

## IMB safety rules

*Note: these are the minimum rules, each lab culture and practices are different and each PI can impose **stricter** rules governing the safety of individual laboratory space.*

1. **Health:** under no circumstances come to the Institute when you feel you might be getting sick. Even if coughing, sneezing is NOT related to possible Covid19 infection, out of respect for others - stay at home. Call your physician first. If warranted, you can get tested at either of the two testing sites **that do not need physician referral:** FAMU at Bragg Memorial Stadium (1500 Wannish Way) and Patients First (1705 Mahan Drive).
2. **Occupancy:** FSU mandates 25% of normal occupancy, for most labs it is only 1 student at a time, which makes social distancing easy. For those labs where two students might be present, or in the common areas exercise maximum caution and observe the 6' distance. Remember, people are easily startled when working alone, announce your presence loudly. The objective of 25% rule is to eliminate socialization. Do not congregate to talk, eat together, or even use the elevator with other people.
3. **Social distancing:** make sure to be 6' away from another person at all times.
4. **Entering the building:** whenever possible (door opening away from you) - use your arms -not hand- to open the door. The East entrance to the building has handicap entrance bar that allow entrance w/o touching the handles.
5. **Masks:** wearing masks is mandatory inside and outside the building as per FSU mandate. Homemade masks are OK. If you are alone in the lab (most likely in Phase 1) you can take the mask off and lock the door. Do not open the door without putting a mask on. If you want to leave lab mask in the lab put it in a paper bag (not plastic) and clearly label as yours (then transition to a personally mask to make your way to your home).
6. **Gloves:** use of gloves outside the lab is not mandatory but encouraged. You must change the gloves, you should not wear gloves used for research outside the lab as per normal safety regulations.
7. **Disposal:** paper towels, masks, gloves can be disposed in normal trash bag, which you should seal after you finished for the day and dispose of in the trash containers outside IMB loading dock, in the back.
8. **Lunches:** please eat ALONE (one person per room) - feel free to use the student areas, tables on the corridor, seminar room, small lunch room, front desk area on the first floor. If all those places are occupied consider eating on the patio outside the building. If you use a microwave, please sanitize the handles/buttons before/after use as you would do with a laboratory instrument. No food storage in the fridges. All fridges will be disconnected and sealed in next couple of days. The contents will be tossed. Bring only the food that can be consumed on a given day and which needs no refrigeration.
9. **Elevator:** elevator is potentially the most dangerous place in the building. Small space and most commonly used. The keypad will be covered in the Cleanfilm that we will be changing on regular basis. Make sure that only 1 person is using elevator. Wait if there is somebody already in the elevator. **Better yet, use the staircase.**
10. **Sanitation:**
  - In the vicinity of elevators, we have placed squirt bottles filled with sanitizer. Please use them before entering the elevators.
  - In the labs, near the entrance you will find another bottle with sanitizer, please use it again when entering/leaving the lab.

- In the lab, coldrooms, common areas and student areas, sanitize by swiping the area with paper towel/sanitizer or disinfecting wipes, all the surfaces that you might have touched. (Think of yourself as being a burglar and not wanting to leave any fingerprints for IMB Police.) Do the same before you start using an area, sanitize it first.
  - Instrumentation, common computers: the instrument surfaces that are used repeatedly, keyboards, touchpads, cover with a cleanfilm (Saran wrap). Once finished dispose of the Cleanfilm.
11. **Supplies:** Sanitizer, Cleanfilm, garbage bags will be left for you in the vicinity of the lab entrance. If you are running low on any of those, please let Wade or Rick know, it may take a day to resupply, plan accordingly.

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## A possible scenario of a visit to IMB in Phase 1 (in red safety precautions)

When walking to IMB on campus you must have a mask on.

1. Entering the building: use East Entrance, open the door using handicap bars.
- 2a. Use staircase - avoid touching hand rails.
- 2b. Use elevator: sanitize your hands with sanitizer placed next to elevator. Elevator pad and buttons outside elevators should be covered with cleanfilm. Report (Wade) if not. REMEMBER: ONE PERSON per ELEVATOR. Exit the elevator
3. Enter the suite area
4. Enter the lab or student area: sanitize your hands.
5. Prepare your trash disposal bin, use provided trash bags
6. Sanitize your area you will use. Place the used wipes, paper towels in the trash bin.
7. Unless you will be using gloves all the time, put Cleanfilm on the instruments you will touch with bare hands, eg. pH meter (especially the top of electrode), balance, pipetmen. Think of your last dental visit, everything including the lamp is wrapped in cleanfilm, same here.
8. If you are the only person in the lab suite and are going to use repeatedly coldroom, fridges, cabinets wrap their handles in Cleanfilm.
9. If you are alone in the lab, you might take off the mask and lock the door. You must put it on when opening the door.
10. After your usual activities, if you are not going to clean glassware immediately sanitize the outside of the glassware. Use pure alcohol if available (sanitizer has glycerol).
11. If you are not going to use Cleanfilm on the coldroom, fridges, cabinets handles wipe them out after each use with paper towels and sanitizer or Chemwipes.
12. If needing to use restroom (or leaving the lab suites area), remove the lab gloves if wearing into your own trash can. Push using arm the corridor door. Use sanitizer next to elevators. On return from the restrooms sanitize your hands in the lab or student area.
13. Follow same procedure when lunching. Remember: ONE PERSON per LUNCH AREA.
14. At the end of the visit: remove all the cleanfilm from the handles, keyboards and instruments. Dispose in your trash. Seal the trash bag. Leave the lab suite area as in (11), elevator or staircase as in (2).
15. Push with your arm exit door.
16. Dispose of the trash bag in the containers behind IMB.