# 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.

## I. SPACE
Achieving 6 feet separation when possible.

1. Remove any chairs spaced closed to each other and give a minimum required separation of 6 feet.
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.
3. Place markers on the floor to identify 6 feet separation in work areas.
4. Apply the same practices to common spaces such as printers break rooms.

## II. TIME
Minimizing contact time

1. Ramp up activities gradually (Do not go full bore).
2. Implement time-stagger for different teams to start and end work to minimize contact time and to avoid peak hours for travel.
3. Implement split team arrangements for projects e.g. Team A and Team B work on alternate days or half-day shifts.
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).

## III. EXPOSURE REDUCTION
Minimize cross-contamination

1. Wear masks and/or face coverings when possible.
2. Determine the maximum occupancy allowed for each studio or common area.
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.
4. Periodically wash hands, specifically:
   - Before and after start of work and after touching common surfaces.
   - Hand sanitizers should be placed in strategic locations.
5. Modification of work processes, e.g. assigning specific tasks to the same person to restrict cross movement of people if possible.
6. Do not come to work if you are unwell. Refer to University procedures.
7. Practice social distancing when in common areas.
8. Restrict visitors to those deemed essential to avoid crowding.