

AAE procedures for shared spaces in Aeronautics and Astronautics

June 18, 2021

The conference rooms, the desks-only graduate student offices, and other similar spaces in Armstrong (ARMS) Hall are shared spaces for the School of Aeronautics and Astronautics (AAE) and have, for the most part, not been covered by the research space standard operating procedures (SOPs).

The AAE Safety Committee discussed the shared spaces in ARMS and has developed the following guidelines for Summer 2021.

1. Graduate student offices (e.g., “desk-only” spaces)

Summary: The School will proceed with reopening of graduate student offices for Summer 2021 on a case-by-case basis upon receiving requests from PIs / faculty advisors; adherence to the Building Standard Operating Guidelines (SOG) and maximal office capacity is required.

- The School will not open all graduate student offices at once. Instead, the School will proceed with reopening of graduate student offices on a case-by-case basis upon receiving requests from PIs / faculty advisors.
- If PI / faculty advisor wants their graduate student office reopened, they will email request to Audrey Sherwood. PIs / faculty advisors are required to provide confirmation that certain communication/scheduling system will be implemented among the students in that office to ensure adherence to maximal capacity requirements at all times.
- The School will prepare graduate student offices being reopened in a way to adhere to Protect Purdue/SOG (**Purdue COVID-19 Building Standard Operating Guidelines**), will place sign indicating the maximal capacity on the office door, and will tape off desks (if needed) together with the PIs.
- The School has allowed administrative and academic staff to take equipment from their office to their home office, if that is necessary to continue the work. The faculty advisor of graduate students who move Purdue computer equipment from campus must track what equipment the students move. If requested, the staff can help with this tracking.

2. Conference Rooms

Summary: Conference rooms are open; no SOP document is needed. Apply same guidelines as in other public areas in ARMS. Approval for all in-person meetings is required to avoid crowded meetings.

- The School conference rooms are open.
- NOTE: ARMS 2007 was converted into a social distance compliant space for scheduled in-person meetings of the academic advising staff with students and will remain in this format for Summer 2021.
- Many conference rooms now have a posted maximum capacity to comply with social distancing requirements. The number of chairs was reduced, tape or other markings on the floor / tables were added to indicate seat location, etc.
- Conference rooms are similar to other public areas in ARMS. There will be no additional requirements for these rooms above other building-wide requirements.
- Meeting scheduling via the Resource Allocation Tool (RAT) system will continue. The updated room capacity was added to the RAT.

- A simple approval procedure for in-person meetings will be implemented. Meeting requester will need to specify a compelling reason and number of attendees at the time of scheduling in RAT and approval / refusal of the meeting request will be communicated via email. All in-person meeting requests with potential for undefined or poorly-controlled attendance will be denied (e.g., no “typical” walk-in TA office hours will be permitted).
- Disinfecting supplies should be used by meeting participants for the area they use upon entering the conference room.

3. Student learning and collaboration spaces (e.g., converted areas in ARMS 3300 and ARMS 3200 suites)

Summary: Offices in ARMS 3200 wing are open during normal business hours with maximal occupancy of 3 people per office. ARMS 3300 will remain closed for Summer 2021.

4. Shared computing lab space (ARMS 2106 / 2106A)

Summary: These areas will remain closed during Summer 2021. All PCs in these rooms continue to be available for remote access. These rooms will be re-opened for Fall 2021.

- ECN reported that there were very few issues with remote desktop access for these PCs during the Spring 2020-Spring 2021 semesters.
- Several ITaP computing labs on campus will remain open as a resource for students who need computers and printers.
(<https://www.itap.purdue.edu/facilities/instructionallabs/resources/currenthours.html>)
- ECN is working with students who are not able to run remote desktop, including those who do not have working computers, to create an arrangement to allow students access to AAE software without going into a public lab.
- Enforcing social distancing and regular disinfecting between users is not practical in these rooms.
- The Safety Committee will consider possible ways to operate these rooms safely upon re-opening in Fall 2021.