinfection
      i. Follow recommended campus SOP for Disinfection during Low Alert.
VII. Guidance Documents/Policy Links:

VIII. Templates/Forms:

IX. Definitions
   A. [the] department: the functional group/s that maintain/s ownership of computers utilized for special instruction or software.

X. Revision History:
   Created: 07/22/2020
   Revised/Reviewed: