1. Schedule time in the shared space.
   a. Schedules can be created and managed with the support of STSS staff (ex. Microsoft Teams, Google Calendar, Google Doc)
   b. It is recommended that there is sufficient time between users, several hours when possible.
   c. Follow the occupancy limits posted on the door to the space.
   d. Be aware that in some cases, smaller sized labs such as lab prep and instrument rooms may be limited to 1-person occupancy.

2. When entering and exiting a shared space, every user is individually responsible for:
   a. Thoroughly washing your hands with soap and water
      i. If soap and water are not accessible, please alert Caitlin Carr. Hand sanitizer will be made available for that space.
   b. Disinfecting all touch points properly in accordance with CDC guidance
      i. When working in a lab, it is typical that several different laboratory items will be used. Please clean anything you touch. Common touch points include but are not limited to: interior door handles, light switches, faucets, computer keyboards & mice, countertops, scientific equipment surfaces, handheld tools, pipettes, freezer, refrigerator, and incubator handles, phones.
      ii. Review the SDS and wear the proper PPE for the disinfectant being used.
      iii. For scientific equipment surfaces and electronics, STSS recommends spraying a solution of 70% alcohol onto a wipe and then cleaning the surfaces with the wet wipe.

3. If you are working in a laboratory with more than 1 user present, ensure there is at least 6 feet distance between users at all times and that all individuals are wearing cloth face coverings.
   a. If work needs to be performed within 6 feet of another individual, additional safety measures need to be implemented and approved prior to work.

4. If you are working in a shared laboratory where there is the potential for another individual to enter, wearing a facemask is strongly recommended.

5. Keep laboratory doors closed to allow proper/maximum air movement from ventilation systems.