

# UTDesign Spring 2021 Policy

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## School Policy Statement

The Jonsson School at The University of Texas at Dallas recognizes that the UTDesign Studio serves as a critical resource for students designing, building, and testing their engineering projects. It is important that we provide design space, machine shop access, 3D printing capabilities, and other resources for our students. We also understand our responsibility to provide a safe environment.

This policy provides process, guidance, and assessment recommendations to ensure students will design, build, and test their UTDesign projects in a safe environment.

Each faculty director will communicate the policy to their students and work with UTDesign staff to assign teams to project workstations and ensure the students comply with the schedules.

## UTDesign Space Utilization

Wherever possible, the UTDesign Studio has been redesigned and scheduled to restrict users such that each person should occupy at least 200 square feet when following the 6-foot social distancing guideline.

Due to the increasing rise of COVID 19 cases, the physical location of the UTDesign Makerspace (SPN 2.220) will continue to be closed to clubs during the Spring 2021 semester to remove risk of violating social distancing protocols after hours when UTDesign staff will be unavailable to enforce safety requirements. This includes the space used by students to design and build projects, workshops and presentations, and the volunteer tutoring area. We encourage all Makerspace related activity to continue to take place virtually.

As with the Fall 2020 semester, all student club activities, workshops, weekend build-a-thons and hack-a-thons, K-12 outreach, peer-to-peer tutoring, and student organization meetings/project work will continue to be cancelled in the UTDesign Makerspace for the duration of the Spring 2021 semester.

Conference rooms and shared table reservations are not available at this time.

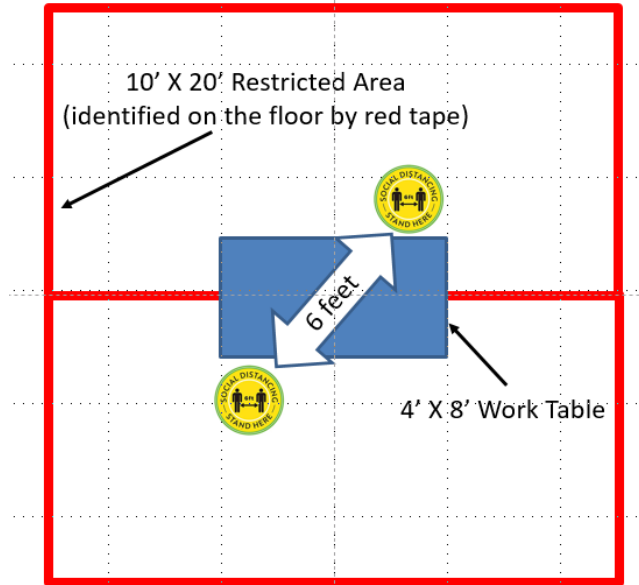
UTDesign EPICS and capstone students may be assigned unique lab tables/benches for the semester. Only two students will be able to access the project space at a specific time and must exactly follow the schedule described in the [dedicated table schedule](#). Each team will have **maximum access of 35 hours per week**. Students are encouraged to use their cameras (e.g., smart phones, laptops, etc.) so team members (students, corporate partners, and UT Dallas advisors) can observe the work.

## Compliance and Reporting Requirements

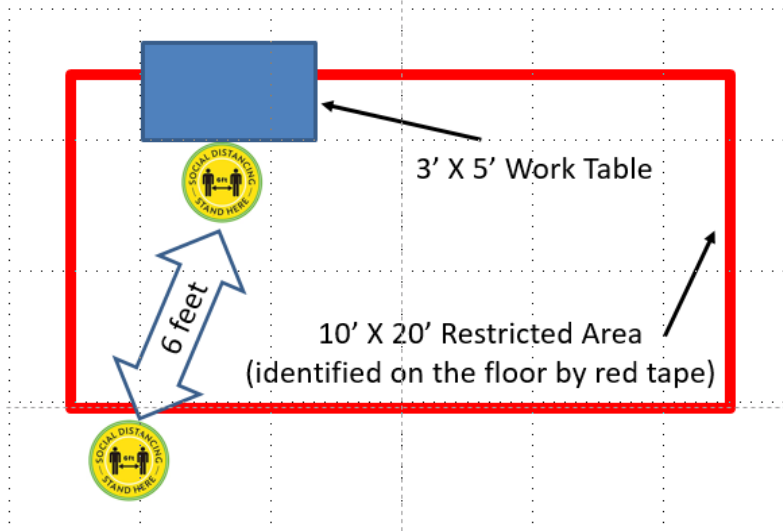
- UTDesign faculty and staff will monitor student compliance.
- UTDesign staff will remind students of the safety protocols using signs and verbal warnings.
- After 2 verbal warnings, the third warning will be given in writing. Any additional offenses after the written warning will result in the team being asked to leave the studio for the remainder of the day.
- UTDesign Staff will send weekly reports containing the written warnings and descriptions of each team in violation to the faculty directors.
- 3 studio removals will result in a permanent ban from the UTDesign Studio. All coursework will have to be done off campus at this point.

## Typical Work Scenarios

- Large work table (4'x8'), two project members working on opposite sides and corners.



- Small lab bench (3'x5'), only one person per bench at a time.



If work requires two people to do an activity within the 6-foot social distance, both people must sanitize their hands, wear a face covering, wear a face shield, and limit their close interaction to less than 15 minutes accumulated time per day.

## Project Working Space

EPICS and capstone projects may be done remotely (if small) or at the studio. Students need to discuss options of working remotely with their faculty director. If project work is done in the studio, the team will be assigned a dedicated table for the semester.

In case the of a confirmed/presumed exposure to someone who has recently worked in the UTDesign studio, that student and any team members that may have been exposed may be asked to quarantine for two weeks. That team's dedicated table will be inaccessible by the other, non-exposed team members for 24hours in order to give UTDesign staff ample amount of time to properly disinfect the workstation.

## For Remote Projects

- One student is designated as the “hardware engineer” (HE) and has responsibility to set up a test instrumentation suite, which includes any or all of the following equipment: scope, multimeter, wave function generator, power supply, USB hub, protoboard, and associated cables.
- The HE sets up the test instrumentation in their home, orders all parts and materials and picks them up at the UTDesign Studio. They are responsible for building the device under test (DUT) and the testing setup.
- At the direction of the course instructor, the team may complete the [“Student Project Hazard/Risk Assessment”](#) and have it reviewed and approved by the UT Dallas advisor. Projects done remotely may need additional consideration for hazardous and risk assessments as the project is not done on campus where resources are available.

### For In-Studio Projects

Studio users will follow all safety protocols required by the university. The following websites provide the most current information and practices to provide the safest environment possible:

- Comets United - <https://www.utdallas.edu/comets-united/>
- Workplace Guide - <https://www.utdallas.edu/workplace-guide/>
- Supervisors Guide - <https://www.utdallas.edu/supervisor-guide/>
- Student Guide - <https://www.utdallas.edu/fall-2020/>

In addition, the UTDesign Studio has fundamental guidelines that each person must always follow.

- Do not enter the studio if not feeling well.
- Self-report symptoms and potential exposure promptly via the online reporting tool.
- Complete the daily health survey required by the university.
- Check in to the UTDesign Studio per the current required process.
- Disinfect workspace before and after each work session.
- Wash and/or sanitize hands often.
- Wear face coverings at all times. Users are recommended to bring their own coverings. Face shields will be offered at the UTDesign Studio.
- Follow standard 6-ft social distancing recommendations. Follow the floor markings – small dots represent work locations for students, meeting the 6-foot restriction.
- When needing to work side-by-side, wear mask and face shield, ensure cumulative exposure per person inside the 6-foot social distancing is low (prefer 5 minutes) but no more than 15 minutes cumulative exposure per day. Follow the floor markings – red tape outlines the area where an additional person can enter for no more than 15 minutes daily. Exposure times are to reduce transfer of infectious particles.
- All social areas have been removed. Do not congregate.
- At the direction of the course instructor, the team may complete the [“Student Project Hazard/Risk Assessment”](#) and have it reviewed and approved by the UT Dallas advisor.
- When working with chemicals or dangerous machinery, pay close attention to any additional health and environmental risks. Do not wear anything that could get entangled in machinery or absorb chemicals. Ensure all additional equipment is free of ties or strings and wear a face shield in addition to a mask when working with chemicals.
- The following additional resources will be provided to all users of the studio.
  - Face shields
  - Sanitizer
  - Disinfecting cleaner and wipes located at disinfecting stations. Teams are required to disinfect their workstations before and after each work session.
- The following have been added to each station:

- Small dots indicate where students should spend most of their working time.
- Red floor tape outlines represent restricted space. If help is needed, each person should limit their cumulative exposure to less than 15 minutes per day within this space.
- A summary of the key safety and health requirements.
- To gain supervised access to the fabrication shop and open lab, students must pass a series of online training courses: PPE (Personal Protective Equipment), General Safety Orientation, Shop Safety (Hand and Power Tool Safety), Fire Extinguisher Course, UTDesign Studio Guidelines, and UTDesign Spring 2021 Policy. The online training courses are located in Galaxy under “Training/Course Directory.” You may also follow this link: [Welcome to BioRAFT - The Research Management Platform | BioRAFT](#).
- Students will not have 24-hour badge access. Students not arriving within the 15-minute window prior to their shift will have to call the phone number of the UTDesign staff listed to request access.
  - Enter the building via the main entrance at the beginning of your shift and complete the check-in process.
  - Exit the studio via the main entrance and make sure to check out.
- All building doors will be open and lights turned on in available rooms. Students are not to touch anything but their project table equipment, project, borrowed tools, and restrooms. If accidentally touching a surface outside of your workstation, place a sticky note on the area to inform staff that spot needs disinfecting. Sticky notes are located at the disinfectant tables. Restroom doors and fixtures are disinfected several times each day.
- Disinfectant tables (DT) are located throughout the studio and provide a place for disinfectant cleaner and wipes. All worktables are to be sanitized before and after use. All materials are to be returned immediately after use. Any tools borrowed during a working session must be returned to the DT immediately after the shift, sprayed with disinfectant on both sides, and allowed to air dry. Students should not share utensils – e.g. pens, pencils, etc.
- Students must sanitize their hands upon entering and before leaving the UTDesign Studio. Students are also encouraged to wash their hands often (at least once per hour) using the sinks in the pantry area or restrooms.
- Students should follow the main hallway to the restrooms. Do not touch any handles, walls, etc., except within the restroom.

## Dedicated Tables

### Dedicated Tables

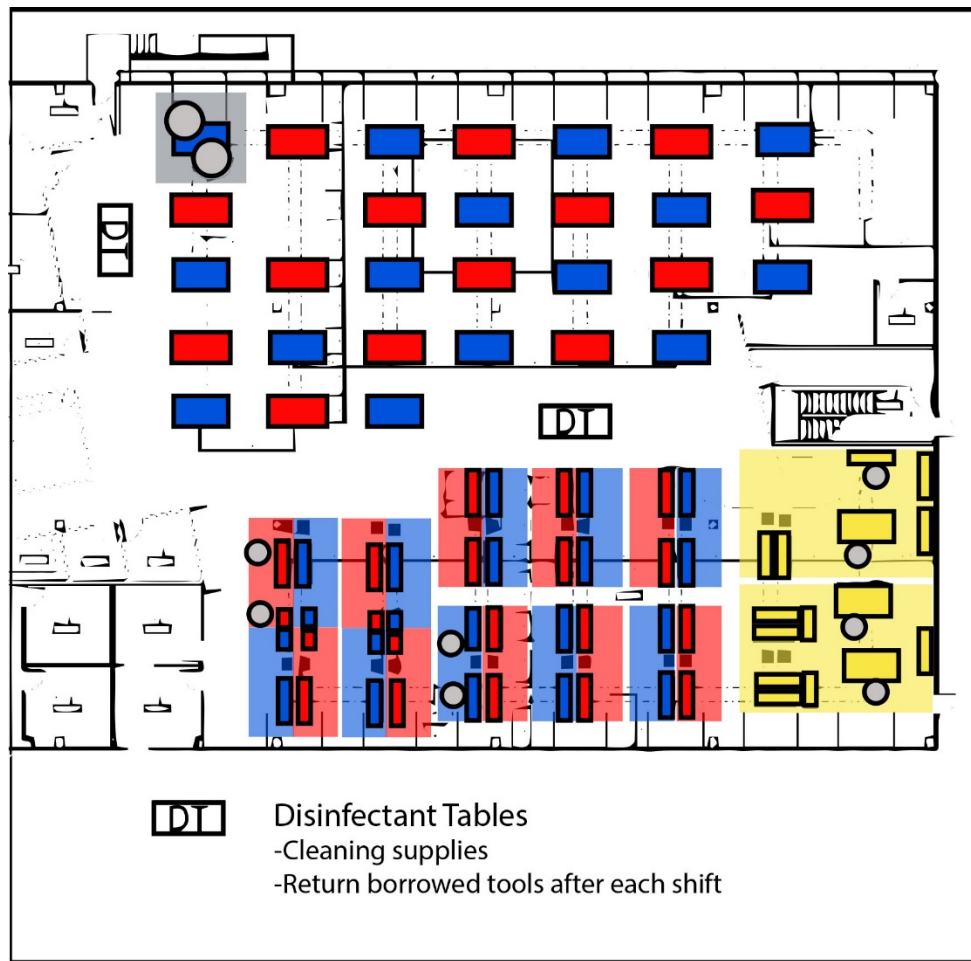
Dedicated (assigned) tables will be provided to capstone teams by their faculty director for the duration of the project. They are color coded for shifts; only two students per space can be checked in at the same time. Capstone students in need of dedicated (assigned) tables will be instructed by their instructor to submit an electronic form (<https://utdesign.utdallas.edu>) with their choice of either an A shift or a B shift. Table assignments will be made on a first-come, first-served basis.

Time slots are available Monday–Friday, with a half hour in between shift start times dedicated to clearing out and cleaning the workspace. For example, students on the morning shift can arrive at 8:15, start using the table at 8:30, end at 3:00 pm, then clear and clean their table by 3:10. The team using the table during the morning shift should be out of the studio by 3:15, allowing the afternoon shift to come in and setup in order to start working.

EPICS tables will be scheduled to align with their Thursday, 3-4:40pm class schedule. They are marked as the yellow tables on Figure 1 and do not align with the A/B schedule given that they have a set class time. EPICS teams will be assigned to either the Makerspace or the back of the open lab.

**NOTE:** Each capstone team with an assigned table should determine the best colored shift schedule (A or B) that accommodates the entire team. The team can meet on location during any time the color appears on the schedule.

Spring 2021 Dedicated Table Schedule					
Shift	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:15 am	<i>Morning shift students arrive.</i>				
8:15-3:00 pm	A	B	A	B	A
3:00-3:15 pm	<i>Morning shift students clear out and clean up.</i>				
3:15-3:30 pm	<i>Evening shift students arrive.</i>				
3:30-10:00 pm	B	A	B	A	B
10:00- 10:15 pm	<i>Evening shift students clear out and clean up.</i>				

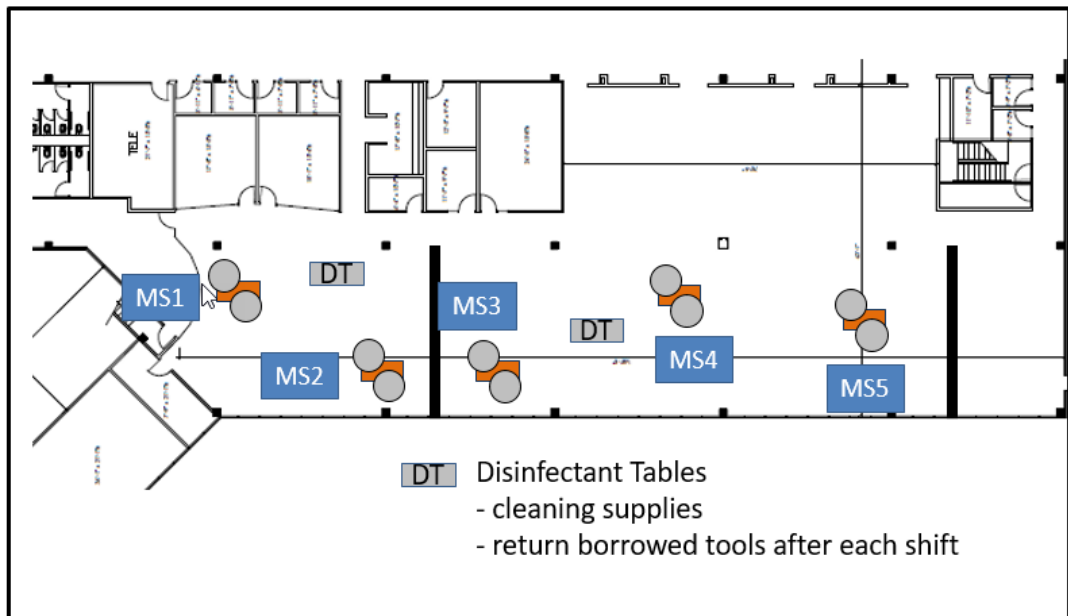


**Figure 1:** UTDesign Studio Open Lab Floor Plan

- Only 2 students are permitted from each team to work at a station.
- Both can be at a 4'x8' table – on opposite sides and corners – see the gray square in Figure 1.
- One can be at the 3'x5' lab bench – with the other at least 6 feet away.

## Repurposed Makerspace

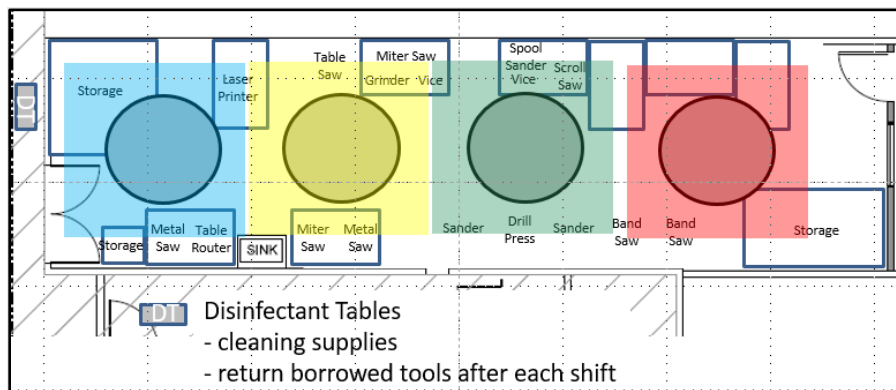
- Repurposed space from the UDesign Makerspace will yield 5 shared project spaces for EPICS teams only. As mentioned previously, this space is available during the EPICS class time on Thursday, 3-4:40 pm.
- Tables must be disinfected prior to use, totally cleared at the end of the shift, and sanitized prior to the team leaving.



**Figure 3:** The Makerspace, SPN 2.20, is repurposed, yielding 5 shared project spaces.

## Use of Other Resources

### Fabrication Shop



**Figure 4:** Fabrication Shop is restricted to 4 knowledgeable users of the tools.

- The fabrication shop can support 1 instructor (full time staff or student assistant) and 3 students.
- The circle indicates a 6-foot radius and the square a 200-square-foot space.
  - Only instructors and students previously certified to use the tools will be able to use the shop tools.
  - No training will be provided for first-time users during fall semester.

- If certified students require consultation, they can request an instructor to quickly view their work by entering the 200-square-foot space. Both instructor and student must wear a face covering and a face shield and limit their interaction to no more than 15 minutes cumulative time per day.

**Soldering and CAD Programming Stations:**

- Only one person can be at the soldering station at a time.
- Only two people can be at the CAD stations (south wall of the open lab).
- Follow the instructions provided at the stations.