



ENDEAVOR and NCL COVID Procedures

**Procedures
CCB-013
Effective Date: 10/23/20**

Introduction

1.01 ENDEAVOR (ENDV) and North Campus Labs (NCL) are ready to integrate COVID requirements into our daily operations. Integration includes common OSU/CEAT and laboratory specific requirements. Many procedures are common to both ENDEAVOR and NCL, but other are facility specific. These specific procedures deal with personal protective equipment (PPE) per location, ingress/egress, communication, and tours. In addition, we have procedures in case of complete campus shutdown, as well as, make up laboratories for quarantined students (as part of the Next Generation Laboratory effort). We have learned valuable lessons from the previous shutdown and are better prepared for any future shelter-in-place orders.

Common Procedures

CEAT/OSU Common Procedures

- 2.01 All OSU students, employees, and visitors must wear a cloth facial covering (mask) upon entering any campus building (including ENDV and NCL buildings) and when near or are encountering others. Face coverings are always required in public areas, classrooms, fabrication spaces and labs. Social distancing separation of at least six (6) feet must always be maintained in public areas.
- 2.02 Students who do not wear a mask or who refuse to maintain social distancing of six(6) feet) may not attend class in person. Anyone attending class in person without a mask should be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately or adhere to other stated requirements may face disciplinary action from Student Conduct.
- 2.03 Building ingress and egress signage instructions must be followed.
- 2.04 All students are expected to report to University Health Services upon experiencing COVID symptoms.
- 2.05 Employees will report to University Health Services and CEAT HR upon experiencing COVID symptoms or potential exposure (Refer to CCB-003 procedure). UHS contact number (405) 744-7665 and email uhs@okstate.edu



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2.06 Employees will follow OSU/CEAT exposure reporting, notification, and quarantine procedures.

Laboratory/Workspace Common Procedures

2.06 Students will be allowed to work in teams up to six (6) people within social distancing. However, masks AND face shields are required.

2.07 All experimental stations will be located far enough apart to provide distancing between teams. This includes utilizing more than one location for the same course.

2.08 Student teams will be kept to the smallest number possible.

2.09 As safety allows, laboratory and shop doors will remain open. If a door must be kept closed, then access to hand sanitizer will be provided.

Common Area Usage

2.10 The furniture in common usage areas will be properly social distanced.

2.11 Groups of six (6) or less may work inside social distancing only if masks AND face shields are worn and only at designated team tables. These team tables will have special signage articulating requirements.

2.12 Locations of furniture will be marked to ensure that the furniture can be returned to the correct locations.

2.13 Sofa chairs will be arranged to provide social distancing.

Offices

2.14 Faculty and staff do not need to wear a mask in their private office if they have a single occupancy office. Staff should not meet with another staff or student in their office if social distancing protocols cannot be met. If someone enters the office, facial coverings must be worn.

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Eating

- 2.15 Food and drink are not allowed in any ENDEAVOR or NCL public area or lab until further notice to respect social distancing/mask wearing requirements in public spaces. In addition, faculty, staff, and students are reminded that eating and drinking in spaces outside of OSU where a six (6) foot separation cannot be maintained is strongly discouraged.

Access to Hygiene and Decontamination

- 2.16 Hand sanitizer should be available to occupants on every floor.
- 2.17 All sinks will have soap available for washing hands.
- 2.18 Disinfectant spray will be available in every lab for occupants to clean their lab stations.
- 2.19 At the end of the day, laboratory surfaces will be wiped down.

Help Desk

- 2.20 Help desks will be in fixed locations and have plastic shielding. Help desks may always not be staffed but are available for special needs.
- 2.21 The person staffing the help desk and students will be required to wear a face mask or shield.
- 2.22 Only one person at a time will be served at the help desk and social distancing markings will be provided two-deep.
- 2.23 All ENDEAVOR and North Campus lab classrooms will adhere to all aspects of [CCB-005 CEAT Classroom Social Distance Procedures](#).

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ENDEAVOR Specific Procedures

PPE Requirements

- 3.01 Every experiment laboratory will have the appropriate PPE available for students to use. This includes face shield and safety glasses. Students will be able to disinfect PPE and/or get a new transparency shield.
- 3.02 Face covering will be required for Rooms 102, 160, 202, 220, 302, 340, common areas, and Test Arena.
 - The PPE requirement for the common areas will increase for tutoring or student teams
 - The PPE requirement for the Test arena will also increase when in use.
- 3.03 Face covering, pants, and closed toe shoes are required in 108, 120, and 310.
- 3.04 Face covering, pants, closed toe shoes and face shields are required in the Test Arena (when in use), as well as Rooms 140, 150, 320, 325, 350, 360, 170, and 370. This level of PPE will be required for Room 120 during student training.
- 3.05 Face coverings, pants, closed toe shoes, safety glasses, and shields are required for Rooms 110, 115, 230, 240, 260, 270, and 330.
 - Industrial impact resistant face shield can replace the safety glasses with face shields requirement.
- 3.06 Access to Room 305 (Energy Deck) will be by special arrangement with Operations Manager.
- 3.07 The level of PPE can be adjusted based on procedures. For example, safety glasses may be required for certain design project tasks.

Tour Procedures

- 3.08 All tours should be limited to a maximum of five (5) persons to easily accommodate social distancing criteria. This includes tours by the CEAT Ambassadors. These tours should assemble in Room 102.

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- 3.09 Larger groups up to ten (10) can be considered only with special permission through the Associate Dean for Academic Affairs (ADAA) office. These larger groups will assemble in the Test Area (except on Tuesdays). Contact the ADAA office @ 405-744-1479.
- 3.10 All visitors are required to wear a mask and adhere to social distancing standards as articulated in OSU and CEAT policy and procedures.

Ingress and Egress

- 3.11 Maps are available and signage is posted. Generally, students will ascend the center stairs and descend using the two (2) stairways on either end. The passenger elevator is limited to one person and the service elevator is limited to two.

Additive Manufacturing

- 3.12 Occupancy will be limited in the Additive Manufacturing space in order to adhere to social distancing.
- 3.13 There will be a check-in counter outside Room 120 where jobs will be screened, and printers assigned.
- 3.14 Screening criteria includes proper training and appropriateness of job.
- 3.15 Course and approved personal projects are assigned to Room 108 and design projects will use Room 120.

Communication of ENDEAVOR COVID Rules

- 3.16 An ENDV COVID video with accompanying quiz will be required to get an ENDV safety card. This will be in addition to the standard ENDEAVOR safety video.
- 3.17 Requirements will be posted on social media.

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COVID and Next Generation Laboratories 2.0 (NGL)

- 3.18 ENDEAVOR will organize courses to facilitate contact tracing. For electronics laboratories, bench locations will be assigned. For other courses, student team members or groupings will be known.
- 3.19 For quarantined or remote/deployed students, ENDEAVOR course experiments will be conducted interactively where a T.A. or instructors will carry out the experiment in real time with students providing the direction. We will use either Canvas and/or MS Teams, and will have a cart with microphone, webcam, and speakers.
- This experiment has real world application. These students may be diagnosing field problems with field technicians using facetime or another cell phone video app.
 - Two (2) persons will be required for remote interactive laboratories. One to work the AV system and the other to conduct the experiment.
 - Only a few experiments will be selected for remote interactive NGL. These experiments will run on Saturdays along with the other make up laboratories.
 - In some cases, bucket kit experiments may be mailed to students. Use of these kits will be situational and rare.

NCL Specific Procedures

PPE Requirements

- 4.01 Every shop and laboratory will have the appropriate PPE requirements posted, as this can change depending on the activity. All spaces at a minimum will require face coverings.
- 4.02 Face covering and distancing will be required for common areas, classrooms, and computer lab.
- 4.03 Labs and training modules will be limited to no more than six at each station, and whereas possible this number will be reduced.
- 4.04 Student groups will be limited to no more than six in their assigned space at a time; where face covering, pants, closed toe shoes and face shields are required.



Cowboys Coming Back

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- 4.05 Design rooms (DML 102, Room 122, Room 126, PTW 102, PTC 103, and Room 104) will limited to no more than six (6) persons and will require them to wear masks and face shields.
- 4.06 Access to outdoor resources will be by special arrangement with Operations Manager.

Tour Procedures

- 4.07 Small groups of five (5) or less persons are encouraged, and it is highly recommended, that tours be scheduled ahead of time.
- 4.08 All visitors are required to wear face covering and maintain social distancing.

Ingress and Egress

- 4.09 Maps are available and signage posted.
- 4.10 DML: Students will enter the building by the south main door and leave using the west parking lot door. The door leaving the low bay will limited to authorized personal only.
- 4.11 PTW: Students will enter the building by the north door. As weather allows bay doors will be opened and flow directions will be clearly marked on the floor.
- 4.12 PTC: Due to limited number of doors into the building, the double doors on the south will have to be utilized. The east door will be entrance and the west door exit.

Communication of NCL COVID Rules

- 4.13 An NCL COVID video with accompanying quiz will be required to get an NCL white badge. This is in addition to the standard NCL Safety and HazCom video and quizzes.



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Changes to Operations

5.01 We realize that CDC recommendations and OSU best practices are subject to change. ENDV and NCL operations can be adjusted to accommodate such changes. Our social media, monitor system, TAs, and staff will be used to communicate changes.

Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 7/29/20, Revised 8/17/20, Revised 8/18/20, Revised 8/27/20, Revised 10/23/20