

## Host Facility Workshop Requirements

### Heavy Equipment:

- Equipment must have sufficient fuel for the duration of the training day(s).
- DigSafe must be checked by host for ALL training that requires digging, and confirmation made available to UNH T2 upon request
- Preference given to traffic-free zones
  - Areas with active traffic flow area, such as a parking lot, will require a work zone to be established and all traffic to be appropriately diverted or otherwise managed around the workshop work zone.

### Backhoe:

- A 10-12' long area to be able to dig short trenches (they will be filled back in afterwards)
- A space to set up a skills exercise
- Area to be dug must be Dig Safed

### Excavator & Loader:

- 10-12' space to dig numerous short trenches,
- Space to dig holding ponds (4-5' in diameter, 2-3' deep)
- Space to build a mound large enough to put the excavator on
- Area to be dug must be Dig Safed

### Basic Grader:

- Large gravel pit or a roughly .5-mile stretch of road
- An area roughly 200' long for skills portion
- Area to be graded must be Dig Safed

### Grader II:

- Gravel road(s) longer than .5 miles with challenging terrain
- An area roughly 200' long for skills portion
- Area to be graded must be Dig Safed

In addition to the requests and equipment criteria per the associated workshop the town/agency is hosting, the hosting agency must provide express written permission for UNH T2 to utilize their public or



private space for the agreed upon purpose, and must also provide acceptance of the above tasks being reviewed and completed.

The town or city agency employing attendee(s) must read, review, and provide or adhere to the following [UNH T2 Hygiene and Illness Prevention Practices](#)

#### Workshops or Events Taking Place Indoors:

Limit capacity in rooms according to 250 sq ft per person. Ensure the classroom/space is setup to support social distancing of at least 6 feet between people. This includes tables and chairs to be spaced six feet apart. UNH T2 staff will work with the host agency before scheduling the workshop, to ensure an appropriate student maximum is identified based on the space. Host is asked to post signage on shared restroom facilities requesting limited capacity.

#### Workshops or events taking place outside:

UNH T2 will utilize cones or other visual markers to note standing or seating space of six feet between attendees. Attendees should bring their own folding camp chair or similar for the purpose of seating. No seating will be provided by UNH T2.

#### Decontamination:

The town/city agency must complete decontamination of all highly touched surfaces, such as doorknobs, light switches, shared tools, car door handles, etc. before the start of the workshop/learning event. Decontaminant solution must meet the CDC criteria for COVID-19, including for contact time. Wearing gloves is also appropriate in areas that decontamination is not appropriate.

#### Equipment and Space Decontamination and Best Practices:

- No handheld equipment will be shared among attendees unless it is thoroughly sanitized. To the extent possible all necessary equipment (e.g., glassware, handheld instruments, sharpies, staplers, scissors, boxes of staples, etc.) should be assigned to specific individuals and labeled with that user's name for the duration of the workshop.
- Other larger equipment that must be shared among workers must be thoroughly decontaminated between uses per the video and guidance here). This includes heavy equipment and machinery for grader, backhoe, and excavation equipment demonstrations. The UNH T2 instructor will utilize wipes provided by UNH EHS that have a 1-minute contact time for decontamination. If you prefer the UNH T2 instructor to use your own agency's decontaminant, please notify us ahead of the workshop/event and specify the contact time and be sure it meets the CDC criteria for COVID-19.

- The UNH T2 instructor will also be responsible for disinfecting any designated classroom tables, chairs, and heavy equipment as well, prior to the start of the workshop and at the end of the workshop. The UNH T2 instructor will utilize wipes provided by UNH EHS that have a 1-minute contact time for decontamination. If you prefer the UNH T2 instructor to use your own agency's decontaminant, please notify us ahead of the workshop/event and specify the contact time and be sure it meets the CDC criteria for COVID-19.

### Hand Sanitizer and Hand Washing:

Hand sanitizer must be made available by UNH to all attendees. Hand sanitizing equipment must be readily available and UNH T2 staff will encourage frequent use by all in attendance.

### Masks/Face Coverings:

For this purpose of this SOP, masks refer interchangeably to face coverings that cover both the mouth and nose. Masks must be made available by the attendees' employing agency to all attendees. In addition to any other required PPE that individuals or city/town must provide, individuals must bring and wear protective face masks throughout the entire learning event while indoors (this includes indoor classroom time). These masks offer some protection from the spread of airborne viruses and foster behaviors that reduce the risk of transmission. All clothing and protective gear should be washed at least daily using appropriate guidelines provided by the CDC or other credible sources. UNH T2 staff will wear masks provided by UNH unless otherwise requested and approved. UNH T2 staff will bring a very limited number of masks, provided by UNH, for attendees that may forget one.

Masks can be removed while outside (such as for field demonstrations or outdoor hands-on training) so long as all attendees are able to maintain at least 30' distance from another. If 30' distance cannot be maintained, masks must be worn. Masks can also be removed when operating heavy equipment alone. In all other situations, masks must be worn by all.

### UNH T2 Participant Hygiene and Illness Prevention Practices:

All participants are required to read, sign, and adhere to UNH T2 Hygiene and Illness Prevention Practices.

The UNH T2 instructor will work with the town/city agency in advance to identify the following in case someone becomes symptomatic for COVID-19 during the workshop/learning event:

1. The nearest clinic to the field location that will run COVID tests, with phone #s, hours of operation, and address.



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2. Reliable means of communicating this to UNH T2 leadership and town/city agency with phone numbers.
3. Plan if the clinic refuses or is unable to run tests on a person that is not feeling well (this would probably include isolation and making UNH T2 and town/agency representative aware).

Connect with us:

Email: [t2.center@unh.edu](mailto:t2.center@unh.edu) or visit our [website](#) for more information.

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