

## ASU SkySong Building 1, floors 2 & 3: COVID-19 guidelines and precautions for a safe and productive environment

Arizona State University encourages you to familiarize yourself with its fall 2020 semester [plans and guidelines](#) for returning to campus, which includes ASU SkySong Building 1, before you arrive.

In addition, ASU Knowledge Enterprise and the building management company Plaza Companies have implemented the following precautions to ensure your safety and well-being based on Centers for Disease Control and Prevention (CDC) guidelines.

### Cleaning and disinfection

- The frequency of cleaning and disinfection has been increased in high-touch areas throughout common areas in the building, including elevator cabs, restrooms, furniture, door pulls and handrails. An additional day porter has been hired for the sole purpose of cleaning and disinfecting high-frequency touch points.
- Alcohol-based hand sanitizer dispensers have been installed in all common areas, copy rooms and lobbies.
- Ventilation rates have been increased to circulate additional outside air in the building.
- Higher efficiency air filters will be installed on all air conditioning units.
- All daytime maintenance and custodial staff will wear 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 a touch point where it does not present a privacy risk.
- Should a cleaning staff member test positive for COVID-19, the company will practice nondiscriminatory and CDC-based criteria to determine when it is safe for the staff member to return to work. The positive test results will immediately be reported to building management and the facilities the cleaning staff member maintained.

### Personal accountability

Personal accountability is vital to limiting the spread of COVID-19, and ASU expects all visitors, tenants and ASU employees to adhere to important guidelines established by the Occupational Health and Safety Administration (OSHA) and CDC.

- Practice social distancing at all times, remaining at least 6 feet from other people. Per the CDC, keeping space between you and others is one of the best tools available to avoid being exposed to the coronavirus and slowing its spread.
- Adhere to established, posted guidelines, which include routinely wearing face coverings and answering health screening questions.

- Wash hands frequently and thoroughly (for at least 20 seconds) with soap and water. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Anyone exhibiting illness is asked to follow [CDC-recommended guidelines](#) and to self-isolate until consulting with their health care provider.
- Anyone who is well but has traveled internationally or come in contact with someone with COVID-19 should follow [CDC-recommended precautions](#).

## Services

- The doors to the building's main lobby will be open Monday–Friday, 6:30 a.m.– 6 p.m.
- ASU Knowledge Enterprise front desk assistance will be available Monday–Friday, 8:30 a.m.– 4:30 p.m.
- The second floor (main Knowledge Enterprise entrance) will be open to the public. For access to the third floor, you are encouraged to carry your access card or use the stairs behind the reception desk.
- Mail and package delivery processes will remain the same.
- Kitchen areas will be closed to encourage eating in individual workspaces.
- Furniture in common areas has been removed to promote social distancing.

## Meetings and conferences

- All meeting and conference rooms will be set up to accommodate the 6-foot social distancing guidelines until further notice.
- 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 eight or fewer people. During these 30-minute breaks, the following items in the conference room will be cleaned and disinfected: tables and chairs, phones, any touch panels, door handles, computer mice and keyboards, and whiteboards.
- Large conferences will only be reserved once per day and at the discretion of the ASU SkySong conference team.
- When planning a meeting or event, please choose a room or event space large enough to accommodate social distancing guidelines. All food and drinks must be in individual containers (such as boxed meals and water bottles), including utensils.
- Pursuant to ASU's fall 2020 semester plans and guidelines, all meeting and conference attendees will be required to wear cloth face coverings. A limited number of face coverings will be available if needed.
- Event organizers should familiarize themselves with CDC guidelines pertaining to travel from other countries. Attendees who recently were in a jurisdiction with a CDC Level 3 travel warning for coronavirus will be required to self-isolate for 14 days after leaving the COVID-19 risk area before attending any SkySong event. This includes visitors who only had a travel stop-over in a CDC Level 3 location. Organizers should familiarize themselves with the list of attendees and advise travelers to review these guidelines.