

Heading Back into the Lab? Read this First

BEFORE COMING BACK TO CAMPUS:

1. Read and submit the [Employee Training and Consent Form](#). Every researcher must submit this form, found on the OVPR website.
2. Read and watch these required videos to understand infectious disease:
 - a. [Preventing the spread of disease](#)
 - b. [Understanding why handwashing is effective](#)
 - c. [How to wash our hands effectively](#)
 - d. [How to wear PPE and common dos and don'ts](#)
 - e. [How to use disinfectants](#)
 - f. [CSU BSL-2 training](#) (optional at this time)
3. Complete additional safety training as instructed by your advisor/PI.
4. Read the [departmental safety plan for COVID-19](#), also found on our FAQ page.

BEFORE HEADING TO WORK (DAILY SELF-REPORTING):

Employee(s) are expected to screen themselves for COVID-19 symptoms each day prior to coming to work and are excluded from work if symptomatic. You can find the screening form [HERE](#).

Do not to come to work if sick (including any of the following- headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, body aches, diarrhea, fatigue, vomiting and abdominal pain).

Feel fine?

Fill out the screening form prior to your shift [HERE](#).

Ensure you bring appropriate PPE and communicate with your group that you are heading to campus.

Have symptoms?

- Contact your medical care provider.
- Contact CSU Public Health at 970-491-6121.
- Contact your supervisor.
- Contact Kristin Berthold, HR liaison, about leave and pay coverage options, as needed.

Stay home until symptoms subside/as recommended by doctor and state, local and University guidelines.

ONCE ON CAMPUS:

- Wash hands frequently or use hand sanitizer if washing is not an option.
- Wear appropriate PPE, including masks when on campus and in the lab.
- Follow social distancing guidelines for your lab and adhere to 6-foot physical distance in shared spaces, hallways, etc.
- Only come to lab to do things that need to be done in lab. Return home when lab experimentation is done.
- Stick to your lab schedule to keep occupancy in buildings low.
- Routinely disinfect all shared equipment and high-touch surfaces.

IF WORKING LATE:

- Make sure you are in communication with your PI regarding entering and exiting the lab.
- Avoid working alone. In cases where only a single person is allowed in a lab at a time, make sure you have a lab buddy working nearby [remote buddy if needed, nearby lab buddy strongly preferred].
- Be careful when leaving the building late to return home. Call Safewalk (491-1155) for an escort.
- Higher risk experiments should only be done when others are present, and probably not at night period. Examples might include large-scale manipulations of pyrophorics, flame sealing of glassware, high-pressure reactions for synthetic folks and alignment of Class 3B and 4 lasers for instrumental folks.

PLEASE REMEMBER:

- Behavior matters. Everyone must act like **they** are non-symptomatic carriers of COVID-19. It's not about mistrust of others, it's about empowering yourself to reduce risk to others.
- Everyone who can work from home should continue to do so – only come to lab to do things that need to be done in lab.
- Things done in lab are not “business as usual.” Please plan activities ahead for the limited time you're in the buildings.
- Do not come to campus if you are sick – report to your supervisor (advisor), CSU Public Health, and Kristin Berthold for HR process.
- Do not prop open doors or alter them so that they do not lock. Call CSUPD if you see suspicious behavior.

