

# STUDY SPACE GUIDELINES FOR COVID-19 PREVENTION



This guidance is to assist University units in providing spaces for students studying on site at a University location while implementing measures to help prevent COVID-19 transmission. University units should follow these guidelines when designating and operating a safe study space that is available to multiple students.

## ROLES AND RESPONSIBILITIES

**COVID-19 Supervisors:** Approve the COVID-19 prevention procedures for creating and operating study spaces.

**Building Coordinators:** Provide guidance on appropriate spaces, assist Study Space Manager in implementing COVID-19 prevention practices

**Study Space Manager:** Establish the expectations for use of the Study Space, document prevention practices in a written plan and communicate to the applicable COVID-19 Supervisor, implement prevention practices and assign monitors.

**Study Space Monitors:** Provide in-person supervision of the study space, correcting behaviors and/or revoking access as needed.

*Note that one person may serve in multiple roles. All roles work together to implement the measures below.*

## DESIGNATING A STUDY SPACE

**Select a well-ventilated area** or room for the designated study space. See the [HVAC FAQ](#) for more details. Inform Custodial Services if this space had not previously been in use so it might receive routine cleaning.

**Designate an occupancy limit** for this space. Review occupancy limits with EH&S based on square footage per person. Note that a 6-foot minimum distance must be maintained by all users at all times.

**Ensure spaces are accessible** to those who require disability accommodations (e.g., wheelchair accessible).

**Account for any facilities-specific issues** that need to be addressed, such as:

- Open windows
- Thermostats that are accessible to users
- Cleaning/disinfecting any unique shared equipment (e.g., computers, white boards)

**Separate individual study stations by 6 feet** or more.

**Tap off seats** in lecture halls/stationary seats at tables or otherwise make non-distanced seating unavailable.

**Contact EH&S at 206.543.7262 or [ehsdept@uw.edu](mailto:ehsdept@uw.edu) for more information.**

**Secure furniture** so that it remains in place. Consider marking the floor with its preferred location if the furniture is moveable.

**Minimize excess furniture** to discourage congregating.

## MAINTAINING & MONITORING A STUDY SPACE

### Standard practices

Study spaces are not available to the public; users must be UW students or employees.

- Individuals are responsible for securing their own building access.
- Be conscious of potential “tailgaters” - request valid ID.
- Require [appropriate face coverings](#) at all times.
- No eating or drinking is allowed in study spaces.
- Provide cleaning/decontaminating supplies to clean surfaces before and after use.

### Managing capacity and use

Spaces should have defined hours of use and availability, and a clearly displayed occupancy limit.

- Consider using an online platform to display real time occupancy.
- Use a check-in function to assist with occupancy tracking/contact tracing.
- Use a reservation system, especially for individual closed rooms.
- Have one central entrance/egress point for check-in or capacity management.

Post signage detailing expectations for the use of the space. Provide staff for oversight of the space during open hours, and enable them to correct behavior and/or revoke access as necessary if COVID-19 prevention strategies aren't being followed.

Study spaces that are operated under an approved COVID-19 prevention plan, such as in residential environments, should follow the specific protocols outlined in that plan.