

# Building Designation and Space Usage

**To:** Faculty, staff, and students

**From:** Jason Wovkanech, Interim Director of Campus Safety

**Date:** Sept. 9, 2020

**Purpose:** This document outlines specific designations for building usage, identifies open lab spaces, and areas that are closed for use during the Fall semester. The objective is to limit movement between buildings, and manage space to have effective COVID-19 mitigation strategies.

## Academic and Academic Support Space Designations

Academic facilities have been designated for primary space usage based on academic programs, support functions, and to address specific program concerns due to both program requirements and COVID-19-specific requirements.

### Little Hall

- Primary usage for on-site STEM programs
- Computer labs available for STEM programs, zoom lectures
- Computer lab hours: Monday-Thursday; 8:00 a.m.-8:30 p.m., Fridays 8 a.m.-3 p.m.
  - L111 - 6 computer stations
  - L201 - 7 computer stations
  - L230 - 5 computer stations (may be used as class space at times)

### Grappone Hall

- **1st floor** - Designated primarily for on-site nursing program usage
- **2nd floor** - Designated primarily for on-site Education and other program usage
- Computer lab available for Grappone Hall programs, zoom lectures.
- Computer lab hours: Monday-Thursday; 9 a.m.-6 p.m.
  - G218 - 6 computer stations

### MacRury Hall

- **South Wing** - Designated primarily for on-site Allied Health Program use, limited use for non-Allied Health programs
- **Dental Annex** - Designated for Dental Program only  
Computer lab available for Dental Program: M135 - 5 computer stations  
Computer lab hours: Monday-Thursday; 8 a.m.-6 p.m., Fridays 8 a.m.-5 p.m.

### Learning Commons, ACE, Bookstore

- Building hours: Monday-Friday 7:30 a.m.-4:00 p.m.
- No public access, except for already paying members
- Library study areas:
  - Seating for 15 persons to study and/or use computers
  - Computer labs: CL1 - 5 computer stations, CL2 - 6 computer stations
- Advising, tutoring services, ESOL: By appointment only

- Bookstore: Pick-up window only

### Student Center

- Student Affairs and Health Services: By appointment only
- Marty Hunt Conference Room: 6 persons – staff use only

### Wellness Center

- Fitness Center, Gym: By appointment only. Open to students (residential and commuter) and Athletics use only.
- How students sign up for Fitness Center and/or Gym
  - Visit <https://www.signupgenius.com/findasignup>.
  - Enter [dsmith@ccsnh.edu](mailto:dsmith@ccsnh.edu).
  - Click on Fitness Center Use or NHTI Gym.
  - Schedule will be displayed.
  - Check desired time slot.
  - Click on Submit at bottom.

### Sweeney Hall

- Admissions, Financial Aid, Bursar, Registrar: By appointment only
- Sweeney Auditorium: Large class usage only
- Designated emergency classroom space

### Capitol Commons

- **Meal Hours:** Monday-Friday: 7-9 a.m., 11 a.m.–1:30 p.m., 4:30–6:30 p.m.
- Weekends and holidays: 10:30 a.m.–12:00 p.m., 4–5 p.m.
- Meals and snacks available by pre-order only. Commuter Meal Plans available for commuter students, faculty and staff. Cash will not be accepted. Please allow the Chartwell's staff enough time to prepare your order please allow at least 24 hours in advance of pick-up. Pre-order using this link: [NHTI.Meal. Ordering.Portal](#)

### Closed Areas for Fall Semester

Farnum Hall  
 Capitol Commons Dining area  
 Sweeney Hall Bistro  
 Student Center Rotunda  
 All lounge areas

Music Room  
 Veteran's Lounge  
 Conference rooms (except Marty Hunt)  
 Classrooms not reserved for on-site classes

### Prohibited Activities

Congregating and meeting in hallways, stairwells, and other areas inside buildings is prohibited. Maintain social distancing even while wearing [cloth facemasks](#). Cloth facemasks are not a substitute for social distancing. For additional information please contact the NHTI Campus Safety Department at 603-230-4042 or at [NHTIcampussafety@ccsnh.edu](mailto:NHTIcampussafety@ccsnh.edu)