I. Overview
This SOP outlines the use of the One Button Studio areas. These areas are utilized by faculty and staff for recording lectures and virtual presentations as assigned by instructors.

II. Applicability:
This process applies to any member of the campus community using any of the One Button Studio [OBS] areas in Sage or Polk

III. Procedure: Moderate Alert Protections in Place
A. Procedure/Process
   i. Only one person allowed inside the One Button Studio at a time.
B. Face Covering Requirements
   i. Face Coverings are recommended due to the high use of the space.
C. Physical Distancing Parameters
   i. Physical distancing of at least 6 feet should be followed
D. Hygiene
   i. OBS users will sanitize their hands prior to entry and exit into the OBS
E. Disinfection
   i. OBS workstation and surfaces will be disinfected by the OBS users prior to use of the equipment.
   ii. Users will follow the cleaning procedure for General Campus Disinfection.

IV. Procedure Modifications: Very High Alert
A. Procedure/Process
   i. OBS will be closed
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. Only one person allowed inside the One Button Studio at a time.
   B. Face Covering Requirements
      i. Face Coverings are required due to the high use of the space.
   C. Physical Distancing Parameters
      i. Physical distancing of at least 6 feet should be followed
   D. Hygiene
      i. OBS users will sanitize their hands prior to entry and exit into the OBS
   E. Disinfection
      i. OBS workstation and surfaces will be disinfected by the OBS users prior to use of the equipment.
      ii. Users will follow the cleaning procedure for General Campus Disinfection.

VI. Procedure Modifications: Low Alert
   A. Procedure/Process
      i. One to three people allowed inside the One Button Studio at a time.
   B. Face Covering Requirements
      i. Face Coverings are recommended due to the high use of the space.
   C. Physical Distancing Parameters
      i. Follow General Campus Physical Distancing Parameters SOP at Low Alert
   D. Hygiene
      i. Follow General Campus Hygiene SOP at Low Alert
   E. Disinfection
      i. Follow General Campus Disinfection SOP at Low Alert

VII. Guidance Documents/Policy Links:

VIII. Templates/Forms:

IX. Definitions

X. Revision History:
Created: 7/22/2020
Revised/Reviewed: