

GENERAL PROTOCOLS FOR ON-CAMPUS ACADEMIC ACTIVITIES

Units wishing to reopen or establish on-campus sites or activities that support the academic experience should follow these guidelines and process. Examples might include Math Center, Writing Center, Academic Enrichment Center services, makerspaces, Venture Development Center, etc. Small, organized study groups do not need to seek approval to run but should follow all protocols listed [in this document](#).

Directions

Before submitting a request, please review the following protocols, which are expected to be followed (at a minimum) if your request is granted.

General Protocols

- A contactless sign-in or reservation process must be designed and implemented.
- Hours and days should be clearly identified and posted.
- No eating or drinking at any time.
- Everyone must complete the University's daily check-in and adhere to all University COVID protocols, as dictated by FREAS, DPH, state and CDC guidelines, to include:
 - Washing hands
 - Wearing masks
 - Maintaining physical distance of 6' from others
- Wipe down individual spaces and equipment before and after using.
- Custodial services must be provided 2x/day (normal FREAS protocol); the unit must confirm this with custodial services.

Participants

- Current UD students, staff and faculty only.
- All are strongly encouraged to download the COVID Alert DE app to their phone.
- Guest presenters should be virtual as much as possible; exceptions can be made so long as guests complete the daily health screening and show their results to the space manager and abide by all current COVID protocols.

Locations and Capacity

- Activity is restricted to the space identified in the request form.
- Capacity is limited to the COVID capacity of the room/space as determined by FREAS.
- Occupancy must adhere to posted maximum limits.
- Furniture cannot be moved within or brought into the approved space.

Submitting a Request

- Complete the [Request for Academic Activity Form](#).
- Once reviewed, approvals and further information will be shared with the submitter.
- FREAS (M&O and Custodial), UDPD, and Registrar will be notified as appropriate by the Provost's Office.
- Submitter is responsible for ensuring all approved protocols are implemented and maintained.