

## W.M. KECK CENTER FOR COLLABORATIVE NEUROSCIENCE

### Basic Operational Procedures (In Effect Until Further Notice)

*Our primary purpose is the health and safety of our people. The following information is specific to the Keck Center and is supplemental to all University Regulations.*

*At the present time, returning to work is voluntary. Those who can work from home full or part-time are strongly encouraged to do so, especially those who have health concerns or may be vulnerable.*

*The following Operational Procedures are minimum requirements. Area supervisors may enact specific additional requirements for any given space.*

#### PRECONDITIONS TO WORKING

- No COVID-19 symptoms: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell.  
No one in your household or among your contacts is exhibiting the above symptoms.
- Previously COVID-19 positive: Complete two-week quarantine, test negative.
- Suspected COVID-19 symptoms: Stay home, seek medical help, get tested. If positive, notify Occupational Health, 848.932.8254.
- Feeling sick at work: notify supervisor and leave, seek medical help, get tested. If positive, report to Occupational Health, 848.932.8254.
- Follow testing recommendation of your medical professional. (Testing is available for Rutgers employees at: EOSHI, 170 Frelinghuysen Road, Floor 1, Piscataway 08854, 848.445.0123. Doctor's note required.)

#### BASIC INFORMATION

- All Center personnel and visitors should swipe in individually.
- Social distancing is required; minimum six feet.
- Total number of occupants at any time will be calculated and announced. (Rotation of personnel may be required to insure appropriate spacing.)
- Wash hands with soap frequently.
- Masks and Lab Coats: Masks required in all communal spaces.

Space	Mask	Lab Coat
Lab Space	Yes	Yes
Hallway, Conference, Postdoc	Yes	No
Offices & Staff Lounge	Yes	No

### LABORATORY SPACE

- Lab coats will be worn in laboratory space. (If your feet are on tile, you are in lab space.)
- All shared equipment and areas will be cleaned as required per instructions before and after each use.

Space	Maximum Capacity
Bench Area	1 per six feet
Surgery Room	4
Animal Holding Area	2
Perfusion Area	2
TC Rooms (TC1, TC2, TC3)	4
Small Lab Areas (outside postdoc)	2
Freezer Bank Area	2

### OFFICE, POSTDOC, STUDENT SPACES

- Occupants may opt-out of cleaning of offices. (Signs available for doors.)

Space	Maximum Capacity
Individual Office	1
Postdoc Areas	4
Round Meeting Area in Lab	2
Student Desk Area (by windows)	6 feet apart

### STAFF LOUNGE & CONFERENCE ROOM

- Occupancy is limited to the number of chairs in the room. If there are no empty chairs, please come back later.
- Keep chairs where placed to insure social distancing.

Space	Maximum Capacity
Staff Lounge	4
Conference Room	6

- Wipe down handles on microwave, refrigerator, and coffee pot after using.
- Do not wear lab coats, gloves or bring backpacks, coats, etc. into staff lounge or conference room.
- If you want to reserve the Conference Room, please sign up on the calendar.

***If you have any questions or concerns, please see a supervisor right away.***

## **IMPORTANT: THREE (3) MANDATORY COVID-RELATED RUTGERS APPS**

**My Campus Pass** (self-screening link) must be used each day when traveling to campus with basic questions about your current health.

1. For access: log into [my.rutgers.edu](http://my.rutgers.edu).
2. Click: Get My Campus Pass.
3. Fill out symptom survey and include any Rutgers building you plan to enter that day.
4. You should receive immediate notification as to whether you've been cleared.

(For more information: <https://coronavirus.rutgers.edu/symptom-checker/>.)

**Rutgers Visitors Log** (Contact tracing link in case you are positive at some point!).

- \* Download here: <http://visitorlog.rutgers.edu>,
- \* You must register any guests each day that they come to lab.
- \* Anyone with an active NetID can enter a guest through the system.

**SAS Campus Presence System** (Assists planning, testing, and PPE purchases as an increasing number of people return to campus.)

Link: [SAS Campus Presence System](#)

- \* Enter average number of days you plan to be on campus in the next two months.
- \* In very general terms, list when and where you plan to be on campus in the next two weeks. (You do not need to enter specific times.)
- \* If you are not coming to campus at all, you do not need to use this system. Also, you do not need to enter any information for day you will not be on campus.
- \* Campus Presence System can be updated any time but should be updated at least once a week if you are planning to be on campus.
- \* Campus Presence System is used in addition to the required My Campus Pass.

**Non-Compliance?** While on campus, please follow all posted signs and safety protocols. Incidents of non-compliance can be reported using the anonymous [Observation Reporting Form](#).

For help with technical issues please contact OIT directly at 833-OIT-HELP or [help@oit.rutgers.edu](mailto:help@oit.rutgers.edu).