

Wilmington College Chemistry Student Computer Room Standard Operating Procedure FALL 2020

TO BE POSTED AND FOLLOWED IN
THE WILMINGTON COLLEGE CHEMISTRY STUDENT COMPUTER ROOM

All personnel entering the Wilmington College chemistry student computer room shall wear a face mask which effectively covers the mouth and nose unless they have a documented ADA condition that prohibits the use of a mask. If so, documentation must be provided to Amber Walters in RCC 114, Phone 937-481-2444. If such documentation is provided, accommodations will be made in coordination with Amber Walters. Failure or refusal to comply with this stipulation will result in immediate removal from the chemistry student computer room.

Any individual who feels sick should not enter the chemistry student computer room

A maximum of 3 people should be in the chemistry student computer room at any one time. These individuals will sit at the computer stations where chairs are located. Chairs shall not be rearranged to use at other machines.

The chemistry student computer room should be unlocked and propped open at the beginning of each day by campus safety and/or chemistry department faculty. If the door is not open, students should get a chemistry faculty member to open it for them.

Before entering the chemistry student computer room, a student who wishes to enter the room should verify that there are no more than 2 people already in the chemistry student computer room. If the chemistry student computer room limit of 3 is already reached, the student shall not enter.

Upon entry into the chemistry student computer room students will perform the following procedures:

1. If the student brings a backpack, the backpack should be placed on the floor next to the chair where the student will be sitting
2. Use paper towels with the provided cleaning agent applied (isopropanol) to disinfect surfaces within the students' work area including:
 - a. The chair in which the student will be sitting
 - b. The table surface where the student will be working
 - c. The computer keypad
 - d. Computer Mousepad
3. Discard paper towels into the regular trash after each use
4. Exit the chemistry student computer room briefly to wash hands with soap and water either in the chemistry lab across from the computer room or in the restroom, then return to do their work. Hand Sanitizer may be used as an alternative, although soap and water is preferable.

While in the computer room:

1. Keep masks covering nose and mouth at all times
2. Maintain social distance from other students while in the chemistry student computer room
3. If an individual sneezes or coughs while in the computer room, they should do so into their elbow and with their mask on

Prior to exit from the chemistry student computer room, students shall perform the following procedures:

1. Use paper towels with the provided cleaning agent applied (isopropanol) to disinfect surfaces within the individual's work area including:
 - a. The chair in which the individual was sitting
 - b. The table surface where the individual was working
 - c. The computer keypad
 - d. Computer Mousepad
 - e. Any additional items the individual may have touched during the tutoring session
2. Discard paper towels into the regular trash after each use
3. Wash hands with soap and water either in the chemistry lab across from the computer room or in the restroom, then return to do their work. Hand Sanitizer may be used as an alternative, although soap and water is preferable.