FALL 2020 GUIDELINES FOR ROSS-BLAKLEY HALL
[August 2020]

These CDC-compliant guidelines were created to help ASU students, faculty and staff maintain adequate social distance when using spaces in Ross-Blakley Hall. They are effective immediately and should be followed until further notice.

FACE COVERINGS
Masks or other face coverings must be worn while on ASU’s campuses, including when you are in your office but the door is open.

MEETINGS
• Office hours, interactions, and meetings with students and/or colleagues will typically take place using Zoom or the phone.
• One-on-one meetings in person, when necessary, may be held outside or in 170H or 103.
• Events of more than 10 people should be scheduled for online.

SIGNS
Physical signage with social distancing reminders has been installed in campus buildings by ASU Facilities Management. Environmental Health and Safety has reviewed all posted materials to ensure we are aligned with CDC guidelines.

SMALL SPACES THAT ACCOMMODATE ONLY ONE PERSON
The following spaces can accommodate ONLY 1 person at a time:
● Individual faculty and staff offices (all floors);
● Shared Lecturer offices (RBHL 136, 205A, 226, 239, 252, 328, 352);
● TA/FA Neighborhoods (Floor 1);
● Instructor Neighborhoods (Floor 2);
● Enclaves (all floors);
● Tables in the Gallery next to TA/FA Neighborhoods (Floor 1);
● Video Studio (RBHL 146);
● Audio Lab (RBHL 240);
● Copy Room on floor 1 (RBHL 127);
● Areas next to copiers (Floors, 1, 2, 3);
● Red Ink Workroom (RBHL 168B)
● Marooned Workroom (RBHL 168C)
● Wellness Room (RBHL 144);
● Kitchen area attached to the first-floor break room (break room closed);
Second-floor break room;
Third-floor break room.

SLIGHTLY LARGER SPACES THAT ACCOMMODATE UP TO TWO PEOPLE
In the event that a student, faculty member or staff person requests an in-person meeting, you may reserve RBHL 103 or RBHL 170H for the meeting. To reserve RBHL 103 or RBHL 170H, simply complete and submit this form.

In addition, the following spaces accommodate up to 2 people at one time:
- The Main Office (RBHL 170);
- The Graduate Student Lounge (RBHL 164);
- The shared Journals Workroom (RBHL 168);
- The Hayden’s Ferry Review Workroom (RBHL 168A).

SPACES AVAILABLE FOR SMALL-GROUP MEETINGS OR GATHERINGS
For now, if you would like to meet in person with a small group, you may reserve one of the following spaces (use this form):
- RBHL 115: accommodates up to 5 people at a time
- RBHL 117: accommodates up to 6 people at a time
- RBHL 324: accommodates up to 4 people at a time

Other spaces will accommodate a small number of individuals working independently:
- RHBL 100L1 (main entrance lobby of RBHL): accommodates up to 8 people at a time
- RBHL 337 (the area outside of RBHL 324/Reading Room): accommodates up to 7 people at a time

COMING SOON: Outdoor spaces are being created and equipped with wifi for meetings with students and/or colleagues. More information available in coming weeks.

DOORS
The main entrance will have separate doors for entering and exiting the building. Use the door to your right when entering and the door to your right when exiting.

HALLWAYS AND STAIRS
All hallways and stairwells in the building will allow TWO-WAY TRAFFIC. Therefore, you will need to wear a face-covering and maintain social distance when using stairwells and walking hallways.
ELEVATORS
Up to **four people** wearing face coverings may use the elevator at a time;

On all floors, only one person can wait near the elevator and/or use the copier between the elevator and the stairs; if more than one person is waiting, individuals should stand 6 feet apart (using the hall as needed).

RESTROOMS
There is no required limit on restroom capacity. However, occupants are expected to wear a face covering and (as much as possible) maintain 6-feet of distance from others.

RESERVING TIME TO WORK IN AN ASSIGNED NEIGHBORHOOD
Each neighborhood in Ross-Blakley Hall can accommodate only 1 person at a time.

To ensure that those who have been assigned to a neighborhood in RBHL will have an opportunity to work in their assigned space, TAs and FAs have been invited to submit their requests for blocks of time via a doodle poll. Once all the members of the neighborhood have had an opportunity to reserve time to work independently in their neighborhood, then requests for additional time slots will be considered.

FAQs
1. **Has anything been done to the HVAC/AC systems in the building to increase my safety?**

   ASU complies with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommendations for maintaining healthy buildings during the pandemic, including maximizing fresh air intake, minimizing cross-flow of air in occupied spaces and optimizing system filtration to the greatest extent possible. ASU averages six to eight air exchanges per hour in our buildings, which meets or exceeds ASHRAE recommendations, and significantly more outside air in our laboratory spaces. In its numerous campus HVAC (heating, ventilating and air conditioning) systems, ASU uses air filtration designed for optimum performance and efficacy, including MERV 13 air filters in our larger HVAC systems. ASU also employs a cadre of filter changers and HVAC mechanics to ensure all HVAC systems are properly maintained, cleaned and operated at peak performance for air quality and temperature and humidity control. Maintenance of these systems has been prioritized over the summer.

   Other useful information and reports on HVAC systems are located here:
   - [COVID-19 White Paper (Taylor Engineering)](#)
   - [Can Air Conditioning Spread COVID-19? Probably Not](#)

   Healthline
2. Where should I go in between classes if my assigned neighborhood is occupied?
If your neighborhood is occupied and has reached capacity (according to social distancing guidelines), please consider using one of the following spaces in between classes:
- The tables by the large north-facing windows on the first floor of RB HL
- An empty enclave near your assigned neighborhood
- A table near your assigned neighborhood
- The Reading Room (RB HL 324)
- A table in the courtyard between Ross-Blakley Hall and Armstrong Hall
- A table near Einstein’s on the first floor of Armstrong Hall

Why do I need to remove my belongings from my desk in my neighborhood?
First-floor neighborhoods and nearby tables are deep-cleaned regularly. All TAs and FAs should follow policies outlined in the Guidelines for Use of Space & Storage (announced March 2020). Specifically, please be reminded that:

1. All of the workstations in each neighborhood will be used by more than one person (no single workstation is “owned” by anyone). This means that no one should “make claim” to a single workspace by decorating it with personal items.

2. When you are done using a workstation in your assigned neighborhood, promptly remove all belongings (personal items, stacks of papers, books, etc.) from the workspace you were using so it will be ready for the next user. Books and personal belongings should be stored in your assigned locker.

3. Any belongings left on work surfaces in neighborhoods will be removed and stored for two weeks before being discarded.

GENERAL REMINDERS
As always, you should submit all inquiries about the building to: RB HL-requests@asu.edu. This email account is checked regularly. The types of issues to report are:
- Problems with ISAAC access (adding access, changing access, Sun Card issues)
- Cleanliness of offices or shared spaces, trash and recycling issues
- New or replacement office keys
- Furniture or building equipment malfunction
- Printing issues and/or copy machine maintenance
● Reporting interrupted telephone or internet service
● Configuring office telephones
● Locker and/or lateral file drawer assignments and access
● Non-emergency security issues (e.g., doors found unlocked or left open)
● Any issues related to building cleanliness or maintenance