I. **Overview**
General Computer Access Teaching Labs are used by instructors whose curricula require hands-on computer instruction for their students as part of their coursework.

II. **Applicability:**
This procedure applies to all members of the campus community who utilize any of the GCA Teaching labs in Clow C016, Halsey 101C, Sage 1208A, or Swart 229A.

III. **Procedure: Moderate Alert Protections in Place**
A. Procedure/Process
   i. These GCA Teaching Labs will only be utilized for scheduled courses or with an exception granted by IT.

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 workspaces that are designated as “spacing” between usable computers.

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

E. Disinfection
   i. Disinfection of the workstations is the responsibility of the instructor and students utilizing the space.
   ii. It is mandatory that each workstation used be cleaned prior to departure from the space.
   iii. Optionally each workstation to be used can be cleaned prior to use of the equipment.

IV. **Procedure Modifications: Very High Alert**
A. Procedure/Process
   i. GCA Teaching labs will be closed.
ii. Case by case exceptions may be granted at IT’s discretion.

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. GCA Teaching labs will be closed.
   ii. Case by case exceptions may be granted at IT’s discretion.
B. Face Covering Requirements: n/a
C. Physical Distancing Parameters: n/a
D. Hygiene: n/a
E. Disinfection: n/a

VI. Procedure Modifications: Low Alert
A. Procedure/Process
   i. These GCA Teaching Labs will only be utilized for scheduled courses or with an
      exception granted by 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. Disinfection of the workstations is the responsibility of the instructor and students
      utilizing the space.
   ii. It is mandatory that each workstation used be cleaned prior to departure from the space.
   iii. Optionally each workstation to be used can be cleaned prior to use of the equipment.

VII. Guidance Documents/Policy Links:

VIII. Templates/Forms:

IX. Definitions
   A. Workstation: any individual area that includes a computer or open table within the teaching lab.

X. Revision History:
   Created: 8/10/2020
   Revised/Reviewed: