



Laboratory Protocol during COVID-19 Pandemic

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 97-99⁰F, then the person will be allowed to enter the campus. If someone has a temperature above 100.4⁰F, 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 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.
7. **Social Distancing:** Both students and faculty should always maintain a minimum of six (6) feet distance from one another.
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.