Hotel 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. (hotel). The following guidelines should be used for both hoteling and hot desking.

**Hotel 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.).

**AFTER FINISHING WORK**

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