

# Welcome

All of us have a responsibility to each other to maintain a safe working environment. Daily health checks, face coverings and hand washing are the most important things you can do to help reduce the spread of COVID19. In addition to these measures you can do, the Facilities team is working hard to maintain a safe indoor environment. Extra steps being taken in this building include:

## Cleaning

Daily enhanced cleaning of high touch surfaces in classrooms, hallways, stairs, elevator, bathrooms, and meeting spaces. Daily fogging of spaces with a disinfectant cleaning solution.

## Cleaning Supplies

Provided in centralized locations on each floor and in classrooms so individuals can clean their own work space and equipment.

## Hand Sanitizer

Provided at entrances, in classrooms, and throughout public areas. Departments may be providing hand sanitizer at additional locations in office suites.

## Signage

To inform social distancing practices, occupancy limits, and cleaning requirements throughout the building.

## Bathrooms

Bathrooms will be single use occupancy to maintain social distancing.

## Classrooms and Teaching Labs

Classroom capacity has been reduced to maintain 6' social distancing, daily enhanced cleaning of high touch surfaces, cleaning supplies provided for students and faculty clean personal space, where possible directional flow in and out of classrooms are indicated.

## Ventilation

Building exhaust systems have been verified. Windows can be opened for ventilation.

If you open a window, please be sure to shut off the air conditioner in that space.

## Clear Barriers

Clear plexiglass barriers have been installed at classroom teaching stations and service desks in department offices to help reduce transmission.

## Building Access

The building will remain locked during business hours and is accessible with your WPI ID card.

Campus visitors must register in advance and be escorted by the department.



- If you need assistance with any of the above, please contact the Facilities Customer Service Center at [facilities@wpi.edu](mailto:facilities@wpi.edu), or 508-831-5500
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- For more information, please visit [wpi.edu/+locations](http://wpi.edu/+locations) or scan QR code