



COVID LAB / CLASSROOM SPACE EVALUATION CHECKLIST

Department:
Building:
Room:
Department Appropriate Administrator:
Date:

Academic Area Evaluation – Purpose: evaluate physical distancing within the Lab, Classroom, and Building environment as part of the repopulation planning process. Department Administrator should submit completed form as appropriate to the EOC for review and approval. Any materials necessary can be put on the COVID Lab / Classroom Space Materials order form (attached).

Classrooms / Labs:

- Evaluate area for six (6) foot physical distancing.
- Identify necessary floor signage for social distancing and room occupant travel directional guidance. Add to order form.
- Determine number of students/faculty who can occupy the various spaces during the in-person class/lab. Occupancy determined as: _____
- Identify signage on door indicating number of occupants. Add to order form.
- Identify any required furniture removals, relocations, or removed from use actions. Submit Work Order Request through the Facilities Help Center.
- Identify nearest location and signage required for sanitizer and wipe dispensing stations. Add to order form.
- Identify location and quantity required for in-room disinfectant spray/sanitizer for shared equipment. Add to order form.
- Identify signage for sanitation/wipe-down protocol (before and after each use). Add to order form.
- Identify location for room occupant behavioral signage on physical distancing, face covering, and other preventive measures. Add to order form.
- Identify any additional special situations that require additional actions.

Lobby / Common Areas / Hallways / Stairwells:



- Identify quantity of floor markings needed to indicate a six (6) foot distancing for line queues or directional guidance. Add to order form.
- Evaluate any service counters which may need barrier(s) Plexiglas needed to separate employees from students/visitors. If YES, identify size and quantity information. Submit Work Order Request through the Facilities Help Center.
- Identify any required furniture removals, relocations, or removed from use actions. Submit Work Order Request through the Facilities Help Center.
- Evaluate and/or remove any informational materials or equipment that may be shared use (e.g. kiosks, computers, pens, forms, etc.)
- Identify quantity of wipes and/or cleaner needed for applicable open areas. Add to order form.
- Identify signage for sanitation/wipe-down protocol (before and after each use). Add to order form.
- Identify nearest location and signage required for sanitizer and wipe dispensing stations. Add to order form.

Elevators:

- Identify quantity of floor markings needed to indicate a six (6) foot distancing for line queues. Add to order form.
- Identify quantity of elevator usage limiting signs required. Add to order form.
- Identify quantity of floor markings in the elevators needed to indicate proper social distancing. Add to order form.
- Identify location of nearest sanitizer dispenser or location and quantity of wipes and/or cleaner next to elevator entrance. Add to order form.

Conference Rooms:

- Evaluate conference room for six (6) foot physical distancing.
- Determine number of staff who can occupy the space having meetings/routine tasks. Occupancy determined as: _____



- Identify signage needed on door indicating safe number of occupants and entrance/exit procedures. Add to order form.
- Identify location for room occupant behavioral signage on physical distancing, face covering, and other preventive measures. Add to order form.
- Identify any required furniture removals, relocations, or removed from use actions. Submit Work Order Request through the Facilities Help Center.

Restrooms:

- Determine number of persons who can occupy the space. Occupancy determined as:

- Identify signage needed on door indicating safe number of occupants and entrance/exit procedures. Add to order form.
- Identify location for room occupant behavioral signage on physical distancing, face covering, and other preventive measures. Add to order form.
- Identify fixtures/restroom facilities that may need to be closed or removed from service. Submit Work Order Request through the Facilities Help Center.

Break Rooms/Kitchenettes:

The sharing of appliances typically found in breakrooms should be minimized or temporarily suspended such as refrigerators, microwaves, coffeemakers, washable cups and utensils.

Appropriate Administrator will be responsible for informing staff of alternatives and options for food storage and eating locations and posting closure notices, signage for sanitation/wipe down protocol (before/after each use), and unplugging appliances.

Private Office(s) and Cubicles:

Reference Office Evaluation Checklist for these areas.