I. Overview
The Student Technology Center [STC] located in Polk 005 is used by campus community members as a computer lab, for color printing services, for technology equipment checkout, and for picking up academic posters. The following operating procedures are intended to mitigate risk of infection for all members of the campus community that utilize these services.

II. Applicability:
This procedure applies to all members of the campus community who seek to use the services of the Student Technology Center [STC]

III. Procedure: Moderate Alert Protections in Place
   A. Procedure/Process
      i. Lab Space: Will be closed. Can open based on need and at IT’s discretion.
      ii. Color Printing: Will be unavailable while the lab space is closed.
      iii. Equipment Checkout:
         1. Requested by calling the STC and setting up a time for pickup.
         2. At the requested time the person checking out the equipment will need to show their ID through the window at the front of the STC and then the equipment will be checked out using that ID in the library checkout system and the equipment will be placed at the door.
      iv. Poster Pickup: organized with Julie Thyssen from UMC.
   B. Face Covering Requirements
      i. Required for all employees and staff within the STC while others are present.
   C. Physical Distancing Parameters
      i. Staff members will be physically distanced as much as possible. Non-staff will not be allowed in the STC.
   D. Hygiene
      i. Hand sanitizer will be used prior to handling of equipment and prior to departure from the STC.
E. Disinfection
   i. Equipment will be disinfected after arrival and prior to departure. Some equipment is too sensitive to be disinfected. This equipment will have a mandatory 72-hour waiting period before being checked out again.

IV. Procedure Modifications: Very High Alert
   A. Procedure/Process
      i. Lab Space: Will be closed.
      ii. Color Printing: Will be unavailable while the lab space is closed.
      iii. Equipment Checkout:
         1. If Polk Library is open, equipment can be requested by calling the STC and setting up a time for pickup.
         2. At the requested time the person checking out the equipment will need to show their ID through the window at the front of the STC and then the equipment will be checked out using that ID in the library checkout system and the equipment will be placed at the door.
      iv. Poster Pickup: organized with Julie Thyssen from UMC.
   B. Face Covering Requirements
      i. Required for all employees and staff within the STC while others are present.
   C. Physical Distancing Parameters
      i. Staff members will be physically distanced as much as possible. Non-staff will not be allowed in the STC.
   D. Hygiene
      i. Hand sanitizer will be used prior to handling of equipment and prior to departure from the STC.
   E. Disinfection
      i. Equipment will be disinfected after arrival and prior to departure. Some equipment is too sensitive to be disinfected. This equipment will have a mandatory 72-hour waiting period before being checked out again.

F. Procedure Modifications: High Alert Procedure/Process
   i. Lab Space: Will be closed.
   ii. Color Printing: Will be unavailable while the lab space is closed.
   iii. Equipment Checkout:
      1. If Polk Library is open, equipment can be requested by calling the STC and setting up a time for pickup.
      2. At the requested time the person checking out the equipment will need to show their ID through the window at the front of the STC and then the equipment will be checked out using that ID in the library checkout system and the equipment will be placed at the door.
      iv. Poster Pickup: organized with Julie Thyssen from UMC.
   G. Face Covering Requirements
      i. Required for all employees and staff within the STC while others are present.
   H. Physical Distancing Parameters
I. Staff members will be physically distanced as much as possible. Non-staff will not be allowed in the STC.

I. Hygiene
   i. Hand sanitizer will be used prior to handling of equipment and prior to departure from the STC.

J. Disinfection
   i. Equipment will be disinfected after arrival and prior to departure. Some equipment is too sensitive to be disinfected. This equipment will have a mandatory 72-hour waiting period before being checked out again.

V. Procedure Modifications: Low Alert
   A. Procedure/Process
      i. Lab Space:
         1. May be opened at the discretion of IT.
         2. Will follow GCA Open Lab guidelines.
      ii. Color Printing: Will be available if the lab is open.
      iii. Equipment Checkout: Equipment can be requested by calling the STC and setting up a time for pickup or via walk-in request.
      iv. Poster Pickup: organized with Julie Thyssen from UMC.
   B. Face Covering Requirements
      i. Will follow Low Alert Face Covering recommendations.
   C. Physical Distancing Parameters
      i. Staff members and campus community members will be physically distanced as much as possible. Non-staff will not be allowed in the STC.
   D. Hygiene
      i. Will follow Low Alert Hygiene recommendations.
   E. Disinfection
      i. Will follow Low Alert Disinfection recommendations.

VI. Guidance Documents/Policy Links:

VII. Templates/Forms:

VIII. Definitions

IX. Revision History:
   Created:
   Revised/Reviewed: