**COVID-19 In-Person Protocol for Holmes 412**

**ENGR 196, ENGR 296, ENGR 396, EE 496, EE 499**

(in conjunction with ME 481, ME 482)

**Unmanned Aerial Systems**

*A UH Manoa Vertically Integrated Project*

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This plan details how the Vertically Integrated Project: University of Hawaii Drone Technologies (VIP UHDT) students will interact cautiously and safely when working together on their subsystem’s modules. All students must agree to follow these rules to be granted access to work in Holmes Hall 412.

This protocol will address:

* Social Distancing
* Personal Protective Equipment
* Sanitization of Equipment
* Minimizing the Potential Spread of Infection
* Response to Positive COVID-19 test

**Before Meeting In-Person**

1. All students must certify via email that they have viewed the COVID-19 Student Video that the UH Manoa Provost distributed via email to all students on 8/23/2020, and that they will comply with all social distancing and safety requirements mandated by the University, the State of Hawaii, and the City & County of Honolulu.
2. All students must use the UH LumiSight app before entering campus.
3. All students must have their in-person meeting approved by their subsystem leader.
   1. One member must send a request to their leader detailing when they would like to meet and the purpose of their meeting.
4. No two subsystems can be scheduled at the same time in Holmes 412. There shall be no more than five students in the lab at the same time.
5. If work can be conducted from home or if lab presence is unnecessary, it is urged to work from home to reduce exposure time with the lab and other students. Specifically, students shall not use the lab simply to study or do homework.

**When Meeting In-Person**

1. Each subsystem must only work in their designated work stations when in Holmes 412.
2. When working together in the lab students must be separated by 6 ft at all times.
3. All students must wear masks and provided face shields.
   1. If work is being conducted outside, masks should be worn when students are within a 6 ft radius of each other.
4. If students must come in close contact (< 6 ft) with each other, prior discussion and permission must be obtained. In such circumstances:
   1. Students must wear long sleeve tops and long pants with covered shoes. No tank tops, short sleeve shirts, shorts, slippers, sandals, etc.
   2. Contact time may be no longer than 15 minutes.
   3. Once the task is completed, students will revert back to the mandatory 6 ft separation rule.
5. All subsystems must disinfect their station before leaving using the provided sanitization materials.
6. When taking breaks, masks must still be worn.
7. Eating and drinking is strictly prohibited in the lab and must be done outside of the lab and separately from other students or anyone outside the team.

**After Meeting In-Person**

1. When subsystem students have finished disinfecting and shutting down the lab, they will sign out and the subsystem leader will notify the rest of the team that the lab is ready for the next use.
2. If a member has met with their subsystem in-person and finds out they are sick, have tested positive for COVID-19, and or come into close contact with someone who has tested positive, said member must report to UHDT management.
3. Students who are experiencing symptoms or who have tested positive for COVID-19 must report to the University Health Services Manoa COVID-19 Resource Team at (808) 956-8965 or at [uhsm.covid@hawaii.e](mailto:uhsm.covid@hawaii.edu)du.

**Schedule**

1. UHDT students must schedule their in-person meetings in the following document. If two or more subsystems are meeting on the same day, the end of the first meeting and the beginning of the second meeting must be scheduled at least 30 minutes apart.

**Online Resources**

1. Positive Case Tracker
   1. <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/cases-of-covid-19/>
2. UH Covid-19 Guidelines
   1. <https://www.hawaii.edu/covid19-guidelines/>
3. Health Tips and Resources
   1. <https://www.hawaii.edu/emergency/important-health-information-novel-coronavirus/health-tips-and-resources/>
4. Lumisight Information:
   1. <https://www.hawaii.edu/news/2020/08/18/uh-health-app-available/>