

Hamilton

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

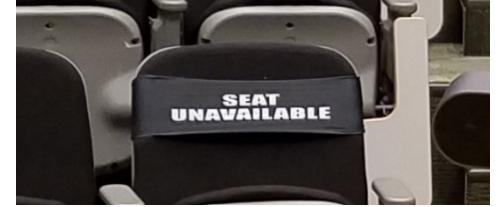


Taylor Science G041



General Classroom Criteria—Physical Distancing

- Spaces with fixed seating will have chairs labeled making them unavailable for use.



Wellin Hall



KJ 125



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



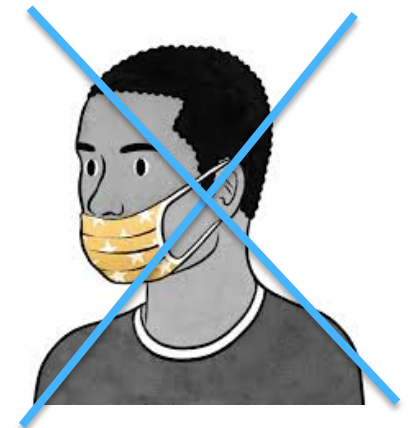
General Classroom Criteria—Physical Distancing

- 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 properly, fully covering the mouth and nostrils.
- Masks 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)
- **ACCEPTABLE** options include...



General Classroom Criteria—Face Coverings

Reusable Cloth Masks



Clear Masks



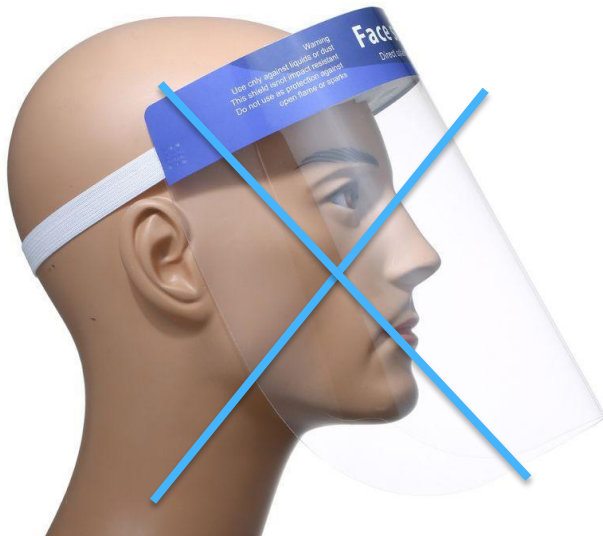
Disposable Surgical Masks



General Classroom Criteria—Face Coverings

- Please avoid using or permitting these **UNACCEPTABLE** options in learning environments...

Face shields without a mask underneath

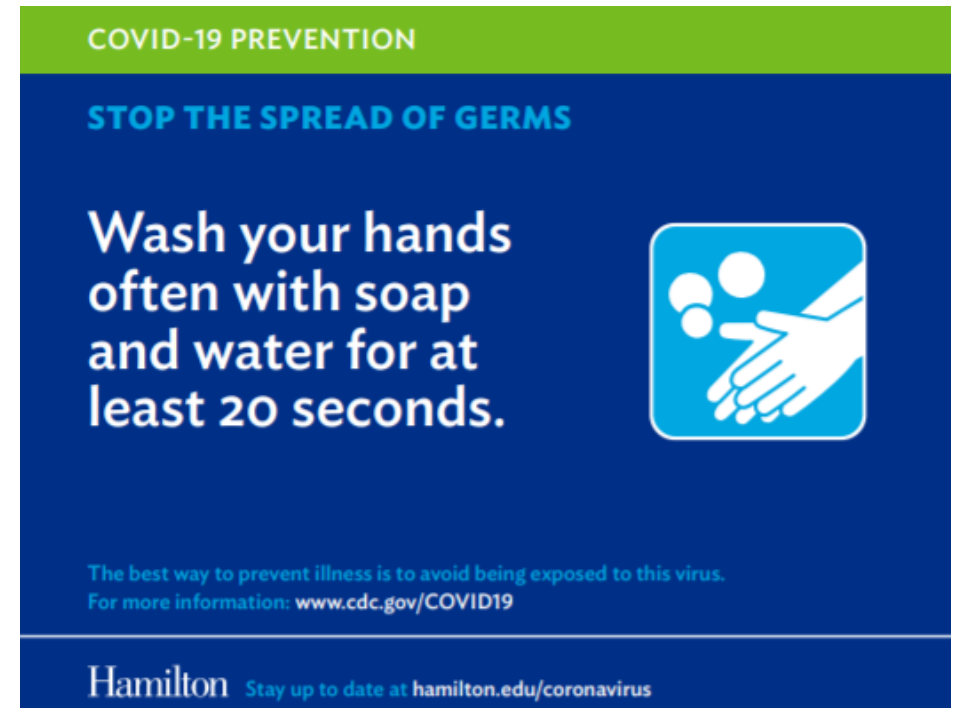


Devices with exhalation valves that do not capture droplets



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.

A photograph of a lecture hall with wooden desks and a podium. The podium is cluttered with various items including a computer monitor, a microphone, a water bottle, a mug, and papers. A projector is mounted on the podium.

- 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

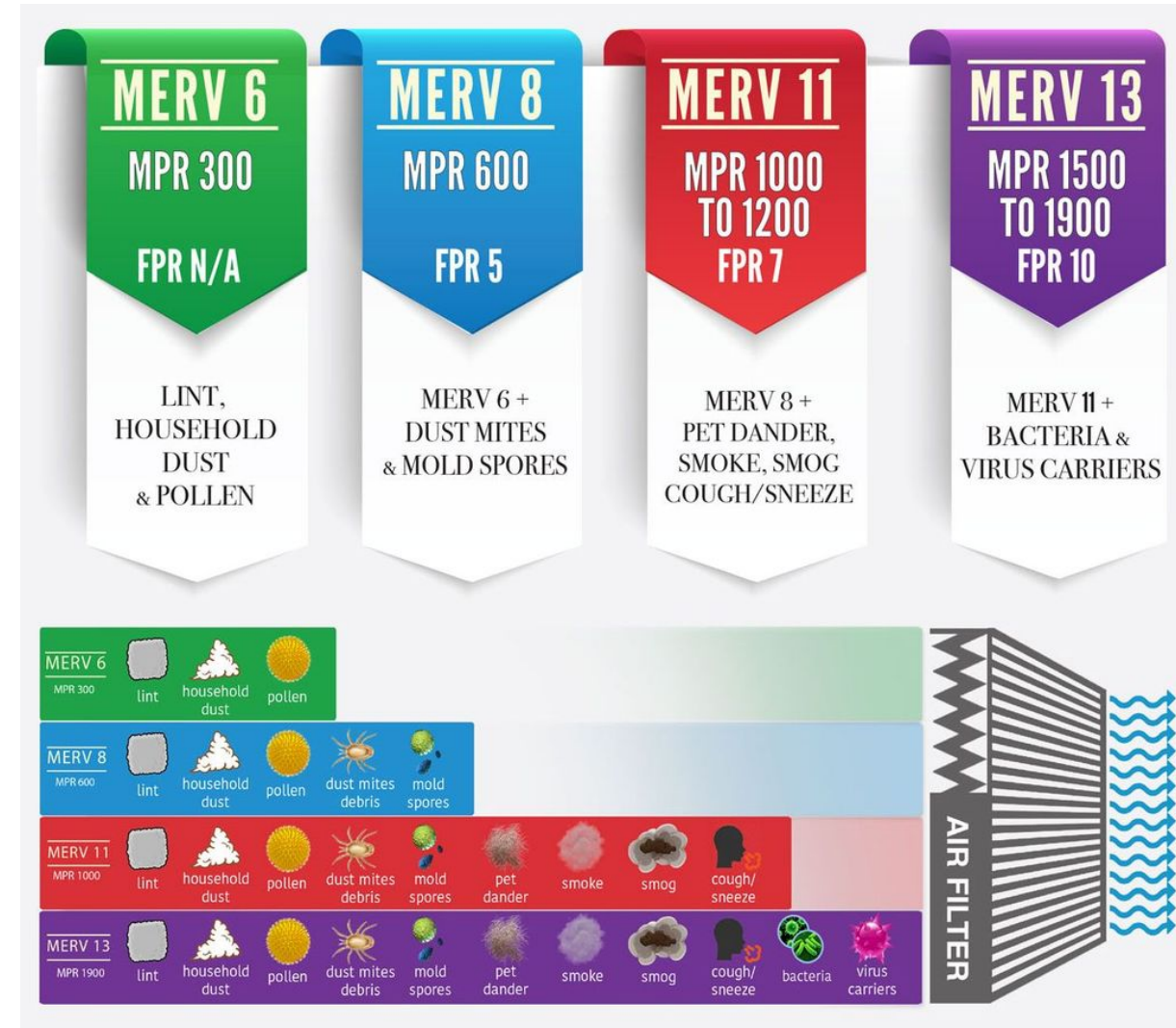


- Unless clickers can be thoroughly cleaned pre/post use, use is strongly discouraged.
- The “handing out papers” process is a contact hazard and may put everyone in situations where they cannot maintain physical distancing—please find acceptable alternatives.



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 space 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)

Root 203



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 (four combined offices) must be comparably de-densified and used according to the same rules:
 - 6' of physical distancing
 - Universal mask wearing
 - Cleaning/hygiene
- The de-densifying process is ongoing—example areas where this has yet to occur include:

Sci G050/Physics



Sci 1072/Chemistry



CJ 115 S/Math



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

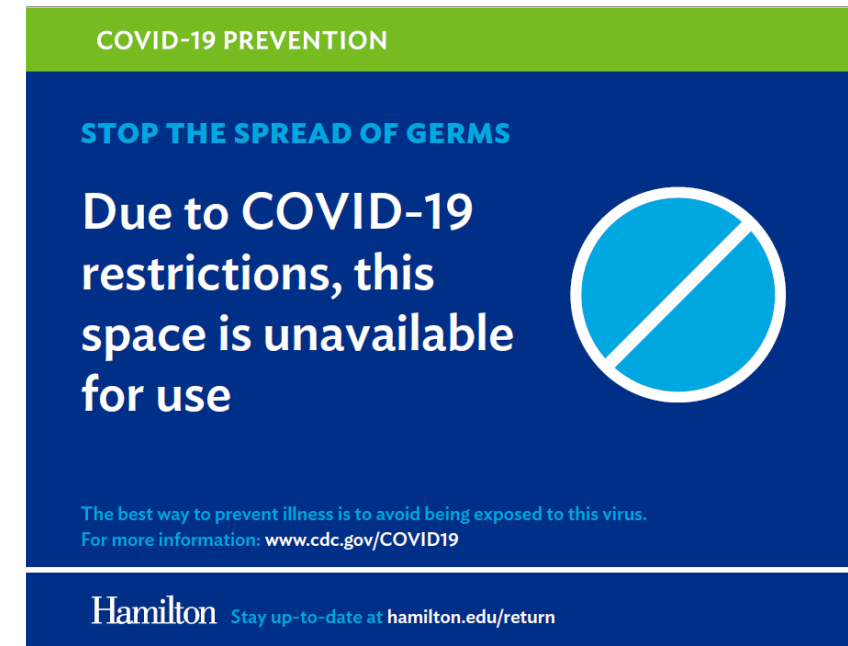


KTSA 114/Digital Arts



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...



**GeoScience Rock
Specimen Lab**



**Studio Art 3D
Wood Shop**



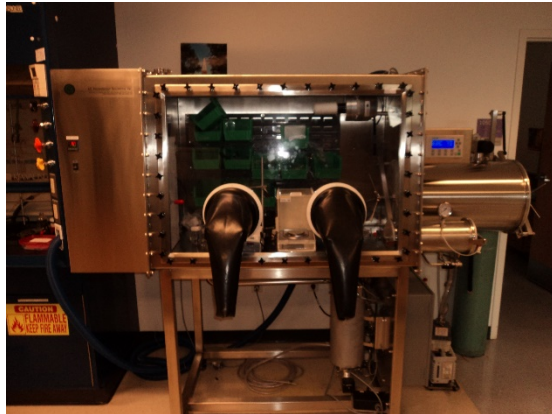
**Organic Chemistry
Research Lab**



**Science Center
Workshop**

Labs, Studios & Workshops

- Spatially, these spaces are being de-densified similar to others.
- However, many types of equipment or tools are fixed and immovable.



Labs, Studios & Workshops

- 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



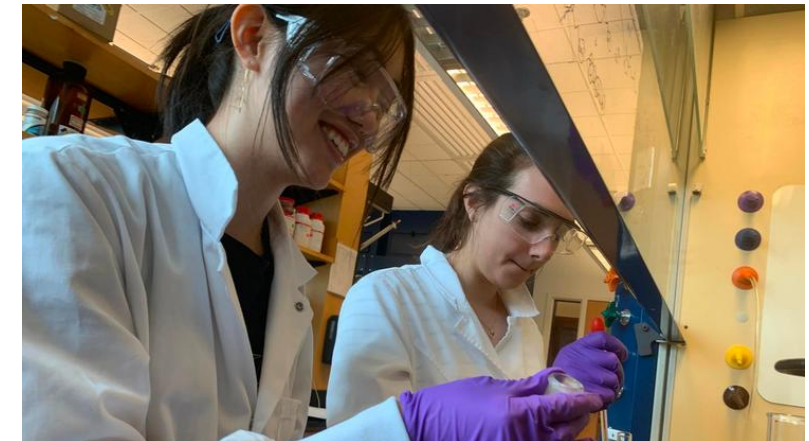
Labs, Studios & Workshops

- 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

- In 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

(Music, Athletic/PE, Theater, Dance)

- There are two different approaches to NPI implementation in performance spaces...

Performance Spaces

(Music, Athletic/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

(Music, Athletic/PE, Theater, Dance)

- Approach #2: Performance spaces used for “aerobic or other high aerosol-generating activities” must conform with the following criteria:
 - 12' of physical distancing
 - Face coverings
 - Heightened cleaning/disinfection and hand hygiene

Performance Spaces

(Music, Athletic/PE, Theater, Dance)

- “Aerobic or other high aerosol-generating activities” typically include...
 - Movements in an Athletics/PE (or other) class that are physically repetitive and rigorous (i.e. cardio)
 - Certain activities in music spaces (brass, woodwind use or vocal/choral projection)
- ...which in either case have the potential to generate higher aerosol counts that could defeat a standard face covering.

Performance Spaces

(Music, Athletic/PE, Theater, Dance)

- In the event “aerobic or other high aerosol-generating activities” 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 if 6’ of physical distancing can be maintained (see outdoor space use below).

Performance Spaces

(Music, Athletic/PE, Theater, Dance)

- For Music spaces, consider the following...

Performance Spaces—Music

- Spaces are being de-densified to meet the same 6' physical distancing standards as elsewhere.
- Standard face covering protocols will be followed for non-choral/brass/woodwind activities.



Performance Spaces—Music

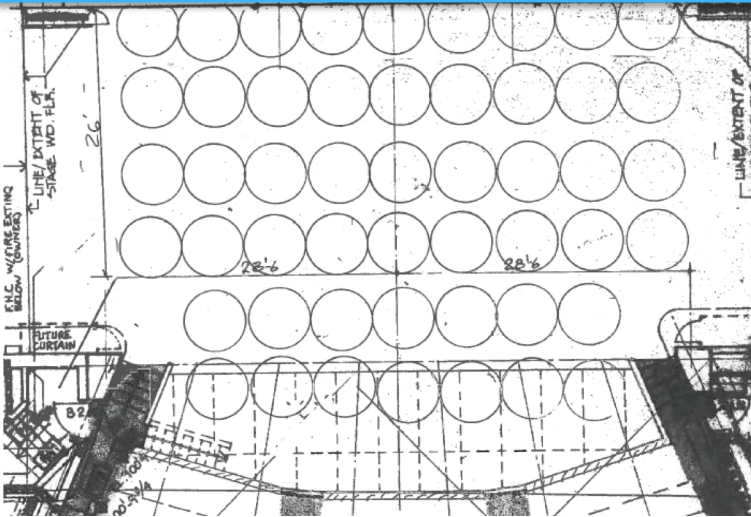
- However, because certain activities (choral or brass/woodwind instrument use) cannot be done without generating higher aerosol counts, approach #2 using physical distancing standard of 12' should be implemented.



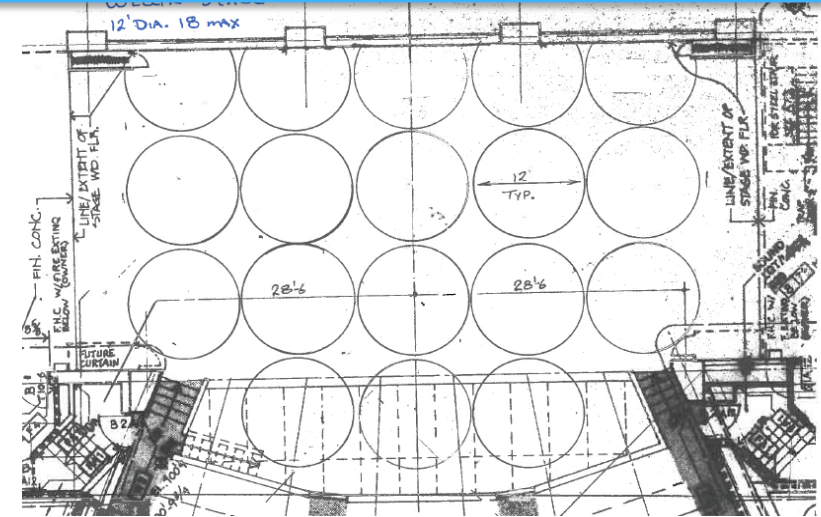
Performance Spaces—Music

- Example of what this alternate spacing strategy looks like for the Wellin Hall stage:

Non-High Aerosol Generating Activity
6' Spacing = 50 max



High Aerosol Generating Activity
12' Spacing = 18 max



Performance Spaces—Music

- For the numerous music practice spaces, a myriad of controls are planned:
 - May only be used one person at a time because neither 6' nor 12' distancing is achievable
 - Masks are required unless practicing alone
 - 15-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).
- Another one not yet depicted will be at the old tennis courts for athletic/wellness use.



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

- In indoor learning spaces 6' of physical distancing **AND** face coverings are required at all times.
- Outdoors face coverings are recommended even when 6' of physical distancing is maintained.



Outdoor Spaces

- Following the Admissions model:
 - All seating is set up following the 6' physical distancing standard, and the canopy is labeled with a maximum occupancy
 - If the nature of the space use is structured in a way that physical distancing can be consistently maintained, then face coverings at that point become **recommended only**



Outdoor Spaces

- However, if the nature of the space use cannot guarantee that 6' of physical distancing 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

- Lastly, if the nature of the space use is related to athletic/wellness activities or choral/brass/woodwind use, other physical distancing standards apply (12')...
- ...but face coverings will remain **recommended only**.



Outdoor Spaces

- Generally speaking:
 - Physical distancing **AND** face coverings remain strongly recommended at all times in outdoor spaces
 - The Admissions experience is that both staff and visitors are choosing to remain masked
 - And even when presenting to families, face coverings have not been a communication barrier

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.