

## MECHANICAL ENGINEERING CAPSTONE PROJECTS' ACCESS PROCESS

### CRITICAL PERSONNEL

- Capstone project group members must be designated as critical personnel in order to access ME department's building, shops and lab. A list of critical personnel should be submitted via email by their faculty supervisor to Jennifer Snider ([jsnider@uw.edu](mailto:jsnider@uw.edu)). This list MUST include the student's full name and UW NetID.
- Any additions/deletions to the group's critical personnel list can be submitted as described above or the faculty supervisor can submit any additions via the [ME's Critical Personnel Request Form](#).
- ALL CRITICAL PERSONNEL must complete the EH&S [COVID-19 Safety Training: Back to the Workplace](#).

Additional required readings if using equipment in the following labs/shops:

- [Prototype Shop COVID-19 Prevention Plan](#)
- [Mechanical Test Lab COVID-19 Prevention Plan](#)
- [Composite Shop COVID-19 Prevention Plan](#)
- [PARC Lab COVID-19 Prevention Plan](#)

Each day you are on campus, you must either complete the Workday On-site Attestation if you are an employee or ME's [Non-employee Work Attestation](#).

ALL COVID-19 RESOURCES ARE AVAILABLE AT: <https://www.me.washington.edu/myme/covid-19-resources>.

Further questions, contact Jennifer Snider at [jsnider@uw.edu](mailto:jsnider@uw.edu).