

Spring 2021 Fixed Seat Lecture Hall Information

In order to keep our campus community safe, we have made modifications to our lecture halls to adhere to social distancing requirements and to limit close contacts between students. We have put in place physical barriers, installed signage and established directional traffic flows in the following rooms:

- AA G007 (27 students)
- AA G008 (29 students)
- AM 189 (21 students)
- LH 001 (85 students)
- LH 002 (48 students)
- LH 008 (43 students)
- LH 010 (10 students)
- LH 014 (48 students)
- S1 149 (37 students)
- SL 212 (24 students)

Keep to the Right

In many outdoor locations and in buildings there are signs directing people to “Keep to the Right”. These are in heavily trafficked areas and are intended to prevent close, face to face contacts.

Entrances/Exits

All rooms with multiple doors have signage indicating which door(s) to use to enter and which to use to exit. Please remind students to use the appropriate door. ***Note, in the event of an emergency, all emergency exit doors, including those listed as entrance only, should be used for exiting.***

Seating Capacity/Labeling



All rooms have been evaluated to provide a minimum of six feet between students. Available seats have a sticker indicating “THIS SEAT IS AVAILABLE” on the back of the seat, except in S1 149, where the sticker is on the arm rest of the seat. In most cases, only every other row can be used. Rows that cannot be used are blocked and have a sticker indicating “THIS ROW IS UNAVAILABLE”. Unavailable seats and rows are roped off with yellow rope and in some cases also have a sticker indicating “THIS SEAT IS UNAVAILABLE”. There is a layout posted on the wall and the instructor desk indicating the seating plan

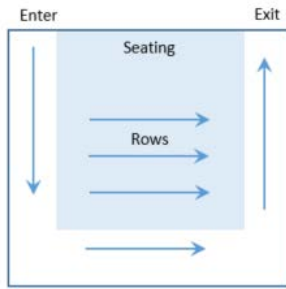
and student capacity. Please make sure that the number of students does not exceed the room capacity. Some rooms have additional moveable tablet arm chairs in the room. These seats are intended to be in the space and there is a green dot on the floor making the location where they should be placed.

Traffic Patterns

Once inside the room, there are floor arrows indicating the direction students should move into the available seats. It is suggested that students are directed to enter and fully fill the rows starting at the row closest to the instructor/front of the room and then filling each row from the front to the back of the room. Students should proceed to the last available seat in the row so that other students do not need to pass by them to get to an available seat. When leaving, the students at the back of the room should exit first and then each row following from back to front. ***Note, AM 189 and S1 149 are exceptions to this. Please see below.*** Students in the next class should not enter until all students from the previous class have left. Please allow extra time for students to exit by ending your class a few minutes early.

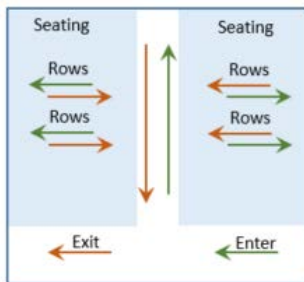
Spring 2021 Fixed Seat Lecture Hall Information

- **AA G007 & G008; LH 002, 008, 010 & 014; SL 212** - Rooms with aisles on the outside of the seating area (blue arrows indicate one way traffic)



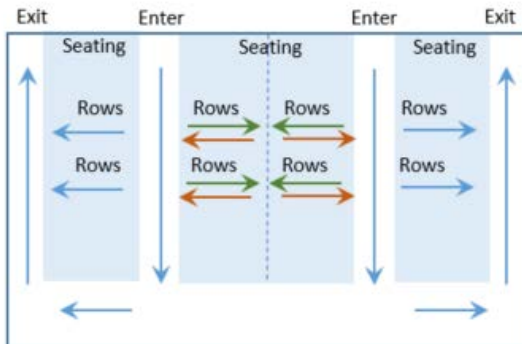
- Students enter from the designated entrance, proceed down the outside aisle to their seat and then after class, proceed to the opposite aisle exit through the designated exit. This is a circular pattern.

- **AM 189** - Room with a center aisle flanked by two banks of seating (green arrows indicate entering and orange arrows indicate exiting)



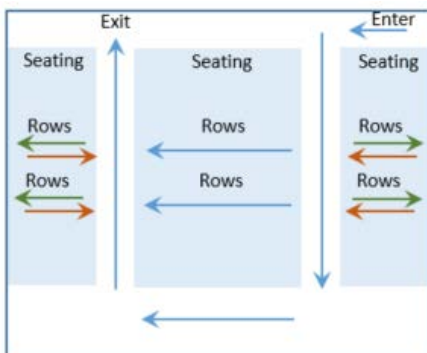
- Students enter from the designated entrance and go up the center aisle and proceed to available seats on either side of the aisle. When exiting, students, proceed back to the center aisle and down, exiting at designated exit.
- Please note, in this room, students should load from the back of the room to the front and exit from the front row to the back.

- **LH 001** – Room with 4 aisles and 3 banks of seats.



- Students enter from the designated entrances and proceed down the aisle, entering rows on either side, filling rows from front to back. The side banks have one way traffic. Students enter at one side of the bank of seats and then exit from the other side, continuing to travel in the same direction when entering/exiting. In the central bank, students enter from either aisle on the side of the bank of seats up to the marked center line. These students then exit in the opposite direction they entered.

- **S1 149** – Room with 2 aisles and 3 banks of seats



- Students enter from the designated entrance and proceed down the first aisle and fill the banks of seats on either side, filling these aisles from back to front. Once the seats are filled in these two aisles, students should proceed around the central bank of seats and then fill the bank farthest from the entrance, filling from front to back. When exiting, students in the outer banks of seating exit in the opposite direction they entered. Students in the center bank exit continue to travel in the same direction as they entered upon exiting.

Spring 2021 Fixed Seat Lecture Hall Information

Classroom Cleaning

Classrooms will be disinfected nightly by custodial staff. High touch points in common areas outside of the classrooms will be disinfected throughout the day. In between classes, students and instructors should clean their own spaces inside the classrooms using the microfiber cloth and refillable bottle of hand/surface sanitizer. Refilling stations are located in all classroom buildings. Refer to the Educational Communications Center [website](#) for specific procedures for cleaning AV equipment.

Additional Resources

- For questions regarding the University's Restarting Plan, visit the [Restarting Binghamton website](#).
- For information regarding classroom availability and reserving rooms, refer to the B There [website](#).
- For questions regarding classroom AV systems refer to the Educational Communications Center [website](#).
- If you need assistance with the AV system during your scheduled class time, contact the AV Services helpdesk at 7-4757.
- For assistance with your BingFlex course, refer to the CLT [website](#).
- To request a Classroom Technology Assistant, email cta@binghamton.edu