COVID-19 Shop Operation protocols

Before coming into the shop, please be aware:

- The Machine Shop is currently running a “closed doors” policy.
- The preferred meeting method is online, through Google Meets or Zoom.
- For general inquiries, shipping/receiving, scheduling access, etc. please email meceshop@ualberta.ca or join the help desk hour at 1:00 PM to 2:00 PM on Mondays.
- To request work to be performed, please submit a request for service through the Work Request form.
- Customers can arrange via email with the shop for curbside pickup of their parts.
- For items delivered to the Machine Shop, the staff will arrange with the recipient to deliver to a lab within the engineering buildings or for curbside pickup. Please refer to MEC 1-19 Shipping & Receiving for more details.

⚠️ Please note that the Engineering Technical Services will be turning away anyone who presents themselves at the door without scheduled appointments.

For scheduled appointments, please observe the following:

- Do not come to the Machine Shop if you are experiencing symptoms of COVID-19 or have been in close contact with a possible or confirmed case of COVID-19.
- Come to the Machine Shop at your scheduled time wearing a mask.
- If there is a line, ensure a distance of 2 m.
- Wear a mask the entire time you are in the Machine Shop.
- Maintain social distancing whenever possible.

💡 Please see the University of Alberta's website for their COVID-19 Information.