

Conducting Research in the Ultrafast Photonics Laboratory (UPL) Under COVID-19 Stage 1

General Guidelines

- First and foremost, your safety is our top priority. Laser and lab safety guidelines (contact Dr. Kuis for training) that usually apply must still be followed, with additional restrictions and precautions to prevent the spread of the COVID-19 coronavirus.
- In the main research lab (TRC027), a maximum of four (4) people can work while maintaining social distancing. However, only two (2) people will be allowed to work at a time.
- You can work in the UPL and any other spaces that you have specific authorization to work in.
- These guidelines are subject to change, as we learn about effective procedures, and as we receive additional guidance from the department and the university. Please check this page regularly for updates. Current information on the UMBC response to COVID-19 is available [here](#).

Scheduling

- You must reserve in advance any time that you will be working in the lab using [this calendar](#).
- Indicate in your reservation any other spaces on campus you will be accessing during your reserved time, keeping in mind that you can only access spaces you are specifically authorized to work in.
- Please be considerate of others when booking time in the lab.
- The calendar will also serve as a record in case there is a need for contact tracing (see below). Please make sure entries are accurate and update them after your time in the lab if needed.

Working Alone

- The [safety guidelines](#) for working alone in the lab apply equally now that you are required to work alone. Somebody should know where you are and what you're working on.
- In practice, this means that you should have somebody you are in contact with at least once an hour. This can be as simple as a text message or phone call letting them know that you're OK.

- This contact person should try to reach you if you don't contact them within the designated time. If they are unable to reach you, they should call either Dr. Kuis or Dr. Johnson at 443-851-1465 or 732-216-5635, and the UMBC Police at 410-455-5555,
- Most work in the lab is not highly hazardous. High-hazard work should be avoided during this phase if at all possible. If high-hazard work is necessary, it must be discussed with Dr. Johnson and Dr. Kuis, and a specific plan made before starting.
- In-person supervision will be replaced by supervision by videoconferencing. *Details about how this is going to work will be added.*

Preventing Contagion

- Wash your hands thoroughly with soap as soon as you arrive at CASPR by entering the anti-lab vestibule (TRC028) before beginning any work.
- Face masks must be worn at all times in the lab. It is preferred that you bring in your own reusable cloth face mask, and make sure that you clean your mask regularly. Disposable masks will be available in the lab if you are not able to use your own mask.
- Any equipment that you touch with your bare hands must be disinfected before you leave using the disinfectant provided in the lab. The following equipment can be disinfected: *List to be added*
- You must wear disposable nitrile gloves when handling equipment that cannot be disinfected. If you don't know whether equipment can be disinfected, assume that it cannot. As always, gloves and other appropriate PPE are required when handling chemicals. The following equipment cannot be disinfected: *List to be added*
- Any other surfaces that you touch in the lab, including the doorknob coming into or out of the lab, must be disinfected before you leave.
- All disinfecting wipes, gloves, disposable masks, and other PPE must be disposed of in the lab trash, which will be left outside the door of the lab.
- **Face masks must always be worn** inside the building, and maintain a 6-foot separation from other people, including in the hallways, washrooms, etc.
- If you or anybody in your household experiences possible COVID-19 symptoms, has a positive coronavirus test, or has reason to believe that they have been exposed to the coronavirus, **you must contact Dr. Johnson or Dr. Kuis immediately**. If this happens, the lab will be shut down for a week, and you should self-quarantine for two weeks. We will use the Google calendar to trace all potential contacts that you may have had through the lab.