

MECHANICAL ENGINEERING DEPARTMENT CRITICAL PERSONNEL DESIGNATION

Criteria	Type	Reason	Schedule to renew	Prevention plans that govern	Spaces approved to use
Research	<i>Student</i>	Employed (hourly/RA)	When employment status changes or quarterly *Please note during breaks in the quarter, research credit students are not allowed on campus unless they have received permission by their faculty supervisor and the department's administrator*	*Lab Prevention Plan *Building Prevention plan	<ul style="list-style-type: none"> • Spaces in lab • Hallways and staircases in building lab is in • Public restrooms in building lab is in
		Enrolled in research credits			
	<i>Student Clubs</i>	Enrolled in research credits or participation needed to complete deadline	Quarterly *Please note during breaks in the quarter, research credit students are not allowed on campus unless they have received permission by their faculty supervisor and the department's administrator*	* Club Prevention Plan in collaboration with the overall Annex Prevention Plan (for those clubs in the Annex) *All other clubs: Club Prevention Plan and Building Prevention Plan	
	<i>Faculty/ Research Staff</i>	Employed engaged in research effort	When employment status changes	*Lab Prevention Plan *Building Prevention plan	
Teaching	<i>Faculty</i>		No need to renew	*Building Prevention plan	<ul style="list-style-type: none"> • Individual office • Hallways, stairs, elevators and public restrooms in building individual office is in
Critical Operations to Department	<i>Staff</i>	Specific tasks that must be done on campus to support general functioning of department	No need to renew	*Building Prevention plan	<ul style="list-style-type: none"> • Individual office • Hallways, stairs, elevators and public restrooms in building individual office is in • Other building spaces as needed to complete their work. This should only apply to administrator, ATC, lab engineers, IT, and building coordinator roles.