

## 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 RETURNING TO WORK

- A Negative saliva test is required to return to work in the Keck Center.
- 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 authorized visitors should swipe in individually.
- If not wearing a mask, put one on immediately upon entering the Center.
- 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, lab coats, and gloves: Masks required in all communal spaces.

Space	Mask	Lab Coat	Gloves
Lab Space (Tile floor)	Yes	Yes	Yes
Hallway, Conference, Postdoc	Yes	No	No
Offices & Staff Lounge	Yes	No	No

LABORATORY SPACE (If your feet are on tile, you are in lab space.)

- Lab coats to be worn in laboratory space. Lab coats and gloves to be worn according to Chemical Hygiene Protocol.
- All shared equipment and areas will be cleaned as required per instructions before and after each use.

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

- Surgery, Cryostats, Decon microscope will use the existing calendar for reservation. One person at a time.  
Surgery: Authorized user only  
Cryostats and Decon Microscope: <https://cord.rutgers.edu/cfbs/>  
TC2 (D214):  
<https://calendar.google.com/calendar?cid=NWNrbjRrNmc3OGI4ZjhzcGQwaDdxZzhhbThAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>
- BSC, Incubator, Microscope, Cryostat, Nanodrop, Centrifuge, Gel Imager, Shaker, Freezer, Refrigerator, LN tank: One person at a time

OFFICE, POSTDOC, STUDENT SPACES

Space	Maximum Capacity
Individual Office	1
Postdoc Areas (computers spaced)	4
Round Meeting Area in Lab	1
Desk Area (by windows, marked)	6 feet apart

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

STAFF LOUNGE & CONFERENCE ROOM

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

Space	Maximum Capacity
Staff Lounge	4
Conference Room	5

- 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.***