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COVID-19 Safety Features and Policies @ Bukas

Space features

1. **Periodic visual and audio reminders.** A digital kiosk has been installed that provides visual and audio reminders every 32 minutes to wash or disinfectant hands and which activities should necessitate hand-washing, as well as reminders to comply with existing COVID-19 protection protocols imposed by DICT Building staff.
2. **Alcohol stations.** Alcohol hand-disinfectant stations have been installed, including a touchless, foot-operated alcohol station..
3. **Sufficient ventilation.** To ensure that the room is sufficiently ventilated, a ventilation fan has been installed.
4. **Air quality meter.** A digital air quality meter will be installed to monitor the following:
    1. **CO_2 monitoring.** Given that CO_2 levels are a good proxy measurement for airflow [2], if CO_2 concentration surpasses 600ppm [3] [4], measures will be taken to increase ventilation, such as increasing the speed of the ventilation fan, opening more windows, or asking people to leave the space.
    2. **Humidity monitoring.** If the air quality that will be installed is capable of monitoring air humidity, the space will be monitored to make sure that it maintains relative humidity of at least 40% to 60% [5], given evidence showing that increased humidity in indoor spaces can slow down the spread of viruses [6]–[8].
5. **Strategic furniture positioning.** Work tables have been positioned in such a way that should all work tables be occupied, no person is directly facing any other person.

Usage guidelines

Please observe the following guidelines ***on top of existing COVID-19 safety guidelines imposed by the DICT and UPOU.***

1. Please **sign-in** using the contact-tracing QR code when entering the space.
2. If there is more than one person in the room:
    a. **Please turn on the ventilation system**

   b. **Please check the CO2** monitor to make sure that the CO_2 levels do not go over 600 ppm. If they do, open windows, turn on the ventilation (if you haven't yet), or consider leaving.
3. **Minimize loud vocalizations.** Given that vocalization loudness increases aerosolized particles potentially laden with COVID-19 particles [3], with a 6-decibel decrease in speech volume potentially equivalent to doubling the ventilation of a room [9], [10]. Please refrain from loud speech, singing, and laughing [11] in the space.
4. Please do not rearrange the hot desks.

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