

As work in labs ramp up, please consider the safety of all staff. Schedule and social distancing templates are linked below.

Safety	Assessed
a. Stay home if you are sick. If displaying any symptoms of COVID-19 (cough or fever), get screened, diagnosed and cleared by Occupational Health before returning to work.	
b. Telework is still encouraged when possible. Balance it against the safety of the individual/lab vs. work needs.	
c. Follow Mayo Clinic recommendations regarding masking and social distancing while on campus. <ol style="list-style-type: none"> 1. Cloth masks can be used throughout campus and in general laboratory setting. PLEASE MAKE SURE YOUR STAFF HAVE CLOTH MASKS BEFORE COMING TO CAMPUS https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html. 2. Cloth masks that become potentially contaminated with hazardous biological, chemical, or radiological material during laboratory activities should be removed, replaced, and collected for decontamination. Contact biosafety@mayo.edu for additional information. 3. Procedural masks are required for work in a BSL2 or BSL2+ tissue culture room where social distancing recommendations cannot be achieved. Disposable procedure masks are preferred, due to the possibility of incidental contact with hazardous material. 4. Procedure masks that are not knowingly contaminated will be stored and reused according to Mayo Clinic IPAC recommendations found at Everyday Mask - Donning and Doffing for Reuse. <ul style="list-style-type: none"> • Masks will be available for pick up in Rochester in two locations- one downtown and one at St. Marys. Information will be sent as soon as available. 	
d. Wash hands or sanitize them regularly. Avoid touching your eyes and face.	
e. Clean surfaces before and after use.	
f. Practice social distancing- in <u>lab</u> , <u>break rooms</u> and <u>desk/office areas</u> . <ul style="list-style-type: none"> • Masks are required if social distancing cannot be accomplished. 	
g. Create a lab social distance plan .	
h. Follow all usual safety measures for working with mice, chemicals and reagents.	
i. When done with wet-lab work for the day – consider going home for desk work rather than doing desk work on the floor (particularly for shared/common desk space).	
j. If possible, avoid working alone in the laboratory. <ol style="list-style-type: none"> 1. Laboratory personnel working autonomously or performing independent research are responsible for notifying their supervisor in advance that they are working alone. 2. Do not work alone or leave operations unattended when using extremely hazardous materials, hazardous procedures, or hazardous equipment. 	
Respect and Stewardship	Assessed
a. Sign up for staggered shifts and stick to them as best as you can. <ol style="list-style-type: none"> 1. A calendar template can be used for scheduling shifts. 2. For laboratories working with LabGuru, consider using the LabGuru Calendar. 	
b. Clean up your work areas (don't expect someone to clean up after or before you).	
c. Be considerate of others. <ol style="list-style-type: none"> 1. Encourage and help colleagues who are coughing or displaying other symptoms obtain an appointment with Occupational Health. 2. Understand that you may not know what people are going through. Staff might be living with someone who is immune-compromised, sick, or at high risk; taking care of children because schools are closed; or writing or working from home. Help staff and remember that you might need their help in the future. 3. Be grateful that you can work in the lab. 4. Be mutually respectful in communicating concerns you have with your co-workers' behavior or practices regarding adherence to the safety guidelines. 	
d. Be as forthcoming with your own situation as possible. Everyone has a role in reducing risk of transmission.	
e. Stick to the safety rules. As long as everyone is wearing masks, washing hands, working shifts and practicing social distancing, we can create an environment where risk of transmission can be reduced.	
Operations Considerations / Collaborative Partners	Assessed
a. Mayo has established protocols for contact tracing for employees diagnosed with COVID-19. Notifications will be made to staff where there has been a potential exposure, while maintaining patient confidentiality. b. As labs return to more normal operations, ensure you are connecting with partners for whom you require collaboration to conduct laboratory activities. c. Each partner may have a different ramp up timeline. Do not assume that all are moving at the same speed. Connect and confirm availability of staff and services to complete laboratory activities. <ul style="list-style-type: none"> • Partners: Research Cores, Animal Practice, Cell Cultures, Access to Technology, Support Services (Finance/OSPA/IRB) 	