DMS / Marine Sciences Building (MSB) COVID-19 Safety Plan:
SUBJECT TO CHANGE

Building Safety Changes:
- Employees and contractors should use single point of ENTRY to the building (East side ground floor; only entrance with hand sanitizer available)
- All other entry points will remain locked.
- Employees are encouraged to use single point of EXIT (North end ground floor)
- Elevators
  - Passenger Elevator: Single rider only. Rider is responsible for disinfecting touch points.
  - Cargo Elevator: Single rider only or send cargo to floor and take stairwell to meet. Rider is responsible for disinfecting touch point.
- Shared Office Equipment (copiers, printers, fax machine)
  - Disinfectant spray will be made available. Users are responsible for wiping touch points before and after use.
- Restroom doors should be chocked OPEN when unoccupied to signal “social distance” is available.
- Meeting rooms will remain locked.
- Masks must be worn at all times unless you are at your desk and can maintain a 6 ft distance from others.

Deliveries:
- Mailroom will be open as normal for USPS, UPS, FedEx, etc. Users will receive an email if they have packages waiting for them in mailroom
- Freight delivery to Loading Dock will continue as normal
- Airgas delivery will continue as normal

Facilities Response:
- Maintain hand sanitizer at ENTRANCE
- Restrooms
  - All restrooms will be deep cleaned and sanitized
  - Restrooms on 1st floor Admin Wing (near Seminar Room) shall remain CLOSED
- Continue to sanitize high traffic touch points

Department Vehicles:
- When possible, limit use to one person per vehicle
- If absolutely not feasible, no more than two persons per vehicle, assign one driver and one passenger for the day. Do not switch positions during the day
- Prior to vehicle use, disinfect interior surfaces and door handles. Wash hands prior to driving vehicle.
- Wear face coverings at all times in the vehicle
- If possible, leave windows open during travel. Do not put cabin on recirculated air.
- No eating, or drinking while in the vehicle.
- If two people will be in vehicle, minimize time within vehicle; do not take breaks in vehicle; do not complete paperwork while in vehicle.
- Wash hands often. Hand sanitizers can be used when soap and water are not available, but they are not a substitute for hand washing.
- After use, users are responsible for disinfecting (wipe-down) all contact surfaces.
DMS Engineering Shops (Machining & Electronics) COVID-19 Safety Plan:
SUBJECT TO CHANGE

- Communications with Faculty, Students, and Staff should be via email, telephone, or teleconferencing. In-person meetings should be last resort
- Hallway access doors shall remain locked
- Work that needs to be performed in MSB labs shall be done early mornings to reduce contact as much as possible
- Equipment / materials for projects will be placed outside hallways doors for subsequent pickup