COVID-19 In-Person Protocol

ENGR 196, ENGR 296, ENGR 396, EE 496, EE 499, ME 213, ME 481, ME 482

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This plan details how the design courses mentored by Dr. Trimble and/or the RIP Lab students will interact cautiously and safely when working together on their subsystem’s modules. All students must agree to follow these rules to be granted access to work in person at any facility when working on course related activities.

This protocol will address:

● Social Distancing
● Personal Protective Equipment
● Sanitization of Equipment
● Minimizing the Potential Spread of Infection
● Response to Positive COVID-19 test

At the beginning of each new semester

1. All students must certify, via completion of a google form (https://forms.gle/Paiv7QqKUrvhAaVYA) that they have read and understand the UH Manoa COVID-19 guidelines website, viewed the COVID-19 Student training video, read and understand this protocol, and that they will comply with all social distancing and safety requirements mandated by the University, the State of Hawaii, and the City & County of Honolulu.

Before Meeting In-Person

1. All students must use the UH LumiSight app or website before entering campus.
2. All students must have their in-person meeting approved by their instructor.
3. There shall be no more than five students in any one lab at the same time. This includes off-campus meetings at all related to coursework.
4. If work can be conducted from home or if lab presence is unnecessary, it is urged to work from home to reduce exposure time with the lab and other students. Specifically, students shall not use the lab simply to study or do homework.

When Meeting In-Person

1. Each subsystem must only work according to their approved plan.

Rev. 12/28/20 (prepared by E. Hihara, K. Ibanez, K. Tanaka, S. Dempsey, W. Shiroma)
Rev. 1/10/21 (A Trimble)
2. When working together in the lab students must be separated by 6 ft at all times.
3. All students must wear masks and provided face shields.
   a. If work is being conducted outside, masks should be worn when students are within a 6 ft radius
      of each other.
5. If students must come in close contact (< 6 ft) with each other, prior discussion and permission must be
   obtained. In such circumstances:
   a. Students must wear long sleeve tops and long pants with covered shoes and disposable gloves. No tank
      tops, short sleeve shirts, shorts, slippers, sandals, etc.
   b. Contact time may be no longer than 15 minutes.
   c. Once the task is completed, students will revert back to the mandatory 6 ft separation rule.
6. All subsystems must disinfect their station before leaving.
7. When taking breaks, masks must still be worn.
8. Eating and drinking is strictly prohibited in the lab and must be done outside of the lab and separately
   from other students or anyone outside the team.

After Meeting In-Person

1. When students have finished disinfecting and shutting down the lab, they will “sign out” via email.
2. If a member has met with anyone on their team in-person or has been in any on-campus labs and finds out
   they are sick, have tested positive for COVID-19, and or come into close contact with someone who has
   tested positive, said member must report to the Instructor so immediate action can be taken.
3. Students who are experiencing symptoms or who have tested positive for COVID-19 must report to the
   University Health Services Manoa COVID-19 Resource Team at (808) 956-8965 or at uhsm.covid@hawaii.edu.

Schedule

1. Students must schedule their in-person meetings according to their instructor’s preferred and defined
   methodology. Lab access must be scheduled at least 30 minutes apart.

Resources

1. Updated information links are provide on the RIP lab website (ME 213 and ME 481/ME 482)