

A general rule: do not risk other's safety, if you feel any symptoms please stay home.

Prior to attending meetings

- YOU MUST HAVE A MASK OVER YOUR MOUTH AND NOSE TO ENTER THE SHOP
- If you have any symptoms do not show up to a meeting
 - Follow the school's sick policy. Take your temperature before meetings
- If you are not at school (because of illness) do not come to the meetings in person. You may not return to meetings until you are cleared to return to school
- Before entering the shop, wash with soap and water or use hand sanitizer (Soap and water is always preferred, when you can wash please choose that option)
- Have your mask on at all times
- Stay 4 feet apart at all times, always strive for 6 feet apart from all other people
- Go to the bridge, or outside the room you are in, to drink
- In the computer lab, leave one chair between you and the next person
- Bring your own water bottle and label it
- Use your own pair of safety glasses. If you must use the team's, clean them before and after usage (MENTION SPECIFIC CLEANER)
- Make sure all personal belongings are spaced out from other peoples. Do not put your stuff on top of someone else's. If you are coming from home please try to limit the personal items you bring

Before meetings

- Clean the tables and chairs
- Clean the frequently used tools (Velox drills CNC's etc)
 - Do not spray directly on any machinery or electronics. Spray the towel first then wipe.
- Wash or sanitize your hands before entering the room

During meetings

- Wipe down tools before putting them back

- Make sure to sanitize your hands regularly
 - always wash or sanitize when/after:
 - Switching activities
 - Touching your mask (sneezing or coughing)
 - Drinking
- Go to the bridge to drink
- Only use the elevator when necessary

At the conclusion of meetings

- Clean any tools that are still out
- Clean all work surfaces and computers, anything that got touched in the meeting should be wiped down
- Leave in an orderly fashion, no more than two people by the elevator at a time
- Cleaning is everybody's responsibility
 - We will assign jobs to everyone so it is orderly and social distancing is maintained but the area you worked in is your responsibility

Cleaning supplies

- Hand Sanitizer is provided outside of the shop doors and by the sink
- Soap and water spray (with paper towels)
- Spic and Span spray (with paper towels)
- Alcohol wipes
- If you notice any of the supplies are low (paper towels, spray, wipes, soap, or sanitizer) please alert Chelsey Mathews or Matthew Tobey immediately so we can get more (even if you think we noticed it please let us know).
- All cleaning supplies must be used maturely and responsibly. Please don't spray anything towards someone
- Throw wipes and paper towels away immediately. Do not leave them lying around.