

As part of your plans to re-open student focused spaces this guideline document is intended to form a checklist of the requirements for re-opening. These guidelines are for student lounges and other study spaces that are not part of the common areas in buildings. Please note all signage is available to download through the EHS website www.ucalgary.ca/risk/environment-health-safety.

Roles and Responsibilities:

Caretaking

- Clean and disinfect spaces once per day
- Empty garbage and recycling bins where required

Students

- Disinfect their spaces and equipment they will be using before and after use
- Wear face coverings
- Maintain physical distancing as much as possible

Faculty

- Moving and removing furniture to promote physical distancing
- Posting signage
- Ensuring there is an adequate supply of wipes for disinfecting
- Determining whether:
 - Microwaves will be in service
 - There will be a room booking system
 - There will be a space monitor

The following precautions should be taken:



1. **Post AHS COVID-19 Visitor Alert Public Facilities sign** at entrance. (<https://albertahealthservices.ca/topics/Page17000.aspx>)
2. **Occupancy:** Limit capacity of the space to ensure proper physical distancing of 2m. If you require assistance with this please contact Diana Gonzalez in Campus Architecture (diana.gonzalez2@ucalgary.ca). The reduced capacity should be posted on the *COVID-19 Restricted Maximum Occupancy* sign at the entrance.



Once the capacity is determined, cloth furniture that cannot be cleaned, should be taped off from use. Remaining furniture should be arranged to achieve 2m physical distancing. *Skip this seat* signage is available as well as *Support Physical Distancing* signage.



3. **Cleaning:** Although Facilities cleans these spaces once a day, touch points should be wiped before and after use. Faculty should obtain cleaning supplies from Supply Chain Management (SCM) scmhelp@ucalgary.ca. If the space currently has garbage and recycling bins these will continue to be emptied by cleaning staff.

Disinfection Guidelines should be followed. (www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-environmental-cleaning-public-facilities.pdf)



4. **Kitchens:** If the lounge or study space has a kitchen area, please refer to the attached Meal Preparation and Eating Space COVID-19 Guidance for Student Lounges and Faculty Study Spaces document. While microwaves will remain closed in all common spaces, it is at the discretion of the Faculties to allow microwave use in student lounges.



5. **IT equipment:** If the study space is a computer lab then each computer, keyboard and mouse, touch points on printers, copiers etc. should be disinfected before and after use. Faculties can obtain cleaning supplies from SCM and will be responsible to ensure there is adequate supply in the room for this purpose.



6. **Personal effects:** dishes, newspapers and magazines are not to remain in the room after use.



7. **Behavior Expectations** should be posted to keep all occupants safe. Including:
 - Hand Hygiene
 - Masks must be worn
 - Respiratory etiquette
 - Physical Distancing
 - Cleaning up after yourself
 - Booking the space where relevant



8. If possible, **Room booking** should be coordinated through an on line booking system and **hours of operation should be** posted on the room entrance and on the booking system.



9. **Space Monitor:** an individual with a vested interest in the success of the space should be appointed as the key contact for the space. Spaces not monitored should be signed accordingly at the entrance.