
SHARED LAB SAFETY PROCEDURES

Mechanical and Aerospace Engineering, Rutgers University

GENERAL PREPARATION PRIOR TO WORK

- Read [Return to Research Plan](#) and agree to take collective responsibility for you and your lab mates' health, and agree to:
 - To comply with the University's policy and applicable law on testing and tracing for COVID-19;
 - To abide by other safety measures including face covering;
 - To complete any required COVID-19 safety training provided by REHS;
 - To appropriately use Personal Protective Equipment (PPE);
 - To maintain social distancing standards of six feet or more of physical separation;
 - To comply with daily monitoring of symptoms and stay home if I am symptomatic;
 - To ensure symptomatic colleagues stay or return home as soon as symptoms develop;
 - To comply with policies of any third parties and with applicable laws if I am conducting field work and other research under the control of an entity other than Rutgers;
 - That the results of any COVID-19 testing may be shared on a need-to-know basis with Rutgers University.
- Carefully review [Returning to Rutgers](#). A how-to guide that outlines the safety requirements and the process for preparing our facilities and our employees to return to work safely.
- Employees should evaluate their health and [perform a COVID-19 Daily Self Checklist each day before reporting to work](#).
- In addition, consideration should be noted for family members as to whether there is an illness evident. In this case, contacting your manager should also be done.

AT WORK ACTIONS

Rule 1: Must wear masks when more than one person is working in the same laboratory at the same time.

Rule 2: Must follow the existing rules for using the shared facilities

TOUCH POINTS

Wipes/hand sanitizer will be located near touch (Because of limited supplies in stores, everyone is encouraged to pick some up when "discovered" in stores if possible).

- Clean Doors -- A container of wipes or hand sanitizer will be located adjacent to doors requiring open via handle. Hands should be cleaned prior to opening the door.
- Clean shared workspace and surfaces -- Each user should clean all touch points, equipment, and laboratory surfaces AFTER utilizing the lab with alcohol or cleaning wipes. These include:
 - Microscope
 - Electronic test equipment (function generators, amplifiers, etc.)
 - Lab computers – keyboard
 - Balance
 - Ultrasonicators
 - Etc

OUTSIDE CONTAMINATION

- Eliminate
 - Clean shoes when entering the facility. Wipe feet on mats before entering laboratory.
 - Packages should be left at loading dock for 3 days if possible, or unpacked outside and cardboard discarded immediately.
- Capture
 - Wear masks in common areas outside of lab.
 - Numerous publications are out with varying opinions on the need for masks 100% of the time. Two key points are reasonably consistent:
 - A mask will limit the amount of exposure to others, by containing possible droplets from a person (from a cough, sneeze, etc.)
 - A mask will influence the action of touching one's face, simply by having the mask on.
- Cover
 - Wear nitrile gloves (if possible) in lab

SOCIAL DISTANCING

Segregate/Isolate -- Use the shared google calendar to schedule the use of the shared facilities, as given by the table below

Labs	Person in charge	Max. # of People allowed	Calendar Link
CNC machine shop	Basily Basily	2	
Regular machine shop	Milan Simonovic	3	
Fume hood	Jonathon Singer	1	
Pilot lab	Yuebing Guo	4	

CONSIDERATIONS OUTSIDE THE WORKPLACE

- Review each day your contacts and where you have been to assess your risk of having had exposure and assess your own general health.
- Review that you are practicing CDC recommended behaviors such social distancing, hand washing, etc.
- Sterilize personal communications devices (i.e. cell phones) with wipe
- Wipe down automobile contact points (steering wheel, shifter, dash-board buttons, inside door handles, etc.)

REFERENCES & SUPPORT INFORMATION

THIS INFORMATION IS INTENDED TO PROVIDE GUIDANCE (BASED ON CDC)

- [Coronavirus Disease \(COVID-19\)](#)
- [How to Protect Yourself and Others](#)

TOOLS TO HELP ASSESS YOUR HEALTH/STATUS:

- Apple: <https://www.apple.com/covid19/>
- Buoy Health: <https://www.buoyhealth.com/symptom-checker/>