



UNIVERSITY OF CAPE TOWN
FACULTY OF HEALTH SCIENCES



COMPUTER LAB PROTOCOLS & USAGE STEPS

COMPUTER LABORATORY PROTOCOLS

1. All staff and students to wear their cloth masks and visors at all times.
2. Sanitize hands at entrance making use of the foot-operated hand sanitizer unit.
3. Ensure the social distance of 2m is upheld at all times.
4. No eating or drinking allowed in the Computer laboratory or the entrance to the New Learning Centre/Anatomy building.
5. Bathrooms are to be used- one person to enter at a time. Ensure hand hygiene is practiced. Do not use hand driers (these should be switched off at the wall). Use paper towel to dry hands after washing.

CAMPUS AND COMPUTER LABORATORY ENTRANCE STEPS

1. Ensure that the health self-assessment has been done before entering Campus.
2. If you feel ill or have any of the COVID-19 symptoms, do not come to Campus and inform your course convenor immediately. Follow the quarantine procedure/testing procedure.
3. Enter Anatomy building (adhering to social distancing requirements at all times). These distances have been taped out on the floors and steps for your convenience.
4. Enter Computer room and sanitize your hands.
5. Place your bags/satchels in the designated areas (marked at intervals).
6. Select a seat and computer to sit at. All those spaces where the keyboards have been turned wrong-side up are to be left vacant. This is to ensure a safe social distance is upheld at all times.
7. Further instructions will be communicated to you by your course convenor/invigilator.
8. When having to use the bathroom, ensure that only one person enters at a time and that the bathroom rules (as pasted on the outside of the doors) are adhered to.
9. Ensure you make use of your own stationery at all times (do not share any personal items).
10. Wipe your keyboard down using the wet wipes (provided) before and after use.
11. Dispose of the wet wipes in the bins provided in each computer room.
12. Please leave your desk in the way in which you found it.
13. Pick up your bag/satchel and vacate the computer room.
14. When leaving the Computer room, make use of the alternative exit as indicated by signage. Do not exit using the area you entered from.
15. When making use of the lifts, ensure only one person enters the lift at a time.
16. Do not touch lift buttons, rather make use of your elbow.
17. If you hold on to the bannister/railing along the stairwell, please ensure you do so after having sanitized your hands.
18. Ensure that during this entire process, you do not fiddle with your cloth mask and visor.