

NON-ACADEMIC SPACE POLICY DURING COVID-19

For Darla Moore School of Business Faculty, Staff and Students

Effective June 18, 2020

1. Campus Events

- a. Per the University of South Carolina Registrar, all on campus events are canceled through Aug. 1, 2020.
- b. Event requests for August 2-19 will be processed mid-summer once a decision for distancing guidelines for the fall has been announced by the university.
- c. Event requests for after August 19 cannot be reviewed until after the first two weeks of academic instruction of the fall semester. Diagnostic testing for COVID-19 is highly recommended for all faculty, staff and students before entering the building for the first time when returning to campus. This test at UofSC consists of collecting a nasal swab specimen. The ideal is ensuring no one enters the building symptomatic, and given the high prevalence of asymptomatic COVID-19 carriers the best prevention is to have new entrants tested just before their planned entry to the building. Individuals should obtain tests shortly before their return or as soon as possible upon their return to the building or campus.

2. Non-Academic Building Spaces

- a. All non-academic space has new capacity limits. These must be adhered to at all times. Maximum capacities are set to continue social distancing and maintain a safe environment for faculty, staff, and students.

Maximum Capacities are:

- i. **Third Floor Conference Rooms: 4 people**
 - ii. **Third Floor Boardroom (Room 364): 8 people**
 - iii. **Third Floor Orientation Room (Room 308): 11 people**
 - iv. **Fourth Floor Conference Rooms: 4 people**
 - v. **Fourth Floor Large Conference Room (Room 487): 8 people**
- b. All spaces must still be reserved in 25Live.
 - c. **NO FOOD OR DRINK** is permitted in hallways or conference spaces. They are **NOT** to be used for lunches, meetings during mealtimes, etc. Group eating is **NOT** to be done in hallways or conference spaces during COVID-19 outbreak. Grab and Go food purchased at Global Café or food brought into the building can only be eaten in designated spaces safely distanced on Level 2 or in your assigned workstation/office.
 - d. Users are **NOT** permitted to move tables or chairs in these rooms. If furniture has been decreased, chairs stacked, etc., this was done to enforce maximum capacities and at no point should the furniture be moved or utilized.

- e. Face masks **MUST** be used by all attendees in these non-academic spaces.
- f. Users are not permitted to obstruct doors or windows with any hanging items. These public spaces must be visible to ensure that social distancing guidelines and rules are being adhered to.
- g. Executive Education clients/guests are only authorized to be in the Executive Education wing of the Moore School (rooms 324 through 334). They should only enter and exit using the grand staircase in the courtyard located outside of Global Café that opens to the Executive Education wing. These guests must go directly to and stay in the Executive Education area for the duration of their time in the building. This is to minimize the exposure of faculty, staff and students to additional risks. Executive Education catered meals must only be eaten in Executive Education spaces.
- h. Student study rooms on Level 2 have been reduced to a maximum capacity of four people. These rooms are not to be requested by faculty or staff, as we must maintain our student space for students that may need to stream classes while on campus.