



## Laboratory Protocol

1. **Temperature Check:** Students and employees will go through a temperature check at the security post before entering the campus. If a person's temperature is within the normal range of 97-99°F, then the person will be allowed to enter the campus. If someone has a temperature above 100.4°F, then the person(s) will not be allowed into the campus.
2. **Personal Protective Equipment (PPE):** Students and faculty must wear their masks and gloves while in the labs.
3. **Maximum Number of People allowed in the lab at a time:** No more than five (5) people are allowed in the lab at one time.
4. **Names of People to Use the Lab:** Display names of people that will be using the lab on the front door of the lab.
5. **Promote Proper Hand Hygiene:** Wash your hands frequently with soap for at least twenty (20) seconds, especially after contacting commonly touched surfaces.
6. **Disinfect Equipment and Cabinet:** Clean and disinfect frequently touched surfaces such as equipment, cabinet, door handle, etc. Faculty and students are expected to share in this responsibility to protect one another from the virus.
7. **Social Distancing:** Both students and faculty should maintain a minimum of six (6) feet distance from one another; however, there may be occasions when the social distancing cannot be maintained if working in lab pairs/teams. In these instances, the amount of time in close proximity will be kept to a minimum. Students & faculty will closely monitor the time exposure to one another, always wearing face masks. Face shields may also be used in addition to the face masks for added protection.
8. **Identification Card (IDs):** Students should always have their IDs, while in the lab in case the safety officer or security officer needs to confirm their identity
9. **Daily Log:** There should be a daily log of people who access the lab each day.
10. **Feeling Sick:** Stay home if you feel sick.
11. **Cleaning and Disinfecting the Labs:** The custodians must clean and disinfect the labs at least two times daily, i.e., afternoon and evening.