

## COVID-19 Lab Etiquette

**REMINDER: According to University & Winship policy, only research considered to be essential and critical will be conducted until further notice.** Access to laboratories should be minimal and only for research that is deemed **essential/critical** during this period by your school or unit leaders.

### Basic Lab Safety and Courtesy

- Please follow all Emory EHSO guidelines on research safety (<http://www.ehso.emory.edu/>).
- Please follow all guidance provided by Emory Research Administration (<http://www.or.emory.edu/COVID/index.html>).
- Please practice stringent social distancing and handwashing precautions, as recommended by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>).
- Stay home if you are sick, except to get medical care.
- Please don't set up your work on the bench hours prior to use and then leave it unattended.
- Please don't borrow items from other lab spaces without asking first.
- Please clean up after yourself and properly dispose of all trash. Disinfect all lab surfaces that you have used with approved cleaning products.
- When you leave the lab, remove gloves and wash your hands according to CDC guidelines. (No gloves when using phone, computer, etc.)
- Consider having a text in and out policy with another member of your lab. Text to let them know you have arrived at the lab safely and left safely when your experiments are complete
- Please report anything out of the ordinary immediate to Winship facilities (QR Code below)

### Freezer Alarms

- All freezers should be labeled with emergency contact information in the event of failure.
- If you are working in or around the lab and you hear the alarm go off or have caused the alarm to go off, please contact the individual(s) listed on the emergency contact information.

### Freezers and Storage

- If it's not yours, please don't move it. If you have to move it to get to your sample, please put it back where you found it.
- If you need to store items in a Winship freezer on a short-term basis, create a Winship Facilities Help Desk ticket <https://sites.winship.emory.edu/facilities> (QR code below) for additional guidance.

### Winship Shared Equipment

- Please feel free to continue using Winship Shared Equipment as needed.
- Please don't leave your items unattended in the equipment. Figure out when the run will end and plan to return. Leave a note with your contact information if you must leave any lab process unattended for more than 15 minutes.

### Breakroom Courtesy

- Please clean up after yourself and properly dispose of all trash.
- If you use the last of any breakroom supplies (soap, paper towels, coffee, etc.) or if the trash is full, please let us know by putting in a ticket with the Winship Facilities Help Desk at <https://sites.winship.emory.edu/facilities> (QR code below).



Winship Facilities Help Desk