JILA Keck Lab Specific Safety Protocols
Effective During CU COVID-19 Phased On-Site Work

JILA Building Use Protocols.
- **Stay in the area to which you are assigned**, do not walk through any other JILA area unless absolutely necessary.
- Maintain general COVID-19 safety protocols at all times:
  - **Always wear your mask** covering nose and mouth and do not touch it. If you must touch or adjust your mask, immediately wash/sanitize your hands before touching anything else.
  - **Maintain minimum 6’ distance** from others.
  - **Wash/sanitize hands** before/after touching any shared equipment.
- Entrance/Exit through the card access door on the **south end of JILA, X-Wing; using ADA door opener**. Use the elevator or the staircase behind the elevator to get to your floor. **Do not go through the double-doors into JILA.**
- Use the **restroom on the first floor of the X-Wing only**. Restrooms have Step-n-Pulls, which allow doors to be pulled open using your foot thereby reducing need to touch the doors with your hands.
- Single Occupancy areas.
  - Building Entry/Exit areas – **do not prop or hold doors for others to enter**
  - Elevators
  - Stockrooms
- **Common spaces and meeting rooms are closed.**

Keck Metrology Lab, Clean Room, Community Hood Area/Dicing Room Safety Protocols

All Facilities:
- **Wash your hands**, preferably at the sink at the far end of the metrology lab to avoid lavatory door knob contact, **before starting your session**.
- **Take all reasonable steps to limit in-person contact with staff and time in the facilities.** Staff should be contacted by phone or email first if practical. Use Zoom or another video conferencing whenever possible.

Metrology Lab (S105):
- Use the wipes and IPA dispenser supplied at each workstation to **wipe down the keyboard, mouse, instrument, and surfaces** that you might come into contact with. For the sake of the next user, wipe down said items when you are done.
- Use gloves as you normally would.
- Two users can be in the room **provided at least six-foot distancing can be maintained**.
- Borrowed instruments need to be wiped down with an IPA-moistened wiper, working around any tags, upon being returned and then stowed in their usual place.

Clean Room (X121 and X131 Groups):
- The number of users in the clean room will be restricted to **only three at any given time**. Despite the environment, **six-foot physical distancing** is still required practice.
- Wipe down the shoe cleaner bar, shoe cover dispenser knob, door handle, and entry keypad with the wipes and IPA located by the door and keep it with you when you go in so as to use it for wiping down the login tablet. Discard in the flip-lid rubbish bin.
• Upon entering, place all personal items not needed for the task at hand in a plastic bin provided on the corner wire shelf. Wipe interior of bin before and after use.
• As usual, don gloves first, hair cover next, and now everyone will be required to wear a mask. The beard covers normally worn by those with facial hair really do not serve well as a face mask, so an exception is being made for use of user-provided disposable face masks in lieu of beard covers. It is preferred that washable cloth masks not be brought into the clean room unless they are made entirely of polyester, but again exceptions can be made if the user does not have a disposable mask. It would be good practice to don a beard cover over any face mask to reduce particle contamination on parts and surfaces.
• Gowns will no longer be shared, but rather each user will have their own. One will be given to you. Using a Sharpie, put your name or other identifier on the gown and use only that gown from then on. Gowns will now be stored in name-labelled plastic bins placed in the HEPA cabinet. Gowns will not be laundered, so anticipate having to replace yours over time. Put on booties as usual.
• Likewise, safety glasses will now become personal property. One will be issued to you and put your name on them. Keep it in either in your project box or with your gown in your garment box. Emergency/Guest glasses will still be available in the racks, but should only be used if wiped down with IPA before and after use.
• It is now imperative that all items entering the Class 1000/100 areas be wiped down with the 70% IPA/H2O mixture on the stainless shelf top.
• Because the strategy at this time for reducing the risk of spreading SARS-CoV-2, even in a clean room, is to maintain a near pathogen-free environment. Frequent cleaning of surfaces, keyboards, etc. by users is encouraged because the risk of glove-to-surface transmission exists if an afflicted person touches their face and then something else which the next person could then unknowingly transfer to themselves.
• When de-gowning, place your gown and any other non-disposable attire items along with your safety glasses in your bin in the HEPA cabinet.

Community Hood Area/Dicing Room (X110):
• Wipe down entry keypad and door handle with IPA and wipes provided at the point of entry. Don gloves upon entry.
• Two people can be in the room at one time provided six-foot distancing can be maintained.
• Aside from normal cleaning practice when finished working, give special attention to wiping things down with IPA before leaving. Discard gloves before leaving the room.
• Leave light switch on as the lights will go off automatically when no motion is detected and go on again automatically when someone enters the room.