

Astronomy Department General Guidelines for Research Visits to McPherson Lab

These guidelines apply to all department personnel (faculty, postdocs, staff, and students)

1. You shall not come to campus if you feel unwell. Stay home if you feel ill, regardless of the nature of the illness (i.e., gastrointestinal, “allergies”). Any illness should be treated as if it could be Covid-19. If you feel unwell you should report the illness to your advisor or the department chair, who will then alert others working in the department for possible contact tracing. Anyone who is ill must self-isolate at home for at least 14 days after the illness has passed (or as per appropriate university guidelines).
2. You shall not come to campus if you feel unsafe. The goal of these guidelines is to ensure the health and safety of all members of the department. It is not the intention of these policies to pressure people to work in environments that they consider unsafe. Some people may have underlying health issues that they may not wish to and are not required to disclose. Thus, return to work will be at the discretion of each person. If you opt to stay home, please consult with your research advisor or the department chair to identify activities that can be conducted through telework.
3. You are encouraged to report unsafe conditions or behaviors. If you identify work conditions or behaviors that you believe to be unsafe, please report these to your research advisor, department chair or designate as soon as possible. This includes persons not following social distancing and mask-wearing protocols, using closed conference rooms or kitchen facilities, etc.
4. Prior to arriving on campus each day, you will attest using the OSU Health Check form, that
 - (i) you do not have a fever of $>100.4^{\circ}\text{F}$ ($>38^{\circ}\text{C}$)
 - (ii) you do not feel unwell for any reason
 - (iii) to the best of their knowledge, you have not been exposed to any individuals that have been unwell (with any kind of illness).

Persons exposed to individuals who are unwell will be required to self-isolate for 14 days before returning to campus.

5. Social distancing is required at all times. All persons must comply with social distancing requirements at all times that they are in the building, including common spaces, and hallways, and laboratories. Social distancing means no one should cross a circle that extends 8 feet (2.4 m) out from you at its center.
6. The number of persons present at one time shall be limited to ensure adherence to social distancing guidelines. Personnel must sign up for visits to campus on a shared scheduling document (e.g., online shared calendar) to comply with this policy. To make sure everyone has an opportunity to come to campus, please limit visits to no more than 5 half-day shifts every 2 weeks. If more time is needed to complete time-critical tasks, you must request permission from the department chair in advance.
7. Persons will record work hours and locations in the department online sign-up sheet. To ensure social distancing and aid potential contact tracing, everyone coming to campus

must record their presence in the department sign-up sheet at the beginning and end of their visit, including use of shared rooms & resources (e.g., copiers and printers).

8. Work remotely as much as possible. Please limit time in the department for work that requires physical presence in your office, e.g., to access materials you cannot take home, lab work, or data-analysis tasks impractical to perform remotely over residential broadband networks. Record hour of off-site work for future certification purposes.
9. Wear appropriate PPE at all times. Masks must be worn indoors, including, but not limited to: classrooms, common areas, conference rooms, shared office spaces, labs, hallways, buses and shared vehicles on all Ohio State campuses.

Masks must also be worn in *outdoor* spaces on campus, even when individuals can maintain appropriate physical distancing.

Masks do not need to be worn while alone in a single-person office, **but they must be worn in shared offices even if you are the only occupant.** Supplies of PPE are in the main conference room (MP4054).

10. General Building Protocols will include:

- (i) Comply with general building procedures established by the University.
- (ii) Wear a face mask at all times (except as noted above).
- (iii) After touching surfaces with bare hands, wash your hands for at least 20 seconds with soap and warm water. Turn the faucet off with a paper towel.
- (iv) You may eat or drink only at your desk in your assigned office. All food and drink must be ready-to-consume: the kitchen is off limits for all food storage and preparation, and use of shared refrigerators and microwaves is prohibited. You are responsible for cleaning up and disposing of waste in hallway trash cans.
- (v) Comply with restrictions regarding stairs, elevator and restroom use. Ideally, no more than 1 person at a time in a restroom or an elevator.
- (vi) Remain socially distant from others in common areas and hallways and limit your time in these locations to transit only.
- (vii) In the department office only visit the mailboxes or copier room – do not go into the personnel cubicle areas unless specifically requested to (i.e., do not go looking for supplies outside the supply cabinets in the copier room).

11. Additional cleaning procedures will include:

- (i) Clean surfaces with approved disinfectant sprays or wipes provided.
- (ii) Clean all door handles using disinfecting wipes or soap and water on damp paper towels when exiting a shared office, lab, or printer/copier room.
- (iii) Any shared equipment must be wiped down before and after use.
- (iv) Each person in a lab should have their own space to store items being worked on, personal tools, personal PPE, test equipment, etc. Common tools and test equipment must be wiped down before being returned to common storage.