Gaining Access to Bays

1. Students wishing to gain access to bays must complete the following:
   a. Safety Quiz and Registration
      (https://ousurvey.qualtrics.com/jfe/form/SV_1FjJdaYBW8K0pLL)
   b. Completing digital REPF Use forms (Waiver and Release of Liability, Talent Release, Medical Form) (These forms will be emailed to them after passing safety quiz.)
   c. Covid-19 Procedure Quiz
      (https://ousurvey.qualtrics.com/jfe/form/SV_2ly3FZ1VOUWhh6B)
   d. Completion of the University Covid-19 Screening and Reporting Tool
      (https://covidreporting.ouhsc.edu/)
      i. Upon completion of the tool, students will be emailed the results of their screening. These results must be emailed to Jimmy Cannon (jimmyray@ou.edu) and Jeff Biggerstaff (jglidus@ou.edu) prior to gaining access.
   e. Safety Training Session – hosted via Zoom
      i. Returning students from 2019-2020 only need to complete the Safety Quiz, REPF Use Forms, Covid-19 Quiz, and email their Covid-19 Screening Results.
      ii. Team leads must email Jimmy Cannon to schedule members.

Hours

1. REPF Facilities will no longer be 24/7. Students will not have card-swipe access to bays, labs, shop, or other restricted areas.
2. REPF Bays/Machine Shop Hours of Operation:
   a. Monday – Friday, 9:00am-8:00pm
   b. Saturday, 12:00pm-5:00pm
   c. Sunday, Closed
   d. REPF will be closed for holidays, OU game days, or other events. We will keep the teams informed of any irregularities to our operating hours.

Access & Capacity

1. Building access will be by card swipe after regular business hours (i.e., after 5 pm).
2. Bays, machine shop, and lab access will be through the machine shop door ONLY.
3. Students must check-in with REPF staff to gain access to the shops/bays/labs and check-out when they leave.
   a. To check-in, students will go to the machine shop entrance to staff to sign-in with machine shop staff.
   b. Students will give their name and team to machine shop staff.
   c. Students will be let-in to bays/shop by staff or escorted and given entry to other areas as needed (i.e. bench lab, canoe bay, chem-car lab, etc.).
   d. To check-out, students will need to tell machine shop staff that they are leaving.
   e. Staff will check bays, bench labs, and chem-car closet throughout the day to make sure people have not left or come in without checking in.
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f. Team members may not give access to REPF bays, machine shops, or labs to other team members. **Students must follow check-in procedures!**

4. Capacities will be monitored by machine shop staff. Team capacities are as follows:
   b. Robotics – 6 / Bench Lab (REPF B2)
   c. DBF – 6
   d. Rocket – 6
   e. Off-Road – 6
   f. Rover – 6
   g. Canoe – 6
      i. CNC Router area capacity - 2
   h. Racing – 4
   i. Can be increased to 6 if team makes more open space.
   j. SEDS and Steel Bridge do not have bay space in the REPF, but may still reserve machines in REPF as needed.
   k. Capacities are counted per team regardless of where working.
   l. Computer room capacity - 1 per computer area (max of 2 people in room)

5. Teams need to schedule their REPF use internally.

6. Teams will not be allowed to host visitors or open house events.

Cleaning and Safety

1. **Masks are required to be worn at all times in all areas of the building.** You are expected to provide your own masks.
2. Masks must be surgical style masks that cover both nose and mouth. Masks can be either fabric or disposable. **Bandanas and scarves are not acceptable!**
3. Compliance with safety signage is required.
4. Sanitizing wipes will be kept in bay areas, machine shop, leadership lounge, and upstairs computer lab.
   a. Additional wipes may be available in REPF lobby, REPF B2, Canoe Bay, and chem car closet.
5. Students will be expected to clean areas before and after use as stated on signage.
6. **Teams are responsible for cleaning personal/team tools and components after use.**

Monitoring of Symptoms and Health

1. **All REPF users and guests are responsible for monitoring their own health and symptoms.** Please keep in mind your safety and the safety of others when using our facilities.
2. **If you test positive for Covid-19, you are required per University policy to recomplete the Covid-19 Screening and Reporting Tool.**
   a. Upon notification, REPF staff will follow proper cleaning procedures with the help of OU Facilities Management to sanitize and clean the building.
3. Students are not allowed into the bays, shop, or labs if any of the following statements are true:
   a. You have been away from campus for **7 consecutive calendar days or more.**
b. You have **travelled domestically or internationally**. Domestic travel is defined as travel outside of the State of Oklahoma.
c. You have attended an event, gone to an entertainment venue, or participated in a **group gathering of 10 or more** people AND did not wear a mask and practice social distancing. Household members do not count towards the number of 10 or more.
d. You have had close **contact with an individual diagnosed with COVID-19** or who has had symptoms of COVID-19 in the last 14 days.

e. You are **experiencing symptoms** that could be consistent with COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, and/or extreme fatigue.
f. You have tested **positive for COVID-19**. In this case, you may not return to campus until they have been cleared by Goddard Health Center to return.
g. You have a **household member who has tested positive for COVID-19** in the past 14 days.

4. If any of the above is true, you will need to recomplete the Covid-19 Screening and Reporting Tool and email your results to Jimmy Cannon and Jeff Biggerstaff prior to regaining use to REPF facilities.

**Machine Use**

1. REPF Machine use must be scheduled through an online Qualtrics form. The following machines and areas must be reserved prior to use:

2. Schedule of machine reservations will be posted on REPF webpage.

3. Machine reservations will be first come, first served.
   a. Students must cancel by emailing Jimmy at least 24-hours in advance.

4. Machine capacity - 2 people per machine; counts towards total team capacity.

5. Students and teams who repeatedly no-show will be subject to use restrictions.

**Project Removal**

1. Teams are required to fill out a project removal form prior to removing a project for testing and/or competition.

2. A project cannot be removed for over 24 hours unless going to competition or if the advisor has approved the removal.

3. A project cannot be relocated off-site for storage, maintenance, or anything that is not testing or a competition.

4. All University polices are in effect for testing and competition. Please practice social distancing, wear your mask, and do not attend if you have symptoms or have potentially been exposed to Covid-19.