

Tuesday, June 9, 2020
'Town Hall' for the Research Restart Process for the ME building
Minutes

Attending:

Adam	Galen	Nathan	Srivanthsan
Adrian Buganza	Hong Sun	Neera Jain	Sudhakar
Tepole	Hye-ran Moon	Nikhil Sharma	Steve W. Kessler
Adrian Moure	Ionna Katsamba	Nishad Damle	Steve Lorenz
Akhil Vijya	Issam Mudawar	Nitin Rohatgi	Sudaarshan Prasad
Akshat Sharma	Jacob C. McGough	Paul	Sunkshitha Achar
Amy Marconnet	Javad Eshraghi	Pedro Henrique	Tami Armstrong
Ananya Ipsita	Jeremy Wampler	Cidreiro Martins	Tamzidul Mina
Anil Kumar Bajaj	Jie Wang	Peter Meckl	Tanyapurwar22
Aniruddha Nandy	Jonathan Gilvery	Qingyan Chen	Taylor
Ashish Chaudhari	Joseph	Rathziel Roncancio	Terrel Glenn
Austin McDonald	Joshua Pribe	Reyes	Thomas H.
Ben Conley	Jonyu Hua	Rishav	Siegmund
Bin Yao	Kaushal Kamal Jain	Rohil Jain	Thomas Russell
Bin Zhang	Kay Shepherd	Ryan B. Wagner	Travis Dale
Bob Lucht	Kejie Zhao	Sae Rome	Tyler
Breana Cappuccilli	Kevin McIver	Saeed	Kennelly
Brian Page	Kushagra	Saeel Pai	Tyler Shelly
Brie Lawson	Kyung-Min Hong	Sara	Ujjawal Arya
Bumsoo Han	Luis	Sean	venkatesh
Chang Cai	Luize	Shih-Hsin Hsu	Wyatt Peterson
Christopher Katinas	Manav	Shumaiy Ferdoush	Xianfan Xu
Christopher	Marcial	Shunyu Liu	Xianyang Wu
Goldenstein	Gonzalez	Siavash Zamani	Xiaokang Wang
Cih Cheng	Martha Lucht	Silvia Anali Soto	
Corbin Grohol	Marty	Soumya	
Farshid Sadeghi	Matthew Clark	Bandyopadhyay	
Fu Zhao	Michael Dziekan		
	Mike Logan		
	Murat		

1) Protect Purdue Pledge (P. Meckl)

- **Protect Yourself:**
 - Self-monitor for COVID symptoms: fever, dry cough, difficulty breathing, chills, muscle pain. If experience any of these symptoms, stay home.
 - Personal hygiene: wash hands often with soap and water or hand sanitizer
- **Protect Others:**
 - Maintain social distancing.

- Stay home if ill or after exposure to someone who is ill or has tested positive for COVID-19.
- Wear an appropriate face mask in any building on campus, in common area, or in research labs according to the SOP
- **Protect the Community:**
 - Keep clothing, belongings, personal spaces and shared common spaces clean.
 - Participate in testing and contact tracing.
 - Carefully observe instructional signs and follow directions

2) Timeline (P. Meckl)

- **May 30 – ME Building SOP completed**
 - Made sure the building was occupant worthy before beginning the research ramp-up.
- **May 30 – REM COVID Worker training available**
 - REM rolled out COVID training module (required for everyone who is planning to come into the lab).
- **June 3 – ME Building Research Space SOP request sent out**
 - These SOPs are individual to each lab space.
 - SOPs are the responsibility of the faculty member working in that lab space.
 - SOP's are done by space, not PI.
 - A single PI with multiple rooms can do a single SOP for all rooms
 - A PI in a multi-pi space must do a single SOP for all PI's for that space
 - A PI with multiple spaces *and* has different shared PI's in those multiple spaces will need to complete an SOP for each unique group of PI's using any given room or rooms
- **June 10 – Town Hall**
 - A significant number of researcher's labs in the ME building have not yet been approved compared to Herrick.
- **June 11 – Research spaces with approved SOP's allowed to restart operations**
 - Researchers (grad students) will also need to have completed the requirements to access labs.
- **June 30 – All 'Essential' research operations must have transitioned to approved SOP's Essential status will end**

3) Return to Research Process (P.Meckl)

- **Complete Building Level Training:**
 - <https://engineering.purdue.edu/ME/AboutUs/Safety>
 - Watch safety video
 - Review ME building COVID-19 SOP
 - Prepare ME building COVID-19 safety agreement (quiz)
 - The agreement must be completed to gain access to the building.
- **Lab SOP Preparation and Approval Process:**
 - Each faculty member in charge of an **ME** research lab needs to prepare an SOP for that lab space.
 - If a faculty member has multiple lab spaces in **ME**, you may prepare one SOP
 - If multiple faculty share the lab space, please appoint a point of contact for that

- space. (However, all PI's must sign the SOP before sending for approval.)
- Complete SOP form (a link was sent in email to all faculty with labs in ME building)
 - If you need a copy of this e-mail, please contact Mike Logan
 - Review Research Space SOP Example
 - Located under the ME Safety & Emergency Information page
 - Submit completed form, with PI signature(s) for review to Purdue.
 - One requirement is a sketch of your lab with the location of the equipment.
 - Submit to the address specified by the document
 - A panel will determine the SOP approval.
 - The approval process is quick, and the turnaround time is about two days.
 - Once approval is received, send copies of SOP and signature page to Michael Logan
Individuals' names must appear on a signed Approved SOP page to be granted access to the ME Building.
- **Complete Protect Purdue COVID training:**
 - Located under the ME Safety & Emergency Information page
 - Ask all your students that will use your lab space to complete this training.
 - Ask students to send you confirmation that they've completed the training.
 - Have students sign the form to document understanding of SOP and training.
 - Keep records of students that completed training in your REM safety folders in the lab.
 - The building safety training requirement is built into the card access system. You will not be able to access the labs without completing this training.

4) PPE (M.Logan)

- **The ME Department has a stock of disposable face coverings. These will be made available at the main entrances to the ME building**
 - These are disposable but may be reused if clean and dry
 - These are also available from ME Shipping and Receiving
- **The University will be providing PPE for COVID related needs at no cost. This allowable list is changing and distribution methods are changing. Currently group requested but delivered to building**
 - Hand sanitizer (32oz bottle or personal size)
 - Cleaning wipes (canister of 160 wipes)
 - Surface Disinfectant (1 gallon)
 - Spray bottle provided with the first order if needed
 - Face Coverings (Level 1 surgical Mask box of 50)
 - Gloves have been dropped from this list but are being reviewed for potential addition
 - As of today, you will need to order these from the Fischer Scientific Stores
 - Turnaround time for PPE delivery is about two days, please plan accordingly and stay about a week in advance. When PPE is delivered, ME Shipping and Receiving will deliver to the location specified by a PI. If that is not known, the PI will be contacted to confirm the proper delivery location.
- **Other PPE will be the responsibility of the researchers**
- **Other PPE as required by your Integrated Safety Plan (ISP) are still in effect**

5) Grad Student Offices (M. Logan)

- Graduate Student offices are 'suspended' for students. Essentially, the offices are closed and students should not expect to use the space.
- Students do not have to remove personal items from the space but will need to return keys to the space. Computers may remain.
- The goal is for the offices to be essentially vacant.
- An SOP is in process for these spaces to allow the department to use the spaces for extenuating circumstances. This SOP must still be approved by the University. Even if approved, the offices will NOT be open for general use.
- Any student who needs access to an 'office space'
 - Building deputy is onsite, who can allow a student to power on a computer if needed.
 - Request should be made by PI to Peter Meckl/Mike Logan.
 - Request needs to indicate what processes or tasks the student needs to accomplish while in this space and why these cannot be done offsite.
 - Any work that can be done remotely, should be done remotely.
 - Please understand, the SOP is not yet approved and may not be approved. Nothing can be done unless the SOP is approved at the University level.

6) Q&A

- Q & A for Faculty/Postdoc/Staff

Comments:

- N. Jain- Is there anything that prohibits students from working together offsite?
- P. Meckl- This SOP process specifically addresses the way we operate in the building, in research labs, and potentially offices. This process doesn't directly address this question. As long as the students are cognizant of what they are doing and paying attention to these guidelines, then we cannot have any problems with this and would be acceptable.

Comments:

- AB Tepole- If I need to get something from my office, do I need to submit an SOP for that?
- M. Logan- All faculty have access to the building due to research and instructional need. This has not changed. Instructors may need to come to their office and get items or record lectures. We still ask that you complete the COVID Safety quiz.

Comments:

- T. Seigmund- How long does it take to receive PPE orders from the central office?
- M. Logans- They have had limitations and have run out of some PPE. Please order a week ahead of time. The essential items are the hand sanitizer and sanitizing wipes.
- T. Seigmund- Are the PPE items being delivered to shipping and receiving in the ME building?
- M. Logan- It is, Chris is working on-site, and as items come in, he will see the name and contact individuals.

Comments:

- B. Han- Is the Business Office still working as usual for students to check out the credit card to order supplies.
- P. Meckl- To my understanding, the Business Office is operating normally. We recommend contacting your point of contact in the Business Office or Chad Molter.
- S.Kessler-I don't believe it is possible to get a credit card checked out for purchases at this time. I would email Michelle Sarault to verify.
- What if a student (TA) is needing to record a lab, who is the point of contact?
- M. Logan- We are slowly starting the ramp-up for instructional labs. The primary contact for a TA needing access would be me (Mike Logan).

Comments:

- K. Zhao- What is the point of contact for PPE?
- M.Logan- It is a website if you do not have it, please email me (Mike Logan) and I will send it to you. It is:
https://purdue.ca1.qualtrics.com/jfe/form/SV_3t3g4BqrXjBqIjX

- **Q & A for Grad Students**

Comments:

- J. Gilvey- What resources are there for recording lectures in ME?
- M. Logan- All the ITaP classrooms have Boilercast capability. No green room equivalent. Two rooms have in-room cameras available (room 2180 and 1185). There is no scheduling system for room 1185 yet.
- Martha- All admins in ME can schedule appointments to use 2180.

Comments:

- S. Sudhakar- Is the ME machine shop open? Is shipping and receiving dock open?
- M. Logan- Yes, shipping and receiving is open; however, they will not be delivering packages to offices as these should be closed, but they will be delivering to labs. Machine Shop will fit under a core lab in the SOP process. They have targeted individual single PI spaces, multiple PI spaces, and core labs, which are departmental space supporting researchers. They have not released the SOP template for core lab spaces. No timeline for how quickly this will happen.

Comments:

- S. Pai- By when and where should we return our grad office keys?
- M. Logan- An email will be sent out with instructions. The reason for this is to make sure everyone knows these areas are closed. If people use spaces that do not have an approved SOP, it could cause a setback.

Comments:

- J. Gilvey- Will the grad offices stay closed in the fall?
- M. Logan- This policy is guaranteed through the summer and will continue into the fall until (or unless) additional guidelines are sent from the university.

Comments:

- S. Zamani- When and how can we gather our equipment from office spaces?
- M. Logan- There will be an email sent out once the process is completed. We will schedule a time for you to come in and get what you need. If you have a university-owned computer, you will not need to take it. It can be used remotely, and if it goes down, contact someone in technical services, and they can let you in to turn it back on.

Comments:

- J. Gilvey- How will we know when we are approved to access the building/labs? If we are not approved, how do we go about contacting the person we need to get access?
- M. Logan- The PI is the point of contact, and the PI should reach out to me (Mike Logan). If your card is not working, please reach out to me.

If you have any other questions, please reach out to Mike Logan or Peter Meckl.