

## **Guidelines for Performing Essential Research**

If people have to be in the Laboratory use flexible non-overlapping shift schedules (differential time of day and day of the week) when safety permits.

Follow strict social distancing (maintain distance of at least 6 ft.) and decontamination guidelines (listed below).

Lab members will come to the lab for the purposes of continuing the essential lab and animal work only. Hand washing will be done each and every time a person enters or exits the lab for any reason. Only one person will be allowed in the tissue culture room at a time. No groups of individuals eating lunch together in the break room or congregating in building. No more than two individuals in the break room at a time.

Perform non-laboratory-based work remotely (data analysis, manuscript revisions). All data can be saved and all writing done in the R drive if available, which has access via VPN. No computer work is done on personal computers in the lab.

No in-person group lab meetings until further notice.

All meetings should be held via phone or internet video conferencing.

Personnel will be advised to follow decontamination guidelines below:

- Leave doors open and limit the use of doorknobs.
- Clean your phone/cellphone and do not take your cell phone with you to the restroom. Do not leave your phone on surfaces that are in common use.
- Do not share pens/pencils. Carry a pen with you for your own use.
- If you need to use a keyboard, other than your own, clean it off \*as well as the mouse\*, before and after you use it.
- If you are using shared equipment clean off the knobs, handles etc.
- Keep a distance from other people.
- Sneeze/cough into your elbow
- Do not reuse Kleenex, dispose of immediately after its single use and wash your hands or use hand sanitizer.
- Use an elbow or your knuckle on elevator or other buttons and leave the light switches on.

- Use the automatic door openers; do not use railings in the staircases.
- Reduce or eliminate the use of headphones, iPod and cell phones. At home, clean your remote controls.
- Wear disposable gloves to reduce your propensity to touch your face.
- Do not share lab coats and do not pile used lab coats up with clean ones. Have your lab coats laundered professionally.
- Do not put on Chap Stick or makeup outside of your home.
- Wash your hands, even when you think you do not need to.