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
  o Clean shoes when entering the facility. Wipe feet on mats before entering laboratory.
  o Packages should be left at loading dock for 3 days if possible, or unpacked outside and cardboard discarded immediately.

• Capture
  o Wear masks in common areas outside of lab.
  o 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
  o 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

<table>
<thead>
<tr>
<th>Labs</th>
<th>Person in charge</th>
<th>Max. # of People allowed</th>
<th>Calendar Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNC machine shop</td>
<td>Basily Basily</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Regular machine shop</td>
<td>Milan Simonovic</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fume hood</td>
<td>Jonathon Singer</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pilot lab</td>
<td>Yuebing Guo</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

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/