

COVID-19 GUIDELINES

HOTELING AND HOT-DESKING

Hoteling and hot-desking allow for students, faculty, and staff to sign-out temporary stations for study and work. Stations range from tables in large rooms with others (hot-desking) to dedicated offices with office equipment such as monitors, keyboards, staplers, printers, etc. (hoteling). The following guidelines should be used for both hoteling and hot desking.

HOTELING AND HOT-DESKING AREAS MUST:

- Have a system in place to track and trace users;
- Be arranged to follow physical distancing practices;
- It is recommended to stagger sign-up start and end times to reduce the number of people moving throughout the area;
- Allow for 15 minutes between users to allow for appropriate disinfection;
- Must have an approved disinfectant (sanitizing wipes or sanitizer bottles/paper towels) and hand sanitizer available for users; and
- Food/Eating is not permitted at the workspace.

PRIOR TO STARTING WORK

- Practice hand hygiene; and
- Clean area and common touch points (tabletop, keyboard, mouse, stapler, etc.).



**PRACTICE PROPER
HAND HYGIENE**



CLEAN/DISINFECT

AFTER FINISHING WORK

- Clean area and common touch points (tabletop, keyboard, mouse, stapler, etc.); and
- Practice hand hygiene.



CLEAN/DISINFECT



**PRACTICE PROPER
HAND HYGIENE**



GENERAL GUIDANCE FOR CLEANING COMPUTERS

Do not spray cleaners directly onto electronics. If you have approved disinfectant wipes, use them for cleaning computers and electronics. If you do not have disinfectant wipes, you can soak a dry wipe or clean soft lint-free cloth in an approved disinfectant until soaked but not dripping. Avoid getting liquid into any electronic openings.

REMEMBER:

- Use the PAWS Daily Pre-screening Log
- Masks are mandatory at the hotel/hot-desk
- Masks may only be removed when drinking