

**FALL 2020
REOPENING PLAN**



**COMPUTER LAB
OPERATIONS**

STAGE 1 OPERATIONS

During Stage 1 the University is engaged in distance learning and on-campus computer labs are otherwise closed and locked.

A virtual computer lab is accessible remotely. A virtual computer lab with access to most applications normally available in computer labs and classrooms will be remotely accessible via an internet connection. Wherever practicable, home use licenses or alternative software platforms will be made available to support distance learning modalities.

- Students will be strongly encouraged to use their personal technology to access applications in the virtual computer lab whenever possible and practicable.
- Students lacking personal technology to access the virtual computer lab can request assistance from Information Management. Solutions will consider the individual students' circumstances in ensuring access to instructional resources such as the virtual computer lab to include hardware, software, and training as appropriate.
- Information Management will be the primary contact for support of students with limited access to technology or the internet. Solutions will consider the individual circumstances of each student requesting relief.

STAGE 2 OPERATIONS

During Stage 2 the University may operate most in-person learning with safeguards. Computer laboratories may open on a limited basis in accordance with the state of New Jersey's overarching requirements for computer labs. During this stage access to computer labs will be restricted to members of the Monmouth University community (students, faculty, and staff); public access is prohibited. A virtual computer lab will be accessible remotely in the same manner as described for Stage 1 in support of distance learning modalities.

Open computer labs will be made available for student access to computers and internet during this stage for those students lacking technology, access to specialized hardware/software or access to internet. In addition, access to the campus via the MU Secure Wi-Fi network will be accessible in every building on campus.

Computer labs are only intended for: (1) instructional purposes; and (2) access to applications required to complete instructional assignments. In general, these computer labs will be scheduled as part of a class or made available to students with insufficient technology access.

- All computer labs will be monitored by a University employee during any period for compliance with all applicable health and safety guidelines and procedures while occupied. Wherever possible, six feet of distance will be maintained between the monitoring employee and users; a physical barrier will also be required.



- Computer labs will have occupancy restricted to the lesser of the number of computers in the room that maintain the six-foot social distancing requirement, or the occupancy standard required by the State of New Jersey.
- No seating other than at the computer workstation area and instructor podium will be available in the computer lab to ensure social distancing.
- Wherever practicable, separate entrances and exits will be clearly marked.
- Access to specialized hardware/software will be specified by the instructor with specific arrangements for access either remotely or in person.
- Information Management will be the primary contact for support of students with limited access to technology or the internet. Solutions will consider the individual circumstances of each student requesting relief.

In addition to physical computer labs, a virtual computer lab with access to all applications normally available in computer labs and classrooms will be remotely accessible via an internet connection.

- Students will be strongly encouraged to use their personal technology to access applications in the virtual computer lab whenever possible and practicable.
- Students lacking personal technology to access the virtual computer lab can request assistance from Information Management. Solutions will consider the individual students' circumstances in ensuring access to instructional resources such as the virtual computer lab to include hardware, software, and training as appropriate.

Access to computing and instructional resources from personal devices on or off campus is available via the internet from the myMU portal to include email, eCampus (LMS), and software for home use as outlined in the Resources for Remote Learning section.

SOCIAL DISTANCING AND CLEANING PROTOCOLS FOR COMPUTER LABS

All computer labs will meet the restrictions in place for social distancing of at least six feet between persons and the requirements for adequate sanitation measures and face covering requirements. In general, computer labs are to be treated as teaching spaces following the same guidelines and procedures in place for sanitation and distancing outlined in other sections of the Restart Plan.

Maintaining Social Distance

- Computer labs will only be open when appropriate supervision by an employee of the University is present and during designated hours.
- Computer labs will be configured to maintain a minimum six feet of social distancing while using a computer.



- Where an existing layout precludes six feet of social distancing, computers that are to be used will be designated by clear signage, and those computers not to be used will be clearly marked and “locked” so as to be unable to be used.
- In cases where social distancing is not possible and alternative space or configuration is not practicable, barriers may be used between computers. Implementation of alternatives will be made on a case-by-case basis in consultation with other University offices (e.g., Facilities Management, Health Services, etc.) with consideration of the physical space, intended use, and compliance to standards in effect at the time of the request. Exceptions are anticipated to be very unusual in computer labs and would only be considered where no other option exists and there is compelling need to provide access.
- Wherever practicable, separate entrances and exits will be clearly marked.

Cleaning Protocols for High-Touch Areas

- All persons will be required to wear a mask while in the computer lab.
- Gloves will be made available as a protective measure in using cleaning materials such as wipes and should be disposed of prior to exiting the computer lab when used. Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.
- In the case of a computer lab being used for in-person instruction, faculty should provide time for, and instruct students to clean their computer and work area per the posted instructions. Faculty will be required to sanitize their computer work area only, in the manner specified below and posted in the computer lab.
- Sanitation and protective equipment, such as disinfectant wipes/sprays, disposable gloves, and hand sanitizer will be available in the computer lab and restocked as necessary.
- Sanitation of the room where a computer lab is located will follow the same sanitation procedures for any instructional space as specified in the Health and Safety section of this document.

Cleaning and Disinfecting of Computer and Peripherals

- Computer peripherals (e.g., keyboard and mouse), and the workspace area will be disinfected by the user prior to, and after use of the computer or workstation area.
 - Upon login/logout, the computer screen will display instructions for proper procedures for disinfecting the computer and work area.
 - Instructions for proper disinfection of the computer and workspace will be posted in visible locations in the computer lab.
 - Upon entry and departure of the lab, users are to sanitize their hands per the posted instructions. Hand sanitizer will be available in all computer labs.
 - Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.
- Infection control practices (required by Administrative Order 2020-17) is addressed in the Health and Safety Section of the Monmouth University Restart Plan.



OCCUPANCY RESTRICTION COMPLIANCE

Computer labs occupancy will be primarily based on the lesser of the number of computers in the room that maintain the six-foot social distancing requirement, any occupancy limitations required by the State of New Jersey, and any other requirements that may be required in the future.

No seating other than at the computer workstation area and instructor podium will be available in the computer lab to ensure social distancing and to meet occupancy requirements. Computers that are not to be used will either be physically removed or have login capability disabled. Computers will be clearly marked for in-person or virtual use only.

“Open Computer Labs” will be designated for use and will follow the same requirements for social distancing monitoring, sanitizing, and occupancy as a computer classroom. When the lab is not monitored, computer use will be prohibited by system lockout (e.g., disabled login) and/or physical lockout to entering the room.

Arrangements for access by high-risk individuals (as defined by the CDC) as an enhanced safeguard will be posted online. If practicable, a designated lab will be made available.

STAGE 3 OPERATIONS

During Stage 3 the University may operate in person with reduced capacity. Computer labs are open on a limited basis in accordance with state restrictions. Curbside pickup is available for requested materials, if applicable.

During this stage, access to computer labs will be restricted to members of the Monmouth University community (students, faculty, and staff); public access is prohibited. A virtual computer lab will be accessible remotely in the same manner as described for Stage 1 in support of distance learning modalities.

Open computer labs will be made available for student access to computers and internet during this stage for students lacking technology, access to specialized hardware/software, or access to internet. In addition, access to campus the campus via the MU Secure Wi-Fi network will be accessible in every building on campus.

Computer labs are only intended for: (1) instructional purposes; and (2) access to applications required to complete instructional assignments. In general, these computer labs will be scheduled as part of a class or made available to students with insufficient technology access.

- All computer labs will be monitored by a University employee during any period for compliance with all applicable health and safety guidelines and procedures while occupied.



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 - No seating other than at the computer workstation area and instructor podium will be available in the computer lab to ensure social distancing.
 - Wherever practicable, separate entrances and exits will be clearly marked.
 - Access to specialized hardware/software will be specified by the instructor with specific arrangements for access either remotely or in person.
 - Information Management will be the primary contact for support of students with limited access to technology or the internet. Solutions will consider the individual circumstances of each student requesting relief.

In addition to physical computer labs, a virtual computer lab with access to all applications normally available in computer labs and classrooms will be remotely accessible via an internet connection.

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- Students lacking personal technology to access the virtual computer lab can request assistance from Information Management. Solutions will consider the individual students' circumstances in ensuring access to instructional resources such as the virtual computer lab to include hardware, software, and training as appropriate.

Access to computing and instructional resources from personal devices on or off campus is available via the internet from the myMU portal to include email, eCampus (LMS), and software for home use as outlined in Resources for Remote Learning section.

SOCIAL DISTANCING AND CLEANING PROTOCOLS FOR COMPUTER LABS

All computer labs will meet the restrictions in place for social distancing of at least six feet between persons and the requirements for adequate sanitation measures and face covering requirements. In general, computer labs are to be treated as teaching spaces following the same guidelines and procedures in place for sanitation and distancing outlined in other sections of the Restart Plan.

Maintaining Social Distance

- Computer labs will only be open when appropriate supervision by an employee of the University is present and during designated hours.
- Computer labs will be configured to maintain a minimum six feet of social distancing while using a computer.



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- Where an existing layout precludes six feet of social distancing, computers that are to be used will be designated by clear signage, and those computers not to be used will be clearly marked and “locked” so as to be unable to be used.
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 - Wherever practicable, separate entrances and exits will be clearly marked.

Cleaning Protocols for High-Touch Areas

- All users will be required to wear a mask while in the computer lab.
- Gloves will be made available as a protective measure in using cleaning materials such as wipes and should be disposed of prior to exiting the computer lab when used. Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.
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- Sanitation and protective equipment, such as disinfectant wipes/sprays, disposable gloves, and hand sanitizer, will be available in the computer lab and restocked as necessary.
- Sanitation of the room where a computer lab is located will follow the same sanitation procedures for any instructional space as specified in the Health and Safety section of this document.

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- Computer peripherals (e.g., keyboard and mouse), and the workspace area will be disinfected by the user prior to, and after use of the computer or workstation area.
- Upon login/logout, the computer screen will display instructions for proper procedures for disinfecting the computer and work area.
- Instructions for proper disinfection of the computer and workspace will be posted in visible locations in the computer lab.
- Upon entry and departure of the lab, users are to sanitize their hands per the posted instructions. Hand sanitizer will be available in all computer labs.
- Appropriate receptacles for the disposal of gloves and wipes will be provided in each computer lab and will be emptied regularly by cleaning staff.



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Computer labs occupancy will be primarily based on the lesser of the number of computers in the room that maintain the six-foot social distancing requirement, any occupancy limitations required by the State of New Jersey, and any other requirements that may be required in the future.

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Computers that are not to be used will either be physically removed or have login capability disabled; computers will be clearly marked for in-person or virtual use only.

“Open Computer Labs” will be designated for use and will follow the same requirements for social distancing monitoring, sanitizing, and occupancy as a computer classroom. When the lab is not monitored, computer use will be prohibited by system lockout (e.g., disabled login) and/or physical lockout to entering the room.

CURBSIDE PICK UP

Curbside/contactless pickup will be available for requested computer lab-related materials if applicable. Employees who deliver or prepare the materials will wear protective face covering, and gloves and place materials directly in a patron’s vehicle whenever feasible.

- Every effort will be made for contactless pickup of any materials or devices. If pickup is necessary, the device will be disinfected prior to delivery/pickup and transported in a disinfected or disposable container/bag (e.g., paper bag). When practicable, materials will be delivered/picked up in their original packaging.
- Materials requiring pickup from, or delivery of equipment or materials to, a computer lab, will be done by an employee wearing a mask and gloves and observing all requirements specified by Monmouth University at that time.

