



**DE ANZA COLLEGE**

**DESIGN and MANUFACTURING  
TECHNOLOGIES (DMT)**

**RETURN TO CAMPUS PROPOSAL**

*Revised 04/27/2021*

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## **PURPOSE**

The following document has been created by the De Anza College Design and Manufacturing Technologies (DMT) staff to provide strategies for the safest way to re-introduce some classes onto the campus following the COVID-19 pandemic. The Division plan seeks to limit the risk of returning to campus by limiting the number of class sessions and the number of people involved.

This plan is intended to be a fluid working document that will be revised as new guidelines, recommendations, and/or information is published.

We are pleased to have the privilege to offer these in-person labs, but they entail a certain level of risk which must always be kept in mind. These rules and protocols are designed to provide the safest possible environment for our students, faculty, and staff, while achieving the Division's mission of preparing students to be successful at the highest level of the CNC machine / Programming / Inspection and CAD/Additive Manufacturing careers.

In order to attend in-person classes, students, faculty and staff shall follow the requirements in this document as well as other District and College COVID-19 related documents. This plan is designed to work in conjunction with the following documents:

1. Foothill-De Anza Community College District – Return to Campus Plan. ([link](#))
2. Foothill-De Anza Community College District – COVID Prevention Program (CPP). ([link](#))

## **STAFF PREPARATIONS**

### **Faculty Responsibilities**

- Reviewing and understanding the Design and Manufacturing Safety Protocols
- Adhering to the Machine Technology Safety Protocols themselves except where they are clearly not applicable to faculty, and also regarding restricted areas (i.e., faculty may access any part of the lab/shop) and occupancy in enclosed areas (i.e., a student and a faculty member may both be present at the same time in a toolroom or office as long as the standard social distancing requirement is maintained).
- Facilitating the execution of, and ensuring that their students follow the Machine Technology Safety Protocols during lab sections to which the faculty member has been assigned

## **FACILITY PREPARATIONS**

Facility preparations will be done in accordance with the District Return to Campus Plan and the CPP.

## **WORKING IN THE LAB/SHOP**

### Entering the Lab/Shop

Students will enter the lab/shop only through the front double doors to the room where their lab section is assigned (either Room E21 / E2 Bldg. or E35 / E3 Bldg.). Before a lab section begins, students must remain just outside the door and maintain the appropriate social distancing space. Each entrance has a designated line-up area marked with tape.

### Enrollment and Room Capacities

To facilitate social distancing, lab sections have been scheduled with a maximum enrollment capacity of 10 or 15 students based on the number of, and spacing between, machines or stations in the designated lab/shop area. Enclosed areas like toolrooms and offices have a maximum capacity of one student at a time.

### Assigned Machines and Stations

Students will be assigned to a machine/station by their instructor. Whenever possible, students will be assigned to staggered machines/stations to allow for one empty machine/station between adjacent students. Students in different lab sections will also be assigned to alternating machines/stations to reduce the number of students using each piece of equipment.

### Restricted Areas

Some areas of the lab/shop may be cordoned-off to limit traffic in areas which are not essential for students to complete their work. Students must not cross lines marked with caution tape or any other means of demarcating restricted areas. In general, students should only go where they absolutely need to go and only touch what they absolutely need to touch to complete their work.

### Hand Washing

Students must wash their hands with soap and water for at least 20 seconds immediately upon entering the lab/shop at the beginning of their lab section and when returning from the restroom or a break. Students must also wash their hands at least once every thirty minutes during their lab section. Only one person should use a sink at

a time; students must not crowd around the three sinks available for hand washing. Hand sanitizer is also provided by the department, but hand washing is the preferred method for disinfection.

### Gloves

Students are not required to wear disposable gloves while in the shop, but they may do so if they wish. Disposable nitrile gloves can be provided by the department. If students wear gloves, they must use proper procedures for donning, wearing, and removing the gloves.

### Restrooms

Students should consider their own hygiene in the restroom. The restroom, located in the S5 building, will be open during class hours and the door will remain in the open position. Upon entering the building wash your hands in one of the three sinks available. If the door is not in the open position, they should wash their hands after touching the door to enter before they use the restroom, then wash their hands again in the DMT lab after they have finished. If possible, they should exit without touching the door.

### Break Areas

If students need to take a break, eat, or do some paperwork or inspection, they must use the break areas designated by their instructor. Students must follow all social distancing and Santa Clara County Health Department guidelines when in break areas. When students are finished in a break area, they must throw away any garbage and wipe down any tables and chairs they use with approved cleaning materials.

### Tools and Materials

To the extent possible, the instructor should have already prepared the necessary tools and materials required for students to work in the lab/shop. Many of the required tools are on benches / carts next to each machine or station. Stock material has been pre-cut to the appropriate lengths for each project and is available on a cart for students to retrieve as needed. If students require additional tools or materials, they must let their instructor know. The instructor will either retrieve the required item or give permission for the student to retrieve it themselves. Remember that enclosed areas like toolrooms and offices have a maximum capacity of one student at a time. Students must not exchange tools directly with one another; this is highly risky behavior and will result in viral transmission. Once retrieved, tools and materials must remain at each student's machine/station so that they can be tracked and disinfected at the end of the lab section before returning them to their designated areas.

## Usage of Lab/Shop Time

Lab/shop time can only be used for machining and inspection of course projects and performing instructor-approved activities. Lab/shop time cannot be used for socializing, personal projects or completing written assignments. Students must watch videos and complete assignments, like quizzes and project planning worksheets, outside of lab/shop time before attending their lab section. Students must complete all relevant assignments before they attempt to progress in a project during shop time. Students may review lecture and demonstration videos for reference during their lab section using their own devices. If a student has a question about an activity or a project, they are encouraged to review related videos before requesting the instructor's assistance.

## **PREPARING TO EXIT AND LEAVING THE LAB/SHOP**

### Cleaning Machines/Stations

When students are finished with lab/shop activities at the end of their lab section, they are responsible for cleaning their machine/station. They must throw away any garbage. They must clean up any chips or swarf they generated and put them in the correct metal recycling bins. They must sweep around their area and deposit dirt into trash bins and chips/swarf into metal recycling bins. They must wipe coolant, oil and dirt off surfaces on the machine or station. They must then spray down any surfaces they came into contact with (including machine handles and tools) using approved cleaning supplies.

### Returning Tools

Tools which were retrieved from toolrooms, offices, tool cabinets or other tool storage areas must be returned to where they came from after they have been disinfected.

### Leaving the Lab/Shop

When leaving the lab/shop at the end of their lab section, students should dispose of any gloves they may be wearing, wash their hands, store or retrieve personal belongings, wash their hands again or use hand sanitizer, and then exit the lab/shop. Students must leave campus immediately. Students must follow all social distancing guidelines while they are on campus. Students must not congregate in large groups anywhere on campus, including parking lots.

## **MAKING UP COURSE WORK**

Every effort will be made to ensure that a student's academic success is not negatively impacted by loss of time due to COVID-19. Instructors will be flexible and understanding. If at all possible, alternative options for completing course work will be arranged or make-up time will be offered.

## **CONTINGENCY CHANGES TO MORE RESTRICTIVE PHASES/STAGES**

Should Federal, State, or Local guidelines change to more restrictive regulations that will impact the Athletics/PE program, the following guidelines will be implemented to

meet the more restrictive requirements:

1. In-person classes will revert to the appropriate Phase/Stage based upon the updated State of California Tier and local regulations. Changes may include a reduction of occupancy numbers within a room/facility/area, or a complete return to online instruction.
2. The change to a more restrictive Phase/Stage shall be implemented as soon as possible when increased COVID protection is required.
3. When restrictions are lifted/eased, the College will evaluate and coordinate returning of individual programs/classes to the less restrictive requirements.