

ME PROTOTYPE SHOP COVID PROTOCOL - Engineering Annex

APPROVAL REQUIRED BEFORE BUILDING ACCESS:

Users will be allowed access to the ME Prototype Shop only if the PI or faculty supervisor has completed and submitted the Critical Personnel Request Form for each individual user found here: <https://www.me.washington.edu/myme/covid-19-resources>. You will receive a confirmation of the designation by the ME Department Administrator, Jennifer Snider, within 2 business days.

Currently there are no shop safety/training courses scheduled to train new users to use the shop. If you are not already trained in our shop and have an up-to-date machine shop CORAL account, we will not be allowing access at this time. We plan on establishing new safety classes about 1 month after the Autumn 2020 quarter has begun. If the closure due to COVID-19 has lapsed your shop account but you are fully trained, please email meproto@uw.edu for further assistance.

CREATE A CORAL ACCOUNT: <https://www.me.washington.edu/shops>.

REQUIRED TRAINING/ATTESTATION

Once you have received confirmation of your critical personnel designation by the department's administrator, you are required to complete the following steps:

- Complete the EH&S [COVID-19 Safety Training: Back to the Workplace](#).
- Review and confirm understanding of [Prototype Shop COVID-19 Prevention Plan](#).
- Complete the [Non-employee Work Attestation Form](#) or [Workday Daily Covid Attestation](#) (whichever applies to your position) EACH DAY that you will be entering any Mechanical Engineering building. This must be completed before you come on campus.
- Check your current status through CORAL on completion of UW EH&S online fire extinguisher training: <https://www.ehs.washington.edu/training/fire-extinguisher-training-online>.

SCHEDULING:

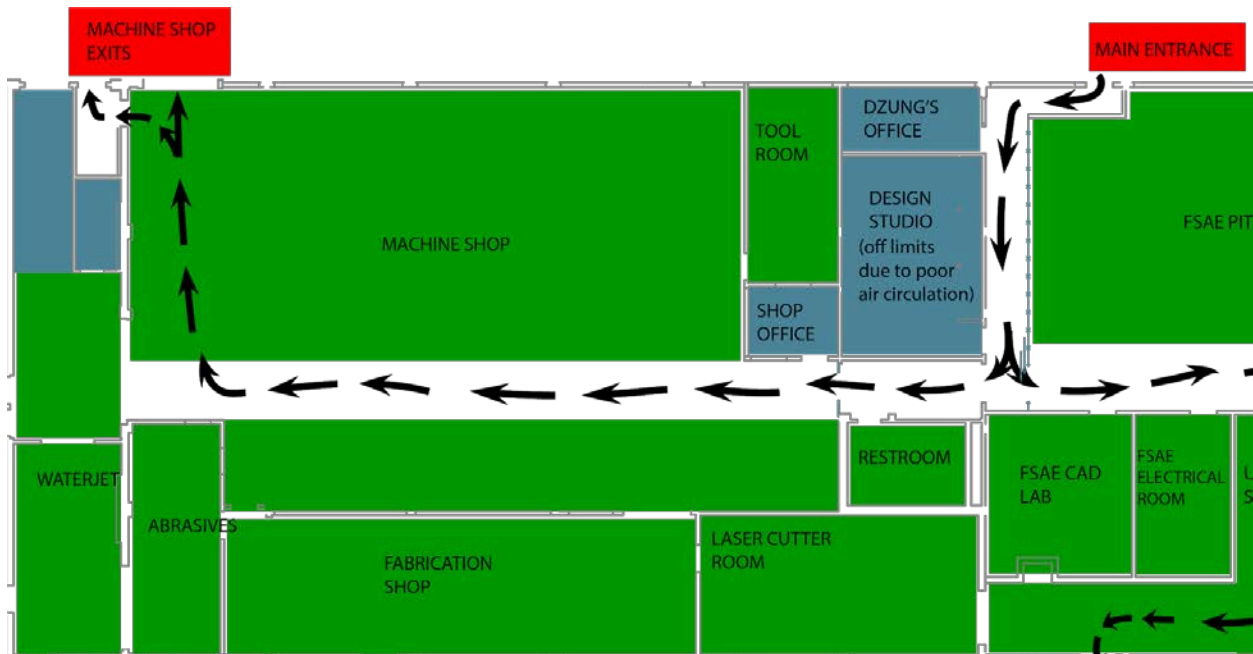
You will need to contact the shop management at meproto@uw.edu to make a reservation in the shop **before you arrive**. **There are no walk-ins allowed**. We are working on an online scheduling system through CORAL that all people certified by the department for Prototype Shop access will be able to use. We will notify users of this option in the future.

BUILDING INGRESS AND EGRESS:

INGRESS POINT: ENG101 (The West entrance from the C15 parking lot (upper) across from MEB rollup door.

EGRESS POINT:

Prototype shop large rollup door, and adjacent personnel door at south end of shop.



REQUIRED PPE BEFORE ENTERING THE ANNEX:

Face coverings are required to be worn on site at the University of Washington:

- Indoors when other people are present and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles
- Outdoors when keeping a six-foot distance from others may not be possible.

Face covering requirements including type of covering to wear can be found at:

<https://www.ehs.washington.edu/face-covering-requirements>.

DECONTAMINATION:

A portable handwash station and table with hand sanitizer are available in the entrance hallway before the design studio. It will have signage explicitly stating all who enter and exit the facility must decontaminate their hands.

RESTROOM OCCUPANCY:

The Engineering Annex restroom will have a posted maximum occupancy of 1 person. Door can be closed and locked between users.

CLEANING and DISINFECTING

Tool Exchange:

All tools must be disinfected before being returned to the tool box or shop office. Tools and work area must be disinfected and wiped down prior to user leaving, even if the project sits in a partially completed state. Disinfecting supplies can be found on the dedicated cart near the front office.

Workstations:

All workstations must be disinfected prior to user leaving, even if the project sits in a partially completed state. Disinfecting supplies can be found on the dedicated cart near the front office.

Shared Equipment:

Shared equipment like computer keyboards, mice, tool boxes, etc. must be disinfected before the user leaves for any extended period of time.

SHOP OCCUPANCY (Remote):

Users must make a reservation ahead of time with meproto@uw.edu to prevent over occupation.

Reservable Machine shop equipment***General access, non-grouped:***

CNC Knee mill 1
CNC Knee mill 2
CNC Knee mill 3
CNC Knee mill 4
CNC Knee mill 5
Manual chuck lathe 1
Manual collet lathe 2
Manual chuck lathe 3
Manual collet lathe 4
Manual chuck lathe 5
TIG Welder
MIG welder
Heat treat furnace
Downdraft table
3D printer 1
3D printer 2
3D printer 3
3D printer 4
3D printer 5
3D printer 6
3D printer (large format)

Restricted access, grouped:

3 Axis TRAK Mill 1
3 Axis TRAK Mill 2
3 Axis TRAK Mill 3

3 Axis HAAS TM-1 (DRY CUTTING)
3+1 Axis HAAS TM-1 P

3+2 Axis HAAS VF-3

3 AXIS CNC Router

HAAS TL-3 CNC Chucker lathe
HAAS TL-2 Collet Lathe
HAAS TL-2 Chucker lathe

FLOW Waterjet

KERN Laser cutter