**Laboratory Safety Procedures During COVID-19 Pandemic**

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| **PI:** | **Insert name** | **Date:** | **Insert date** |
| **Building:** | **Insert building name** | **Lab #:** | **Insert lab number** |
| **Safety coordinator(s):** | **Insert name** |
| **Maximum number of people allowed in our lab at one time (this information is posted on the outside of the lab entrance):** | **Insert #** |

1. **Role of Safety Coordinator:**

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| The safety coordinator will monitor lab user’s adherence to the safety requirements defined in this document. The safety coordinator is authorized to correct non-conforming behaviors. Replace the sign in/sign out sheet as necessaryVerify that lab users have checked their symptoms that day |

1. **Expectations for all lab users:**

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| * Each one of us plays a role in protecting ourselves and others from exposure to COVID-19.
* We will abide by the precautions contained in this document and the precautions required for all persons on Mines campus.
* We will listen to and respect the direction provided by the lab safety coordinator. If we fail to follow the safety precautions we will lose our laboratory privileges and may be reported to the Dean of Students, depending on the infraction(s).
* We will complete the sign in and sign out log at each lab on a given day
* We will check our health each day before coming to campus and will acknowledge that check on the sign in form
* We will take turns wiping down handles and will be responsible for wiping down our own tools
* We will abide by the social distancing requirements at all times including when taking breaks and eating meals
* We will frequently wash our hands and stay home when we feel unwell
* We will place our trash outside the door at night so the custodial staff can empty our trash
* We will submit a work request to get our floors cleaned or paper towel dispensers refilled.
* We will conserve lab gloves. Gloves are meant for chemical protection and can be worn when disinfecting high touch surfaces. Gloves are not meant for full time use to protect from the virus – hand washing will be used to keep my hands clean.
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1. **Appropriate attire:**

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| Safety glasses with side shieldsLong pants or a long skirt, closed toed shoesCloth face mask. If the face mask has ties, the ties will be short and not dangle below chin level. Tie back and secure long hair and remove dangling objects  |

1. **Laboratory safety equipment:**

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| * Lab coats and reusable gloves will be identified with the owner’s name and used solely by that owner. Do not share these items
* Shared equipment (and reagent/chemical bottles) will be wiped down with an appropriate disinfectant (insert the name of the disinfectant product used in the lab) when you are finished using the equipment
* Specialty gear (list here) will be disinfected after each use. (only list such gear that can be effectively disinfected between use)
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1. **What to do if you become ill while in the lab:**

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| **Notify the safety coordinator****Leave the laboratory and return home****Limit contact with others****Students** - if you believe you may have COVID-19 contact the Student Health Center which is operating remotely Monday-Friday 8 a.m. to 4:45 p.m. Call 303-273-3381. **Employees** – send an email to **HRcovid19@mines.edu** |

1. **Responding to a positive or suspected positive case of COVID:**

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| The lab will be closed for a minimum of 3 daysThe safety coordinator will post a sign “lab closed, keep out” on the doorThe safety coordinator will send an email to EHS@mines.edu informing them of the lab closerAfter 3 days the safety coordinator will seek guidance from EHS on appropriate disinfection of the space |

1. **Training and maintaining social distancing:**

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| Virtual instruction is the preferred method of teaching, but hands on training will be provided as necessaryCloth mask use is not a substitute for maintaining appropriate distance from each otherHands on training will be performed while maintaining appropriate separation, at least 6 feet. The trainer will position their body to afford the learner an adequate view of the lesson |

1. **Disinfecting our lab’s high touch surfaces:**

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| At least once per day we will clean high touch surfaces such as chairs, desktops, computer keyboards, computer displays, remotes, light switches, elevator buttons, handrails, doorknobs, doors, door push plates, card readers, refrigerator/freezer handles and their doors; equipment panels/switches, benchtops; biosafety cabinet and fume hood sashes and their working surfaces; biowaste container lids, commonly used hand tools and small objects (pipettors), shared PPE (laser goggles). We will use 70% isopropyl alcohol (insert the disinfectant you will use)We will be careful when disinfecting sensitive equipment to prevent disruption of the equipment. |

1. **Additional lab specific procedures:**

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| *For example, if you are working with pyrophorics, you may want to describe that your workers will remove their cloth mask and rigorously implement social distancing while handling the pyrophorics materials.* |

**I have read and understand this procedure. I agree to fully adhere to its requirements.**

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| **Last** | **First** | **CWID** | **Signature** | **Date** |
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