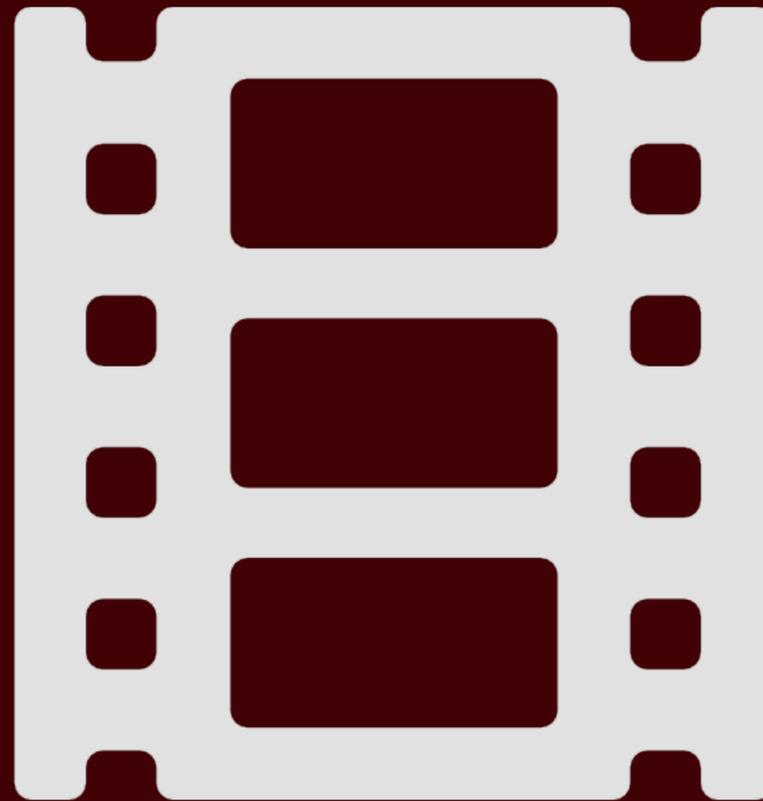


MADT Covid-19 Touchless Equipment Protocols



Contacts

Zak Jann

Email: zjann@csuchico.edu

Rob Warner

Email: rwarner@csuchico.edu

if you can't get a hold of us please email:

cmeit@csuchico.edu

Or contact your faculty member



Touch less Checkout Procedure

All Equipment being checked out must be authorized by faculty and is now by appointment only.

Hours of Operation:

Drop-off hours: Tuesday: 11am-2pm (by appointment only)

Pickup hours: Wednesday: 11am-2pm (by appointment only)



Making an Appointment

The Process:

- **Step 1:** Make an appointment via : <https://madtequipment.setmore.com>. Follow the instructions and remember: **Drop-off hours: Tuesday: 11am-2pm. Pickup hours: Wednesday 11-2pm.** (Please do not make an appointment to drop off equipment during the pickup hours and vise versa)
- **Step 2:** Once you have reached the site choose Book Appointment-----> MADT Equipment room---> Pickup or Drop-off----->Then pick a time on either Tuesday or Wednesday based on the what your needs are (**Drop-off hours: Tuesday: 11am-2pm. Pickup hours: Wednesday 11-2pm.**). It will then ask you to create an account but choose skip login at the bottom of the page.

Make sure to fill out the basic info with your class number and equipment you want in the comments section at the bottom. Then press continue and confirm appointment.

- **Step 3:** Show up on time to your appointment!!! Please park on Legion behind Whitney hall then Text 530-588-0287 your name. All pickup and drop-offs will be touchless so when arriving students will need to have their student ID ready and a mask on. The trunk or car door must be open and either Rob or Zak will place the equipment in the car. **No student ID, No Equipment.** This process will be the same on return. Please follow California state social distancing rules (6 feet apart at all times) <https://files.covid19.ca.gov/pdf/guidance-office-workspaces.pdf>



Equipment Drop-off

(Changed info)

You must return all equipment on the following Tuesday)

*On return all equipment has to be properly sanitized before equipment can be sent back into circulation. This is an extensive process so please be patient.

*If you cannot return the equipment on time please let us know and we can reschedule the return appointment. Please do your best to get the equipment back during the appointment you setup

***If something gets broken email cmeit@csuchico.edu right away Specifying what has been broken and how.**



You Break it, You Buy It!!!!

(Still Applies)

- If you break a piece of equipment, let us know ASAP!!! (email: cmeit@csuchico.edu)
- You will be responsible for replacing the equipment that is broken or lost.
- If you cannot afford to replace the equipment that was lost or broken, we will work out a payment plan you can afford. Your grades will be held till you pay off the equipment.



Important Health Information

If you have equipment and you are sick stay home. We will work out a time to get the equipment back after you are healthy. This is for the safety of all your classmate's, faculty and staff members.

Follow the state guidelines for social distancing, mask wearing and make sure to wash your hands. <https://files.covid19.ca.gov/pdf/guidance-office-workspaces.pdf>

Always wear a mask on campus. **(Its Mandatory!!!)**



Thank you.
If you have any questions,
please email:
cmeit@csuchico.edu

