

Pratt Student Shop Reopening

Effective August 3, 2020, the Pratt Student Shop will open its doors for labwork projects with limited student capacity. We will open to coursework projects later in August. Our health and safety policies are in place, in accordance with [Duke University](#), the [Durham County Department of Health](#), under [the guidance of the state of North Carolina](#). If any new required policies are required, Pratt Student Shop health and safety policies will be updated to reflect those changes.

The [Pratt School of Engineering Student Shop](#) is dedicated to the safety of its students. We are implementing best practices as set forth by [Duke University](#), the [Durham County Public Health Department](#), [the State of North Carolina](#), [the \(CDC\) Center for Disease Control](#), and [the United States government](#). As we reopen the Student Shop, our staff is striving to create a safe & healthy environment for project work and students are required to work responsibly while social distancing. Carefully examine the revised Student Evaluation Form to review expectations and preparations pertaining to new reservation and shop requirements. Contact me with any questions or concerns regarding safety guidelines by email at: steve.earp@duke.edu or by phone at: (919) 660-5159.

Your cooperation in adherence to health and safety recommendations will provide continued access to the Student Shop.

We look forward to having all Pratt students continue to enjoy the use of our Student Shop in a safe and responsible way.

Current Changes to the Shop Experience

- Student Shop access has been reduced to allow for 6 feet of space between student groups working on their coursework projects. **Note:** Machine availability may vary within the Student Shop due to social distancing requirements.

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Please review the [machine calendar webpage](#) for shop equipment availability for coursework projects.

- **Masks (cloth, disposable medical, or N95) are required** to enter the Student Shop and **must** be worn during your shop time.
- **No sharing of masks or safety glasses will be allowed.** *Students acting in this manner will have their shop badge date stamped, punched, and their access to the shop automatically suspended for 15 days. **No exceptions.*** The CDC has published a [guide to acceptable cloth masks](#) that will help everyone prevent the spread of viral infections.
- All Pratt students wanting to use the Student Shop are required to sign our updated [Student Evaluation Form](#). It contains additional agreements and waivers that are required to be stated during this time.
- Social distancing **must** be maintained while in the Student Shop. When working with a group to complete a coursework project, **a student group must remain at a distance (minimum 6 foot apart) from other student groups.** We encourage you to wave, say hello, give an air hug to other students you may know, but please **remain in your group.** Maintain a 6-foot distance when you are checking in or waiting to use restrooms and minimize close contact with others.
- **Limit personal items** brought into the Student Shop due to space requirements for social distancing. ***No lockers*** are available. We will do our best to accommodate any student who has necessary/required items. This will provide a safer working environment for everyone.

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Exposure Policy (Limiting Yours & Others)

- It is important that our students work safely on their part projects while in the Student Shop. Before coming to the shop, students should be considerate about limiting their risk or exposure. We follow all [Duke University](#), [Durham County Public Health Department guidelines](#) and [their policies](#) about social distancing / safety requirements.

Please Do Not come to the Student Shop IF:

- You are exhibiting any signs of a fever (99*+), any type of illness or any flu like symptoms.
- You have been near another individual who has had a fever/cough, been sick with a respiratory illness, or has COVID-19 symptoms.
- Have any symptoms that could be contagious to others.

Be Prepared

- All Pratt students **MUST always wear a mask** while in the Student Shop building. This includes the hallway and other open areas. Student masks must be made only of all-natural cloth such as denim or cotton. No nylon material of any type.
- Safety requirements remain the same for long pants.
 - No shorts are ever permitted to be worn in the Student Shop.
 - No leggings, jeggings, pajama jeans, stirrup, spandex, yoga, nylon, or polyester pants are ever allowed to be worn as pants due to flammability and melting factors.
- **NO flip-flops, sandals, or open-toed shoes of any kind are ever allowed in the Student Shop.** Students entering the shop area wearing unacceptable footwear will be asked to leave and may return to work in the shop when attired with closed toe shoes to maintain their personal safety.

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Entering the Student Shop

- All students entering the Student Shop building must use the hand sanitizer on the wall, walk to check-in at the Student Shop manager's office, **practicing social distancing (6 foot apart/stickers are also on the floor) wearing masks, and safety glasses.** If you leave the Student Shop for any reason, you **must re-sanitize** your hands before reentering the Student Shop.
- It is recommended that students **arrive 15 minutes early** for this process, so they will be on time for their scheduled machining appointment.
- During your check-in, a staff member will ask to see your Student Shop badge, confirm your machine reservation time, and check your temperature near your temple. (This is the same temperature check procedure as Duke Hospital performs upon entering the hospital areas).
- Prior to admission, students will be asked the following:
 - Do you have a fever/temperature?
 - Are you experiencing any current illness or possible Flu like/COVID-19 symptoms?
 - Have you been exposed to an individual with COVID-19?
 - Did you fill out the required [daily symptom log](#) and receive an on line approval pass? You will be required to show it to the staff person who is checking you in.

Know Your Machine Reservation

- **Limit your interactions** with other student groups working in the Student Shop after checking in. **Proceed promptly** to your reserved machine following **One-Way Directional Pathways** placed on the floor where applicable.
 - A student walking toward the exit door will have the right of way to the **Either-Way Directional Pathway**. Once the area is clear, the next student may walk in the **Either-Way Directional Pathway**. This will reduce students from crossing each other's pathway.

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- Students will enter the building through the half glass gray door under the blue awning marked Student Shop.
- Students will exit the building by following the one-way pathway down the hallway and through the loading dock door.
- **Posted signage** and **One-Way Directional Pathways** will assist students as they enter/exit the Student Shop building. All Student Shop areas are marked to remind everyone to wear your mask and for social distancing as a reminder of maintaining a safe physical distance from others not in their project group.

Project Clean Up Protocol

- ❖ Students should begin **cleaning up** their work area **20 minutes before their reservation time expires.**
- ❖ Clean Up Check List:
 - ✓ All machines must be cleaned.
 - ✓ Wipe down machines and tooling with disinfecting wipes. If you take it out and do not use it, still wipe it down before returning it to the drawer the tool came from.
 - ✓ Wipe down your work area including worktables and benches.
 - ✓ Sweep the floor around and behind your machine.
 - ✓ Put away all tooling after disinfecting.
 - ✓ Wash hands for at least 20 seconds using bacterial hand-soap provided in the Student Shop and sanitize your hands before leaving the building.
- ❖ Every individual has the responsibility to care for themselves and for each other. Health awareness will ensure that we maintain safety and wellness in our engineering college.
- ❖ Notify the Student Shop staff if you start to feel any unusual illness or symptoms while working in the Student Shop.
- ❖ If you are tested for COVID-19 and are notified with a confirmed positive case, **email Steven Earp, Pratt Student Shop Manager at: steve.earp@duke.edu** in order to proceed with Duke University protocol following exposure.