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.

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

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.

Contact EH&S at 206.543.7262 or ehsdept@uw.edu for more information.