CURENT Lab Safety Rules and Procedures During COVID-19 Pandemic (May 11 – August 11)

(These rules and procedures are subject to ajustment depending on the future pandemic situation)

1. **Personnel management**
   - A scheduling system will be created for area usage scheduling:
     - ✓ Areas in each room can be booked like conference rooms.
     - ✓ Large rooms (e.g. 124, 125, 402) are divided into different areas as specified below.
     - ✓ Each area can be scheduled individually in the following time slots:
       - o 6am-10am
       - o 10:30am-2:30pm
       - o 3pm-7pm
       - o 7:30pm-11:30pm
     - ✓ For each area schedule, a 30 minute gap is required between different groups of people scheduled.
   - Create and maintain an online list of all personnel approved for access to building updated by advisors.
   - Post rules and cleaning requirements on the outside doors for each room.
   - Personnel may only go to their offices to get supplies, i.e. paper, pens, parts, etc. No work may be done in the offices!
   - Each person must register a work time in the shared calendar before entering the building.
   - The number of registered people in each area at any time cannot exceed the limit specified below.
   - The maximum allowable time for each group of persons is 4 hours. Scheduling more than one time slot per day is prohibited.
   - At least two people must schedule at the same time for the same lab, room or area for testing at voltages above 50 V to occur. If personnel working on different projects are used to fulfill this requirement, then both persons must schedule the area they will be working in, if they will be working in different areas of the same lab.
   - Personnel may only schedule areas <24 hours in advance.
2. **Maximum number of areas (i.e. maximum number of simultaneous activities) in lab**
   - **Lab 101:** 1 area, 2 people
   - **Lab 101A:** 1 area, 2 people
   - **Room 124:** 2 areas, 2 people HTB, 2 people LTB
   - **Lab 125**:
     - ✓ 4 areas: 3 bench areas + 1 common area (soldering and curve tracer)
     - ✓ People: 2 for each bench area and 1 for common area
   - **Lab 117:** 1 area, 3 people power America Project, 2 people other projects

- **Lab 402:** 2 areas, 2 people per area
- **Lab 530:** 1 area, 2 people
- **Lab 531:** 1 area, 2 people
- **Lab 533:** 1 area, 2 people

3. **Required PPE, cleaning supplies**
   - Face masks (University provided or personal allocated)
   - Hand sanitizer
   - Nitryl gloves
   - Disinfectant
   - Report to lab management if anything is out of stock

4. **Procedures for working in building**
   - **Before going to building**
     - ✓ Personnel must be on the approved list to go to building.
     - ✓ Personnel must follow all University policies/procedures.
     - ✓ Fill out the self-screening questions @ https://selfscreen.utk.edu/. The supervisor and employee will receive an email confirmation.
     - ✓ Stay at home if you are sick or have been exposed and report to advisors/lab manager.
     - ✓ Plan ahead based on the area schedules.
     - ✓ Wear a mask before entering the building.
     - ✓ Avoid carpooling except with roomates.
     - ✓ Limit eating and drinking before going to the building to reduce usage of the restrooms.
     - ✓ Wash hands with soap for 20 seconds or with sanitizer immediately before or upon entering the rooms.
   - **Working in the building**
     - ✓ Keep the mask on the entire time you are in the building.
     - ✓ Keep social distance (>6 ft) from each other.
     - ✓ Do not eat or drink in the labs.
     - ✓ Only use those restrooms designated to receive cleaning. Currently only the 2nd Floor restrooms have been designated to receive cleaning.
     - ✓ Two people must be present in the lab room for testing above 50V to occur.
   - **Leaving the lab**
     - ✓ Disinfect all tools used and put them back.
     - ✓ Disinfect the inside and outside door handles if you are the last person to leave the room.
     - ✓ Leave the building as soon as work is finished.
   - **Policies for failure to follow rules and procedures**
     Personnel who fail to follow these rules and procedures will be banned from access to the building and facilities.
   - **Emergency plan**

- ✓ Safety in an emergency (such as fire, injury) shall have a high priority. Existing lab safety policies and test procedures shall still be followed for all work in the labs. Any efforts which may need to be taken to help other personnel in the event of an emergency must be carefully considered prior scheduling areas for testing purposes. It is your responsibility to make sure all persons supporting you during testing >50V are willing to take on these responsibilities.
- ✓ During emergencies, follow the normal procedure (leaving building, caring for injured, calling 911, etc.) with extra caution.
- ✓ If anyone in the lab has tested positive for the COVID-19 virus, they must inform their advisor and lab manager. In this event university policies for COVID-19 will be followed.