Laboratory Guidelines

Lab Location ____________________  Lab Director ______________________________  Phone ______________

BEFORE COMING TO WORK

• Monitor your health and temperature
• Stay home if you have a fever, flu-like symptoms, or symptoms indicative of COVID-19

WHEN ON CAMPUS

• Wear face coverings when in public
• Practice Social Distancing - maintain a minimum of 6 feet (2 meters) from others
• Cover your coughs and sneezes with tissue or use inside of elbow
• Wash hands frequently with soap and water for at least 20 seconds

WHEN IN THE OFFICE

• Follow all established campus precautions
• Disinfect high touch surfaces and commonly used equipment before and after use
• Do NOT touch items belonging to others such as phones, keyboards, mouse, etc.

WHEN WORKING IN THE LABORATORY

• Follow all applicable lab safety rules and pandemic recovery precautions instituted by your lab director, department chair, center director, or NJIT administration
• Working alone in the laboratory, especially during off hours, requires prior approval from the laboratory director
• Favor the use of disposable face masks in laboratories where potentially hazardous materials are present
• Limit the dissemination of contamination by not wearing used PPE outside the laboratory. PPE showing signs of contamination should be changed immediately
• Disinfect high touch surfaces and commonly used equipment before and after use
• Before exiting the laboratory, hang up your lab coat, remove and dispose of your gloves properly, and wash your hands
• Dispose of your used PPE as Non-Hazardous Waste
• Reusable PPE, like protective eyewear, should be cleaned daily and never shared between users
• Consult your laboratory director for the PRPs instituted by your lab, department, center, or college
• Please report any incident to your laboratory director immediately.

For more information, please visit NJIT Pandemic Recovery Plan website: https://www.njit.edu/pandemicrecovery/
And the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/index.html