COVID-19 ACADEMIC SPACE GUIDELINES
Introduction & Purpose

• COVID-19 has had an unprecedented impact upon the world in general and the education sector specifically.

• Hamilton and its peers will be in this “new normal” until pharmaceutical interventions (vaccines or therapeutics) are available and mass-distributed.

• Until that time, academic operations must be informed by the guidance contained herein.
Introduction & Purpose

• The whole of our residential academic experience is driven by three key and well-established non-pharmaceutical interventions (NPI’s):
  – Physical distancing
  – Face coverings
  – Heightened cleaning/disinfection and hand hygiene
Introduction & Purpose

• Given that the academic learning environment is diverse by numerous criteria...
  – Classroom shape and size, location (indoor/outdoor), specialized spaces (labs/studios), performance-based, physical/athletic, etc.
• ...our approach to implementing these key NPI’s must be standardized as much as possible.
Introduction & Purpose

• Therefore, the focus of this analysis is to provide sufficient general and space-specific guidance to inform academic delivery decision-making.
  – We will focus on general classroom spaces first, then get into specialized spaces—including faculty/student collaborations.

• As new information becomes available or new directives are initiated, Hamilton will update its plan and approach.
General Classroom Spaces
General Classroom Criteria—Physical Distancing

• Point #1 on direct contact:
  – There shall be no direct contact with any person (with or without masks) and no direct contact with shared equipment without first following cleaning and disinfection protocols as per the below.
General Classroom Criteria—Physical Distancing

• Point #2 on close contact
  - Close contact with a COVID-positive person is defined as 10 minutes or more in a 24-hour period. Anyone deemed a close contact is subject to quarantine and symptom monitoring protocols.
  - Therefore, while incidental close contact may be unavoidable (crossing doorways, carrying heavy objects, etc.), close contact should be avoided.
General Classroom Criteria—Physical Distancing

• At a functional level, we primarily achieve physical distancing by de-densifying common spaces...
General Classroom Criteria—Physical Distancing

• Spaces with loose/non-fixed seating will have chairs removed.

Kirner-Johnson 102

Taylor Science G041
General Classroom Criteria—Physical Distancing

- Spaces with fixed seating will have chairs labeled making them unavailable for use.
General Classroom Criteria—Physical Distancing

• The spatial de-densifying process is ongoing and fluid, and some spaces will have arrangement options.

• For example, this space (Science 3039) has three different options:
  – Computer classroom—fits 11
  – Standard classroom—fits 9
  – Seminar arrangement—fits 8
General Classroom Criteria—Physical Distancing

• However, FM will have neither the time nor manpower to make repeated classroom arrangement changes each day.
• When/where this is necessary, space users will have to be intimately involved in the process.
General Classroom Criteria—Face Coverings

• Face coverings must be worn in all indoor locations:
  – Exceptions include your own private office, or other locations where by the time of day or physical location one is truly alone with no opportunity for incidental contact with others (like a locked door)
General Classroom Criteria—Face Coverings

• Follow **CDC guidance** on the do’s and don’ts of face covering use

![How to Wear Masks Correctly](image)

*How to wear a face mask correctly*

1. Handle mask by straps
2. Secure over nose and cover chin
3. Secure tight fit around nose and chin

Hamilton
General Classroom Criteria—Face Coverings

- The following types of face coverings issued by Hamilton are ACCEPTABLE
  - As are N95 respirators and homemade multi-ply types that fit snugly around the nose and chin
General Classroom Criteria—Face Coverings

- These types are **UNACCEPTABLE** based upon:
  - CDC guidance that does not recommend face shields as an alternative to face coverings
  - Recent Duke study on face covering performance

- Face shields without a mask underneath
- Neck Gaiters
- Bandanas
General Classroom Criteria—Cleaning/Hygiene

• This is what each of us must do with great frequency!!
General Classroom Criteria—Cleaning/Hygiene

• FM will use these products...
  – Oxivir Five 16 and Tb wipes
  – Clorox 360
• ...for their heightened cleaning and disinfection efforts.
General Classroom Criteria—Cleaning/Hygiene

• FM will also deploy these products...
  – Clorox Hydrogen Peroxide Wipes
  – Purell Advanced Hand Sanitizer Gel

• ...to permit faculty and staff to pre/post-clean common contact touch points (lecterns, technology, etc.).
General Classroom Criteria—Cleaning/Hygiene

• However, we must continue to rethink how we (and our students) use academic spaces to minimize/avoid contact hazards that require pre/post-contact cleaning in the first place!
  – It must be a team effort in coordination with FM because they cannot do this entirely on their own.
General Classroom Criteria—Cleaning/Hygiene

- **Bring your own classroom tools to avoid sharing:**
  - Chalk, dry-erase markers, staplers, pens/pencils, laser pointers, tape, etc.
- **De-densifying lectern areas will simplify/quicken the cleaning and disinfection process for everyone.**
General Classroom Criteria—Cleaning/Hygiene

• In registrar controlled classrooms, FM will clean/disinfect common contact touch points within the 20-minute break between scheduled classes.
  – Desks, doorknobs, light switches, etc.
• Space users are responsible for pre/post cleaning the lectern/used technology.
• There can be no arriving early/running late in these spaces—FM needs the full 20 minutes!
General Classroom Criteria—Cleaning/Hygiene

• Unless clickers can be thoroughly cleaned pre/post use, use is strongly discouraged.

• The “handing out papers” process is a contact hazard and may put everyone in situations where they cannot maintain physical distancing—please find acceptable alternatives.
Other General Criteria—HVAC Issues

- For facilities with central HVAC systems:
  - Filters are being upgraded from Merv6-8 to Merv13-14
  - We are revisiting air changes per hour and other maintenance criteria to optimize system performance
Other General Criteria—HVAC Issues

- For facilities without central HVAC systems:
  - Large air purifiers with carbon adsorption, HEPA and UVC light technologies are being deployed
  - Optimal for spaces up to 1000 square feet
    - Smaller units (up to 400 square feet) will go to smaller spaces—see further below
  - They must be elevated and generate some noise (unfortunately)
Other General Criteria—HVAC Issues

- The purifiers are self-explanatory to operate—problems should be reported to FM.
  - Turn on at the beginning of the day and off at the end of the day to preserve filter/UVC light life
Other General Criteria—Food/Drink

- While bottled water is permissible, please do not allow food or other drinks (coffee, soda, etc.) to be consumed in any learning space.
  - Food consumption results in scraps/waste for FM to manage, diverting them from their primary disinfection regimen.
  - Even more importantly, it will minimize face covering removal and uncontrolled aerosol generation.
Other Spatial Consideration
Beyond Classrooms
Offices & Tutorial Teaching Spaces

• When working alone in your office (with the door closed) face coverings are not required.
• At this time, in-person meetings with students (for advising, office hours, etc.) are not permissible in offices—even if physical distancing is achievable.
• FM will service your space 1x per week, but individuals are responsible for regular spatial cleaning/disinfection.
Offices & Tutorial Teaching Spaces

• Faculty tutorial spaces must be comparably de-densified and used according to the same rules:
  – 6’ of physical distancing
  – Universal mask wearing
  – Cleaning/hydige

• The de-densifying process is ongoing—example areas where this has yet to occur include:
Offices & Tutorial Teaching Spaces

- Other spaces used more for student studying than teaching will be similarly de-densified.
  - This space in Science will go from a max occupancy of 4 to 1, as will similar student study rooms in KJ
Computer/Technology-Heavy Spaces

- Countless varieties of such spaces exist (in learning venues and elsewhere)...

Sci 2017/CompSci

KTSA 114/Digital Arts
Computer/Technology-Heavy Spaces

• LITS is **NOT** planning on removing computers to help de-densify; rather they are asking dept. owners/users to:
  – Remove the keyboard/mouse but leave the monitor
  – Place this sign at the monitor workstation(s) taken off-line
  – FM will then rearrange furniture and/or remove chairs to achieve 6’ of physical distancing
Computer/Technology-Heavy Spaces

• The cleaning/hygiene of shared computer workstations and other technology at the lectern is the responsibility of the instructor (or equipment users in public spaces).

• Use Clorox wipes to clean the mouse, keyboard, and other contacted surfaces – but **NOT** on monitor screens!

• Use hand sanitizer before/after cleaning.
Labs, Studios & Workshops

• These run the gamut of configurations—teaching, research, and both.
• They include numerous spaces in Taylor Science and the Kennedy Center, but others like the Dunham Letterpress studio.
• Examples...
• Spatially, these spaces are being de-densified similar to others.
• However, many types of equipment or tools are fixed and immovable.
• Spatial guidance to achieve and maintain physical distancing:
  – Only use special equipment one user at a time (tape on the floor may be used to designate single-use areas)
  – Avoid more dangerous kinds of activities that are normally a two-person (student/student or faculty/student) operation
Labs, Studios & Workshops

• Face coverings are required in labs, studios, and workshops as in all other locations.

• However, due to the potential chemical, biological, or shop exposures in such spaces:
  – Do **NOT** wear reusable cloth masks
  – Do use surgical masks in a single-use fashion only and dispose of them after lab/studio work
Labs, Studios & Workshops

• Spaces that have chemical, biological, or shop hazards have always required PPE.
  – Hand protection, eye protection, lab coats, etc.

• Exposure risk to common contact hazards is reduced through universal glove use, as is the need to clean/disinfect everything.
  – Specifically for science labs, we will be migrating to a lab coat laundering program—stay tuned
Labs, Studios & Workshops

• Spaces such as rock/mineral labs or shops with hand/power tools have countless contact touch points:
  – Individually assign students their own materials/tools to avoid sharing
  – Ask students to clean/disinfect materials pre/post use (Studio Art’s planned use of paid “monitors” for tool cleaning is a model to consider)
  – Require students to wear gloves when using items that must be shared and cannot be readily disinfected
Labs, Studios & Workshops

• Since these spaces are departmentally controlled and specialized (chemical, biological, equipment hazards), FM cleaning and disinfection will continue at a normal frequency.
  – Daily servicing (waste, floors, etc.) at a minimum
• FM does not service benchtops or equipment because the same specialization can be dangerous to them, so alternate cleaning and disinfection protocols apply.
Labs, Studios & Workshops

• These spaces will be provided with a sufficient variety of wipes (Oxivir or Clorox) or spray-applied Oxivir disinfectants, and users must determine the appropriate cleaning regimen and frequency (which again may include student assistance)
  – For hand hygiene the preference is to wash hands with soap and water following PPE removal rather than using hand sanitizer alone, but hand sanitizer may be provided upon request
Performance Spaces (Athletics/PE, Theater, Dance)

• There are two different approaches to NPI implementation in these performance spaces...
Performance Spaces (Athletics/PE, Theater, Dance)

• Approach #1: Normal classroom/lecture activities in any of these spaces must conform with all classroom criteria noted above:
  – 6’ of physical distancing
  – Face coverings
  – Heightened cleaning/disinfection and hand hygiene
Performance Spaces (Athletics/PE, Theater, Dance)

• Approach #2: Performance spaces used for aerobic activities must conform with the following criteria:
  – **12’** of physical distancing
  – Face coverings
  – Heightened cleaning/disinfection and hand hygiene
Performance Spaces
(Athletics/PE, Theater, Dance)

• Aerobic activities in these areas typically include movements that are physically repetitive and rigorous (i.e. cardio).

• As such they have the potential to generate higher aerosol counts that could defeat a standard face covering.
Performance Spaces
(Athletics/PE, Theater, Dance)

• In the event aerobic activities/movements are impossible to perform indoors while wearing face coverings...
  – Because the face coverings functionally break down due to sweat or are too physically restrictive to the wearer’s respiratory system

• ...then the options are to avoid such activity altogether or perform it exclusively outdoors with face coverings optional (see outdoor space use below).
Performance Spaces (Music)

- For Music spaces, certain activities (choral singing and the use of brass or woodwind instruments) are considered “high aerosol generating.”
- As such the application of special NPI’s will apply, as follows...
Performance Spaces (Music)

• Where standard instruction is being delivered, the same 6’ of physical distancing and spatial de-densifying will apply as elsewhere.

• For non-choral/brass/woodwind instrument use, standard face covering protocols will be followed.
Performance Spaces (Music)

• However, for the “high aerosol generating” activities (choral singing and brass/woodwind instrument use), a 6’x9’ physical distancing standard will be followed.

• This unique standard has been established by recent research as being effective so long as other special controls are also implemented (see below).
  – The spatial impacts of this strategy in two Music spaces are depicted immediately below...
Non-High Aerosol Generating Activity
6’ Spacing = 50 max

High Aerosol Generating Activity
6’x9’ Spacing = 32 max

Wellin Stage

List 106

Non-High Aerosol Generating Activity
6’ Spacing = 23 max

High Aerosol Generating Activity
6’x9’ Spacing = 12 max
Performance Spaces (Music)

• Regarding face covering use for “high aerosol generating” activities...
• ...choral performers will wear special “singing masks”
• For wind/brass instruments:
  – Performers will wear slotted masks to maintain instrument contact, and the instruments themselves will also be masked
Performance Spaces (Music)

• Additionally, “high aerosol generating” activities in indoor spaces will be limited to 30 minutes in duration, with a 20 minute break in between sessions:
  – The effect of which is to assure facility HVAC systems have sufficient time to clean/purge the air of lingering aerosols
  – See below for outdoor spaces
Performance Spaces (Music)

- For the numerous music practice spaces, a myriad of controls are planned:
  - May only be used one person at a time
  - Masks are required unless practicing alone with closed doors
  - 20-minute break between uses will be required, thereby mandating tight control through scheduling
  - Small air purifiers (up to 400 square feet) with carbon adsorption and HEPA filters must be used (equally self-explanatory to operate)
  - Outdoor space use as per the below
Outdoor Spaces

• We will have more than 20 outdoor spaces (unsided canopies), plus the Babbitt Pavilion, as per the locations in green on this map:
Outdoor Spaces

• The Admissions canopy has been set up as our demonstration model and is already in use (as is the Babbitt pavilion).
Outdoor Spaces

• Protocols for how these shared spaces are reserved and prioritized are still being developed.

• Regarding the “big three” NPI’s...
  – Physical distancing
  – Face coverings
  – Heightened cleaning/disinfection and hand hygiene

• ...here is the guidance...
Outdoor Spaces

• The principal difference between indoor and outdoor spaces and these two NPI’s are as follows:
  – In indoor spaces 6’ of physical distancing **AND** face coverings are required at all times.
  – In outdoor spaces, face coverings are only mandatory when certain physical distancing standards cannot be consistently maintained, as per the following...
Outdoor Spaces

• Following the Admissions model:
  – All seating is set up following the 6’ physical distancing standard, and the space is labeled with a maximum occupancy.
  – If the nature of the space use is structured in a way that the 6’ standard can be consistently maintained, then face coverings at that point become strongly encouraged but not mandatory.
Outdoor Spaces

– However, if the nature of the space use cannot guarantee the 6’ standard will be consistently maintained (i.e. unstructured and/or social uses)...
– ...then face coverings are mandatory.
– **REMEMBER**—even with face coverings, close contact within 6’ should be minimal and shall not exceed 10 minutes (indoors and outdoors).
Outdoor Spaces

– In the Athletics/fitness outdoor space, all equipment has been set up to achieve a 12’ physical distancing standard.
– As with other outdoor spaces, if this 12’ standard can be consistently maintained, face coverings are strongly encouraged but not mandatory.
– Similarly if the 12’ standard cannot be consistently maintained, then face coverings are **mandatory**.
The Music department’s use of outdoor spaces will conform with all physical distancing and face covering use standards set forth for their indoor spaces, with one exception...

“High aerosol generating” activities in outdoor spaces will be limited to 30 minutes in duration, with a 5 (not 20) minute break in between sessions.
Outdoor Spaces

• Outdoor space summary:
  – While physical distancing and face coverings remain strongly recommended at all times in all outdoor spaces, face coverings are only mandatory when the 6’ (or 12’ for athletic/fitness) standards cannot be consistently achieved.
Outdoor Spaces

• Regarding cleaning and hygiene, outdoor spaces will receive regular waste and disinfection service by FM.

• Hand sanitizer stations will be prominently staged to enable hand hygiene.
Other Questions...

• ...that cannot be answered by your supervisor may be directed to any member of the COVID-19 task force or Brian Hansen.