

## **ITC COVID-19 Policy and Procedures**

### **How is the ITC handling the spread of COVID-19?**

The ITC is periodically throughout the day sanitizing frequently touched surfaces. The ITC is also sanitizing borrowed equipment.

### **What areas are frequently sanitized?**

Frequently sanitized items/areas in the ITC include doorknobs, table surfaces, computer keyboards, and computer mice. Since students frequent our computer lab, this area will be monitored in an attempt to sanitize a computer stations after each use.

### **What are ITC Student Workers/GA's doing to protect themselves from spreading COVID-19?**

ITC Staff is following Winthrop guidelines and wearing a mask is optional while inside Withers. ITC Staff is to clean their hands as often as possible, either using hand sanitizer or washing their hands.

### **What are the general ITC's cleaning procedures?**

The ITC Staff member is to use only the disinfectant provided by Winthrop to sanitize areas. Staff may either directly spray the surface (when working with large areas) or spray a paper towel first (when dealing with smaller surfaces). ITC Staff needs to switch out paper towels frequently when transitioning between surfaces or items to clean.

### **How is the ITC cleaning its library books?**

Any books that students touch will be first sanitized and then placed in a quarantine area for 72 hours.

### **How is the ITC cleaning its technology?**

The ITC has all of its instructional technology placed in areas where it is not accessible to the public, but it is still available for rent. Equipment is sanitized as it comes into the ITC and is checked over by ITC Staff before being given to patrons.