

AAE procedures for shared spaces in Aeronautics and Astronautics

August 25, 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 Fall 2021.

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

- All graduate student offices are open
- Graduate student offices are similar to other public areas in ARMS. Compliance with Protect Purdue and Building Standard Operating Guidelines ([Purdue COVID-19 Building Standard Operating Guidelines](#)) is required.
- 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

- The School conference rooms are open.
- Conference rooms are similar to other public areas in ARMS. Compliance with Protect Purdue and Building Standard Operating Guidelines is required at all times.
- Meeting scheduling via the Resource Allocation Tool (RAT) system will continue.
- Disinfecting supplies should be used by meeting participants for the area they use prior to and after each use.

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

- Offices in ARMS 3200 and ARMS 3300 wing are open during normal business hours from 8:00 AM to 5:00 PM.
- Computers in ARMS 3200 and ARMS 3300 will be available for remote use from 5:00 PM to 8:00 AM.

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

- Computer labs are open for in-person use only from 8:00 AM to 5:00 PM, and for remote use only from 5:00 PM to 8:00 AM.
- Disinfecting supplies should be used by computer lab users for the area they use prior to and after each in-person use.