



OEDK General COVID-19 Guidelines

WORKING DOCUMENT – Please refer to the OEDK website for the most recent information.

COVID-19 Guidelines – Adhere to all communicated guidelines and posted signs.

For the OEDK to be open safely for student usage, all COVID-19 guidelines must be followed. The OEDK COVID-19 guidelines will be communicated through the safety video and materials, as well as through email and posted on the OEDK website. In addition, the COVID-19 guidelines for OEDK usage and room occupancies will be posted throughout the building. You must adhere to these guidelines or risk your OEDK access from being rescinded.

OEDK Operating Hours – 8am – 10pm: No longer 24 hours

The OEDK will be open daily from 8am-10pm. This includes weekends. The reduced hours will allow for cleaning and for more time to between use. Card access for students will only work from 8am – 9:50pm. All students will be asked to leave by 10pm each day.

Masks must be worn AT ALL TIMES in the OEDK

Wearing a mask is **REQUIRED** for all users in the OEDK. You must wear a mask in all rooms, including the classrooms and prototyping areas.

OEDK will NOT be providing masks. You are expected to have a mask on you at all times. If you forget your mask, you must go back and get one. If a mask is compromised while doing an approved activity in the OEDK, such as getting chemicals or paint on it, please see an OEDK staff member or lab assistant to help get you a temporary replacement.

Indoors – Face-coverings must be worn indoors at all times except:

- When you're in your own residential dorm suite.

- When you're alone in your own enclosed office, used only by you.
- If you are faculty providing classroom instruction and you choose to substitute an alternate protective barrier, such as a face shield (you must stay at least six feet away from others).
- When you're eating or drinking, but you must stay at least six feet away from others

Outdoors – Face-coverings must be worn outdoors at all times except:

- When you're alone in your vehicle.
- When you're eating or drinking, but you must stay at least six feet away from others

Maintain safe behavioral and hygiene practices – health check, physical distancing, hand washing, etc.

We have all had to make significant behavioral changes to reduce the spread of COVID-19. Please review and follow the [COVID-19 Daily Self Checklist](#) before coming to the OEDK.

Wash your hands often with soap and water for 20 seconds.

HELPFUL VIDEOS

- [EFFECTIVE HANDWASHING](#)
- [SURFACE CONTAMINATION](#)

To reopen the OEDK, we will need to continue these practices:

- physical distancing (specifically, doing your best to stay 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

ONLY approved activities, staff and faculty allowed in OEDK.

- **STUDENTS** – Only approved student activities and course-work will be allowed in the OEDK. To comply with occupancy limits, priority will be given to these types of activities. No personal projects should be done in the facility.
- **FACULTY and STAFF** – To avoid excess people using the OEDK, only staff and faculty teaching or supporting design courses or those attending meetings should be in the OEDK.

Adhere to all posted signs concerning building- and facility-use changes, entrance and exit procedures, bathrooms, stairwell, hallways and elevator.

- Front Door – ENTRANCE ONLY
- Back Door – EXIT ONLY
- Bathrooms – one person at a time, please wait your turn
- Stairwell – practice physical distancing and stay 6' apart.
- Hallways near bathrooms and offices – practice physical distancing and stay 6' apart.
- Common walkways and aisles – practice physical distancing and stay 6' apart.
- Elevator – one person at a time, please wait your turn

NO FOOD OR DRINKS may be consumed in the OEDK

We know this isn't ideal, but to stay safe and comply with the mask guidelines, no food or drinks will be allowed to be consumed in the OEDK. If you would like to eat or drink while you are working in the OEDK, you must do so outside. SORRY!

Room Occupancies Will Be Limited – please adhere to all posted room occupancy guidelines

Room occupancies will be clearly marked near each room or area. Please adhere to these guidelines and reference the diagrams where available.

Main Floor

- Classroom – 20 students 1 instructor TOTAL at one time. Tables must be spread out to promote physical distancing. One chair per table.
- Computer lab – 10 students 1 instructor TOTAL at one time, available seats will be clearly marked
- Main floor prototyping space – 30 to 40 students at one time, depending on activities
- Large conference room – 6 TOTAL at one time
- Small conference rooms – 4 TOTAL in each at one time
- Machine shop – 4 to 8 TOTAL at one time, depending on a activity, ie prototyping vs. lab/coursework
- Woodshop – 2 TOTAL at one time
- Wet Lab – 2 to 4 TOTAL, depending on activity
- Laser Cutter Room – 2 students 1 instructor/technician/lab assistant TOTAL at one time
- MakerBar – 8 students 1 instructor/technician/lab assistant TOTAL at one time
- Lounge/kitchen –1 TOTAL at one time

Basement Floor

- Basement prototyping space – 40 to 50 students at one time, depending on activities
- Internet café (open computers) – 4 TOTAL, two on each side, marked
- Electronics Lab – 5 TOTAL, two on right side of room and three on the left side of room. Tables will be marked.

- Hand Tools – 2 TOTAL working at one time. Students may grab a tool and bring it to their work table as needed. Must wipe down tools and return after usage.
- Large Conference Room – 8 students and 1 instructor at one time. Tables must be spread out to promote physical distancing.

Dedicated Work Tables will only be assigned to course-related design activities. All Work tables (including open tables), stools and cabinets must be wiped down before and after usage.

- Work tables will be assigned to course-related design activities only. Open tables will be available for others to use and will be clearly labeled and marked with green tape.
- Students must try to use physical distancing while working at tables and maintain 6ft apart, as much as possible.
- Tables must be cleaned before and after EACH use regardless if they are an assigned or open table.
- Try to avoid touching tables that you are not actively using.
- More specific details on HOW to clean tables can be found below in the Cleaning section.

Consumables and Supplies – Take what you need ONLY and keep at your table. If you don't have a table, return the supply/tool to the designated return supply area/bin.

When utilizing a consumable or supply that is provided by the OEDK (ie. Tape, rulers, tape measures, scissors, etc.), please only take what you think you will use and leave it at your assigned table in the receptacle provided for you by the OEDK. If you are using an open table, please return the consumable to the RETURN SUPPLY area/bin near the consumable wall.

Safety glasses will be issued to students doing approved design activities in the OEDK. One pair per student. If you lose or forget yours, there will be ones available for purchase for \$5.

- Safety glasses will be issued to all students doing design activities in the OEDK – some will get them through their course.
- One free pair per student
- To get a pair off safety glasses, you must ask a lab assistant or staff member
- **Safety glasses should NOT be shared!**
- If you lose/forget your safety glasses and you need them for an activity in the OEDK, you must go back and get them or buy a new pair for \$5.
- Mark them with your name! Decorate them!

Equipment and hand tools MUST be cleaned before and after usage

All equipment must be wiped down BEFORE and AFTER usage. Cleaning supplies will be provided near the equipment. If no cleaning supplies are available or there is little to none left, please notify and OEDK staff member or lab assistant. More specific details on HOW to clean the equipment can be found below in the Cleaning section.

Computer keyboards, mouse and monitors must be cleaned before and after usage

All computers must be wiped down BEFORE and AFTER usage. Cleaning supplies will be provided near the equipment. If no cleaning supplies are available or there is little to none left, please notify and OEDK staff member or lab assistant. More specific details on HOW to clean the computers and electronics can be found below in the Cleaning section.

Common area usage guidelines – please adhere to posted signs

- Lounge/Kitchen – One person at a time
- Lobby – Physically distance as much as possible; do not hang out in the lobby.
- Maker Bar – Stations will be marked. One person per station.

Room Reservations and Scheduling – reserved rooms tables and chairs must be wiped down before and after usage. Room occupancy limits MUST be followed.

All conference tables and chairs must be wiped down BEFORE and AFTER usage. For other rooms, please encourage those attending to wipe down their own spot. Cleaning supplies will be provided in the room. If no cleaning supplies are available or there is little to none left, please notify and OEDK staff member or lab assistant. More specific details on HOW to clean these surfaces may be found below.

Be mindful of room occupancy limits. Each room has a clearly marked sign with the maximum occupancy of the room. In addition, some of the rooms will have room diagrams to illustrate practicing physical distancing in that room.

OEDK Visitors and Tours are not allowed. Some exceptions may be made with prior permissions.

No group tours will be allowed. Outside visitors should be avoided. If necessary, ALL COVID guidelines must be followed. **Visitors must be approved by the OEDK executive director or director, BEFORE the visit.** Please email loedk@rice.edu to request a visitor visit. Visitors may be asked to have their temperature taken using a no-touch thermometer. Masks MUST be worn by all visitors and those hosting visitors.

Staff in-person and virtual office hours – Check office door for times and details

Each staff member will post their new office hours and ways to contact them when not in the office. Please be conscious of the available times and method for communication. When in doubt, email is always effective.

Supply deliveries will be put on your assigned work table. If you do not have an assigned work table, your deliver may be picked up from the front desk.

If your design team is ordering supplies through the OEDK, please follow these guidelines:

- Be aware that whenever possible, your delivery will be put on your assigned work table. If you do not have a work table, please inquire about your delivery at the front desk.
- If inquiring about or picking up your delivery, please practice 6' physical distancing when approaching the front desk. You will be instructed where your delivery is being held if it has arrived.

CLEANING

Cleaning Computers and Electronics

General guidance on how to clean computers, computer accessories and other high-touch electronics.

Shared computers, accessories and electronics should be frequently cleaned and disinfected to slow the spread of disease, such as COVID-19. See the CDC's web site on [Cleaning & Disinfecting Schools](#).

General Cleaning Guidelines

- Do not spray cleaner directly on an electronic item.
- Ensure moisture does not get into any openings.
- Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
- Avoid excessive wiping.
- Do not submerge item in cleanser.
- Do not use aerosol sprays, bleach or abrasive cleaners.

Specific Manufacturer's Recommendations:

- Apple: [How to Clean your Apple Products](#)
- Dell: [Guidance for Keeping Your Dell Technologies Equipment Clean](#)
- Microsoft: [Clean and Care for your Surface](#)
- Android: [How to properly clean and disinfect your smartphone](#)

Cleaning Work Tables, Stools and Cabinets

Tables, stools and cabinets should be wiped down before and after usage. Cleaning supplies will be provided at each table. If the cleaning supplies are in low stock or not available, please notify an OEDK staff member or lab assistant.

Keep as much of your projects parts and supplies in bins, so you may easily put them away each day and wipe the table underneath and around the bins.

Remember to wipe down any stools you may have used before and after use.

Cleaning Equipment and Hand Tools

All of those handling tools/equipment should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.

Make sure all power is off and disconnected on power tools.

All equipment and hand tools must be wiped down BEFORE and AFTER usage. Cleaning supplies will be provided near the equipment. If no cleaning supplies are available or there is little to none left, please notify and OEDK staff member or lab assistant. Clean equipment based on the following guidelines:

- Keypads and/or controls – wipe down keypads by spraying alcohol or cleaner onto a paper towel and then wipe the surface, or use disinfectant wipe if available.
- Flat surfaces – Spray liberally and wipe with a paper towel. Discard paper towel.
- Metal surfaces/equipment – Spray liberally and wipe with a paper towel. Discard paper towel.
- Plastic surfaces/equipment – Spray liberally and wipe with a paper towel. Discard paper towel.
- Wood surfaces – Spray liberally and wipe with a paper towel. Discard paper towel.
- 3D Printers – Clean all areas touched using disinfectant wipe. If no wipe is available, spray cleaner onto paper towel and then wipe down areas.

Keeping Masks and Face Shields from Fogging Up*

Pre-made anti-fog spray or wipes:

The easiest solution, available online for purchase – are pre-made anti-fog solutions or wipes that come pre-packaged for use on eyeglasses, snorkeling masks, protective glasses, face shields, and other surface types. These sprays or wipes are specifically designed to prevent condensation on lenses.

DIY anti-fog solution:

While there are many DIY anti-fog solutions available, our favorite solution is made from baby shampoo and water. Similar to the above method, soap and water creates a thin film that temporarily prevents the surface tension which allows lenses to fog up. For best results, apply a mixture of 25% baby shampoo and 75% water to the lenses using a spray bottle. Baby shampoo is best to avoid eye irritation. To apply the DIY solution to the lenses, spray or wipe the soapy water on **dry lenses** and gently pat or rub dry using soft fabric.

As a last resource, if you do not have access to a pre-made or DIY anti-fog solution, human saliva works relatively well to keep your safety glasses or protective face shields from fogging up. Simply put the saliva on the surface, rub in it, and wipe the surface dry. Please do not let the fear of fogged safety glasses or face shields keep you from wearing the necessary PPE at all times when required. Properly taking care of your protective lenses and prepping for the possibility of the fogged lenses will avoid potential injury on the job.

* Information taken from <https://tyndaleusa.com/>

Cleaning Leather Work Gloves*

All leather work gloves should be hand washed and air dried. put on disposable gloves first, then the leather gloves. Hand washing your leather gloves with soap and water for at least 20 seconds, and then air drying, is the appropriate disinfection method. Remember absolutely **DO NOT** put your leather work gloves into the washer or dryer. Use disposable gloves underneath the leather gloves. After usage, keep the leather gloves on and "wash your hands" with soap and water. Then hang to dry in the dedicated drying area.

* Information taken from <https://tyndaleusa.com/>

Cleaning Shared PPE: Such as Ear Muffs or Respirators

Sharing PPE should be avoided as much as possible. But when it is unavoidable, shared PPE must be wiped down BEFORE and AFTER usage. When necessary, filters must be changed before each use. Cleaning supplies will be provided near the safety stations and signs with specific instructions for each piece of shared PPE will be posted. If no cleaning supplies are available or there is little to none left, please notify and OEDK staff member or lab assistant.

If needed, disposable wet lab coats will be available on request.

COMPLIANCE

Reporting someone or a group that is not complying with OEDK COVID-19 Guidelines

Please report to an OEDK staff member or lab assistant if you see someone not complying OEDK Covid-19 guidelines.

You may also email the OEDK at oedk@rice.edu and report any concerns.

If you would rather stay anonymous, you may also report non-compliance [HERE](#).

Refusal to comply to guidelines or risk losing access

You must adhere to these guidelines or risk your OEDK access from being rescinded.

Reporting someone not following Rice's COVID-19 guidelines, such as wearing a mask.

If you see someone who's not wearing a mask, feel free to politely remind them to do so, but do not be confrontational. If the person refuses to comply with the policy, there are a number of ways you can make a report, which you can find at this [LINK](#).

You can also always call RUPD at 713-348-6000. Repeated and willful disregard of this policy will result in sanctions.

Suggestions or Concerns about the OEDK COVID-19 Guidelines

If you have any suggestions or concerns about the OEDK COVID-19 Guidelines, please notify an OEDK staff member or fill out this [FORM](#).

If you choose, this form may be submitted anonymously.