
Recommendations for Common Spaces

Considerations for common spaces in your facility, to prevent the spread of COVID-19

CDC Recommendations:

- Consider how you can use multiple strategies to maintain [social \(physical\) distance](#) between everyone in common spaces of the facility.
- Consider cancelling all public or non-essential group activities and events.
- Offer alternative methods for activities and social interaction such as participation by phone, online, or through recorded sessions.
- Arrange seating of chairs and tables to be least 6 feet apart during shared meals or other events.
- Alter schedules to reduce mixing and close contact, such as staggering meal and activity times and forming small groups that regularly participate at the same times and do not mix.
- Minimize traffic in enclosed spaces, such as elevators and stairwells. Consider limiting the number of individuals in an elevator at one time and designating one directional stairwells, if possible.
- Ensure that social distancing can be maintained in shared rooms, such as television, game, or exercise rooms.
- Make sure that shared rooms in the facility have good air flow from an air conditioner or an opened window.
- Consider working with building maintenance staff to determine if the building ventilation system can be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system.
- [Clean and disinfect](#) shared areas (laundry facilities, elevators, shared kitchens, exercise rooms, dining rooms) and frequently touched surfaces using [EPA-registered disinfectants](#) more than once a day if possible.

OFSL Additional Guidelines:

- Require all residents to wear a mask in communal spaces.
- For dining rooms, arrange seating of chairs at least 6 feet apart
- Stagger dining schedules to reduce the amount of people who need to interact for meals.
- Create a schedule for laundry to allow one person in at time to complete their laundry.
- Ensure good air flow through air conditions and/or open windows.
- Clean and disinfect shared areas and frequently touched services more than once a day if possible

Considerations for specific communal rooms in your facility

CDC Recommendations:

Shared kitchens and dining rooms

- Restrict the number of people allowed in the kitchen and dining room at one time so that everyone can stay at least 6 feet (2 meters) apart from one another.

- People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room, if possible.
- Do not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher. [Wash hands](#) after handling used food service items.
- Use gloves when removing garbage bags and handling and disposing of trash. [Wash hands](#)

OFSL Additional Guidelines:

- All meals should be to go and should not be served as a buffet.
- Create a staggered dining schedule, this may require extending meal hours.
- Ensure residents have access to meal preparation areas, and cleanup resources, when mealtimes are not offered (weekends for example).

Laundry rooms

- Maintain access and adequate supplies to laundry facilities to help prevent spread of COVID-19.
- Restrict the number of people allowed in laundry rooms at one time to ensure everyone can stay at least 6 feet apart.
- Provide disposable gloves, soap for washing hands, and household cleaners and [EPA-registered disinfectants](#) for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.
- Post [guidelines](#) for doing laundry such as washing instructions and handling of dirty [laundry](#).

OFSL Additional Guidelines:

- Create a schedule for laundry to allow one person in at time to complete their laundry.
- Include cleaning supplies for residents to wipe down the machine after they're done using it.

Recreational areas such as activity rooms and exercise rooms

- Consider closing activity rooms or restricting the number of people allowed in at one time to ensure everyone can stay at least 6 feet (2 meters) apart.
- Consider closing exercise rooms.
- Activities and sports (e.g., ping pong, basketball, chess) that require close contact are not recommended.

OFSL Additional Guidelines:

- It is recommended that masks are continued to be required in activity rooms and exercise rooms.
- If possible, move exercise rooms, yoga spaces, outside.
- Limit the equipment that is shared. For example, each member needs to bring their own yoga mats, workout gloves, etc.

Pools and hot tubs

- Consider closing pools and hot tubs or limiting access to pools for essential activities only, such as water therapy.
 - While proper operation, maintenance, and disinfection (with chlorine or bromine) should kill COVID-19 in pools and hot tubs, they may become crowded and could easily exceed recommended guidance for gatherings. It can also be challenging to keep surfaces clean and disinfected.
 - Considerations for shared spaces (maintaining physical distance and [cleaning and disinfecting](#) surfaces) should be addressed for the pool and hot tub area and in locker rooms if they remain open.

OFSL Additional Guidelines:

- It is recommended that pool access is closed.

Shared bathrooms

- Shared bathrooms should be cleaned regularly using [EPA-registered disinfectants](#), at least twice per day (e.g., in the morning and evening or after times of heavy use).
- Make sure bathrooms are continuously stocked with soap and paper towels or automated hand dryers. Hand sanitizer could also be made available.
- Make sure trash cans are emptied regularly.
- Provide information on how to wash hands properly. Hang [signs](#) in bathrooms.
- Residents should be instructed that sinks could be an infection source and should avoid placing toothbrushes directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the bathroom.

OFSL Additional Guidelines:

- Provide extra cleaning materials for residents to clean up after themselves as they use the restroom and focus on high-touch areas.
- Include paper toilet seat covers for residents to use.
- Include [signage](#) for tips for cleaning

Other Considerations

- Private rooms and bathrooms
- Food Delivery
- What happens if someone breaks protocol
- Notifications for HQ

Additional Resources

- [Considerations for Institutions of Higher Education \(CDC\):](#)
- [COVID-19 Guidance for Shared or Congregate Housing:](#)
- [CDC General information for colleges and universities](#)
- [CDC Print flyers available](#)
- [UCLA Signage](#)

Cleaning Guidelines

- [Cleaning and Disinfection Decision Tool](#)
- [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

Campus Requirements

- UCLA Ashe COVID Hotline (310) 206-6217
- UCLA Infectious Disease Hotline: 310-267-3300
- [Daily Symptom Monitor Survey](#)
- Submit the OFSL impacted student notification [form](#).
- [Quarantine/Isolation Procedures](#)