

Ashland Access Plan: Spring 2021

Implemented:	February 1, 2021
Revised:	

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INTRODUCTION

An automotive students' full comprehension of theory is connected directly to the ability to apply concepts in a tangible application and the ability to conduct face-to-face sessions will enable MassBay to meet program manufacturer and accreditation requirements.

The policies and procedures in this document have been developed in adherence with the [Mandatory Workplace Safety Standards](#) issued by the Commonwealth of Massachusetts and guidance issued by the Department of Public Health. Compliance with the guidelines, policies and protocols outlined in [PACES](#) is required by all individuals on campus. Additionally, MassBay will enforce compliance with [COVID-19 Order No. 55 – Face Coverings](#) except in cases where an individual requests a reasonable accommodation.

SPRING 2021 CAMPUS GUIDELINES

The following precautions will be in place to help mitigate potential risk to faculty, staff and students while minimizing potential exposure during face-to-face instruction.

<p>Campus Guidelines</p>	<ol style="list-style-type: none">1. Groups of no more than ten students and one instructor will be permitted in a lab at one time.2. Lab activities and workstations will accommodate social distancing recommendations of at least 6’.3. Personal protective equipment (PPE) will be required, including face coverings.4. Gloves are required while in the lab.5. Workstations and tools will be for individual use and will not be shared unless disinfected. All tools and workstations will be disinfected at the beginning and end of each session by the individual student and instructor.6. Entry and egress to all labs will be through the external door of each space. Emergency egress to the hallway is available if necessary.7. Faculty and students accessing the restroom will be permitted on a one-at-a-time basis and will follow a specific route to maintain social distancing.8. Once in the lab, there will be no access to any communal areas such as the student lounge, kitchen, or vending.9. Strategic building scheduling will be employed to minimize overlap of classes and students. Class days and times will be scheduled in advance and will be limited to lab experiences that are essential to the completion of courses, degrees, and programs. Alternate class rotations and student parking locations will be implemented to maximize social distancing.10. The Dean or designee will open and disarm the facilities daily and then open the exterior lab doors for faculty and students to enter. The Dean or designee will also be responsible for closing and alarming the facility each night.11. No eating or drinking will be permitted in the lab space or anywhere in the buildings. Students will keep food and beverages in their respective vehicles to access during break or lunch periods.
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CAMPUS EXPECTATIONS

BUILDING OCCUPANCY

At no time shall the building occupancy at 250 or 270 Eliot exceed thirty-five (35) persons. This includes staff, faculty, students, and contractors.

ROOM OCCUPANCY

At no time shall a room occupancy exceed eleven (11) persons.

SOCIAL DISTANCING

To the greatest extent possible, all persons will remain 6' apart at all times. Floor decals are displayed in labs and outside restrooms as a visual cue. Signs are posted throughout campus to remind the importance of social distancing and use of face coverings.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is required during face-to-face activities. Face coverings are required at all times, including breaks and restroom visits. Faculty and students are urged to wear their own face coverings, and disposable masks are available.

FACULTY PARKING

Faculty will continue to park in the spaces adjacent to Eliot Street in front of 250 and 270 Eliot Street (Appendix A). When practical, faculty should park nose in, in every other space to follow social distancing recommendations.

STUDENT PARKING AND TRANSPORTATION

Carpooling to campus is discouraged. If you become symptomatic while on campus, or learn of potential exposure that requires quarantine, you will not be able to carpool from campus.

In an effort to maximize social distancing, FCA and Toyota/ Lexus students attending lab classes at 250 Eliot will park behind 270 Eliot. (Appendix A). There is appropriate space for GM students at 250 Eliot to park in their regular location.

When practical, students should park in every other space to follow social distancing recommendations. Faculty and students should consider staggering entrance and egress times to facilitate social distancing. Cars should be parked nose in to keep the driver's doors of each vehicle apart.

FACULTY/ STUDENT ACCESS TO LAB

Faculty and student access will be restricted to the external lab doors adjacent to the parking lot (Appendix B). Weather permitting, the overhead garage doors may be opened for improved social distancing.

FACULTY/ STUDENT ACCESS TO BATHROOM

Faculty and student restroom routes have been established to minimize contact as well as to control the sanitized environment. The pathway to the restroom is outside of the Ashland facility, which eliminates potential contamination of large areas such as hallways and lounges. Students will request permission from their respective instructor, who will only allow one student to pass to the restroom at a time. Upon receiving permission to use the restroom, the student will then follow the predetermined route (Appendix C). Specifically, students will exit the exterior lab door, walk outside, and enter through the external door of Room 118 to proceed to the restroom. The restroom and Room 118 hallway doors will be propped open to eliminate students touching doors and doorknobs.

LAB HYGIENE

Good hygiene practices will always be communicated to all students and reinforced. Common practices include hand cleaning if gloves are removed, avoiding touching one's face, and sneezing or coughing into a tissue or the inside of the elbow. Anyone who feels sick must stay home. Eating or drinking will not be permitted inside the lab space at any time. Food and beverages will be kept outside in the faculty and students' respective vehicles for consumption during break and lunch periods. Faculty and students will observe social distancing and PPE protocols when accessing and exiting the labs for all break and lunch periods. Latex gloves will be available in the restrooms to put on after washing hands, and prior to returning to the lab.

SANITATION

Each lab space is equipped with hand sanitizer and sanitation wipes to disinfect hands, tools, equipment, and workstation surfaces. A sanitation wipes dispenser will be centrally located in the lab space for students and faculty to access while maintaining social distance. A day porter will be assigned to Ashland to clean and disinfect common surfaces at appropriate intervals throughout the day.

TOOLS AND EQUIPMENT

Workstations, tools, and equipment will be designated for individual use only. Tools and equipment may not be shared unless disinfected. Students will disinfect their area before and upon conclusion of class to include tools, equipment and adjacent surfaces contacted during the course of their lab work.

LAB EXTENSION LOCATIONS

Introductory and fundamentals courses requiring repeated lecture, demonstration and assessment will utilize lab extension locations. These areas may not be used for routine lectures, only to explain and assess performance tasks that will be performed in the lab to demonstrate knowledge and comprehension.

GENERAL MOTORS (132)

The General Motors (GM) classroom (132) located in 250 Eliot Street would be the designated lecture area for GM students only. The external door of Room 132 will be used for student access and egress (Attachment A).

TOYOTA/LEXUS (131)

The Toyota/Lexus classroom (131) in 250 Eliot Street does not have an external door and will not be used. Toyota/Lexus students will use the Showroom in 270 Eliot Street (Attachment B). The Showroom is equipped with two external doors for access/egress, has a bathroom located within the space, and is isolated from other 270 Eliot Street restrooms and spaces.

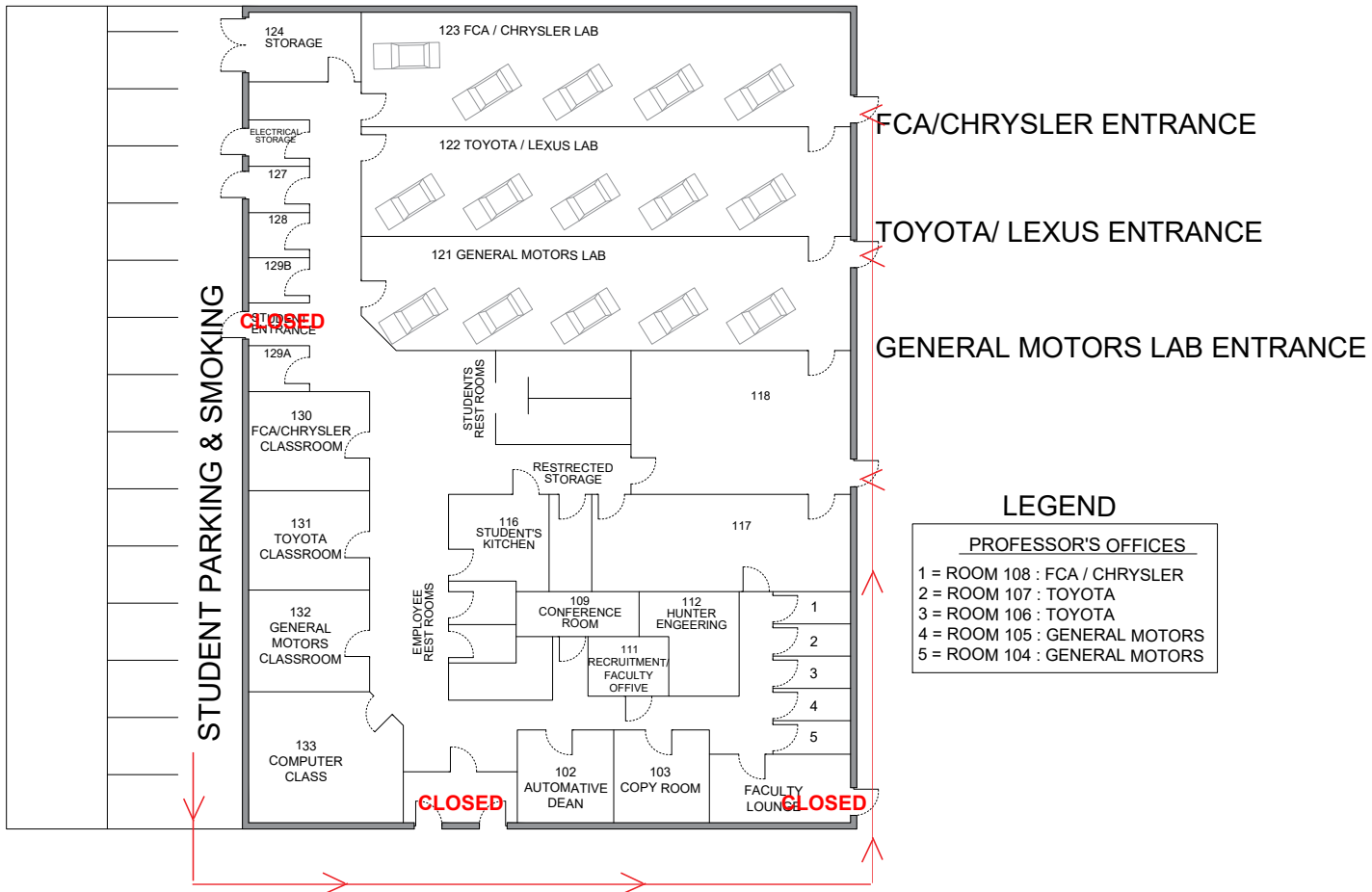
CHRYSLER/FCA (130)

The FCA classroom (130) in 250 Eliot Street does not have an external door and will not be used. Adjacent to the Chrysler/FCA lab, the student lounge at the rear of 250 Eliot Street will be designated as the lab extension area for Chrysler/FCA. (Attachment C).

BMW (112)

BMW will use Room 112 as their designated lab extension area, which is located adjacent to the BMW lab (Attachment D).

Appendix B – Auto Programs Access Map



LEGEND

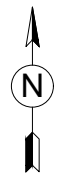
PROFESSOR'S OFFICES

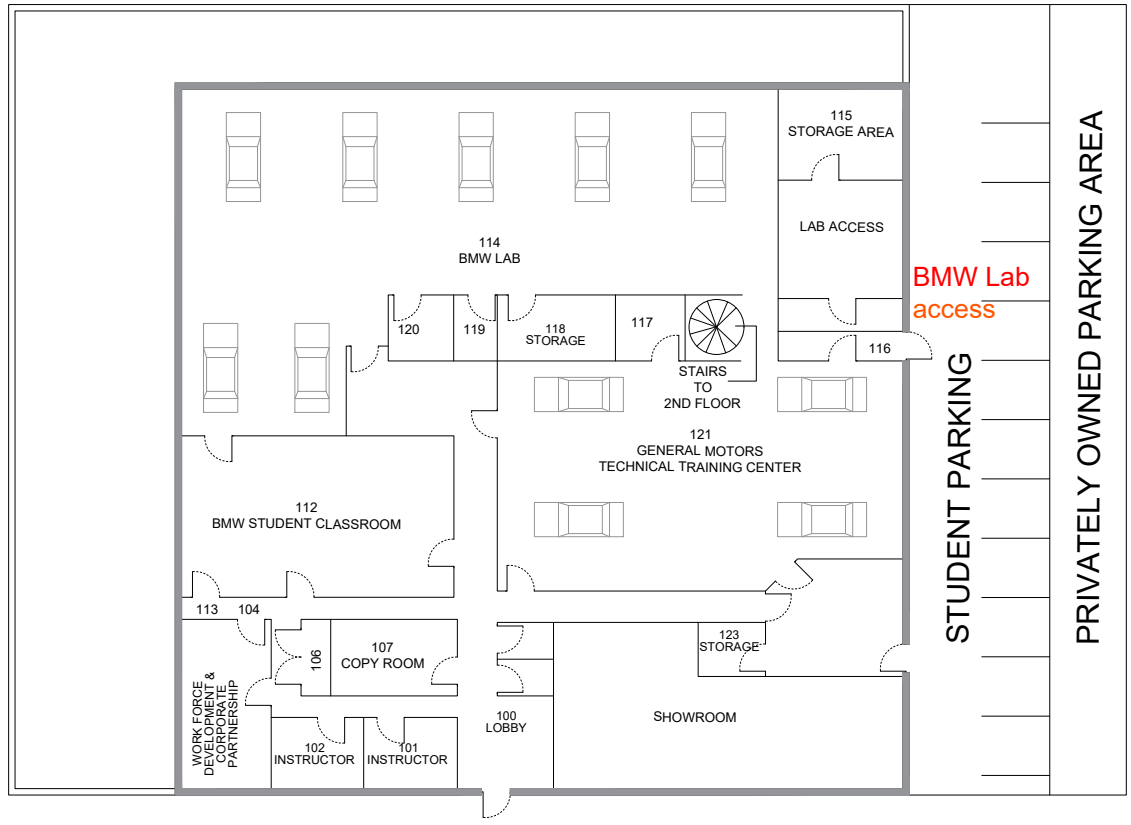
- 1 = ROOM 108 : FCA / CHRYSLER
- 2 = ROOM 107 : TOYOTA
- 3 = ROOM 106 : TOYOTA
- 4 = ROOM 105 : GENERAL MOTORS
- 5 = ROOM 104 : GENERAL MOTORS

NOTES:
LAB ACCESS

250 ELIOT ST

FLOOR PLAN
PLOT SIZE: 8.5" X 11"
DRAWING DATE: 04/24/2020
DRAWING SCALE: 1"=20'





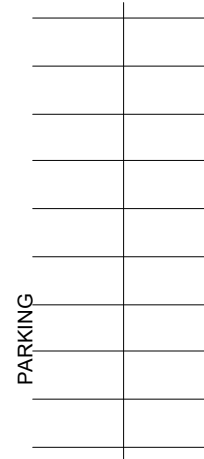
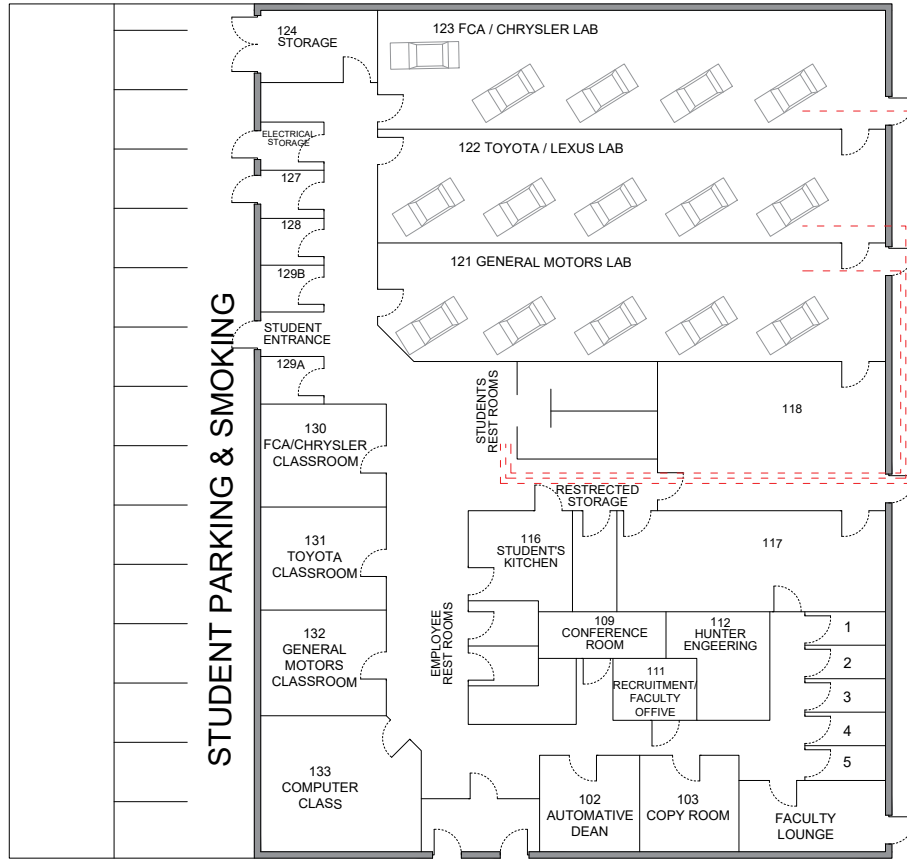
NOTES:
 BMW Lab Access

270 ELIOT ST

FLOOR PLAN
 PLOT SIZE: 8.5" X 11"
 DRAWING DATE: 04/24/2020
 DRAWING SCALE: 1"=20'



Appendix C – Restroom Access Route



LEGEND

- PROFESSOR'S OFFICES
- 1 = ROOM 108 : FCA / CHRYSLER
 - 2 = ROOM 107 : TOYOTA
 - 3 = ROOM 106 : TOYOTA
 - 4 = ROOM 105 : GENERAL MOTORS
 - 5 = ROOM 104 : GENERAL MOTORS

NOTES:

----- WAY TO BATHROOM

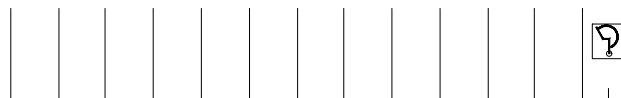
250 ELIOT ST

FLOOR PLAN

PLOT SIZE: 8.5" X 11"

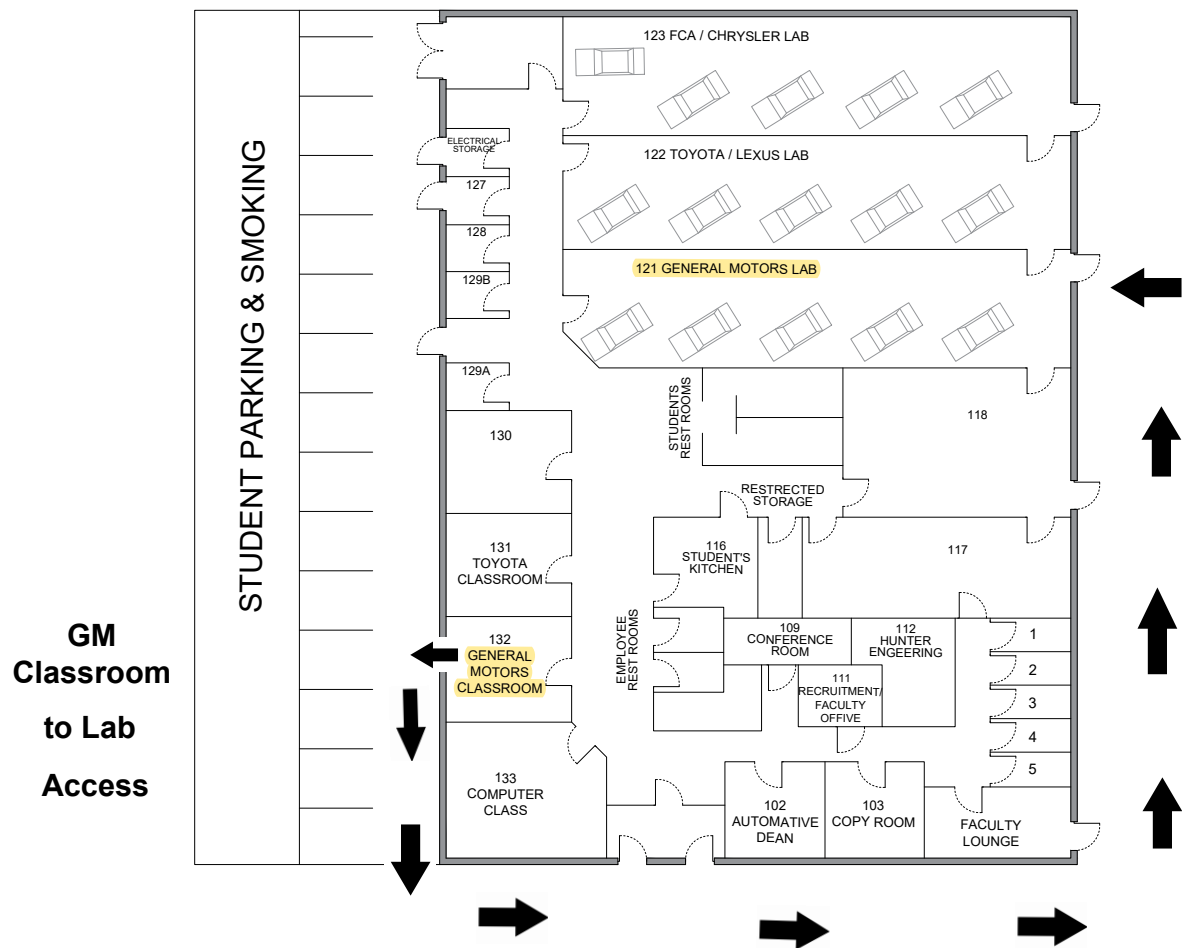
DRAWING DATE: 04/24/2020

DRAWING SCALE: 1"=20'



HANDICAP PARKING

Appendix D – Lab Extension: General Motors



NOTES:

GM Classroom
to Lab Access

250 ELIOT ST

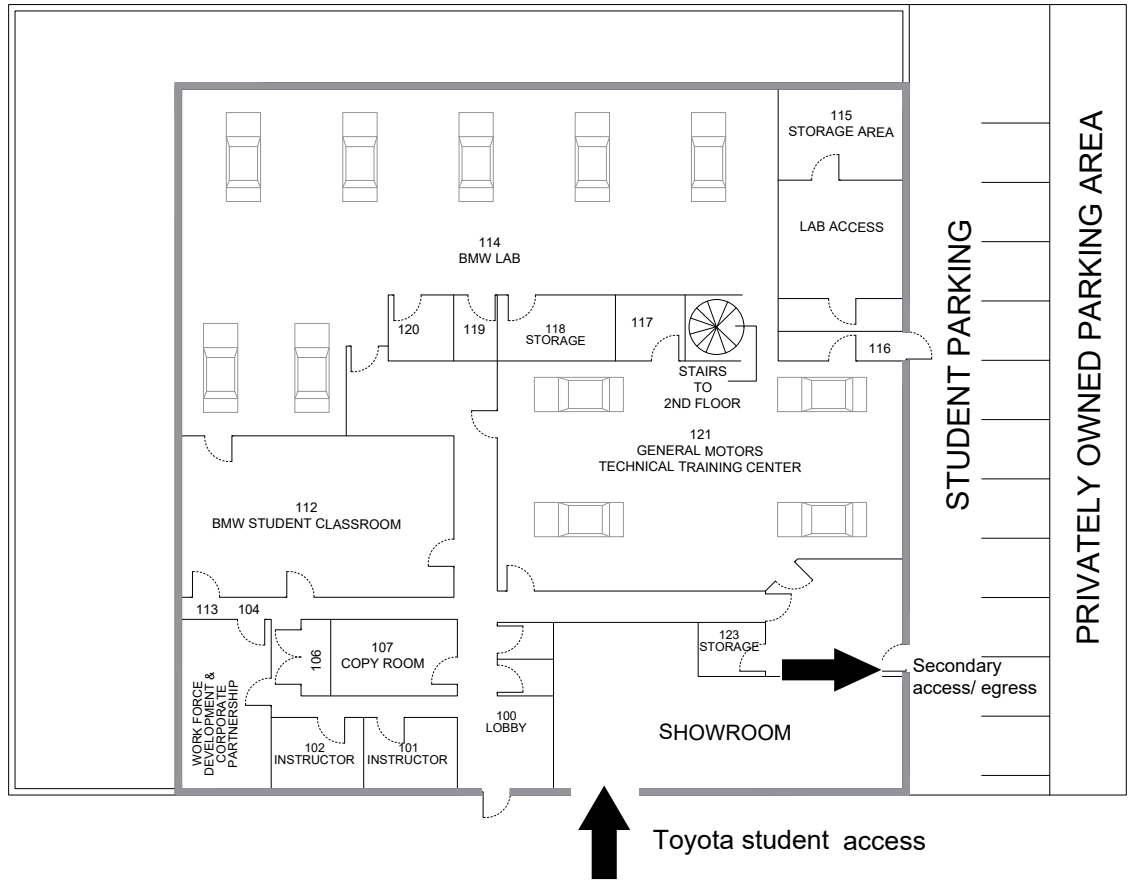
FLOOR PLAN

PLOT SIZE: 8.5" X 11"

DRAWING SCALE: 1"=20'



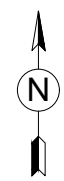
Appendix E – Lab Extension: Toyota/Lexus



NOTES:
 Toyota/Lexus Classroom
 Access

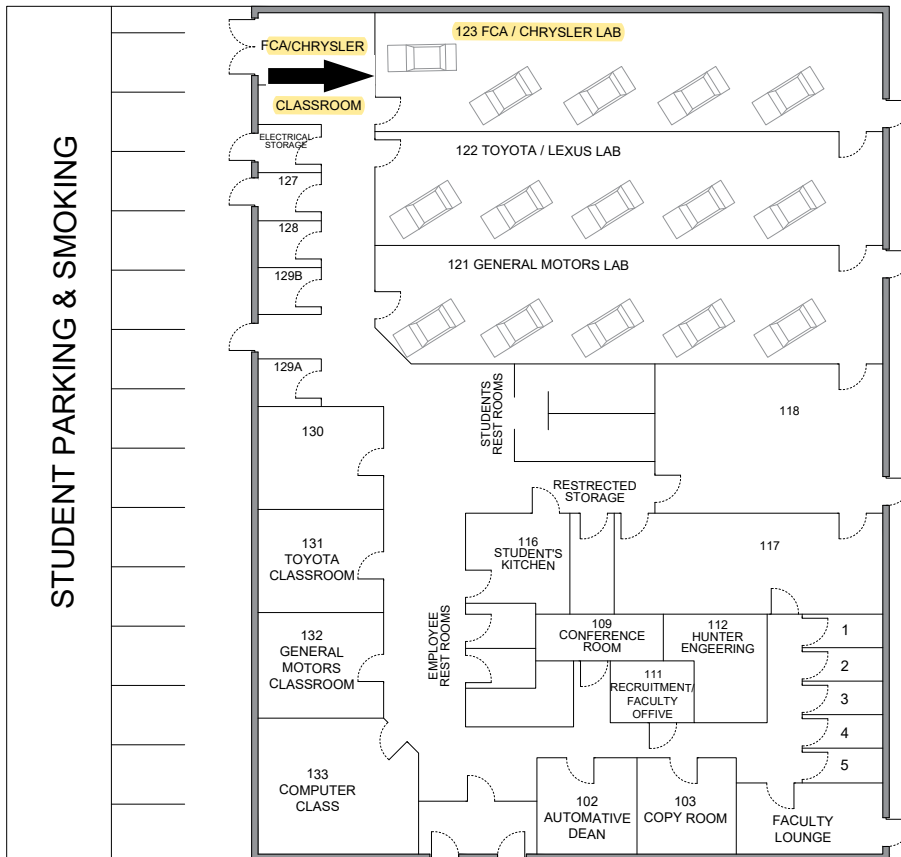
270 ELIOT ST

DRAWING SCALE: 1"=20'



Appendix F – Lab Extension: Chrysler/FCA

FCA/Chrysler Classroom to Lab Access



NOTES:

FCA Classroom to lab
Access

250 ELIOT ST

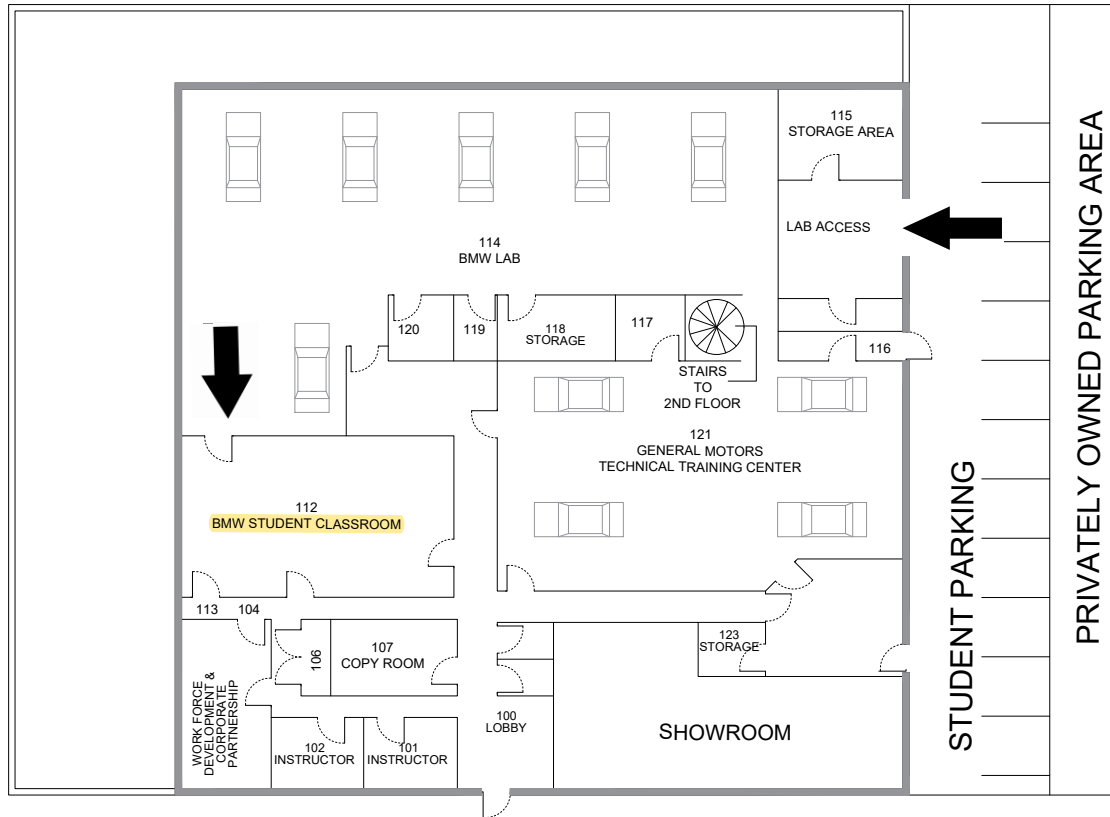
FLOOR PLAN

PLOT SIZE: 8.5" X 11"

DRAWING SCALE: 1"=20'



Appendix G – Lab Extension: BMW



NOTES:

BMW Classroom
Access

270 ELIOT ST

DRAWING SCALE: 1"=20'

