

D2FS Re-Activation Procedures in support of on-site Research and Instruction

Laser cutting, 3D printing, and CNC: the services will retain the current service model.

- Requests are submitted thru the webpage <https://www.human.cornell.edu/d2fs>
- Submitted Files are reviewed by staff – Zoom consultations with students when necessary
- Material drop-off through use of the locker system – sanitization materials available at window
- Cutting/Printing scheduled.
 - Cuts on the material dropped off will be minimally 24 hours after drop off.
- Material pick-up through use of the locker system and scheduled pick up time
 - If volume becomes greater than locker capacity additional space may be needed.

Wood Shop, Metal Shop, Electronics Studio, and Paint Room

- Signage indicating masking at all times and social distancing is in place
 - We will have masks on hand to provide anyone who shows up without one.
- Sanitization stations available in all locations
- All shops will be restricted to one person plus proctor.
- Access to all shops will be scheduled via Outlook
- During the appointment, proctor will keep social distance and observe the operation of equipment from a place where safety can still be monitored and access to emergency stops close by.
- Students will be required to disinfect/sanitize all buttons, tools, and surfaced touch before they leave the shop. (only tool surfaces that were handled and that can tolerate moisture)
- Between appointments, door handles will be disinfected/sanitized by staff.
- At midday, appointments will be suspended for a full room disinfection/sanitization.
- All office doors shall remain locked and interaction performed thru the service window (with mask on).
- Access to materials storage area will be restricted: students/faculty will place a request to staff who will pull and provide the material either through the service window or the locker system.

Assembly Room

- Signage indicating masking at all times and social distancing is in place
 - We will have masks on hand to provide anyone who shows up without one.
- Sanitization stations available in all locations
- Access to the assembly room will be restricted and limited to COVID spacing.
- Access will be permitted via an appointment scheduled via Outlook and will require a faculty/proctor onsite.
- Students will be required to disinfect/sanitize all buttons, tools, and surfaced touch before they leave the room. (only tool surfaces that were handled and that can tolerate moisture)
- At midday, appointments will be suspended for a full room disinfection/sanitization.