

## **SOCIAL DISTANCING GUIDELINES FOR TYLER SCHOOL OF ART & ARCHITECTURE**

Faculty, staff, and students are encouraged to practice the following social distancing measures in their studios and associated workspaces. These examples are non-exhaustive, and we encourage you to share your best practices with your colleagues, departments and EHRS.

<p><b>I. SPACE</b></p> <p>Achieving 6 feet separation when possible.</p>	<ol style="list-style-type: none"> <li>1. Remove any chairs spaced closed to each other and give a minimum required separation of 6 feet.</li> <li>2. For work benches, closing alternate workspaces on each bench to create a staggered workspace, and designating all sitting spaces in a zig zag pattern would be best.</li> <li>3. Place markers on the floor to identify 6 feet separation in work areas.</li> <li>4. Apply the same practices to common spaces such as printers break rooms.</li> </ol>
<p><b>II. TIME</b></p> <p>Minimizing contact time</p>	<ol style="list-style-type: none"> <li>1. Ramp up activities gradually (Do not go full bore).</li> <li>2. Implement time-stagger for different teams to start and end work to minimize contact time and to avoid peak hours for travel.</li> <li>3. Implement split team arrangements for projects e.g. Team A and Team B work on alternate days or half-day shifts.</li> <li>4. Implement a booking system with specific downtime/blocked period for the use of common equipment to prevent 2 people from working too closely (e.g. 10-minute interval before the next person can use the equipment).</li> </ol>
<p><b>III. EXPOSURE REDUCTION</b></p> <p>Minimize cross-contamination</p>	<ol style="list-style-type: none"> <li>1. Wear masks and/or face coverings when possible.</li> <li>2. Determine the maximum occupancy allowed for each studio or common area.</li> <li>3. Ensure regular disinfection of areas where gloves are not used, e.g. door handles, sink-handles, or any common equipment before and after each use.</li> <li>4. Periodically wash hands, specifically: <ul style="list-style-type: none"> <li>• Before and after start of work and after touching common surfaces.</li> <li>• Hand sanitizers should be placed in strategic locations.</li> </ul> </li> <li>5. Modification of work processes, e.g. assigning specific tasks to the same person to restrict cross movement of people if possible.</li> <li>6. Do not come to work if you are unwell. Refer to University procedures.</li> <li>7. Practice social distancing when in common areas.</li> <li>8. Restrict visitors to those deemed essential to avoid crowding.</li> </ol>