Stay Safe and Collaborate at the Segal Design Institute
1. General guidelines we agree on.

Masks on, all the time!

Limit “dose” and “duration” of exposure to others

Segal rooms are ready to use, safely.

Anyone can opt out at any time.
2. Where and how to have team meetings.

Meet remotely, if you can.

Meet outside, if the weather is nice!

Use common spaces if they are open.

Sign up to meet in Ford classrooms.
3. How to use Ford rooms for group work.

Ford classrooms will be open from 8 am until 8 pm, Monday through Friday.

Sign up on the Segal website to use rooms G.201-211 (4 people/pod) and 3.210 (6 people/pod).

Clean any furniture you plan to use before you start, with the wipes provided in the room.

Please do not move the furniture!
4. Designing and building together on- and off-campus.

Clean your hands, and the tools, before and after.

Bring your own supplies.

Don’t share supplies if you don’t need to.

Take turns using supplies, if possible.
5. Safety with tools and prototypes.

Always wear protective eyewear when using tools.

Inspect your eyewear and all tools before using.

Bring your own supplies, except for disinfection supplies provided by the university.
5. Safety with tools and prototypes.

When using a snap-blade knife,

*Use a sharps container to remove dull blades.

*Retract the blade when not in use.

*Always use a cutting mat.
5. Safety with tools and prototypes.

Keep tip of glue gun off surfaces + away from hands.

Don’t use glue guns in dorm rooms or near anything flammable. Do use in a well-ventilated area.

Report any injuries to your instructor.

Don’t use tools you haven’t been trained to use.