

## ASU SkySong Building 1, Floors 2 and 3 COVID-19 Facility Operations

ASU SkySong Building 1, Floors 2 and 3 continue to follow [university policies](#) related to the safety and well-being of faculty, staff, students, community partners and guests.

The Knowledge Enterprise, together with Plaza Companies, the building management company, has implemented the following precautions to ensure your safety and well-being based on CDC guidelines.

### Cleaning + Disinfection

- Frequency of cleaning and disinfecting has been increased in high-touch areas, such as building common areas, elevator cabs, restrooms, furniture, door pulls, handrails, etc. by hiring an additional day porter who will solely address high frequency touch points.
- Alcohol-based hand sanitizer dispensers have been installed in all of the common areas, copy rooms and lobbies.
- Ventilation rates have been increased to provide additional outside air in the building.
- Higher efficiency air filters will be installed on all air conditioning units.
- Day-time maintenance and custodial staff will all be wearing personal protective equipment (PPE) while in common areas and tenant spaces.
- Signage has been placed in common areas to help promote and remind employees of social distancing and recommended hygiene practices. This includes signage related to social distancing in elevators.
- Restroom doors will be propped open to eliminate that touch point where it does not present a privacy risk.
- In the event a cleaning staff member tests positive for COVID-19, the company will practice non-discriminatory and CDC-based criteria to determine when it is safe for the staff member to return to work. A positive case will be reported to building management immediately as well as the areas the cleaner has exposed.

### Expectations to Limit the Spread

ASU requests that visitors ask themselves the following questions, the same used by the screeners according to CDC guidelines. Be honest; please do not go inside if you answer “yes” to any of the questions below. Go home and contact your health care provider before returning to campus. If we can help to meet your needs without you needing to enter the building, we will do so.

- Are you sick, or do you feel ill?
- Do you have a fever of 100.4 or higher?
- Have you experienced any new respiratory symptoms, such as a cough or shortness of breath, within the last 14 days?

- Have you had close contact with anyone who has tested positive for COVID-19, or who has been tested and is waiting for results while they had symptoms or in the two weeks before they began showing symptoms? Note: The CDC defines close contact as a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period; close contact can occur while caring for, living with, visiting or sharing a health care waiting area or room with a COVID-19 case; or b) having direct contact with infectious secretions of a COVID-19 case, for example, being coughed on.

## Services

- The doors to the building's main lobby will be open M-F, 6:30am – 6:00pm.
- The Knowledge Enterprise front desk will be available M-F, 8:30am – 4:30pm.
- Access to the second floor lobby via the elevators will remain open; however, to access the third floor, you encouraged to carry your access card or use the stairs behind the reception desk.
- Mail and package delivery will remain unchanged.

## Meetings and Conferences

- All meeting and conference room space will be setup to align with the 6-foot social distancing guidelines until further notice.
- All reservations are limited to 50 people until further notice
- Rooms and spaces should be reserved as early as possible and generally 30 days before the event. Room and space reservations are on a first-come, first-served basis, and the requestor's first choice of room/space, time, and date is not guaranteed
- Seating capacities and floor plans for both internal and external conferences will be reviewed on an event-by-event basis to ensure compliance with physical distancing recommendations. Please consult with the [SkySong Conference](#) team for additional information and guidance.
- A 30-minute break between meetings will be implemented for all small conference rooms of 8 people or less. During these 30-minute breaks, the conference room will be cleaned/disinfected for the following items: conference room table & chairs, phone, any touch panels, door handles, mouse, keyboard and whiteboards.
- Large conferences will only be reserved once per day and at the discretion of ASU SkySong Conference team.
- When planning a meeting or event please choose a room or event space large enough based on the new social distancing configurations.
- Guests must follow ASU public health guidelines: Those who are not vaccinated are required to wear a face covering inside all ASU buildings. The organizer that invites the guests is responsible for ensuring that the guests are aware of and complies with these guidelines while at SkySong.
- As recommended by the CDC, cloth face coverings are strongly encouraged in all common areas of SkySong Building 1, Floors 2 and 3. Please work to ensure your attendees follow these guidelines. We will have a limited number of face coverings available if needed.

## Food & Beverage service must follow current EHS Guidelines and Protocols

- Buffet, food platter, and shared utensils are not permitted.
- Food must be individually served (such as boxed or plated). Beverages must be in single serving containers (such as bottles or cans)
- Adequate social distancing must be maintained while individuals are receiving and consuming food & beverage.
- Check with the venue regarding food service as each venue has its own specific guidelines
- Face coverings must be worn if required by [university guidelines](#).