

Building areas

MicroMarket in 2nd Floor Lobby: UGA Vending Services and their contracted representatives will maintain all supplies in this area. Students should wash your hands before touching buttons or grabbing self-serve items for purchase. Or, students can use wipes to make contact with dispenser buttons and payment machines. Wipe down any areas touched. Please follow the posted guidelines for the number of students allowed in the MicroMarket and maintain social distancing at all times.

Lobbies:

1. Second Floor: couches and chairs will be marked for social distancing. Please follow the signage. Students should use a wipe on seats, backs and armrests and on tables before sitting and upon leaving. Couches may be shared by persons who are already sharing a personal space together.
2. Third Floor main lobby and Edge Hall lobby: one person per bench unless the person sitting with you is someone you already share a personal space with.
3. Seating in elevator areas: one person per bench unless the person sitting with you is someone you share a personal space with.

Elevators: Wipes are recommended for touching any buttons. One person or one family on the elevator at any time (per UGA).

Hallways: Follow the directional arrows on the floors, keeping to the right at all times.

Stairs: Stairways will be designated as Up Only or Down Only. Only the stairway between the First and Second Floor will be two way (it is the only access to the first floor area) and users should keep to the right to avoid contact. The stairwell at the entrance to front of the building (near MuTec Lab on Second Floor and Admin/Edge Hall area on the Third Floor) will be UP. The stairwell near the elevator will be DOWN. Doors will be open allowing for no contact entrance and exit. Wash your hands before and after using the stairwells to keep the handrails clean and everyone safe.

Lockers: Sharing lockers with others is always strongly discouraged and should be avoided, if at all possible, during the COVID-19 pandemic.

- Due to the limitations of building use at this time, students are asked to skip locker rentals if they feel they can get by without a locker. This will help to reduce congestion in locker areas.
- When entering a locker bay area, maintain social distancing (6ft) with others in the area. Wait until someone leaves, if necessary. Locker users should use hallway wipe stations to sanitize locks and lockers doors before and after use.
- Protocols for attaining HHSOM locker usage remain the same as in typical times. Please reference the student handbook for further information.

Practice rooms:

- Practice rooms will require reservations at all times, with only one person in these spaces. Students must provide their own music stands.
- Reservations will be for 60 minutes and then closed for 90 minutes, according to protocols necessary to allow for air exchange.
- Students found in violation of these guidelines will have their privileges immediately revoked.
 - This includes following safety protocols but also using a practice room without a reservation or remaining in a room beyond your reserved time (arriving late results in a shorter practice period and is not a justification for staying beyond the reservation time.)

Safety protocols:

- First priority will be granted to those students/instruments who absolutely cannot practice outside the building.
- No teaching in practice rooms.
- Students will be responsible for providing a music stand. There will be none available in practice rooms.
- Students with wind instruments must carry a towel for the safe collection and removal of condensation/saliva. It is the student's responsibility to safely handle towels.
- Wipe all surfaces (including door knobs) upon entrance and exit. Wipes will be located in the hallway, along with garbage cans.
- Piano cleaning guidelines will be posted and must be followed carefully to protect the instrument.

Classrooms: Masks required. Classrooms have been marked for social distancing. Please leave the chairs where they are positioned (note stickers on floor) and sit only in chairs marked for sitting (sticker on seat back). If you have it, use hand sanitizer before and after leaving. Use a sanitizing wipe to clean desks, chairs, tables or other areas before or after use. Instructors are asked to open/close doors and turn on/off lights using a sanitizing wipe.

Restrooms: Maintain social distancing at all times. Occupancy will be posted at each restroom. If the restroom is occupied, step out until someone exits or try later. Use a wipe to open doors, flush toilets or access the soap and water dispensers. Always wash your hands for 20 seconds after use. Dispose of all paper products in the garbage.

- NOTE: The restrooms located near the Music Library will be designated for Faculty/Staff Use ONLY.

Water Fountains and Water Bottle Dispensers: Water fountains will be blocked for use, but students will be able to refill water bottles in a safe, no contact manner. Wipe any surfaces touched.

Copy Room/Break Room.

- Copying: Social distancing required at the copier at all times. Keys should be wiped before and after use.
- Break room access: Use a wipe to open the fridge and grab any personal items. A wipe should be used when operating the microwaves. No one will be allowed to eat in the break room.

Office Spaces:

- Use a wipe to open and close doors, turn on lights, etc. Limit the number in room and practice social distancing even in the presence of plexi shields. Limit the duration of the meeting. Longer meetings should be moved outside or a larger space reserved.
- TAs sharing an office will be scheduled access with an appropriate break in between.
- No cleaning or removal of trash will be performed by custodial staff in faculty, staff or TA offices. Trash cans must be emptied by the faculty/staff/TA member or placed in the hallway outside of offices.
- Vacuuming of offices, additional trash can liners, and other requests can be made by leaving a note for custodial staff on your door.