

## JCK 460 Classroom | *Safety Rules & Practices*

Organizational Development & Communications values the health and safety of our Bobcat community. Ensuring our classroom operations do not contribute to possible spread of the novel Coronavirus is a top priority. Please keep in mind that these rules and operational parameters are **subject to adjustment as needed for everyone's safety**.

Classroom procedures will align with the [CDC's Guidelines for Gatherings](#), the State of Texas' [Minimum Standard Health Protocols for All Employers](#), and [Texas State University guidelines](#).

During the summer, the JCK 460 training room is operating at a maximum of 50 percent capacity. For the fall, in line with the University's guidelines the training room will operate at 100 percent capacity. All room reservations to host learning and development opportunities will be reviewed and approved by the OD & Communications Manager on a case-by-case basis. Reservations must be made a minimum of 48 hours in advance. The AVP of Human Resources will have final approval of reservation requests that fall outside of this scope.

### How OD & Communications is keeping you safe:

- We continue to monitor university, state, and CDC recommendations in order to ensure the safety of all who use our classroom. Capacity will be adjusted as guidance from these agencies permits.
- We disinfect areas regularly.
  - Disinfection will occur before and after each room use
  - Disinfection areas include all: Tabletops, chairs, A/V equipment that has been used, sanitizer pumps, light switches, & door handles
- We keep a record of all use and disinfection of the classroom to ensure that anyone entering is in a sanitized space.

### Reservation Guidelines:

- The lowest risk for all individuals is to **meet virtually**. Learn more about how to connect virtually via ITAC's [Teaching, Learning, and Working Remotely at TXST website](#).
- During this time of social distancing, in order to maintain proper and safe distancing for seated and moving individuals in the room, **reservations will not be accepted for requests that exceed twenty (20) people**.

### Room Use Best Practices:

- Face coverings **are still strongly encouraged**, especially for those who are not vaccinated.
- Attendance will be taken and submitted to OD & Communications at the conclusion of room use. This will be kept on record in case contact tracing is needed.
- Hand sanitizer will be provided at the door. We strongly encourage every occupant to sanitize their hands when using the room.
- Every participant must adhere to 6 ft. spacing of chairs, tables, and signage. No rearranging of the room's chairs or tables is authorized, at this time.
- Avoid physical contact with others in the room.
- Respect others' physical distancing radius of six (6) feet when moving about in the classroom.
- No food and/or beverages are allowed in the classroom.

**As a reminder, the JCK 460 classroom is for training purposes only and for HR/ODC meetings. The room may not be used to for meetings or social functions from outside departments. Any exceptions must be approved by the AVP of Human Resources.**

We thank you for respecting all safety procedures and appreciate your patience as we adjust practices for everyone's safety.

- The Organizational Development & Communications Team