

Fall 2020 Facility Operations and Impact

Updated April 2021

The health, safety, and wellbeing of faculty, staff, and students continues to be our highest priority in promoting a safe environment for the Carleton College campus during the COVID-19 pandemic. Many efforts have been undertaken to develop operational standards to help protect and enhance the educational environment. It is this commitment to safety that is driving our efforts.

Carleton has a comprehensive strategy to mitigate the spread of SARS-CoV-2, the virus that causes COVID-19, built upon U.S. Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and Minnesota Department of Public Health (MDH) guidance.

Primary Methods of Control

- **Physical distancing.** The goal of physical distancing (sometimes called “social distancing”) is to help us keep from infecting others. Keeping physical space between you and others – six feet – is one of the best tools we have to avoid exposure to the SARS-CoV-2 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to keep this physical distance from others whenever possible, even if you have no symptoms.
- **Wearing face masks.** All faculty, staff, students and visitors on campus are required to wear a mask, regardless of vaccination status, that covers both their nose and mouth at all times while in the presence of others or while in indoor public spaces. Masks are required to be worn in outdoor public spaces when physical distancing of six feet or greater cannot be maintained. Masks should be cloth and must not feature a vent. Neck gaiters and bandanas are not considered acceptable mask options. You should keep your face masks laundered and clean.
- **Monitoring symptoms.** Employees and students must conduct [symptom self-monitoring](#) every day before reporting to work, class or any other campus activities.
- **Testing.** Weekly random surveillance COVID testing is performed, in addition to baseline testing of the entire on-campus community at the start of each academic term. The tests are administered by Homeland Health and analyzed by a lab at the University of Minnesota, with results available within 24 hours.
- **Quarantine and isolation.** When a member of our campus community tests positive for COVID-19, our team works on behalf of the Minnesota Department of Health to carry out tracing for close contacts both on and off campus. Affected students follow quarantine and isolation protocols within campus residences that have been reserved for this purpose. Students in quarantine or isolation have a designated case manager, receive meals in their residence, take their classes online, and have their health and wellbeing actively monitored by a member of our professional Student Health and Counseling staff. Affected faculty and staff follow quarantine and isolation protocols at home.
- **Contact tracing.** All close contacts of an individual who has tested positive for COVID-19 are contacted and quarantined. For students living in townhouses or interest houses, all residents of the house are quarantined in the event of one resident’s positive test. A close contact also may be someone who had direct physical contact with a positive case, shared eating or drinking utensils with a positive case, provided care in the same residence to someone who is sick with COVID-19,

or who had direct contact with infected respiratory droplets through sneezing or coughing. Employees who receive a positive COVID-19 test result outside of Carleton report their results via this [form](#) to initiate contact tracing.

- **Reducing close-contact activities.** This document describes the steps that have been taken to reduce close contact across campus.
- **“Sanitizing in and sanitizing out”** of classrooms and meeting rooms is required.

Campus-Wide Operational Changes

The Return to Campus Operations Team has coordinated the following overall changes on campus:

- In high-traffic areas, floor markings for physical distancing in any queues or waiting areas have been placed.
- Hand sanitizer stations and disinfectant supplies are available at entrances to classrooms, meeting rooms, main building entrances and other key areas. This enables our [“sanitize-in, sanitize-out” protocol](#).
- Room occupancies have been assessed and occupancy signs have been posted on all shared spaces, based on both physical distancing requirements and ventilation capacity (see below).
- The use of box fans, ceiling fans and oscillating fans is discouraged. We are utilizing the building HVAC system to its fullest potential.
- In common areas (Upper Sayles, Great Space, Weitz Commons, Anderson Atrium, etc.), furniture has been removed or redistributed to ensure physical distancing.
- In open, unfurnished areas (for example, the Art Gallery, Great Hall), a rule of thumb for COVID-19 Modified Occupancy is 36 square feet per person, as this allows at least six feet between people side-to-side and front-to-back.
- Equipment that has multiple users must be sanitized thoroughly between uses. Containers with pens for sharing, candy bowls, bowls of ‘freebies’ are discouraged. Potluck events and events where food is shared are highly discouraged. Disinfectant supplies will be available. Please refer to the [Fall 2020 Enhanced Cleaning and Disinfection Protocols](#).

Air Quality and Ventilation

Due to the age of the campus buildings, there is a broad variety of complexity, resiliency, and age in HVAC equipment, systems, controls, and building automation systems (Siemens and Automated Logic). Due to the variability in our building systems, and the nature of the activities conducted in each building, the campus is applying a layered approach to minimize the risk of transmission. In addition to the primary exposure control strategies being applied on campus (e.g., remote work, physical distancing and cloth face coverings), secondary exposure control strategies are being applied to further reduce the risk of transmission in campus facilities. This includes various engineering controls (HVAC system modifications) and administrative controls (i.e., enhanced cleaning and disinfection), which are being applied throughout campus. A combination of these controls will be implemented when feasible and as necessary, based on risk and type of facility.

The following sections outline risk management strategies that are being applied in campus buildings to reduce the risk of transmission. This guidance for building operations, intended to slow the transmission

of viruses via HVAC systems, is based on recommendations follow CDC and American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), and analysis from our consulting epidemiologist.

Outdoor Air Intake

The ventilation rates and outdoor air supply on many of the College's ventilation systems can be adjusted to some degree. Significant changes, however, cannot be accomplished due to the design limitations of existing equipment. Facilities Management monitors air supplies for proper operation and increases outdoor air intake wherever possible. These efforts are limited by the need to maintain proper temperature and humidity for all building occupants, in particular during warm, humid summer weather and colder winter weather. In some buildings, such as residence halls, operable windows provide access to outdoor air. Facilities Management is working in conjunction with Environmental Health and Safety to evaluate and optimize the performance of all ventilation systems.

Windows should be opened whenever possible to increase the exchange of fresh air within a space and to disrupt airflow patterns enough to decrease pockets of low air circulation that could be created by normal air patterns when HVAC systems are running. Window air conditioners should not be run while other windows in the room open. A window air conditioner recirculates air within a space and provides little fresh air.

Heating units should not be turned up to compensate for open windows. A safe campus requires us to consider both energy use and ensuring safe indoor spaces. Most buildings are heated by hot water heat, and windows can be opened for short periods of time (for example, during and after classes) without needing to adjust the temperature controls in these spaces. Those sitting near windows may want to wear extra layers for comfort. For buildings supplied by 120F hot water heat, windows should be closed after class to prevent damage to the heating systems. If you have questions about your spaces, and what's appropriate, please call Facilities Management at 222-4133.

Open windows should be closed as shared spaces are vacated or at the end of the day.

Air Filters

Building ventilation systems, where possible, already have filter systems (known as "MERV" rated), which are regularly maintained by Facilities Management, but are not necessarily designed to remove particles as small as SARS-CoV-2 (0.125 microns). Many of our ventilation systems are not designed to run with these ultra-low particulate filters, which create significantly increased resistance to airflow. Given that redesigning the systems is not feasible, maximizing their efficiency is the goal. Air handling units capable of operating with a MERV-13 rated filter have been g upgraded to this higher efficiency filter.

Personal Air Filtration Devices

Personal air filtration devices are permitted on campus under certain conditions. The devices should be UL listed (tested by Underwriters Laboratories) and labeled, meaning they conform to widely established safety standards, and should only be plugged directly into a wall outlet, and not into an extension cord or

power strip. Although the College does not provide personal air filtration devices campus-wide, they will be placed strategically where warranted.

Personal Fans

The use of personal fans, ceiling fans and oscillating fans in offices and classrooms is discouraged, as these just recirculate the same air within the space and we seek to utilize our building HVAC systems to their fullest potentials.

Building and Room Ventilation Rates

Ventilation rates and capacities for buildings and rooms have been reviewed. This data will be used to inform decisions on how spaces can be used while minimizing risk as planning teams meet with departments to determine operational procedures and protocols. The focus of this data gathering is on high-use spaces and those spaces shared by multiple people, such as:

- Classrooms
- Studios
- Laboratories
- Dining Halls
- Common rooms, including spaces like the Library

This process is ongoing as circumstances and plans change.

Operations and Maintenance

Ensuring proper operation and function of the HVAC systems is an integral part of the risk minimization strategy. Building HVAC systems are being inspected at an increased frequency to ensure the proper operation and functionality of each system. Inspections focus on the requirements outlined by ASHRAE, which include proper testing and cleaning of dampers, condensate drains and pans, outside air intakes, control valve actuation and ensuring filters are in good operating condition. The higher frequency of maintenance on air handlers is ongoing throughout the COVID-19 pandemic response.

Modified Occupancies and Risk Management Strategies in Campus Facilities

The following sections outline additional risk management strategies that can be applied to further reduce the risk of transmission of SARS-CoV-2 in campus facilities.

Outdoor Classrooms

To meet the campus needs for academic and teaching purposes, various non-traditional spaces are being utilized, including open-walled outdoor tents. Three reservable outdoor classrooms are available during Spring Term: the Anderson Amphitheater (20 students); the Music and Drama Patio Tent (30 students); and the Chapel Lot Tent (relocated from the Boliou/CMC Patio, 15 students). For instructors, the tents have a whiteboard or chalkboard and a speaker/microphone; students have chairs with lap desks. There is no other technology in the outdoor classrooms.

Building Entry

Every entrance area/lobby is unique. If the area largely functions as a hallway or vestibule, it is treated as such.

- In some buildings, exits and entrances have been designated to encourage one-way traffic.
- Building access is restricted and a One Card is required to enter.

- Signs about mask requirements and other protocols that impact how occupants use and move throughout are posted at building entrances.
- Hand sanitizer stations are located at the main building entrances.

Stairs, Elevators, and Hallways

For elevators on campus, the modified occupancy is one (1), as most elevator cars are too small to accommodate multiple people while maintaining appropriate physical distancing. Modified occupancy for stairs and hallways is impractical to calculate because the occupants are generally in constant motion. However, care must be taken to monitor hallways/stairways for overcrowding at peak times and to prevent congregation at any time.

- Many stair towers are too narrow to provide a full six feet of physical distancing. Signs directing people to keep right as they go up or down in high traffic areas have been posted.
- Physical distancing queue management for waiting customers (Post Office, Sayles Cafe, etc.) has been added.
- Passenger limits have been posted on elevators.
- Elevator cleaning processes to ensure ongoing cleaning of high-touch surfaces like elevator buttons have been established.
- Faculty are encouraged to adhere to class start and end times to allow for the full passing period and avoid additional congestion in doorways and hallways.
- For hallways, the emphasis is on maintaining physical distancing as people pass each other.

Meeting Rooms

- Virtual meetings are encouraged. Because many employees are working remotely, and because meeting in groups increases the risk of viral transmission, the default option is to hold meetings in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Google Hangouts, Microsoft Teams, telephone, etc.).
- Some tables and chairs have been removed or taped off to limit occupancy

Individual Workspaces (i.e. Private Offices)

Other than large offices, individual workspaces (defined by having a door and walls with a single desk) are limited to a single occupancy. Visitors should not occupy offices where there is not sufficient room to maintain six feet of distance.

- While in a private office, the occupant can take their face covering off. If, however, a visitor enters, then both individuals must wear a face covering.
- Meetings should be conducted in a designated room or online.
- Instruct office visitors that they should have conversations with office occupants from the doorway and not enter individual offices. Meetings should be held via videoconference or in a designated meeting room with sufficient space to maintain physical distancing.
- Faculty and staff may make themselves available for in-person office hours, which should take place in larger spaces (i.e. Weitz or Anderson Atrium, Sayles-Hill, classrooms) or outdoors. They are also encouraged to offer virtual office hours in order to enable private conversations and support students who need to or wish to remain physically distant.

- Faculty and staff members who are more comfortable conducting office hours or meeting with students electronically should do so. Please consider the availability of technology to students and offer alternatives to Google Hangouts or Zoom meetings, such as phone calls.

Open Workspaces (i.e. Cubicles)

A *cubicle* is a partially enclosed office workspace that is separated from neighboring workspaces by partitions.

- Cloth face coverings are required before standing and leaving the cubicle.
- When a visitor approaches the cubicle, both the visitor and the cube occupant must put on their face covering.
- In cubicles with any wall lower than face level, employees must wear a face covering at all times.
- A worker may temporarily remove their face covering while working alone in a cubicle if:
 - The cubicle has four walls (one with an opening (roughly three feet) for an entryway) that are high enough to block the breathing zone (while the worker is standing), meaning they are above face level, of the person working in the cubicle or any adjoining cubicle;
 - The work activity will not require anyone to enter the cubicle; and
 - The worker is at least six feet from any other workers in adjoining cubicles.
- Avoid using coworkers' phones, desks, offices, or other work tools and equipment. If equipment has multiple users, it should be sanitized thoroughly between uses.
- Visual cues such as floor decals, colored tape, or signs should be used to assist others to know where they should stand while waiting to be assisted, etc.

Open Workspaces (i.e. Reception cubicle)

In some areas on campus, employees work in a cube-type setting in a large open area. In this setting, there are offices on the periphery of the work area. For those areas:

- When the employee is at their workstation, in the large open area and all office doors are CLOSED, the employee can work without a face covering.
- Cloth face coverings are required before standing and leaving the cubicle.
- When a visitor approaches the cubicle, both the visitor and the cube occupant must put on their face covering.

Classrooms, Lecture Halls, Auditoriums

Modified occupancy for classrooms and lecture halls is based on the number of seats that can realistically be used while keeping students six feet apart, plus the instructor/faculty.

For lecture halls with fixed, auditorium-style seating, one configuration is that every other row is unoccupied and in the occupied rows, seats that are less than six feet from an open seat are taped off. An alternative is that seats are staggered to achieve six feet of space diagonally, with “unusable” seats taped off.

For classrooms and lecture halls with moveable seating and/or tables, excess seating has been removed so that enough seats remain to achieve the required physical distancing.

- Where feasible, an entrance door and an exit door have been designated.

- Seats should be assigned to help facilitate the contact tracing process. A room layout with numbered seats is provided for each classroom. Faculty who teach in a physical classroom have a new survey in their Moodle course called Report Seat Number. This survey is designed to allow students to report their seat. This survey can be used multiple times and for multiple locations if the seat number changes. Faculty are asked to encourage students to take this short survey in class every time there is a change in seating. Students are asked to confirm time slot and location, with the option to add a different location, and to enter the seat number.
- Where feasible, markings have been placed on the floor to indicate proper seat locations and seat numbers.
- Disinfectant supplies are available for faculty to wipe down lectern, etc., at the start and end of every class. Teaching spaces are disinfected daily to reduce the likelihood of virus spread. However, faculty and students are encouraged to wipe down and/or clean their own spaces before and after use. Custodial Services has easily accessible disinfectant wipes or other cleaning materials for this purpose.
- We have established a classroom monitoring system, whereby student workers check all classrooms once per day. They return furniture that has been moved to its proper place, wipe boards, check sanitation supplies, and perform rudimentary computer/projection checks.

Laboratories and Studios

The modified occupancy for laboratories is the number of workstations that can be occupied at one time while keeping occupants six feet apart, plus the instructor. Physical distancing requirements apply not only to adjacent workstations on the same bench, but also those behind and across from a given workstation.

The needs of every laboratory space are unique, and departments have developed specific plans for each lab to accomplish physical distancing while preventing contamination.

- Where possible, the equipment has been rearranged to encourage physical distancing.
- For teaching labs and studios, students can be spaced out along benches or tables to maintain six feet of separation. When working with lab partners, students are encouraged to wear both a cloth face covering and goggles or safety glasses that fit snugly against the face. Individual departments and/or the college have acquired safety glasses and goggles that can be used in laboratories and studios as needed.
- Faculty should assign students to lab or studio benches/tables. If students are working within six feet of each other, then the faculty should communicate that information to the Contact Tracing Team at the beginning of the term, in order to assist with contact tracing.

Music Practice Rooms

- Well-fitting masks are required in indoor places on campus and are the personal responsibility of everyone to keep our community safe. This includes wearing masks and washing hands before, during and after practice, rehearsal and performance.
- The Music Department has acquired specialty masks for wind instrumentalists and vocalists.

- The maximum number of musicians who are able to rehearse together at any given time is as follows: Kracum Auditorium (20); Shackel Rehearsal Hall (8); Applebaum Rehearsal Hall (7).
- Individual practice rooms are available to instrumentalists and vocalists who are registered for a music lesson/ensemble. Practice rooms are left vacant between each practice session for the mandated air exchange.
- Students are assigned to particular practice rooms to aid with the contact tracing recommendations.

Residence Halls

- Common or shared spaces in the residence halls, such as lobbies, shared kitchens, laundry facilities, and restroom facilities have reduced or designated furnishings to encourage appropriate physical distancing and are disinfected regularly (at least once daily). Additionally, disinfectant wipes are available for residents to engage in self-service cleaning as desired. Adjusted occupancies have been posted for each of these spaces.
- At the discretion of Residential Life staff in consultation with the College administration, some of these shared spaces may be closed, if they are deemed not to be feasible for appropriate adjustments for physical distancing.
- Students living in residence halls may have guests in their rooms who are members of the campus community. These guests must be limited to a number that can remain physically distanced within the room at all times. Visitors from outside the campus community are prohibited.
- Students are discouraged from unnecessary travel in order to limit exposure to those they visit elsewhere and limit exposure they may bring back to their residence.
- If a student does leave the area and suspects they may have been exposed to SARS-CoV-2, the student should complete a Community Concern Form, ideally before returning to campus, so that an appropriate arrangement may be made. (e.g. prefer staying off campus if possible until the situation is resolved; may be moved to an available quarantine room/floor for an appropriate period of time as available and as needed per current CDC guidance, etc.).
- Usage of common spaces, including lounges and public floor kitchens may be limited – posted signage indicates if a space is closed or open, as well as its maximum occupancy.
- In an effort to minimize the number of residents using the laundry room at any given time, and to maintain six-foot physical distancing, signage has been posted in each laundry area with information regarding hours of operation and usage expectations.
- Students are encouraged to engage virtually with fellow residents, friends, and family members by using technologies like Zoom, FaceTime and Google Meet.

Residence Hall Restrooms

- Sinks, urinals, etc. have been marked “off-limit” as needed to maintain physical distancing.
- Community bathrooms are cleaned and disinfected by Custodial staff once per day. Cleaning supplies are available for residents to clean sinks and countertops as needed,, particularly after activities like tooth brushing that release respiratory droplets and saliva.
- Residence halls with in-room bathrooms fall under the responsibility of the residents occupying that space. Cleaning and disinfecting supplies have been made available for residents to clean their spaces.

Food Service Areas

Food service areas include dining services (Burton Dining Hall, East Dining Hall, Sayles Café, Weitz Café, and Schulze Café), as well as self-serve kitchen areas and break rooms. A continuous service model and to-go options are being utilized in the dining halls to limit congestion at mealtimes. In addition, the [GET Food app](#) provides options for mobile ordering.

The modified occupancy information for food service areas is broken down into food preparation, food sales/service, and seating areas.

Modified occupancy for food preparation areas is the number of people who can work in the area at the same time while maintaining at least six feet of physical distancing. Bon Appetit, Carleton's dining partner, has corporate planners who are knowledgeable about kitchen functions and movement around the kitchen and have determined a food preparation plan for their operations.

Modified occupancy for food sales/service areas

- Queueing and wayfinding signage have been installed where consumers order/select/pick up their meals.

Modified occupancy for seating areas is based on the number of chairs available when tables are placed at least six feet apart with no more than two chairs per table.

- Before and after eating, diners must wash hands thoroughly to reduce the potential transmission of the virus.
- Bon Appetit has established requirements to allow at least six feet of distance between each diner, including both lines and seating arrangements.
- In order to preserve physical distancing, somewhat more limited dine-in seating is available. In good weather, diners may also eat at the outdoor tables. Diners should maintain six feet of distance from others. Individuals should not sit facing one another directly while eating.
- Diners should wear masks at all times before and after eating. Masks should be worn when leaving tables to move around the dining location.
- To limit physical interactions while purchasing food, an expanded grab-and-go program of hot and cold items for all meals and snacks is available using [reusable to-go containers](#).
- Traffic lanes, signage, and graphics are in place to facilitate safe movement and spacing.
- Shared items – utensils, dispensers, etc. – have largely been removed.
- Sanitizing stations have been increased.
- Occupancy limits have been posted and are monitored by staff and through technology.
- Analytic cameras have been installed to track occupancy at the main entrances to Gould Library, LDC dining hall, and Burton dining hall. Occupancy numbers are posted [online](#) and on digital signs at each building's main entrance.

Employee Break Rooms

- Physical distancing should be maintained in any break rooms or other shared or common spaces.
- The use of shared utensils for serving food, etc., is discouraged.
- Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Wipe all surfaces, including tables, refrigerator handles, microwave oven controls, etc. after using in common areas.
- Self-serve cleaning products have been provided for this purpose by custodial services.

Fitness and Athletic Facilities

The fitness and athletic facilities are available to current students, faculty, and staff with valid Carleton IDs. Maximum capacity numbers are posted for each facility. If a facility is at capacity, users need to wait until others leave. Carleton IDs are REQUIRED for entry to any athletic facility, and all students are required to show their daily Green Symptom Tracker upon entry. Participants should come dressed for their activity to eliminate congestion in locker rooms and rest rooms. Lockers have been blocked off to maintain physical distancing. Activities requiring close contact, such as spotting weights, are prohibited.

- Masks are required at all times with the exception of swimming. No mask, no entry.
- All users must maintain a six-foot physical distance while in the facility.
- Hand sanitizing is required on the way in and the way out.
- Cardio/weight equipment, dance studio, fieldhouse courts, and indoor track reservations are required. Information on how to make reservations can be found on the [Rec Center website](#). Workouts are limited to 45 minutes, starting at the top of the hour. Machines are cleaned the last 15 minutes of each hour by fitness center staff. Equipment users are also required to wipe down equipment before and after each use.
- Lifting is to be done as an individual, in a safe/weight-appropriate manner. No spotting permitted.
- Participants must wipe down free weights, dumbbells, and other equipment immediately after use and place in the “To be cleaned” tub.
- A Supplemental Cleaning Plan has been developed in consultation with Custodial Services for all PEAR Facilities. All staff have been properly trained on all the cleaning procedures.
- Equipment less than six feet apart has been removed or marked off.

Restrooms (academic)

- At least six feet of distance must be maintained in restrooms. If sufficient space doesn't exist, individuals should wait outside the restroom.
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- At queuing areas, signs have been posted with the occupancy limit.
- Signage is posted with instructions for 20-second hand washing.
- Restroom users must wash hands thoroughly afterward to reduce the potential transmission of the virus.

Campus Water, Water Fountains, and Bottle Fillers

- Campus water fountains that are high-touch items have been taken offline.
- Touch-free bottle-filling stations are available in many locations across campus as an alternative to traditional water fountains.

- The campus water supply is safe and tested regularly per requirements. Care has been taken in low-use buildings to ensure that the water supply and sewer systems are properly maintained.

College Service Vehicles, Golf Carts, and Fleet Vehicles

- Disinfection is required upon entering and exiting the vehicle.
- For vehicles with one seating row:
 - Trips of 15 minutes or fewer may include the driver and one passenger. Occupants must wear a cloth face covering.
 - Trips of more than 15 minutes are restricted to the driver only.
- Vehicles with multiple rows of seating are limited to one person per row. Occupants must wear a cloth face covering.

Transportation (athletics) I would like Heidi Jaynes to review this, she has been in charge of most of our Transportation guidelines that have come from MDH, MIAC (Conference, Bus Companies, etc.)

- Symptom checking is required to occur on campus prior to departure.
- Sanitize hands as you enter and exit the bus
- Arrange seating to maintain 6 feet of distance between the driver and all riders.
- Most bus companies are allowing 50% capacity on their buses.
- Systematically review and evaluate transportation capacity with the goal of creating as much space between riders as possible, recognizing that it is not always feasible to have 6 feet of social distancing. Consider reducing capacity or adding routes to allow for more physical space between riders.
- Assign and document seating for riders to assist with contact tracing when there is a person who is found to be infectious on the bus. Passengers who are roommates may sit together. Keep “pods” sitting by each other as much as possible.
- Riders are to remain seated in their assigned seat for the entire ride and roundtrip when applicable.
- All persons driving or riding must wear a face covering and should consider double-masking while traveling. An extra supply of face coverings should be maintained on transportation vehicles for riders who forget to bring them.
- Removing a face covering even for a short period of time increases the risk of viral transmission when using transportation. Activities that require the removal of face coverings, such as eating or drinking, are not allowed while on transportation.
- Make sure the vehicle is well ventilated.
- Use natural ventilation (e.g., opening windows) to mix fresh outdoor air with indoor air. For example, natural ventilation can be accomplished by opening windows 1-2 inches on both sides of the vehicle to create cross ventilation. During unfavorable weather or temperature conditions, limit the number of windows open while operating the vehicle heating or cooling system at full power in order to provide some cross ventilation while maintaining a tolerable temperature.
- Clean and disinfect transportation vehicles regularly, focusing on frequent cleaning of touched surfaces in the vehicle (e.g., surfaces near the driver’s seat, hard seats, door handles, seat belt buckles, light and air controls, doors and windows, grab handles) between routes.

- Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Library

- Queuing areas have been designated and plexiglass shields are in place at service points.
- No food is allowed in the building.
- Library users must disinfect their study space when arriving and leaving. Disinfectant supplies are available.
- Physical magazines and newspapers are not be available.
- Consultations (reference inquires, instruction, etc.) are virtual whenever possible.
- Library users must wash their hands before entering the stacks to retrieve books for checkout.
- Seating is reduced and spaced six feet apart. Signage indicates to library users that no furniture, including chairs at tables, may be moved.
- Group study participants must observe six-foot physical distancing.
- Study rooms are limited to access/numbers of persons allowed at a time. As cleaning between patrons during the day is limited, those using study rooms should use self-serve cleaning supplies available to disinfect as needed.
- The Athenaeum is closed to public programming.
- Wide stairwells are two-way with signs encouraging traffic to “Keep Right.” Narrow stairwells are one-way only with signs indicating “Up Only” or “Down Only.”
- “Community” supplies, including pens/pencils, staplers and whiteboards, are not available.
- Entrance and exit doors are clearly marked.
- Entry to the library is restricted to students, faculty and staff.
- Occupancy limits are posted and monitored.