As the health and safety of our staff, faculty and students is of the utmost importance, the School of Medicine and Health Sciences has made several changes to prevent or slow down the spread of COVID-19. All students, faculty, staff and visitors are expected to fully comply with the information outlined in this document as part of School of Medicine and Health Sciences building policy.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.


**Facility Use:**

1) **Entry & Egress**

Entries to SMHS buildings are regulated and monitored. Your GWorld card, Datawatch card (Watergate) and key code (2000 Penn) are required for entry. There are newly designated entry and exit doors in some locations. Please pay close attention to signage and maintain social distancing of at least six feet if a line forms. For example, the Ross Hall courtyard entrance and main Himmelfarb Library doors are now entrance only and you will exit the building at 24th street. The start and end of the workday usually brings many people together at common entry/exit points of buildings. Where possible, consider staggering scheduled class times as well as office/lab arrival and departure times by at least 30 minutes to reduce traffic in common areas and help us meet social distancing requirements. Masks are required at all times inside the building.

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For more information, email: holumilu@gwu.edu
2) **Traffic Flow**

SMHS buildings and exterior spaces will include signage that should be followed by everyone at all times. Visual cues will be posted throughout the buildings including directional and physical-distancing signage guiding flow patterns and where people should stand, standing spots in the elevators, seating spots in classrooms, as well as informational signage regarding protocols for wearing masks and hand washing. Examples of the signage that community members will see on campus are outlined below:

Hallways, where possible, will be one way. Tight hallway will be unidirectional and there will be signs to guide people.
3) **Bathrooms use**
Signage placed outside the bathrooms will specify maximum occupancy to ensure appropriate social distancing. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. Foot-operated door openers will be installed on many of the larger public bathroom doors.

![Bathroom signage](image)

4) **Elevators/Stairs**
Check posted signage for maximum elevators capacity and do not get onto an elevator that is already at capacity - keep 6 feet apart from others. Use stairs instead of elevators whenever possible to avoid close proximity with others in a confined space. There are designated stairways for up or down traffic in Ross Hall and Himmelfarb library buildings. Visual cues, directional signage, and floor decals will be placed in the stairwells. Stay at least 6 feet from other people at all times and wear your mask. Elevator access priority should be given to those with disabilities or individuals with equipment. Use a mask at all times on all elevators, even if you are alone. Avoid touching the elevator buttons with your exposed hands. Wash your hands or use hand sanitizers upon departing the elevator, and frequently throughout the day.

![Elevator and stair signage](image)
5) **Lab spaces**
Specific plans have been developed for faculty and staff working in SMHS laboratory environments. See [SMHS Research Reopen Plan](#) for details. Principal Investigators will be responsible for providing direction and oversight of their projects, laboratories, and personnel including graduate students, postdoctoral fellows, and staff.

6) **Office/staff spaces**
Departments shall evaluate their work environment and introduce measures to maintain social distancing between employees, coworkers, and customers. No more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. Examples to accomplish this include: installing plexiglass or other solid screens and moving desks to create more distance between onsite workers. If more than one person is in a room, masks/face coverings should be worn at all times. Masks should be worn by staff working in a reception area.

7) **Student spaces**
Social distancing measures have been implemented in classrooms, conference rooms, student lounge, Clinical Learning and Simulation Skills (CLASS) Center, and Himmelfarb library. As a result, room capacity in these areas is significantly reduced.

8) **Himmelbarb Library Phase 2 Re-opening Plans**
Himmelfarb Library will open on Monday, June 15 to patrons that have been approved to be on campus during this phase. Please note that the status of the university still remains as closed.

The hours will be:

Mondays - Thursdays: 8 a.m. - 12 a.m.
Fridays: 8 a.m. - 6 p.m.
Saturday - Sunday: noon - 8 p.m.
We are implementing a number of safety measures to promote social distancing and safeguard your health.

**Masks**
- Users are required to wear a mask at all times inside the library.

**Getting around**
- Enter Himmelfarb Library via the Courtyard.
- Exit Himmelfarb via Ross Hall and follow directional signs to 24th street exit.
- Directional signs will be posted throughout the library to indicate proper distancing and traffic flow.
- Only one person at a time may use the elevator, and priority goes to handicapped users.
- Our stairwells will be one-directional.
  - To go up, use the stairwell on the Courtyard side of the building next to the elevator.
  - To go down, use the stairs on the 23rd Street side of the Library.

**Using study spaces**
- We have arranged study tables and chairs in a way that ensures 6 ft. of space between users. Floor decals will be used as markers for each and every approved seat to make sure that the patrons are social distancing
  - Please do not move furniture around.
  - Keep chairs stationed over their floor decals.
- All study rooms at Himmelfarb Library MUST be **reserved in advance** on our web page. ([https://himmelfarb.gwu.edu/services/groupstudy.cfm](https://himmelfarb.gwu.edu/services/groupstudy.cfm))
- Only 1 user is permitted in a study room at a time, except in the following rooms:
  - 2 users are permitted in: B100B, B100A, 203G, 204H, 203C, 204C, 304I, 304C, and 305H.
  - 4 users are permitted in: 303.
- Please limit the amount of food and drink you bring into the library.
- Please clean up your space before you leave.
- Hand sanitizer and wipes will be available throughout Himmelfarb.

**Handling library materials**
- If you pull a book off the shelf that you don’t plan to check out, please return it to a shelving cart.
  - Library staff will quarantine all books on carts for 3 days.
- We will quarantine all borrowed books for 3 days upon check-in.
- Borrowed equipment will be cleaned upon return and prior to checkout.

**Restrooms**
- Restrooms will have a one-person occupancy limit.
- Please announce yourself before entering to make sure the restroom is unoccupied.
- Housekeeping will clean the restrooms using the CDC guidelines.

9) **Access**
- Individuals who feel sick or display symptoms consistent with COVID-19 must not access SMHS buildings.
- Employees must request building access for vendors in advance. Please contact Hellen Olumilua at holumilu@gwu.edu

Compliance with this policy is about respecting the health of yourself and others during the pandemic. Violations of the above-mentioned policy may result in the revocation of SMHS building access privileges, as well as corrective action.