

## COVID-19 HSB Computer Lab Operation Plan

### Background

President Cockett deemed the computer labs as an essential operation so the labs have continued to operate during the quarantine. Many of the measures outlined below have already been implemented. The Huntsman School of Business Computer Labs include the following rooms: EBB 107, 109, 115, 118, 120, 211, and HH 124. Student employees, AKA “Lab Consultants”, work at desks at the entrance of EBB 107, 115, and 120. Traditionally, only one consultant works in a lab. Some labs are also classrooms.

### Work Schedules for Lab Consultants (employees)

1. Only one consultant per lab will be scheduled.
2. When there is a shift change, the incoming consultant will wipe down the workspace.
3. At times when two or more consultants are working together (usually when replacing old computers with new computers), they will be required to wear masks if proper social distancing cannot be maintained.

### Employee Safety Guidelines for Onsite Work

1. All employees will follow USU’s COVID-19 hygiene standards, including frequent handwashing and/or use of hand sanitizer, avoiding touching their eyes, nose, or mouth with unwashed hands, and covering coughs and sneezes.
2. Employees will wear a cloth face covering when 6-foot social distancing is difficult to maintain. The department will provide a face covering for each employee.
3. Face coverings should be changed or laundered each day. Face coverings are not required when only one employee is in an office or conference room.
4. Employees are required to wear face coverings in common areas, hallways, restrooms, and the break room.

### Meetings and Training

1. Most trainings and communications are already accomplished via e-mail, slack, and webpage. This practice will continue.
2. In-person meetings will be held if needed and only when proper social distancing can be maintained and the size of the group does not violate current orders from authorities.

# Facility Protocols to protect employees and Visitors

1. USU-approved COVID-19 signage that lists COVID-19 symptoms and preventative measures will be posted at all lab/classroom entrances.
2. Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
3. Sufficient wipes, disinfectant spray, and hand sanitizer are available for visitors to use.
4. Visitors will scan their own ID cards. The card scanner will be wiped down after each use.
5. All computers and surrounding workspaces as well as telephones, door handles, light switches, copier buttons, card scanners, etc. will be wiped down daily with appropriate disinfectants.
6. All computers and surrounding workspaces will be wiped down immediately with appropriate disinfectants after a user has finished.
7. A plexiglass barrier will be placed at each consultant desk (consultants are present to check-in students and help with questions).
8. Lab consultants will be encouraged to wear a face covering when interacting with visitors.
9. Chairs will be removed, or other appropriate methods will be implemented to facilitate social distancing.
10. Where possible, entrances will be reconfigured to facilitate more of a one-way flow of visitors as they enter or leave the lab/classroom.
11. Approved USU floor decals will be placed at the entrances to indicate where to stand and/or wait at an appropriate social distance.

## Communication of this Plan for Lab Consultants

1. A copy of this plan will be emailed to lab consultants. Department plans will also be available on the employee resources section of the Huntsman School website.
2. Employees will be emailed the USU-approved screening questions to review before coming back to work on site.
  - a. Employees who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if the symptoms are of concern to the employee.
  - b. For any of these symptoms, the state of Utah recommends testing for COVID-19: fever, cough, shortness of breath, sore throat, muscle aches and chills, or decreased sense of smell or taste.
3. The labs will post USU-approved signage setting expectations for staying home when sick, respiratory hygiene and etiquette, and workplace behavior.

All faculty and staff are encouraged to read and familiarize themselves with the information, guidelines, and resources available on the USU COVID-19 Response website at <https://www.usu.edu/covid-19/>

# Classrooms – EBB 109, 120, 211, & HH 124

1. These rooms are included in regard to all workspaces being wiped down daily.
2. However, in the general use computer labs all workspaces are wiped down after each use. It is believed the same thing can be done in the classrooms only if there is more time between classes. I am looking for more information regarding classrooms.
3. More information is also needed regarding the social distancing. I have included both the recommended 6 ft of distance as well as a 4' distance. In both cases I have been operating under the assumption of both a strict and a not-so-strict distance between students.
  - a. Here is the seating capacity of the computer labs under the two distances mentioned above:

Lab	Normal Capacity	6'		4'	
		Strict	Non-Strict	Strict	Non-Strict
EBB107	20	8	12	8	12
EBB109 <sup>†</sup>	42	16	20	20	24
EBB115	28	12	16	12	16
EBB118	33	15	18	15	18
EBB120 <sup>†</sup>	32	14	18	14	18
EBB211 <sup>*</sup>	42	18	24	22	30
HH124 <sup>*</sup>	66	32	35	38	46
Total	263	115	143	129	164
Percent Available		44%	54%	49%	62%

\* used exclusively as a classroom  
 † used as a lab but can have classes also

Strict = number of seats available if distance is measured from the left edge of Student A's seat to the right edge of Student B's seat.

Non-Strict = number of seats available if distance is measured from the center of Student A's seat to the center of Student B's seat