

MECHANICAL ENGINEERING STUDENT CLUBS/TEAMS ACCESS PROCESS

PLAN APPROVAL

- Has your team submitted a [UW COVID-19 Prevention Plan for the Workplace](#) to Per Reinhall (reinhall@uw.edu) and Jennifer Snider (jsnider@uw.edu) for review and approval?
- If the above is completed, please complete [COE On-Campus Activity Form Fall Quarter 2020](#) and send to engineeringuw@uw.edu. CoE's Associate Dean Dan Ratner will review and send an email approval in approximately a week after submission. Please forward this email approval to Jennifer Snider.

CRITICAL PERSONNEL

- Only students: 1) registered for research credits related to a club/team or 2) participation is needed to complete a deadline for a team project or competition can be included on the team's critical personnel list.
- Team's list of critical personnel must be either submitted via email by 1) their faculty supervisor or 2) by the team's leadership with their faculty supervisor included to Jennifer Snider (jsnider@uw.edu). This list MUST include the student's full name and UW NetID.
- Any additions/deletions to the team'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 following required training and reading:
 - EH&S [COVID-19 Safety Training: Back to the Workplace](#)
 - [Annex: Student Clubs/Teams COVID-19 Prevention Plan](#)

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](#)

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.