



## **Making Complex**

# **San Diego**

## **COVID-19 Policy Changes & Protocol Guide**

Version 1.01 Fall semester 2020 (8/24/20)

This quick-guide is intended to inform Students, Staff, and Faculty of the policy & protocol changes enacted in the Making Complex at the San Diego Campus in regards to the global pandemic.

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## Fall semester 2020 Guidelines

Pending any changes in State or County guidelines, The Making Complex San Diego (consisting of the Digital Fabrication Lab & the Wood/Metal Shop) will be ***open and available to students this coming fall semester 9am-5pm, Monday-Friday.***

The following outlines the changes that have been enacted to our operations and protocol to prioritize the safety of our students & staff, while ensuring the quality and availability of our student services as we enter the new academic year.

## COVID-19 related changes to our facilities:

- The Making complex will be open & available the same amount this year (40hr/week), but our **hours of operations have been changed from 9am-5pm, Monday-Friday**, in line with all other services offered on the San Diego Campus.
- **Only 1 student may be in a lab/shop at a time.** As our Digital Fabrication Lab is in a separate location, this means we can accommodate 1 student in the wood/metal shop, and 1 student in the digital fabrication lab at a time. More details will be outlined below.
- **Students are required to make an appointment to use any service/space in the making complex. This includes the Wood & Metal shop.**
- **Masks & social distancing are required in all shops/labs on campus.** Students not following safety guidelines will have their lab access revoked.
- Large open-air service doors will always be opened during Making Complex operating hours to ensure quality airflow in our facilities.
- Computer terminals, doors, and tables will be sanitized between each student use.
- Acrylic splash shields have been deployed to ensure proper separation of student workspaces.
- Signs will be posted regarding additional safety measures, student traffic flow, and define any additional space restrictions.
- Students are required to follow all other university guidelines prior to utilizing our facilities, I.e. checking in with security, ensuring that they are on campus on authorized days/times
- All Making Complex policies and guidelines set-forth for students must also be followed by faculty and staff

### ***Safety & use certification exams***

Everyone who uses the making complex facilities, including faculty, must complete mandatory lab certification exams prior to use. In previous years, orientation exams were scheduled in conjunction with studio classes during the first 3 weeks of each academic year and administered in person. For academic year 2020-2021, this system has now been adapted to an on-line format.

Access to the on-line certification forms can be found on the [Making Complex section of the official Woodbury website](#)

Click on the section for the San Diego campus, and follow the link that says “Safety Orientations”

**There are two exams available (Please note that you must use your official Woodbury E-mail account to access them):**

- [Digital Fabrication Lab – San Diego: Safety & Use Certification](#)
  - [Click here to download the accompanying exam guide: DFL](#)
- [Wood & Metal Shop – San Diego: Safety & Use Certification](#)
  - [Click here to download the accompanying exam guide: Wood & Metal Shop](#)

Each exam contains an accompanying Certification Guide (PDF) that can be downloaded at the beginning of the test. These guides will outline all the safety and use policies for the making complex facilities, as well as including information related to our machines, capabilities, and best practices in our Making Spaces.

These exams can be taken at any time, and do not need to be taken together. Students are only required to take the exams for the facilities that they are planning to access in the semester, thus, if a student is not planning to use the Making complex, they don't have to complete the exams.

## **Appointment system**

**All labs/shops in the Making complex now require an appointment to use the facilities.** Per the university mandated COVID safety operation guidelines, only 1 student at a time will be allowed in a lab/shop at a time. In prior years, the Digital Fabrication lab required all students to make appointments for its use; this same system has now been adapted for use in all Making complex facilities including the wood & metal shop.

The use of an on-line appointment scheduling system will ensure that students have safe and proper access to our facilities and enable the making complex staff to sanitize and service all equipment prior to student use.

*To make an appointment plus account, or to make an appointment in the Making Complex – San Diego, [click here](#).*

**Remember, students cannot use (or enter) the making complex facilities until they complete the Safety & Use exams listed above.** If a student makes an appointment before completing the Safety & Use certification exam, their Appointment will be cancelled and made available to a certified student.

For more information on Appointment plus, and our appointment system policies in the Making Complex, please refer to the Safety & Use certification guides.

## **Additional accommodation services offered:**

All making complex tools and equipment will be available to students this semester – advanced tooling like the CNC, which requires a consultation prior to use, and will be administered online.

### **Ring-central Consultations**

In the appointment scheduling software, there is now an option for students to schedule an on-line video call with a shop manager for general making complex related help/questions and machine consultations.

### **Digital file submissions**

We will be piloting a new on-line program for digital file submissions in the Fall 2020 semester. Currently, at the San Diego campus, it will only be used in conjunction with our Ring-central consultations for the CNC & 3D printers. Once a student has scheduled a consultation, they will be given a digital file submission form to fill out and submit.

If state & county guidelines change and students are no longer allowed to access the Making Complex physically, we will be expanding the digital file submission service in order to ensure the continuation of offering students access to the Making Tools and equipment.

### ***Material Drop-off***

An outdoor material drop-off system will be deployed within the first three weeks of the Fall 2020 semester. This will allow students in classes like Ceramics (ARCH269) the ability to drop-off and pick up materials without entering any buildings on campus.

This drop off system will be expanded to accompany other uses in the instance that state or county guidelines change, and students are no longer able to physically enter the making complex facilities.

Location and access to the material drop-off will be e-mail to students when the system has been deployed – professors who will be using it in their coursework will be communicating its usage guidelines to students in their respective courses.

### ***Student Lab Workers***

In the Fall 2020 semester, the making complex will have very limited slots available for student technician jobs. This is to ensure compliance and safety in all our facilities regarding COVID-19 protocol.

Unlike previous years, we will only be taking on college work study students this semester.

### ***Faculty usage forms***

A new online submission system will be implemented for faculty request forms this semester. They will be available on-line within the first three weeks of the semester, and can be accessed at from the [Making Complex section of the official Woodbury website](#).

Faculty who are interested in using the Making Complex must first complete the Safety & Use certification exams, which will outline responsibilities and guidelines for faculty use.

Faculty use of the making complex is typically restricted to winter and summer semesters, for purely academic/research purposes. If faculty want to use the facilities in the fall 2020 semester for research in preparing coursework, they will be able to utilize the new digital usage form. Please reach out to Andrew Wagner – [andrew.wagner@woodbury.edu](mailto:andrew.wagner@woodbury.edu) for more information regarding faculty use.

Please note that Student work is always prioritized before Faculty work, so appointments and accommodations during peak times cannot be guaranteed.

### ***Staff workspace PPE***

The making complex has fabricated several desktop splash screens over the summer for Staff working on campus. Any staff who would like this deployed in their workspace, if it has not been already, please reach out to making complex personal and we will accommodate you.

### ***Final Note***

Thank you, students, faculty, and staff, for your patience and understanding as we navigate this trying time. The Making Complex staff at both the SD & LA campus are working to offer our services and facility access in the safest/best way possible as we continue in a remote/hybrid fashion. If not stated above specifically, new services for the making complex are being implemented within the first three weeks of the semester, and we will be sending out e-mail notifications when they are fully deployed.