

# Old Main Hall Pandemic Building Plan

## Fall 2020

This document summarizes the COVID-19-related protocols for Old Main Hall beginning in August 2020. University policies and department-level decisions have been integrated to outline expectations for mitigating risk while meeting our educational and program objectives.

**BUILDING PLANNING TEAM:** Building occupants responsible for developing this plan included: Dr. Julia Winden Fey, Building Administrator (Student Success), Kathy Wages, Building Co-Administrator (Student Transitions), Dr. Amy Baldwin (Student Transitions), Dr. Jayme Millsap Stone (Learning Communities), Monty Rowell (Ida Waldran), Dr. Chris Craun (Learning Communities/VA Services/Food Pantry), Dr. Uma Garimella (UCA STEM Institute), Michelle Hardin (Upward Bound)

In addition to area-specific details noted below, decisions about health and safety in Torreyson Library will follow all applicable guidelines from the CDC, ADH, and ADHE, as well as all university protocols.

All faculty, staff, and students are expected to comply with the University policy regarding face coverings (see [Employee Information](#) and [Student Information](#)).

## **Planning Overview**

In planning for the return of students and faculty, numerous factors were considered. Among those, some of the most important were:

- Any decisions made must conform to guidelines from the CDC, ADH, and ADHE, as well as all university protocols. As these governing guidelines change, the procedures detailed herein will be reviewed. Changes will be announced to faculty, staff, and students.
- The classroom set up in Old Main primarily consists of individual student chair-desks or tables with chairs in small and medium classrooms. Enrollment and staffing patterns typically create the need for maximum class enrollment in the fall.
- Classroom assignments were based on enrollment and time slot to maximize social distancing and minimize traffic in the building.
- In addition to classrooms, Old Main also houses several offices and programs (Upward Bound, the UCA STEM Institute, the Office of Student Success, the Office of Learning Communities, the Minton Commuter Lounge, and Veteran Student Services), along with the academic department, Student Transitions, and Ida Waldran Auditorium. Each of these units has specific criteria for Fall 2020 that has been incorporated into this plan. Ida Waldran Auditorium events will follow designated procedures for larger venues (see below), while adhering to the overall building procedures outside of the auditorium.

## **General Building Procedures**

- **ILLNESS:** All students, faculty, and staff should not enter the building if they feel ill, are experiencing any symptoms of COVID-19, or have been in contact with someone who is known to be infected with COVID-19 in the previous 14 days.. Everyone working in Old Main Hall who feels sick has a responsibility to maintain the safety of others by following proper university procedures at <https://uca.edu/coronavirus/employees/>.
- **FACE COVERINGS:** Everyone will follow university policy regarding face coverings in public spaces. Instructors may remove their face covering during class time if they maintain a minimum 10-foot distance from others. Faculty and staff may work alone in their private office spaces without a face covering.
- **EXITS/ENTRANCES:**
  - Enter the building only through the East (front) doors on the first floor, or the South or North (side) doors in the basement (handicap accessible);
  - Exit only through the South and North (side) doors on the first floor and in the basement (see attached floor plans).
- **STAIRWELLS:** Everyone will be directed to use the stairs rather than the elevator whenever possible, and follow the designated directional signs:
  - “Up” only on the central (East) stairs, all levels;
  - “Down” only on the side (North/South) stairs, all levels (see attached floor plans).
- **ELEVATOR:** The elevator will be limited to two (2) passengers at a time. Signage will be posted at the elevator call buttons to restrict ridership to two (2). Riders should wash their hands or use hand sanitizer after exiting the elevator.
- **FURNISHINGS:** Do not move any tables, chairs, or benches anywhere in the building. All furniture is positioned for maximum social distancing, and should not be moved. This includes furniture in the lobby, hallways, study rooms, lounges, and all other spaces in the entire building.
- **SOCIAL DISTANCING:** Signs and floor markings throughout the building will encourage everyone to maintain a distance of at least 6 feet from others at all times.

- **SANITATION:** The cleaning and sanitation schedules in the building have been increased. Custodial staff will clean and disinfect restrooms and commonly touched surfaces daily. Trash in restrooms, offices, and classrooms will be emptied daily. Classrooms will be sprayed with disinfectant nightly. Disinfectant wipes will be available in all classrooms and office spaces. All employees should use the provided wipes to thoroughly clean equipment (i.e. computers keyboards, key pads, work stations, chairs, etc.) daily and to properly dispose of the wipes afterward. Each office should designate an employee to be responsible for using disinfecting wipes to sanitize shared high-touch areas such as door handles, light switches, countertops, coffee makers, microwaves, and copiers throughout the workday. Students will use the provided wipes at the beginning of class to clean their desk areas and any other high-touch shared surfaces such as computer keyboards.
- **HYGIENE:** Hand sanitizers will be in common areas, such as hallways, and disinfectant wipes in all classrooms. Custodial staff will regularly check and replenish wipes, hand sanitizer, and soap dispensers. Everyone is asked to please wash their hands or use hand sanitizer frequently throughout the day, especially after handling commonly touched items (e.g., door handles, computer-lab keyboards, coffee pots, etc.).
- **WATER FOUNTAINS:** Use of the water fountains is discouraged, except for the bottle dispensers. If use is necessary, a sanitizing wipe is recommended when touching levers/buttons for dispensing water.
- **RESTROOMS:** Posted restroom occupancy limitations should be observed and hand-washing before exiting is required.
- **HALLWAYS**
  - **SOCIAL DISTANCING:** At least 6 feet of distance should be maintained by anyone while standing or moving through hallways. Areas where lines may form (e.g., while entering a classroom, at the elevator, or at the vending machine) will have signs and markers reminding people to maintain a 6-foot distance.
  - **TRAFFIC FLOW:** Please follow standard American traffic directions for moving through the building (stay on the right side of the hall while walking through the building single-file).
  - **EARLY ARRIVALS:** Students arriving early for class should remain outside the building, whenever possible, instead of clustering in the halls, until such time as the previous class will have been dismissed.
  - **INDOOR GATHERINGS:** Hallways may not be used for gatherings, events, or meetings.
- **BUILDING FURNISHINGS:** Public furnishings should not be moved, as they have been placed for social distancing. No additional furniture (tables, etc.) may be set up in the hallways, including near the auditorium.
- **VENDING MACHINES:** Everyone will maintain a minimum of 6 feet of distance when waiting to use a vending machine and will use a sanitizing wipe when purchasing items from a vending machine.

## **Classes and Classrooms**

The Department of Student Transitions (DST), the Minton Commuter College (MCC), and the UCA STEM Institute all hold classes in Old Main Classrooms.

### **ROOM CAPACITIES**

The following table specifies the “pandemic occupant capacity” for each classroom.

Room #	Students	Faculty/Other
001	12	1
003	12	1
014	8	1
027	9	1
035	12	1
037	10	1
105	11	1
112	9	1
113	11	1
114	11	1
115	11	1
204	8	1
213	12	1
214	12	1
215	12	1

## CLASS AND CLASSROOM PROCEDURES

- **FACE COVERINGS:** Everyone in a classroom will comply with the university's face-covering policy.
  - Disposable masks will be available for students who forget to bring one to class.
- **WAITING FOR CLASS:** Students waiting for the next class to begin should wait outside the building, whenever possible, until just prior to the start of class. Please allow everyone to exit a classroom before entering.
- **SANITATION & HYGIENE:**
  - Everyone should use hand sanitizer before entering classrooms.
  - The instructor and students will take a sanitizing wipe on entering the room and thoroughly wipe down their area and any shared high-touch surface such as a computer keyboard, mouse, and whiteboard markers before use.
  - Faculty should avoid passing papers and sharing materials. No-touch methods, such as online assignments, app-based responses, or show of hands, are encouraged.
  - Once seated, students should remain in their seats for the duration of class. Faculty should limit or eliminate any activities that would require students to move from their seats during class time.
  - No food or drinks are allowed in classrooms except for personal water bottles.

- At the end of class, the instructor and students should dispose of the wipes they used to clean their areas as they leave the room.
- **DISMISSAL:** Classes will dismiss no later than the scheduled end of period. Everyone should leave the room promptly. Faculty should dismiss students by rows or seat numbers, beginning at the front of the room.

## **Additional Non-Classroom Areas/Units**

### **Ida Waldran Auditorium**

**ROOM CAPACITY:** The auditorium is a 1,073 seat theater. However, we will only be able to seat 165 people while maintaining 6-foot physical distancing. This includes the lower level and the balcony area. The seats are fixed and not movable so we are not able to arrange the seating. Unavailable seats and rows will be blocked using tape and signage.

**SANITATION & HYGIENE:** A hand sanitation station will be placed by the main entrance doors. Due to the length of time it will take to clean and disinfect the auditorium after each use, we are going to limit any future reservations only to days when nothing else is already planned. No food or beverages will be allowed inside the auditorium.

### **SOCIAL DISTANCING & TRAFFIC FLOW**

- Outside the auditorium, rope and stanchions will be placed down the length of the hallway if a line should form at the entrance. Markers will be placed on the floor to maintain six feet physical distancing requirements.
- Patrons will enter the auditorium through the two middle sets of double doors located on the east side of the room. COVID-19 signage will be conspicuously displayed at the entrance. Guest will be instructed to take the closest available seats at the front of the room, thus the room will fill from the front to the back.
- Employees and/or event sponsors will be at the entrance making sure each person entering is wearing a face covering and maintaining six feet physical distancing. They will also verbally remind the attendees to read the entry signs.
- We will require that sponsoring organizations provide at least 12 volunteers/employees to work each event to ensure people wear face coverings and use only the available chairs. Six volunteers will work at the entrance and serve as ushers. Four volunteers will be spread out on the main floor of the auditorium and two in the balcony to ensure people are abiding by the seating rules and keeping their face covering on at all times.
- When the event is over, we will have scheduled egress from back to front. Attendees will remain seated after the event and will be dismissed by row with the volunteers/employees assisting. The controlled exit will ensure that there are not crowded aisles and six feet physical distancing is maintained.
- We will require performers/presenters on stage to remain at least six feet apart and at least 12 feet from the audience.

### **Department of Student Transitions**

**ROOM CAPACITY:** Besides classroom spaces described above, reception areas (MH 010, 012, 036), faculty/staff offices, the copy room (MH 011), and the faculty break room (MH 007) will be limited to one person at a time. Students and other visitors will not be permitted past the front

desk in Main Hall Suite 010. Reception areas in Suites 012 and 036 are not to be used as seating areas/waiting rooms. Face coverings will be required in all areas. The only exception is in individual offices, when no student or visitors are present. The low-sensory lounge (MH 028) will be closed until further notice.

**SANITATION & HYGIENE:** Individuals are responsible for sanitizing surfaces in their office, and for wiping down surfaces and equipment (copiers, phones, refrigerator, microwave, etc.) that are used in the work rooms or public areas after each use. Anyone touching shared surfaces will wash their hands or use hand sanitizer afterward.

## **Minton Commuter College**

### **ROOM CAPACITY**

- The MCC Lounge (MH 205) provides space for students to watch television, eat a snack, play games or store items in lockers or the refrigerator. Normal occupancy is roughly twenty people, but under social distancing, there will be no more than seven (7) permitted in the lounge area and two (2) in the kitchen area at one time.
- The MCC Computer Lab (MH 203), which normally holds up to twenty (20) students, will have a maximum capacity of seven (7): three students at computers (with an empty terminal between them), two students in arm chairs, and one student at each of the two round tables.

**SANITATION & HYGIENE:** In addition to the cleaning rotation by housekeeping staff, all spaces (lounge, kitchen, lab, classroom) will be wiped down after events, and any student group will social distance and wipe down the space afterwards. Wipes will be provided beside the coffee pots in the commuter and Vet areas, and only disposable paper cups will be used. The coffee maker will be wiped down at least twice during the day in addition to the regularly scheduled cleaning. The kitchen counters, refrigerators and bar will be wiped down on the same schedule. Students will be encouraged to do additional cleaning up after themselves and to wash their hands or use hand sanitizer after touching shared surfaces. Wipes and sanitizers will be provided as long as they are available.

## **Office of Student Success and Learning Communities**

**ROOM CAPACITY:** Offices (MH 104B-H) will be for individual use, only (one person). Staff will likewise attempt to maintain distance and limit workrooms (MH 101, 102, and 104A) to one person at a time. Students and other visitors will not be permitted past the front desk in the lobby. Two peer coaches will be allowed to work at computers in the Peer Coaching Lab (MH 106) at a time, while social distancing. Face coverings are required in work rooms and labs.

**SANITATION & HYGIENE:** Individuals are responsible for sanitizing surfaces in their office, and for wiping down surfaces and equipment (copiers, phones) that are used in the work rooms or public areas after each use. Anyone touching shared surfaces will wash their hands or use hand sanitizer afterward. Peer coaches will wipe down computers and keyboards prior to each use in the lab.

## **UCA STEM Institute**

**ROOM CAPACITY:** Other than the classrooms presented above, the UCA STEM Institute has a Resource Library in MH 202 which has a maximum social-distancing capacity of 4 students.

**SANITATION & HYGIENE:** Everyone will be required to wear a mask inside the building and during class sessions unless a documented medical condition prevents them from doing so. In addition to the cleaning rotation by housekeeping staff, all equipment will be sanitized with disinfectant wipes before use. Wipes and sanitizers will be provided if available.

**SOCIAL DISTANCING:** People will be encouraged to contact the STEM Institute only by phone. Doors for the classroom, will be propped open during business hours times to minimize contact. Visitors for STEM Institute resources will have option of curbside drop/pickup. Those who want to visit the resource rooms, will be asked to follow all guidelines - wear a face covering, maintain 6 feet of distance from others, and use hand sanitizers.

**TRAFFIC FLOW:** The STEM Institute will comply with ingress and egress procedures. Students will enter via the central stairs and exit via either end.

## **Upward Bound (OM Suite 005)**

**ROOM CAPACITY:** Other than the classroom (MH 005A), occupancy within the office suite (MH 005B-F) will be limited to 3 persons or less with required face coverings and a minimum of 6 feet of physical distancing. At this time, there is no plan to use the classroom for the fall term as it will not hold a capacity suitable for our student meetings.

**SANITATION & HYGIENE:** Disinfecting wipes, hand sanitizer, and disposable masks are available on the front desk of MH 005. Staff have been provided with 3 reusable face coverings each; however, disposable masks are available for student visitors in the event masks are forgotten. If students must be present (for picking up materials or signing for stipend checks), they will schedule visits with staff in order to ensure capacity is never exceeded. Students will be informed of building traffic flow for entry and exit and must do so promptly without loitering. Wipes and hand sanitizer will be used on entry and exit to sanitize work spaces and commonly touched surfaces. This plan may be updated should group meetings be scheduled.

## **UCA Bear Essentials Food Pantry (MH 108)**

### **ROOM CAPACITY**

- During distribution, there will be one (1) volunteer packing bags and one (1) volunteer at the door handing pre-packed bags to clients.
- Deliveries will take place in the low-traffic times of day depending on the building schedule. When unloading food, volunteers will place food in the hallway while two volunteers go in and out of the space to place food on shelves. This should keep one (1) person inside without breaking social distancing.

**SANITATION & HYGIENE:** All volunteers and clients must wear face coverings while inside Old Main Hall and the Food Pantry. Pantry computer, refrigerator, scales and other frequently touched surfaces will be disinfected each time shifts change. Volunteers will wash their hands or use hand sanitizer after touching shared surfaces.

TRAFFIC FLOW: The Pantry will follow the regular ingress and egress procedures of Old Main, including during the delivering of supplies. (Enter building by the front door or side handicap-accessible doors. Exit building by the north or south doors only).

## **Veteran Student Services**

### **ROOM CAPACITY**

- The VA lounge area (MH 206-B/C combined room) provides a refrigerator, eating area, and television area. Normally, it holds eight (8) students, but with proper distancing, it will be limited to three (3). This requires selective seating and may be reduced to two (2).
- There are two small game/study rooms (MH 206-A and 206-D) that can normally hold six (6) students, but will now be limited to two (2) in each room at any one time.
- Only two people will be allowed in the foyer of MH Suite 206 (chairs will be separated for distance). One person will be in an office at any time except for MH 206G which is large enough to allow one (1) additional person in a seat.

SANITATION & HYGIENE: In addition to the cleaning rotation by housekeeping staff, all spaces will be wiped down after events. There will be a twice per day wipedown of the eating area and coffee-maker space. Wipes and sanitizers will be provided if available.

TRAFFIC FLOW: The Vet Center will comply with ingress and egress procedures. Students will enter via the central stairs and exit via either end.

## **Traffic Flow Plans**

Floor plans with traffic flow indicated follow on pages 9–11.





# OLD MAIN - FIRST FLOOR TRAFFIC FLOW PLAN



