I. Overview
General access open labs are necessary to facilitate service to students without personal computer devices and those who require specific software to be utilized for coursework.

II. Applicability:
This procedure applies to all people using the UWO general access computer labs.

III. Procedure: Moderate Alert Protections in Place
A. Procedure/Process
   I. Sage, Halsey, and Polk 101 open. Hours will be limited. Additional Labs may be open or closed based on need and at the discretion of IT.
   II. Procedure and process in Polk 101 will be at the discretion of Polk Library.
   III. Labs will need to be staffed with 1-2 people at all times they are open to facilitate disinfecting.
   IV. On usable computers, place a cleaning status indicator (e.g. green piece of paper) on the monitor. Will be flipped back when in use, flipped forward once cleaned by lab staff.
   V. Remove communal stapler, hole punch, and other shared items.
   VI. 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.
   VII. Where not equipped to do so, printers will be set up to direct print.
   VIII. Teaching labs will not be used as Open Labs without prior approval from IT. If approval is granted, the Teaching Lab SOP should be followed.
   IX. Open labs will not be used as Teaching Labs without prior approval from IT. If approval is granted, the Teaching Lab SOP should be followed.
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 (these computers will be used for virtual lab environments). 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 using computer equipment and leaving.

E. Disinfection
   I. On usable computers, place a cleaning status indicator (e.g. green piece of paper) on the monitor. Will be flipped back when in use, flipped forward once cleaned by lab staff.

IV. Procedure Modifications: Very High Alert
   A. Procedure/Process
      I. Open labs will be closed.
      II. Case by case exceptions may be granted.
   B. Face Covering Requirements: n/a
   C. Physical Distancing Parameters: n/a
   D. Hygiene: n/a
   E. Disinfection: n/a

V. Procedure Modifications: High Alert
   A. Procedure/Process
      I. Open labs will be closed at IT’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 (these computers will be used for virtual lab environments).
      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 using computer equipment and leaving.
   E. Disinfection
      I. On usable computers, place a cleaning status indicator (e.g. green piece of paper) on the monitor. Will be flipped back when in use, flipped forward once cleaned by lab staff.

VI. Procedure Modifications: Low Alert
   A. Procedure/Process
      I. Additional Labs may be open or closed based on need and at the discretion of IT.
   B. Face Covering Requirements
      I. Following recommended requirements for Low Alert in shared and/or public spaces.
   C. Physical Distancing Parameters
I. Additional computers may be enabled and utilized at the discretion of IT.

D. Hygiene
   I. Hand Sanitizer should be used prior to using computer equipment and leaving.

E. Disinfection
   I. Following recommended disinfection requirements for Low Alert.

VII. Guidance Documents/Policy Links:

VIII. Templates/Forms:

IX. Definitions

X. Revision History:
   Created: 7/9/2020
   Revised/Reviewed: