**CCBD COVID-19 Return SOP**

Revised June 13, 2020

This is a list of guidelines that all CCBD users will be required to follow while using the CCBD facility in midst of the COVID-19 pandemic. These guidelines are subject to change to keep up to date with OSU policies and at the discretion of the lab manager. Users in violation of any of these guidelines will have their access to the CCBD facility revoked.

**General Lab Procedures:**

* Users must follow the OSU and CBC policies for returning to work
* Face masks that cover both nose and mouth must be worn in the labs at all times
* Users must wash their hands upon entering the lab
* Anything brought into the lab space must be taken away when user is done. Nothing should be left in the lab spaces.
* Users must clean up workspace by removing all trash and properly disposing of chemicals and disposable items
* Any issues with safety or the experiment should be reported to the manager by email. Users will not be allowed in the manager’s office.
* No training will be offered at this time

**Disinfecting Guidelines:**

* All surface that might be touched must be wiped down before and after the user runs their experiment, this includes
  + Computer keyboard and mouse and power button
  + Sample holder
  + On/off switches or key switches
* To disinfect, use spry bottle with 70% ethanol and spray paper towel or wash cloth and wipe down item
* The manager will also clean any surfaces used for experiment as well as doorknobs, light switches, and stools after each user

**0140 Specifics**

* Two users can be in this room at a time only if they can be 6 feet from each other
* Scheduling will be done with Google calendars

**0112 Specifics**

* Only one user can be in this room at a time
* Scheduling will be done on FOM and limited to one person per day on the instruments