Ingram School of Engineering, Texas State University

COVID19 Response Standard Operating Procedure (SOP) for National Summer Transportation Institute (NSTI)

### A. General Information

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<td>Date SOP approved by Reviewer</td>
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B. Introduction to the NSTI under the COVID19

B1. NSTI Purpose:
The purpose of the National Summer Transportation Institute (NSTI) Program is to create awareness and stimulate interest in middle and high school participants to seek career opportunities in the transportation industry; enhance Science, Technology, Engineering, and Math (STEM) skills; and attract and acquaint a broad and diverse selection of youth with various aspects of the transportation industry.

The Civil Engineering program at Texas State University, housed in the Ingram School of Engineering, proposes to host the 2021 National Summer Transportation Institute at its main campus in San Marcos, Texas. The primary objective of the NSTI program is to introduce the broad field of transportation to a diverse group of 16 motivated high school students. These students will be introduced to concepts associated with the application of technology to transportation engineering and transportation infrastructure. The NSTI at Texas State University will be a two-week, residential, STEM focused program to be held Sunday, July 18 through Friday, July 30, 2021. The two-week residential program includes well designed day-time and evening-time activities for the students to have a real experience of college life.

B2. NSTI Activity:
The proposed NSTI activities include lectures, field trips, and student projects. NSTI will utilize classroom instruction by university faculty and guest speakers to introduce and provide depth to transportation topics. Students will take part in several individual and small group activities to reinforce those concepts. These include a traffic signal design project, a water driven rocket project, a bridge design project, and a mechatronics robot design project that involves research, consideration of alternatives, testing, and revisions prior to final completion of the project. Scheduled field trips will provide students a first-hand view of three transportation service modes and one water borne environment system. These include San Antonio’s TransGuide intelligent transportation management center, Austin’s Capital Metro multimodal transportation system, and Texas State’s Meadows Center.

B3. NSTI Facilities:
The NSTI classroom will be the Transportation Engineering Laboratory, which is located at room RFM5213 and has a floor area of 1,282 sq ft with two overhead projectors and a smartboard. It has 17 benches with power outlets, and internet access (both cable and wireless). This Laboratory has an approved Laboratory COVID19 Response Standard Operating Procedure (LCR-SOP) and the laboratory manager has followed the LCR-SOP to clean, disinfect, and sanitize the lab daily.

C. Health and Safety Protocol for Staff and Campers

C1. Staff:
1. Staff are encouraged to wear a mask during their shifts. Staff can bring their own to wear.
2. Every staff member must have their temperature taken daily upon arrival. Anyone with a temperature over 100.4 °F will be sent home immediately.
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3. Staff members should report any of the situations below to their supervisor prior to reporting to work:
   a. Have you been exposed to someone with a confirmed case of COVID-19 recently?
   b. Are you experiencing a cough, shortness of breath, sore throat, chills, muscle pain, headache, or new loss of taste or smell?
   c. Have you had a fever of 100.4 °F in the last 48 hours?

4. Any staff member displaying any symptoms of illness below should stay home and may not enter the building.
   a. Fever (a temperature of 100.4°F or more)
   b. Cough
   c. Shortness of breath
   d. Sore throat
   e. Chills
   f. Muscle pain
   g. Headache
   h. New loss of taste or smell

5. Facility staff will be present with Program Director each day prior to facility opening to ensure the facility is clean, safe, and ready to use.

6. The facility staff will record daily cleaning and disinfecting of all commonly used surfaces multiple times a day.

7. All staff will wash hands frequently during the day and follow the hand hygiene guidelines provided by CDC (See Appendix A for guidelines).

8. Program Director will ensure each facility is equipped with all necessary cleaning supplies and equipment.

9. Staff must ensure all COVID-19 related and social distancing signage is in place.

C2. Camp Participants:

10. A check-in station will be set up, outside at the main entry of RFM building and/or University Inn (dorm), and only staff and campers will be permitted beyond this point (except for the opening and closing days). Campers and staff may only enter through this entrance unless there is an emergency. Staggered drop off and pick up of campers will be coordinated by Program Director. Parent/guardian must remain with the camper until check-in is completed.

11. Campers are encouraged, to wear masks except for during meals and water activities. Note that masks are most important when indoors or when physical distancing is difficult to maintain.
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12. Camper temperatures will be taken daily by staff with non-touch infrared forehead thermometers. Anyone with a temperature over 100.4 °F will be reported to parent(s) and not be allowed to enter the main facility.

13. Campers who are sick or displaying symptoms (see Appendix B) will be reported to parent(s) and not be allowed into the main facility.

14. Campers will be asked to wash their hands with soap and warm water for 20 seconds or apply hand-sanitizer of 60% alcohol or above to their hands, immediately upon entry and throughout the day.

15. The facility entrance will be staffed at all times during the check-in period, extending from at least 30 minutes prior to the designated camp start to 30 minutes after the designated camp start. The entrance will be closed to visitors outside of these times, and a sign indicating the camp staff phone number to call for late check-in must be posted for parents and campers arriving late.

D. Maintaining Healthy Environments

D1. Cleaning and Disinfecting

1. Facility staff should expect to perform cleaning and disinfecting tasks on their spaces multiple times a day and will be required to report compliance with these tasks to their supervisor.

2. Facility staff should clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) within the camp facility multiple times a day or between use as much as possible. Use of shared objects (e.g., project supplies and other equipment) should be limited when possible, or cleaned between use.

3. The Program Director should develop a schedule for increased, routine cleaning and disinfection.

4. If transport vehicles (e.g., buses) are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, masks). School buses or other transport vehicles should be clean and disinfect before use.

5. Facility staff should ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely away from campers. Use products that meet Environmental Protection Agency (EPA) disinfection criteria.

6. Cleaning products should not be used near campers, and staff should ensure that there is adequate ventilation when using these products to prevent campers or themselves from inhaling toxic fumes.

7. Facility staff should use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.

D2. Shared Objects

1. Sharing of items that are difficult to clean, sanitize, or disinfect is discouraged in this program.
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2. Program Coordinator should keep each camper’s belongings separated from others’ and in individually labeled areas.

3. Program Coordinator should ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign project supplies or other equipment to a single camper), or limit use of supplies and equipment to one group of campers at a time and clean and disinfect between use.

D3. Ventilation
- Facility staff should ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling or triggering asthma symptoms) to campers using the facility.

D4. Water Systems
- To minimize the risk of diseases associated with water, facility staff should take steps to ensure that all water systems and features (e.g., sink faucets, showers, decorative fountains) are safe to use after a prolonged facility shutdown. Bottle water will be provided to campers and staff to minimize the risk of using drinking fountains.

D5. Modified Layouts
1. Space seating at least 6 feet apart.
2. Prioritize outdoor activities where social distancing can be maintained as much as possible.
3. Create social distance between campers on school buses if transportation is needed (e.g., seat campers one per row, skip rows) when possible.

D6. Physical Barriers and Guides
1. Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
2. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one way routes” in hallways).

D7. Communal Spaces
1. Stagger use and clean and disinfect between use shared spaces such as dining halls and computer labs with shared equipment.
2. Follow CDC’s considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19.

D8. Food Service
1. Use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
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2. When order food at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the safety of campers with food allergies.

**E. Screening Staff & Campers**

**E1. Preparation**

1. **Read the instructions** for the non-touch infrared forehead thermometers and make sure all staff who will be required to use it are familiar with use and target temperatures.

2. **Test a thermometer** for accuracy and functionality.

3. **Identify the Check-In location.** This table or test should be just outside the main entrance to the camp facility and will double as a screening station. Staggered drop off and pick up of campers will be coordinated. Parent/guardian must remain with the camper until check-in is completed.
   
   a. Ideally the location is under a roof to provide shade and cover. The virus spreads easier when people are in closer quarters inside, so only staff and campers should be expected to pass this table (except for the opening and closing days).

   b. The space should have ample room for campers (and their families) to line-up with 6 feet of distance between them. Use stickers, chalk, tape, or other available materials to designate these distances for campers and their families.

   c. The screening location itself may be in the lobby if there is inclement weather, but the entrance to the facility should still be the point of drop-off for families and their campers.

**E2. Process:**

1. Test a Thermometer for functionality. Do this again each day before use.

2. Screen each Staff member as they arrive. The Program Director is responsible for personally verifying the temperature of themselves, and every other staff member, as they enter the facility for the day.

3. Setup other check-in materials at the Check-In station, including camper roster, pens, hand sanitizer, and sanitizing wipes. Camp staff will make every effort to use personal pens and writing utensils. A shared pen should be wiped down with alcohol by the user after each use.

4. Deploy staffers so that one is stationed at Check-In (or two are stationed on opposite ends of the entrance to allow for distance) and at least one staffer is monitoring and engaging the campers who have entered.

5. Screen and Check-In each Camper as they arrive.
   
   a. Greet the camper and their family as warmly as possibly. This has been a hard period for many and may be the first time many campers are returning to social activities.
b. As other families and campers arrive, ask them politely to wait at least 6 feet behind the group or individual in front of them. If available, stickers or chalk can be used as markers.

c. Inform the camper that the Camp’s new rules (see Appendix C) are to take everyone’s temperature before entering the building. Inform any family or escorts that only campers and staff members are permitted beyond this point and to get their farewells and reminders in now.

d. Follow the instruction for taking the camper’s temperature with the thermometer.
   o While taking the temperature, ask the following questions in a casual and friendly way: “How are you feeling today?”
   o “Have you been experiencing any fever, chills, muscle pain, sore throat, or had a hard time tasting or smelling?”
   o “How is everyone at home feeling?”
   o “Have you or anyone in your family been sick recently?”
   o “Has anyone you and your family spend time with been sick?”
   o “Have you spent time with anyone diagnosed with COVID-19?”

e. It is the responsibility of the staff member stationed at Check-In to screen every camper before they enter the facility, and to immediately report any red flags including an abnormal temperature or a response to the screening questions that indicates risk (see Responding to a Case of COVID-19 on p.8)

f. Direct the camper to use hand sanitizer at camp or wash hands with soap and water for 20 seconds. (see Appendix A)

g. If there are no-call-no-show campers who are on the roster, the Check-In staff should allow a minimum 30 minutes past check-in time to make sure campers are screened even if late. After that time, staff must be positioned to view the front door and screen any late-comers, or the door must be closed with a sign indicating a phone number to call to be screened and admitted to the camp.

E3. Important Reminders:

1. There is currently a range of beliefs about the Coronavirus, its impact, and the response from government and from other community members. It is likely that the practices at any given recreation center will be questioned, criticized, or challenged. It is important to represent the department and its commitment to the health and safety of staff and users of this facility.

2. If asked why a policy has been implemented, explain that it is the responsibility of the staff and the department to keep the facility safe for each one of its users, and that these protocols are the only way the camp is permitted to be open.
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3. If asked if these protocols will have to continue every day, whether it be temperature checks or constant cleaning, any staff asked should inform the community member(s) that the protocols will be in effect throughout the duration of NSTI at least.

F. Responding to a Case of COVID-19

F1. Advise Sick Individuals of Home Isolation Criteria

- Sick staff members or campers should not return to camp until they have met CDC's criteria to discontinue home isolation.

F2. Isolate and Transport Those Who are Sick

1. Program Director should make sure that staff and their families know that their family members should not come to camp, and that they should notify the Program Director if any staff or their family members become sick with COVID-19 symptoms (see Appendix B), test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.

2. Program Director should immediately separate staff and campers with COVID-19 symptoms (see Appendix B) at camp. Individuals who are sick should be cared for following CDC guidance for caring for yourself or others who are sick.

3. Program Director should work with Ingram School of Engineering and Civil Engineering administrators and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms (see Appendix B) or who has tested positive but does not have symptoms.

4. If a person becomes sick and needs to be transported, Program Director should establish procedures for safely transporting them. If you are calling an ambulance or bringing someone to a healthcare facility, try to call first to alert them that the person may have COVID-19.

F3. Clean and Disinfect

1. Program Director should close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

2. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from campers.

F4. Notify Health Officials and Close Contacts

1. In accordance with state and local laws and regulations, Program Director should notify the Ingram School of Engineering Director (Dr. Jesus Jimenez, 512-245-1826, jesus.jimenez@txstate.edu), local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
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2. Program Director should advise those who have had close contact with a person diagnosed with COVID-19 to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

G. Special Considerations for Overnight Camps

1. NSTI is accepting campers from various geographic regions (e.g., community, city, town, county). Program Director should communicate that information to families.
2. Hand sanitizer and hand soap will be provided in each suite in the dorm.
3. Each camper will be provided an individual room space in the dorm suite.
4. Align mats or beds so that campers and staff sleep head-to-toe at least 6 feet apart.
5. Add physical barriers, such as plastic flexible screens, between bathroom sinks and between beds, especially when they cannot be at least 6 feet apart.
6. Monitor and enforce social distancing and healthy hygiene behaviors throughout the day and night.
7. Clean and disinfect bathrooms regularly (e.g., in the morning and evening, after times of heavy use) using EPA-registered disinfectants.
8. Encourage staff and campers to avoid placing toothbrushes or toiletries directly on counter surfaces.
9. Program Director should work with Ingram School of Engineering and Civil Engineering administrators and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms (see Appendix B).
10. Staff and campers with symptoms (see Appendix B) at camp should immediately be separated. Individuals who are sick should be cared for following CDC Guidance for caring for oneself and others who are sick.
11. Staff and campers who have had close contact with a person who has symptoms should be separated, and follow CDC guidance for community-related exposure. If symptoms develop, individuals who are sick should be cared for following CDC guidance for caring for yourself or others who are sick.
12. Program Direct should help the staff and campers to schedule and conduct on-campus COVID-19 testing from TXST Student Health Center as needed.
13. Program Director should take steps to ensure any external community organizations that share the camp facilities follow these considerations.

H. First Aid Procedures During COVID-19

The person administering the aid must be trained and have the appropriate PPE.

1. First aid – Gloves and a mask must always be worn even while applying a band aid. If the cut or wound is severe the paramedics must be contacted right away.
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2. CPR – Call 911 immediately. Chest compressions can be given with no skin to skin contact. No mouth to mouth breathing should be attempted and gloves and masks must be worn during this process.

3. Choking victims – Normally the person places their arms around the victim from behind and clasp their hands in front and pulls inward and upward to expel the foreign object. This can also be done while the victim is laying down. The thrust would be the same inward and upward. Gloves and a mask must be worn.

4. In all cases, Program Director should contact the parents immediately and notify the safety unit.
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Appendix A  Hand hygiene guideline

1. Wet
2. Get Soap
3. Scrub
4. Rinse
5. Dry

Hands that look clean can still haveicky germs!

www.cdc.gov/handwashing

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention
Ingram School of Engineering, Texas State University

Appendix B  Covid symptoms

DON'T FEEL WELL?
TELL AN ADULT IF YOU FEEL SICK

If you feel sick, tell your mom or dad or caregiver before you come to camp. If you get sick at camp, tell your counselor or an adult right away.

FEVER, RUNNY NOSE, DIARRHEA, FEELING NAUSEOUS OR VOMITING, FEELING TIRED, HEADACHE, AND POOR APPETITE

cdc.gov/coronavirus
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Appendix C  Camp's new rules

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CAMP RULES
Camper Badges of Honor for Stopping the Spread of COVID-19

- **Tell an adult if you feel sick**
- **Keep 6 feet from others**
- **Wash your hands**
- **Use hand sanitizer if you don’t wash your hands**
- **Cough or sneeze into your elbow or use a tissue**

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[Image: cdc.gov/coronavirus]

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