

Procedure for Holding a Face-to-face Lab/Studio Session

Conditions:

- No more than 20 students should be meeting in 1 room
- Larger labs/studios should be split into subsections, taking into consideration that at least 30 mins should elapse between different space usages in case the number of occupants is less than 10, and 1 hour in case it is up to 20, for air to properly refresh.
- Lab/studio sessions should take place during the scheduled time on Banner.
- Instructors need to ensure that they and students abide by the general health guidelines (attached), such as wearing masks, maintaining distance, frequently washing/sanitizing hands, etc.

One week before starting the lab/studio:

- Inform the Hospitality Services (hospitality.beirut@lau.edu.lb; hospitality.byblos@lau.edu.lb) about the schedule and the cleaning requirements. Indicate if they shall provide hand sanitizers and napkins in the lab/studio, and/or they need to clean/disinfect the place. Please allow 30 minutes between different space usage in case the number of occupants is less than 10, and 1 hour in case it is up to 20.
- Inform the department chair
- Familiarize yourself with the symptoms and safety measures of COVID-19: <https://www.lau.edu.lb/covid19/resources/>, and with the particular safety protocols that are applicable to your lab/studio: <https://myportal.lau.edu.lb/sites/FS/pages/COVID-19.aspx>

48 hours before each lab/studio session: (An automation software is being worked on)

- Send the health questionnaire (attached) to all students and ask them to complete 24-48 hours before the session (the department academic assistant can take care of this)
- Report any suspicious case to the University Health Services Office (again, the academic assistant can take care of this):
(Beirut: Jocelyn Karkour joceline.karkour@lau.edu.lb
Byblos: Maria El Ghouli msargi@lau.edu.lb)
- The day before the session send the list of cleared students to the protection office for allowing entrance: (protection.byblos@lau.edu.lb, protection.beirut@lau.edu.lb)
- The instructor should ensure that an online option is available in case any student cannot make it to campus; always open a Webex/Zoom class for those students.
- The instructor should record the names of students who attend sessions on campus (no need for those attending online). This is needed in case of future tracing requirements.