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# EXTRA GUIDELINES FOR UNL HEP LAB DURING COVID-19

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Caleb Fangmeier  
Frank Golf  
Ilya Kravchenkco  
University of Nebraska-Lincoln

## 1 GUIDELINES DURING COVID-19

Until further notice, all personnel should work from home if possible. Work in the lab should be performed only if it cannot be done elsewhere. In the event that you must work in the HEP lab (JH 174), including the clean room and general area, the following guidance is in effect. This is in addition to safety and good scientific practices outlined in the general laboratory documentation.

- If you feel you are even slightly sick, whether your symptoms match COVID-19 or not, do not come to the lab.
- Do not come to the lab unless you must. If work can be performed from home, you should do so. If you are not sure, talk to your supervisor.
- No more than 3 people are allowed in the lab at the same time.
- Undergraduate and graduate students are not allowed to work in the lab alone.
- If you decide that you need to come to the lab, you must do the following in advance:
  - Add to the lab google calendar the day(s) and time window(s) you plan to be in the lab. The title should be your name. This must be done at least the day before you plan to go in.
  - In addition, send email to all laboratory contacts (contact info at bottom) at least the day before of your plans to work in the lab and the following information:
    - \* When you want to go in and for how long
    - \* The reason you need to go in
  - If your supervisor or one of the lab technicians tells you to not go to the lab, you must not go to the lab.
- To assist in maintaining a safe work place, the following items are available in the laboratory:
  - gloves: available in several sizes
  - masks: [check requirements](#)
  - soap: [check, get some if needed](#)
  - towels: [check, get some if needed](#)
  - sanitizer: [check availability with university](#)
  - wipes: [check availability with university](#)

- While working in the lab, the following practices must be followed for everyone's safety:
  - Wash your hands with soap immediately upon entering and just before exiting the laboratory. Do this every time you enter or leave the laboratory.
  - Practice social distancing whenever possible. Ideally, you should work at least 10 feet apart from another person.
  - A mask must be properly worn at all times when working in the lab if not alone.
  - Wear disposable gloves when permitted by the work you're doing. Remember, gloves must be worn in the clean room at all times.
  - After you are done working in a space or when you leave the laboratory for the day, use a disinfectant spray or wipes to clean all surfaces that you touched including the bench top, tools, keyboard, your custom-made equipment, your chair, etc.
  - Wipe the door handles before you leave the lab.
  - Please dispose of whatever refuse you produce.

If you have questions, please ask.

Contact information for the laboratory contacts is below.

- Caleb Fangmeier
  - email: [cfangmeier74@gmail.com](mailto:cfangmeier74@gmail.com)
  - phone:
- Frank Golf
  - email: [fgolf@unl.edu](mailto:fgolf@unl.edu)
  - phone: (858) 395 6869
- Ilya Kravchenko
  - email: [ikrav@unl.edu](mailto:ikrav@unl.edu)
  - phone: