



## Directive on the use of Computer Laboratories

Effective 16 April 2020 until further notice

As a result of a developing pandemic of COVID-19 disease it is important to communicate the following procedures to students and staff in relation to the use of computer laboratories

This directive will apply to all the Computer Labs listed in Appendix A. Not all of these labs will be open by the time our students will be returning as per the NWU Re-Integration Plan. The reason for this directive is to promote the health and safety of students and staff.

### 1 Measures

The following measures will be put into place:

- To adhere to social distancing protocols, only every 3rd PC will be activated. The implication is that only a third of the capacity of the lab will be available. A lab with capacity of 100 will have 33 workable PC's and we recommend that only 33 students are allowed in the lab at any one time. Control measures will be put into place in the popular labs.
- It is very important to clean surfaces and keyboards every time a group of students has finished working on PCs during a time slot before the next group of student can enter the lab and starts working. We will therefore introduce controlled and scheduled time slots.
- Four time slots of two hours each will be available during the day. A student can therefore enter the lab at the beginning of a time slot and has to leave at the end of a time slot. Only when all students have left the lab, cleaners will clean surfaces and keyboards. Depending on demand, a student can enter two times per day, or even more.
- Time slots:
  - 8:00-10:00, 10:30-12:30, 13:00-15:00, 15:30-17:30
- At this point in time we do not know when classes (also in PC labs) will resume. Before classes resume we will revise this protocol.
- Hand sanitising will be compulsory when entering the PC lab.
- Informative posters will be put up.

### 2 Appendix A

Spatial Data			Main user / Guardian	
Campus	Building	Room	Faculty	Department
MC	A1	131	Admin	IT
MC	A12	113	FNAS	Geography
MC	A12	113B	FNAS	Biology
MC	A12	123	FNAS	Geography
MC	A12	G04	FNAS	Geography
MC	A13	121	FNAS	Nursing
MC	A13	122	FNAS	Nursing
MC	A13	124	FNAS	Nursing
MC	A13	G25	FNAS	Nursing
MC	A2	G17	FEMS	Information Systems
MC	A2	G16	Admin	IT
MC	A2	G50	FEMS	Information Systems

MC	A2	G51	FEMS	Business Centre
MC	A2	G53	Admin	IT
MC	A3	G68	Admin	CTL
MC	A3	184	Admin	CTL
MC	A3	242	HSS	Communication
MC	A3	G182	FEMS	Information Systems
MC	A3	G76	Admin	CTL
MC	A4	1022	FNAS	Physics
MC	A4	1036	FNAS	FNAS
MC	A4	1066	FNAS	Biology
MC	A7	LIB01	Admin	Library
MC	A9	G02	EDU	Education
MC	A9	G06	EDU	Chemistry
MC	A9	G08	EDU	Physics
MC	FID	G27	FNAS	Animal Health
MC	A12	124	FNAS	Computer Science
MC	A12	G01A	FNAS	Computer Science
MC	A12	G01B	FNAS	Computer Science
MC	A13	G17	FNAS	Nursing
MC	A14	G24	LAW	LAW
MC	A2	G02	LAW/EDU	LAW/EDU
MC	A3	G01	HSS	HSS
MC	A3	G35	FEMS	FEMS
MC	A4	1042	FNAS	Physics
MC	A4	2118	FNAS	FNAS
MC	A7	Junior Research Commons	Admin	Library
MC	A7	LIBCARELS	Admin	Library
MC	A7	LIB02	Admin	Library
MC	A7	Senior Research Commons	Admin	Library
MC	F2	Carst A	FNAS	Carst
MC	F2	Carst B	FNAS	Carst
MC	A1	129	Admin	IT
MC	A1	132	Admin	IT
MC	A4	1021	FNAS	Computer Science
MC	A4	1027	FNAS	Computer Science
MC	A5	READ-A	Admin	ADC
MC	A4	1022	FNAS	Physics
MC	A5	READ-B	Admin	CTL
MC	A7	LIB02	Admin	Library
MC	A7	LIBOPAC	Admin	Library
MC	A1	IT	Admin	IT
MC	A3	G75	Admin	CTL
VC	3	101	FNAS	School of Computer Science

VC	6	G10	All	CTL
VC	8	Training Lab	IT	IT
VC	9A	102	FNAS	School of Computer Science
VC	9A	103	IT	IT
VC	9A	104	IT	IT
VC	9A	106	IT	IT
VC	9A	107	IT	IT
VC	9A	G20	IT	IT
VC	11	G02	IT	IT
VC	13	K10	IT	IT
VC	13	K04	IT	IT
VC	13	Reading Lab	Admin	CTL
VC	13	REF-1	IT	IT
VC	13	REF-2	IT	IT
VC	13	MA&PhD	IT	IT
VC	13	329	Admin	CTL
VC	13	Training Lab	Admin	Library
VC	13	Split Level 1	IT	IT
VC	31	G02	Humanities	School of Communications
VC	31	G01	Humanities	School of Language
VC	Faranani Resience	Faranani Resience	IT	IT
PC	C5	G02	Education	Computer Science Education
PC	C5	G03	Education	Computer Science Education
PC	C5	G11	Education	Computer Science Education
PC	E3	G11	Economics and Management Science	Economics
PC	E7	309A	Library E7	Library
PC	E7	309B	Library E7	Library
PC	G1	113	IT	IT
PC	G1	117	IT	IT
PC	G1	215	IT	IT
PC	G4	201	IT	IT
PC	G1	303	IT	BWI
PC	C6c	Bib	Library C6	Library
PC	E7	315 RINL	Library E7	Library
PC	N1	G21	Engineering	Engineering
PC	N1	G22	Engineering	Engineering
PC	F15	G22	Consumer Sciences	Consumer Sciences
PC	G16	G08	Health Sciences	Pharmacy
PC	E3	G03	Economics and Management Science	Economics and Management Science