

Machine Technology COVID-19 Safety Protocols

COVID-19 Safety Protocols for Face-to-Face Labs In Machine Technology During Fall 2020 Semester

(Last update 8/29/20)

This is our guiding document for conducting face-to-face lab classes in the Machine Technology department at Laney College for the Fall 2020 semester. We are pleased to have the privilege to offer these face-to-face labs, but they entail a certain level of risk which must always be kept in mind. **These rules and protocols are designed to provide the safest possible environment for our students, faculty, and staff** while achieving the department's mission of preparing students to be successful at the highest level of the machine and maintenance trades.

If a student does not follow these protocols, then they will not be allowed to participate in face-to-face lab classes. Note that this document is subject to change at any time as rules, regulations and recommendations are handed down from the State, the County, the District and/or the College.

This document is arranged into four parts:

1. **Prior to Going to the College Campus**
2. **Working in the Lab/Shop**
3. **Preparing to Exit and Leaving the Lab/Shop**
4. **What to Do in Case of Illness**

Prior to Going to the College Campus

One-Time Student Agreement

Students must review and complete the "COVID-19 Info and Documents" module in Canvas before coming on campus to attend their first lab section. They must also complete and e-sign a one-time student agreement acknowledging they have reviewed the required documents and agree to follow the directives outlined within them. This must be done *before* the first lab section meets. (There will be no time to review documents on the first day of labs.) **If a student does not complete the agreement or if they answer "No" to any of the questions, they will not be allowed to participate in face-to-face lab classes.**

Daily Prescreening Surveys

Before each lab section, students must fill out a prescreening survey. **If a student responds “True” to any of the questions, they will not be permitted to enter any campus facility.** Every effort will be made to find alternative options for students to complete their course work if they cannot attend a lab section due to COVID-19 symptoms or illness. (The survey must be submitted ahead of time on Canvas. The instructor will verify that surveys were submitted on Canvas as students arrive.)

A temperature check is no longer a requirement to be permitted entrance to a campus facility. However, students should take their own temperature at home prior to arriving on campus. **Students with a temperature greater than 100.4 degrees F should stay home that day.**

Working in the Lab/Shop

Face Masks

Students must wear a face mask which covers their nose and mouth **at all times while in the lab/shop and everywhere on campus.** Students must be wearing a face mask before arriving on campus. Face masks can be provided by the department. Face masks must conform to Alameda County Public Health Department guidelines: <https://covid-19.acgov.org/face-covering.page?> (<https://covid-19.acgov.org/face-covering.page?>) Face shields are not required, but can be provided by the department.

Social Distancing

Students must stay at least six feet away from other people at all times. Students must not congregate in large groups in the lab/shop or anywhere else on campus, including parking lots.

Entering the Lab/Shop

Students will enter the lab/shop only through the front double doors to the room where their lab section is assigned (either Room G-100 or G-130). Before a lab section begins, students must remain just outside the door and maintain the standard six foot spacing for social distancing. Each entrance has a designated line-up area marked with tape.

Enrollment and Room Capacities

To facilitate social distancing, lab sections have been scheduled with a maximum enrollment capacity of 10 or 15 students based on the number of, and spacing between, machines or stations in the designated lab/shop area. Enclosed areas, like toolrooms and offices, have a maximum capacity of one student at a time.

Assigned Machines and Stations

Students will be assigned to a machine/station by their instructor. Whenever possible, students will be assigned to staggered machines/stations to allow for one empty machine/station between adjacent students. Students in different lab sections will also be assigned to alternating machines/stations to reduce the number of students using each piece of equipment.

Restricted Areas

Some areas of the lab/shop may be cordoned-off to limit traffic in areas which are not essential for students to complete their work. Students must not cross lines marked with caution tape or any other means of demarcating restricted areas. **In general, students should only go where they absolutely need to go and only touch what they absolutely need to touch to complete their work.**

Hand Washing

Students must wash their hands with soap and water for at least 20 seconds immediately upon entering the lab/shop at the beginning of their lab section and when returning from the restroom or a break. Students must also wash their hands at least once every thirty minutes during their lab section. Only one person should use a wash basin at a time; students must not crowd around wash basins. Hand sanitizer is also provided by the department, but hand washing is the preferred method for disinfection.

Gloves

Students are *not* required to wear disposable gloves while in the shop, but they may do so if they wish. Disposable nitrile rubber gloves can be provided by the department. **If students wear gloves, they must use proper procedures for donning, wearing, and removing the gloves.** The following video provides excellent guidance on the proper usage of disposable gloves:

Wearing gloves in public PSA - COVID 19



Water Fountains and Other Equipment

Usage of water fountains is prohibited. Bottled water is provided by the department. Additionally, usage of any communal food preparation equipment (like microwave ovens or refrigerators) is prohibited.

Restrooms

Because the campus will be officially closed to the public and in order to maintain hygiene in restroom facilities, campus restrooms must remain locked at all times. **If a student needs to use the restroom, they should ask their instructor for the electronic keyless entry device ("key fob").** The key fob will be disinfected with 70% isopropyl alcohol after each use. Machine Technology students should use the restrooms directly above the machine shop on the second floor of the G-building. (Single occupancy gender-neutral restrooms are also available in the Tower building and on the bottom floor of the F-building next to the welding lab.) Enclosed areas, like restrooms, have a maximum capacity of one student at a time. Students must not exchange the restroom key fob with one another; it must be returned to the instructor, disinfected and then redistributed. Make sure the restroom door is locked upon exiting. Students must not congregate outside the restroom door. Students must not open the restroom for others; this endangers the health of other students, faculty and custodial staff.

Students should consider their own hygiene in the restroom. They should wash their hands after touching the door to enter before they do any "business", then wash their hands again after they have finished their "business". If possible, they should exit without touching the door.

Break Areas

If students need to take a break, eat, or do some paperwork or inspection, they must use the break areas designated by their instructor. **Students must follow all social distancing guidelines when in break areas.** When students are finished in a break area, they must throw away any garbage and wipe down any tables and chairs they used with paper towels and spray them with 70% isopropyl alcohol.

Tools and Materials

To the extent possible, the instructor should have already prepared the necessary tools and materials required for students to work in the lab/shop. Many of the required tools are on carts next to each machine or station. Stock material has been pre-cut to the appropriate lengths for each project and is available on a cart for students to retrieve as needed. **If students require additional tools or materials, they must let their instructor know.** The instructor will either retrieve the required item or give permission for the student to retrieve it themselves. Remember that enclosed areas, like toolrooms and offices, have a maximum capacity of one student at a time. **Students must not exchange tools directly with one another; this is highly risky behavior and will result in viral transmission.** Once retrieved, tools and materials must remain at each student's machine/station so that they can be tracked and disinfected at the end of the lab section before returning them to their designated areas.

Usage of Lab/Shop Time

Lab/shop time can only be used for machining and inspection of course projects and performing instructor-approved activities. Lab/shop time cannot be used for socializing, working on personal projects or completing written assignments. Students must watch videos and complete assignments, like quizzes and project planning worksheets, outside of lab/shop time before attending their lab section. Students must complete all of the relevant assignments before they attempt to progress in a project during shop time. Students may review lecture and demonstration videos for reference during their lab section using their own devices or the department can provide a chromebook. Students should ask their instructor for a chromebook if they require one. If a student has a question about an activity or a project, they are encouraged to review any related videos before requesting the instructor's assistance.

Preparing to Exit and Leaving the Lab/Shop

Cleaning Machines/Stations

When students are finished with lab/shop activities at the end of their lab section, they are responsible for cleaning their machine/station. They must throw away any garbage. They must clean up any chips or swarf they generated and put them in the correct metal recycling bins. They must sweep around their area and deposit dirt into trash bins and chips/swarf into metal recycling

bins. They must wipe coolant, oil and dirt off surfaces on the machine or station. They must then **spray down any surfaces they came into contact with (including machine handles and tools) with 70% isopropyl alcohol and let it evaporate naturally.**

Returning Tools

Tools which were retrieved from toolrooms, offices, tool cabinets or other tool storage areas must be returned to where they came from after they have been disinfected. Chromebooks should be left at the machine/station for the instructor to disinfect.

Leaving the Lab/Shop

When leaving the lab/shop at the end of their lab section, students should dispose of any gloves they may be wearing, wash their hands, store or retrieve personal belongings from their locker, wash their hands again or use hand sanitizer, and then exit the lab/shop. Students must leave campus immediately. Students must follow all social distancing guidelines while they are on campus. **Students must not congregate in large groups anywhere on campus, including parking lots.**

What to Do in Case of Illness

Close Contact

If a student has had "close contact" with an individual with COVID-19 (a "case"), then they must not participate in face-to-face labs until they have self-quarantined for 14 days. "Close contact" with a "case" is defined by the Alameda County Public Health Department as living in the same house as a case, being an intimate partner of a case, being a caregiver of a case, or being within 6 feet of a case without adequate protection for longer than 15 minutes.

<http://www.acphd.org/media/564579/covid-19-quarantine-instructions-english.pdf>

In Case of Student Illness

If a student begins to show symptoms of illness, they must stop attending face-to-face labs immediately. They should notify their instructor immediately. College personnel will contact the student to discuss next steps. **The student's status regarding illness or COVID-19 infection (whether possible or confirmed) will not be shared with anyone other than the relevant college or district personnel and especially not with other students.** A student's health information is protected under FERPA.

If a student would like to get tested for COVID-19, they may contact **Roots Clinic at 7272 MacArthur Blvd in Oakland. The phone number is (510) 533-1248.**

When to Return to School

According to the CDC, an individual who was infected with coronavirus is no longer considered contagious and may return to work/school 10 days after onset of symptoms, or 10 days after their testing date for those who do not have symptoms at all. Note that this recommendation does not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). Students will coordinate with college or district personnel to determine the right time to return to face-to-face labs. (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

Making Up Course Work

Every effort will be made to ensure that a student's academic success is not negatively impacted by loss of time due to COVID-19. Instructors will be flexible and understanding. If at all possible, alternative options for completing course work will be arranged or make-up time will be offered.

Click  to watch a video which covers the machine technology COVID-19 safety protocols.