

Department of Computer Science Stay Safe from COVID-19 policy

Principle: It is the responsibility and obligation of all members of the department to keep themselves and others safe.

- 1) Keep the department sparsely populated
 - a) Graduate students sharing an office should establish a schedule so that only one person will be in the office at a time.
 - b) Keep all office hours virtual and avoid all face-to-face meetings.
 - c) Faculty, staff, and graduate students stay in the office and avoid use of common areas except for necessity.
 - d) To keep the department open, keep only one of the offices MSCS 218 and MSCS 219 open. Allow the staff occupying the offices to work out a schedule without affecting the departmental operation.
 - e) The technical staff are essential for the support of the faculty, staff and students. They are also essential for maintaining departmental equipment and labs. Their function is different from the functions of the administrative assistants. They may reduce their presence in the department without adversely affecting the functions and needs of the department.

- 2) Use of common rooms
 - a. Use MSCS 222, 206, and 203 only for instructional purpose with social distancing.
 - b. Only one person may occupy MSCS 221 at a time.
 - c. Use MSCS 237, the conference room only for two person face-to-face meeting. Meeting should be scheduled through Becky.
 - d. The faculty lounge will be closed.

- 3) Research Labs
 - a. Post stay safe policy in all labs.
 - b. Social distancing, masks and hand sanitization must be mandatory.
 - c. Clean surfaces at least once a day

- 4) Social distancing
 - a. Always maintain social distancing.
 - b. No one waits in hallway.

- 5) Face masks
 - a. Face masks must be worn outside the office (department will have extra disposable masks if anyone forgot to bring masks).

- 6) Be kind to others
 - a. Disinfect common areas after use - such as copier.
 - b. Do not come to the department if feeling sick or are living with someone sick unless checked and cleared by a physician for COVID-19.

The policies stated above governs all faculty, staff and students of the department as applicable. Additional policies may be implemented if necessary.