

Computer lab and technology studio ramp-up guidelines and checklist

This document provides guidance to prepare employees and students to re-enter computer laboratories. It provides recommendations to safely reoccupy the space and is not exhaustive. Consider developing a specific safety guidance document with accompanying checklist for individual computing laboratories. Call 480-965-5389 for assistance.

Guidelines for restarting computer lab and tech studio

- Check equipment that may have been affected by a power disruption.
- Confirm fire extinguishers are still available and indicator is in operating range.
- Consider using arrows on the floor to designate specific building entrances and exits to maintain traffic flow where applicable.
- Determine maximum number of people that can occupy classrooms, studios and computer labs and still maintain proper social distancing.
- Ensure adequate Personal Protective Equipment, or PPE, and disinfectant is available for staff. Be prepared for supply chain disruptions and limited availability of materials.
- Ensure users should remain 6 feet or 2 meters apart.
- Ensure staff and student workers are trained on how to use the daily checklist below.
- Relocate or remove every other computer from service to allow for social distancing.
- Perform regular [disinfection procedures](#) for computers and other commonly touched surfaces.
- Review and practice [social distancing guidelines](#).
- Reference the [ASU coronavirus website](#) for the latest updates and FAQs.
- Stay home if you are feeling unwell.
- Walk through all of your computer studio and classroom areas and complete a visual inspection.

Computer lab and technology studio safety checklist

Item	Yes	No	N/A
Hand sanitizing stations are placed at all entrances and exits and are not empty.			
Hand washing signs are displayed and encouraged.			
Workstations are temporarily removed from service and items such as keyboards, mice, and work surfaces are cleaned after each use following disinfection procedures .			
Printers, open seating areas and high-touch surfaces are disinfected after each use.			
Cleaning wipes are placed in common areas.			
Verify computers, technology studio workstations and classroom chairs remain at least 6 feet apart.			
Space markers are placed on the ground for students waiting to use printers, help counters and entry to technology studios and classrooms.			
Open seating is marked or spaced out to maintain 6 feet distancing.			
Verify maximum occupancy for computer lab, classroom or studio has not been exceeded.			
Team rooms or areas where social distancing cannot be maintained are closed.			
Specific building doors are designated as entrances and exits with arrows on the ground to maintain traffic flow where applicable.			
Face coverings and gloves are worn by all employees assisting customers and performing essential cleaning duties.			

Questions? Contact ASU Environmental Health and Safety at 480-965-1823.

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