

Plan of Operations & Policies in Fall 2020

Overview:

Goal: Provide students, faculty, and staff of CMU with access to physical, digital, and intellectual resources that advance the university's initiatives in education, research, extracurriculars, and entrepreneurship.

Layout: Due to the importance of physical distancing, each room of the TechSpark prototyping facility will have a maximum occupancy with individually designated work stations. Each of these stations will be available for 2 hour long time slots Monday through Sunday. At the end of each time slot, all users must vacate TechSpark for its employees to conduct cleaning. Exceptions will not be made, even for users with back-to-back time slots.

Access: To provide our campus community with a high quality experience, access to TechSpark will only be granted to those currently enrolled in TechSpark taught courses, enrolled in courses partnered with TechSpark, faculty/staff/TAs teaching courses partnered with TechSpark, and/or active in specific student organizations. This policy will be enforced through an online reservation system. For those interested in having TechSpark conduct prototyping on their behalf, contact Shop Manager Brian Zimmermann (bzimmerm@andrew.cmu.edu) for a quote with our standard rate. Anyone interested in conducting their own work in TechSpark is encouraged to enroll in 24-210 Maker Series: Inventive Projects (1 to 6 unit mini), which is supportive of access to TechSpark for research, extracurriculars, and other personal projects.

	Fall 2020 Open Hours						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Policies:

CMU Community: All policies identified below are consistent with CMU's most current safety requirements for on-campus activities. See CMU's website [link](#) for requirements regarding physical distancing, facial coverings, hygiene, and temperature checks.

Health: Anyone experiencing cold or flu like symptoms must stay home. These include but are not limited to:

- fever, cough, sneezing, shortness of breath, difficulty breathing, chest pressure, stuffy nose, sore throat, loss of taste, loss of smell, headache, body ache, muscle pain, and/or chills

Physical Distancing: Everyone is expected to adhere to 6ft physical distancing protocols while occupying the TechSpark prototyping facility. To assist with identifying individual work stations, note the provided floor markings, transparent barriers, and table/chair spacing. Exceptions will not be made, even for people working in groups or cohabitating, they must conduct work at 6ft apart. Note, transparent barriers contribute to fulfilling the required separation for stations less than 6ft apart.

Face Masks: It is required to wear a face mask that covers the nose and mouth to gain entrance and use of TechSpark. For anyone who's mask breaks or has insufficient function, they will be required to leave immediately and may return upon fulfilling this requirement.

Hygiene: Everyone is expected to sanitize their hands at the entrance and exit of TechSpark using the hand sanitizer stations provided. Everyone is encouraged to clean their hands after coming into contact with high touch surfaces, which can be done using available hand sanitizer stations or sinks with soap and warm water. It is important to recognize that touching your phone, laptop, or other personal objects can be equivalent to touching your face, please be conscientious of this with your hygiene practices as you work in a shared facility.

Temperature Checks: Temperature readings will occur if required by the university. Scenarios for temperature screenings include those performed by University Health Services for 14 days following an identified exposure.

Contact Tracing: Everyone is required to contribute towards a digital log for contact tracing by checking in at the HH C101 entrance and checking out at the ANSYS C05 or HH C124 exits of TechSpark. Upon entering, users will utilize the CMU ID tap station to display "green light" access to the HelpDesk attendant and confer their online reservation with the HelpDesk attendant. Please note all current signage, which will provide details on our procedures for use and safety.

Reservations: TechSpark will have maximum occupancy per room, thus a finite number of time slots for work stations are available each week through an online reservation system. A partnered course may submit reservations to utilize TechSpark within the maximum room capacity requirements no less than 2 weeks prior to the activity. Students enrolled in TechSpark taught courses, enrolled in courses partnered with TechSpark, faculty/staff/TAs teaching courses partnered with TechSpark, and/or active in specific student organizations have access to TechSpark to make individual reservations for work stations up to 1 week prior to the activity. Anyone that is 15+ minutes late to their reservation will forfeit that reservation, allowing that work station to be available for a walk-in. A walk-in occurs when an individual with access to TechSpark initiates use of a non-reserved work station during the currently active time slot, which is available on a first come first serve basis. This will not count as a use of allotted times slots per week for those currently enrolled in TechSpark taught courses, enrolled in courses partnered with TechSpark, faculty/staff/TAs teaching courses partnered with TechSpark, and/or active in specific student organizations.

Sanitation: Anyone occupying a work station in TechSpark must follow the posted cleaning requirements for that station. These may include but are not limited to wiping a station clean after use by sanitizing it themselves or placing used tools in designated bins for TechSpark employees to sanitize. At the end of each time slot, during which all users must exit without exception, additional cleaning will be performed by TechSpark employees.

Safety Glasses: Everyone is responsible for bringing their own safety glasses. Safety glasses will be provided to students enrolled in TechSpark courses during the first meeting of class. Safety glasses will not be available via loan, but new ones may be purchased at the HelpDesk.

Enforcement: All policies will be enforced. Violators will have their access to TechSpark revoked for 1 week in first offense, 2 weeks in the second offense, and 1 month in the third offense. TechSpark is not responsible for a student's inability to access resources for required coursework or other activities due to offenses.

Reservations and Scheduling:

Priorities: In TechSpark, there will be a maximum occupancy per room, thus a finite number of time slots will be available each week. When reservations are taken, the priority will be given as follows:

- 1) TechSpark courses
- 2) partnered courses
- 3) specific student organizations

Note: research and personal projects may choose whether to compensate TechSpark for conducting the work through Shop Manager Brian Zimmermann (bzimmerm@andrew.cmu.edu) or enroll in 24-210 Maker Series: Inventive Projects for access to conduct work themselves

TechSpark Courses: Each TechSpark course will fully occupy their room during teaching of in-class activities. TechSpark's Maker Series courses are in session as identified by the Registrar and TechSpark's online reservation system. Students enrolled in these courses will have a number of allotted time slots per week that can be reserved for conducting work outside-class. These reservations are made by the students themselves, which may be scheduled up to 1 week prior to the activity.

24-210 Inventive Projects (1-to-6 unit mini) *this course does not have a preset meeting time*

24-104 Intro to Modern Making (3 unit mini)

24-105 Intro to Laser Cutting-Engraving (1 unit micro)

24-200 Intro to Manual Machining (1 unit mini)

24-204 Intro to Metal Jewelry (3 unit mini)

24-205 Intro to Welding (2 unit mini)

24-206 Intro to Wood Working (3 unit mini)

24-207 Intro to CNC Router (1 unit micro)

24-300 Intro to CNC Machining (2 unit mini)

Partnered Courses:

- Each partnered course will be able to reserve many time slots simultaneously for in-class activities, within the constraints of each room's maximum occupancy. These reservations must be made no later than 2 weeks prior to the activity. These reservations can also be made for faculty, staff, and TAs teaching courses partnered with TechSpark to conduct work for that particular course.
- In addition, students enrolled in a partnered course will have a number of allotted time slots per week that can be reserved for conducting work outside-class. These will be distributed as one for each student individually in smaller courses and one student for each group in larger courses. The number of allotted time slots per week for individual students or a student representing their group is dependent on the class size and course needs. These reservations are made by the students themselves, which may be scheduled up to 1 week prior to the activity.

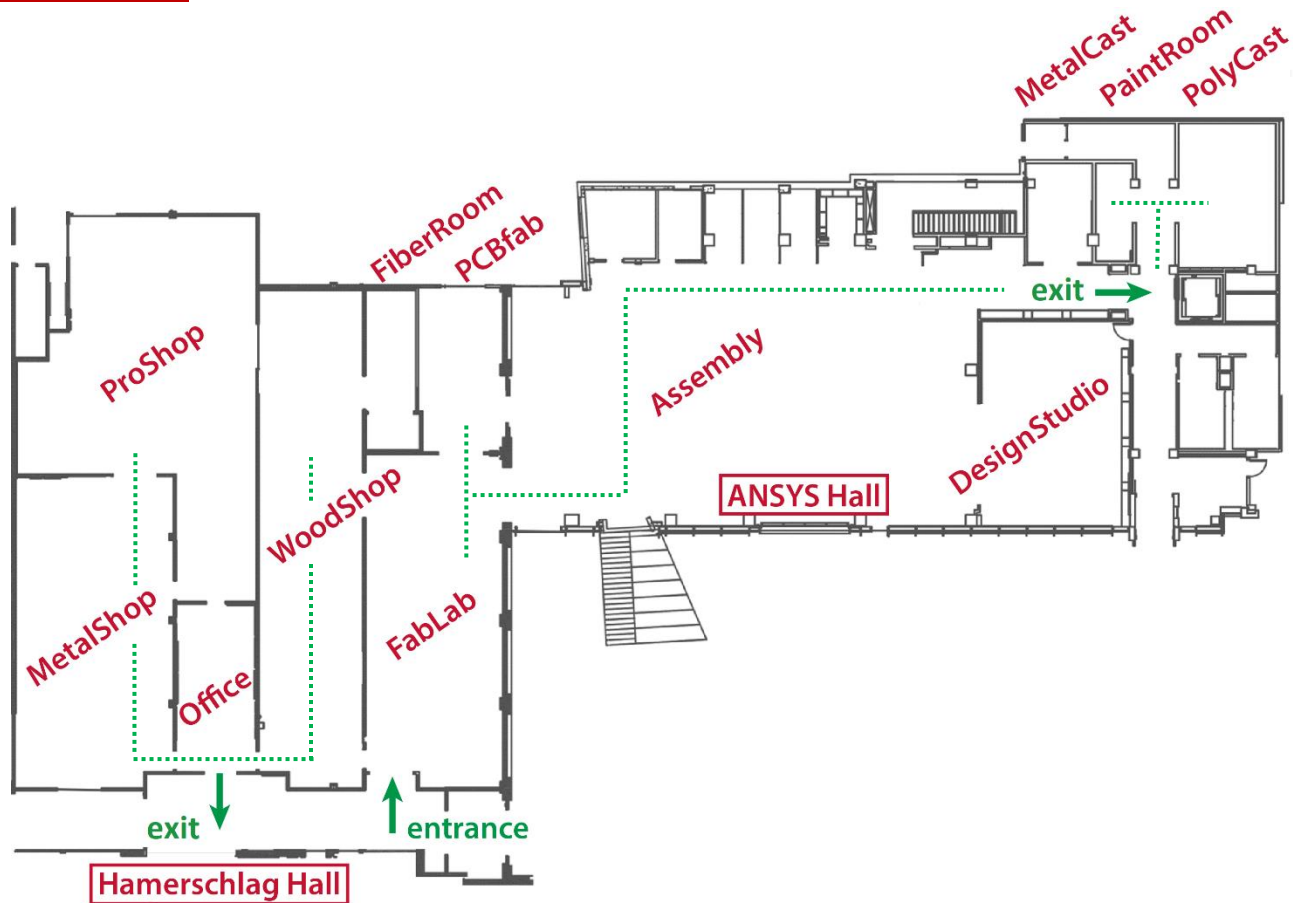
Enrollment	Reservations Per Week For Each Individual Student	Reservations Per Week For One Student of Each Group
≤30	1	-
30-45	1	-
45-60	-	1
60+	-	1

The number of reservations you may book during a single week is based on actual enrollment. For special considerations contact Fabrication Manager Ryan Bates at rbates@andrew.cmu.edu

- To keep the schedule as available as possible, we recognize that not all courses will require in-class and outside-class time slots every week. For those on an as-needed basis, we will make reservations on set dates for particular activities. This understanding will permit additional time slots for requesting courses shortly before project deadlines.
- Partnered courses will continue to have other services available, including but not limited to consultations and prototyping by TechSpark professionals as agreed upon by both parties.

Student Organizations: For specific student organizations, there will be a number of allotted time slots per week for identified members of that group to conduct work. These reservations are made by the students themselves, which may be scheduled up to 1 week prior to the activity.

Room Capacity:



Room Name	Room Number	100% User Capacity	50% User Capacity	Notes (user capacity excludes TechSpark employees)
MetalShop	HH C110	8	4	
ProShop	HH C108	6	3	The WeldArea 3 and MachiningArea 3 user capacity in this location.
Office	HH C124	2	1	Check out with the HelpDesk attendant at this location before leaving the one designated exit for the MetalShop, ProShop (WeldArea & MachiningArea), and WoodShop.
WoodShop	HH C102	6	3	
PCBfab	HH C105	6	3	Door locked – ask HelpDesk attendant
FabLab	HH C101	10	5	Single point of entry to TechSpark. Check in with the HelpDesk attendant at this location for “green light” access and confer with them regarding online scheduling. Proceed to your work station for that time slot.
Assembly	ANSYS C05	28	14	Check out with the HelpDesk attendant at this location before leaving the one designated exit for the FabLab, PCBfab, Assembly, DesignStudio, MetalCast, PolyCast, PaintRoom.
DesignStudio	ANSYS C02	10	5	
MetalCast	ANSYS C03	2	1	Door locked – ask HelpDesk attendant
PolyCast	ANSYS C10	4	2	Door locked – ask HelpDesk attendant
PaintRoom	ANSYS C09	1	1	Door locked – ask HelpDesk attendant
Simulation Classroom	ANSYS B10	18	18	Door open – at entry note max user capacity
Collaboration Cluster	ANSYS B02	6	6	Door open – at entry note max user capacity

Calendars:

Week 1 through Week 2: Due to the importance of quarantining for 14 days upon arriving to South Western PA, TechSpark will be running at 50% user capacity for the first two weeks of classes (08/31 – 09/13).

Week 3 through Week 12: To support our community during the most important time of the semester, TechSpark will be running at 100% user capacity for the third through twelfth weeks of classes (09/14 – 11/20).

Week 14 through Week 15: In correspondence to the transition of all classes online after Thanksgiving, TechSpark will be running at 50% user capacity for the last two weeks of classes (11/30 – 12/11).

Online Reservation System: The most current calendar for each room and equipment type in that room will be controlled by TechSpark through an online reservation system.

Fall 2020 Teaching Cluster Mini1							
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Fall 2020 Teaching Cluster Mini2							
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11:40 AM	12:00pm-2:00pm		12:00pm-2:00pm		12:00pm-2:00pm	12:00pm-2:00pm	12:00pm-2:00pm
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Fall 2020 MetalShop Mini1							
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Fall 2020 MetalShop Mini2							
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Fall 2020 ProShop Mini1								Fall 2020 ProShop Mini2							
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11:00 PM								11:00 PM							

Fall 2020 WoodShop Mini1								Fall 2020 WoodShop Mini2							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM								8:00 AM							
8:20 AM								8:20 AM							
8:40 AM								8:40 AM							
9:00 AM								9:00 AM							
9:20 AM	9:20am-11:20am		9:20am-11:20am		9:20am-11:20am			9:20 AM	9:20am-11:20am		9:20am-11:20am		9:20am-11:20am		
9:40 AM			Reserved for Class					9:40 AM	Reserved for Class				Reserved for Class		
10:00 AM								10:00 AM							
10:20 AM								10:20 AM							
10:40 AM								10:40 AM				10:40am-12:20pm			
11:00 AM								11:00 AM							
11:20 AM	Cleaning		Cleaning	Reserved for Class	Cleaning			11:20 AM	Cleaning	Reserved for Class	Cleaning		Cleaning		
12:00 PM	12:00pm-2:00pm		12:00pm-2:00pm		12:00pm-2:00pm	12:00pm-2:00pm	12:00pm-2:00pm	12:00 PM	12:00pm-2:00pm		12:00pm-2:00pm		12:00pm-2:00pm	12:00pm-2:00pm	12:00pm-2:00pm
12:20 PM								12:20 PM							
12:40 PM	Reserved for Class				Reserved for Class			12:40 PM							
1:00 PM								1:00 PM							
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2:00 PM	Cleaning	Reserved for Class	Cleaning		Cleaning	Cleaning	Cleaning	2:00 PM	Cleaning		Cleaning		Cleaning	Cleaning	Cleaning
2:20 PM								2:20 PM							
2:40 PM								2:40 PM							
3:00 PM								3:00 PM							
3:20 PM								3:20 PM							
3:40 PM								3:40 PM							
4:00 PM	4:00pm-6:00pm	4:00pm-6:00pm	4:00pm-6:00pm	4:00pm-6:00pm	4:00pm-6:00pm			4:00 PM	4:00pm-6:00pm	4:00pm-6:00pm	4:00pm-6:00pm	4:00pm-6:00pm	4:00pm-6:00pm		
4:20 PM								4:20 PM							
4:40 PM	Reserved for Class	Reserved for Class	Reserved for Class	Reserved for Class		5:00pm-7:00pm	5:00pm-7:00pm	4:40 PM		Reserved for Class			Reserved for Class	5:00pm-7:00pm	5:00pm-7:00pm
5:00 PM								5:00 PM							
5:20 PM								5:20 PM							
5:40 PM								5:40 PM							
6:00 PM	Cleaning	Cleaning	Cleaning	Cleaning	Cleaning			6:00 PM	Cleaning	Cleaning	Cleaning	Cleaning	Cleaning		
6:20 PM	6:20pm-8:20pm	6:20pm-8:20pm	6:20pm-8:20pm	6:20pm-8:20pm	6:20pm-8:20pm			6:20 PM	6:20pm-8:20pm	6:20pm-8:20pm	6:20pm-8:20pm	6:20pm-8:20pm	6:20pm-8:20pm		
6:40 PM								6:40 PM						Cleaning	Cleaning
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8:40 PM	8:40pm-10:40pm	8:40pm-10:40pm	8:40pm-10:40pm	8:40pm-10:40pm				8:40 PM	8:40pm-10:40pm	8:40pm-10:40pm	8:40pm-10:40pm	8:40pm-10:40pm			
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10:20 PM								10:20 PM							
10:40 PM	Cleaning	Cleaning	Cleaning	Cleaning				10:40 PM	Cleaning	Cleaning	Cleaning	Cleaning			
11:00 PM								11:00 PM							

24 Hour Shut Down Plan:

Powered Equipment: TechSpark employees will ensure all necessary equipment is powered down, unplugged, or in standby mode.

Student Materials: Tables will be set up in the ANSYS hallway and all partnered course bins and materials will be placed so that people may get access after TechSpark is locked. Our goal is to ensure access. While TechSpark will do what we can to assist it will be the responsibility of the instructor to coordinate distribution of project materials.