

UHWO PLANNING AND FACILITIES - PHYSICAL DISTANCING STRATEGIES

Classrooms and Laboratories

General Criteria – Provide 6' separation between student seats, 6' separation between instructor zone and student seats, retain furniture in the room.

- Classroom capacity per room will be dictated by the above criteria and involve repositioning of tables and chairs. Where classroom depth is constrained consider a staggered layout (as opposed to aligned or stacked) to achieve the 6' distance. Excess tables may be used at the front of the room to provide a physical 6' buffer between the instructor and the first row of students. Other tables and chairs will be nested and stored where space is available, typically at the back of the room. Consideration is being given to store excess furniture in a smaller classroom (less ideal for physical distancing) to prevent students from helping themselves to chairs to sit near friends.
- Lab capacity will generally follow the above criteria. Labs with movable tables will be reconfigured accordingly. Labs with fixed lab benches will be marked to delineate zones where students will sit and work at.
- The intent is to equip all classrooms and labs with the appropriate technology to allow students to attend classes in person, in an adjacent "overflow" room, or via Zoom communication.

Computer Labs

General Criteria – Provide 6' separation between student seats, 6' separation between instructor zone and student seats, retain furniture in the room.

- Computer Labs with fixed rows of computers will remain in rows, due to continuous cabling along tables. Where feasible, rows will be shifted to achieve a 6' separation from back to front of seats, and removal of inactive computers or appropriate signage. Where rows cannot be altered, the 6' separation will be achieved by removal of inactive computers or appropriate signage. This may result in lower seating capacities.

Offices

- Open office formats should ensure a 6' separation between one employee seat to the next. Where this dimension cannot be met, alternate solutions will need to be considered.
- Public-facing transaction counters will be equipped with clear counter guards (Student Services, Library Resources, Mail Delivery, etc.).

Meeting Rooms

- In-person use of meeting and conference rooms will respect the 6' separation or utilize clear desk guards where the 6' distance cannot be met. Extra chairs would be

removed from the table and “wrapped up” and remain in the room with appropriate signage. For Zoom type meetings, the appropriate technology will be provided.

Restrooms

- Restroom with multiple stalls will have its alternating stall doors locked with appropriate signage. Accessible stalls will remain open. Alternating lavatories (sinks) will also be made inoperable with appropriate signage.

Library

- Learning Commons computers will have seats removed at inactive computers.
- Reading and study areas will have furniture arranged and appropriate signage to adhere to 6’ separation.
- Group Study Rooms will be limited to 1 or 2 students with appropriate desk guard in place.

Food Services

- Cafeteria queuing lines will be aided with floor markers 6’ apart.
- If allowed, Cafeteria tables will be arranged to allow for 6’ separation, with excess tables and chairs removed.

Employee Breakrooms

- If kept open, seating will be reduced to promote physical distancing.

Outdoor Seating (Breezeway, Lanai, Umbrella)

- Smaller tables will have 1 chair per table. Tables with fixed seating that cannot be removed will have appropriate signage.
- Planter wall seating will have appropriate signage to adhere to 6’ separation.

Additional Signage for Physical Distancing

- Stairways – Signage to keep to the right.
- Elevators – Signage to limit to one, unless in same family or household.
- Drinking Fountains – Signage to limit to one person at fountains.
- General circulation – Signage to keep 6’ apart.