
SUBJECT:	COVID-19 Meetings and Space Utilization
REVIEWED/REVISED:	6/16/20; 8/13/20
PURPOSE:	To provide guidance on meetings and space utilization protocol
POLICY OWNER:	Chief Institutional Effectiveness Officer

POLICY:

NMC's campus will be open to students, faculty, and staff effective **Monday, August 3, 2020**. Campus will be open from 6am – 10pm. Campus building access points will require NMC badge access. Please do not hold the door open for others; each person should produce a unique swipe. Guests and NMC employees or students without their badge must enter through the main Clark entrance and sign in/sign out with security.

By using your NMC badge, you attest that you:

- Have conducted and passed a daily self-screening. See **Daily Self-Screening Guidelines**.
- Are adhering to all NMC protocols posted, including but not limited to **Physical Distancing** and **Campus Face Covering Guidelines**.

At this time, all classrooms, labs, study and social areas will be limited to half capacity. Capacities will be displayed on study rooms. Booths and tables in social and study areas will be marked and spaced for appropriate physical distancing. To be efficient with cleaning resources, classrooms will be closed to meetings and studying once classes dismiss.

All non-essential events and gatherings have been cancelled or postponed. Essential social gatherings and meetings should be limited to 25 people or less and have made accommodations for appropriate physical distancing. All college-sponsored events should provide access for individuals not able to be physically present to accommodate remote participation when activity is otherwise face-to-face. All student organization sponsored events and fundraising must be pre-approved by the Dean of Students. Outside organization, events, and facility rentals are cancelled until further notice.

Continued use of WebEx, Zoom or conference calls is strongly encouraged in lieu of in-person meetings. If you are onsite, faculty and staff are encouraged to meet virtually from individual offices if available, instead of taking up classroom or student study space. When WebEx, Zoom or conference calls are not available and an in-person meeting is scheduled:

- Sit every other chair or, if practical, arrange chairs six feet apart
- Wipe down tabletops and chair arms before and after your meeting
- Sanitize markers and clean white board before and after your meeting
- Wipe down computer, audio equipment and speakerphone control panels before and after your meeting