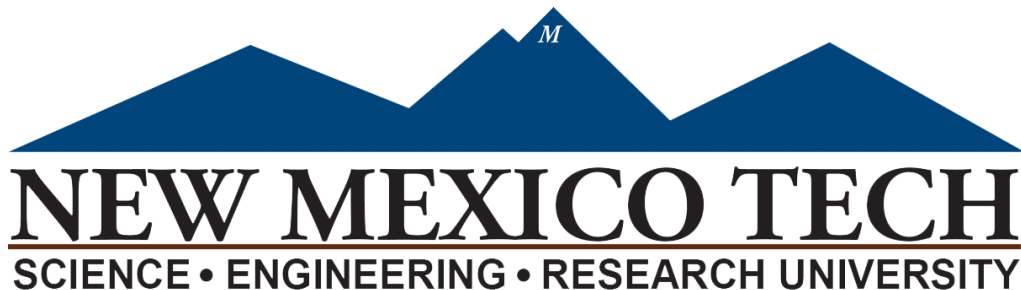


August 3, 2020

GRADUATE
STUDENT RETURN
TO RESEARCH
LABORATORIES –
REQUIREMENTS



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REVISION HISTORY

Version date	Comments
05/25/2020	Initial document establishing a framework for graduate student return to research labs
07/02/2020	Document revised to standardize a baseline for all research labs with a requirement that students and their supervisor acknowledge reviewing them
08/03/2020	Added an entry line for identifying type of disinfectant used in the lab Created a separate section for common things everyone should follow To ensure most updated guidelines are being followed, a link to a central webpage is used

INTRODUCTION

The New Mexico Tech community is working together to ensure the health and safety of all its members. Only together can we overcome the challenges brought by the COVID-19 pandemic.

Ability to perform research is an essential part of graduate student education. In cases when students are not able to conduct this research remote access to their laboratories becomes important. Even in those cases, it is important to recognize additional precautions have to be taken to ensure student safety and health as well as that of the people around them. Outlined here are the requirements need for students to be able to return to their research laboratories.

Both the supervisor and the students need to sign the acknowledgement sheet on Page 7 of the document to acknowledge reading it and that they will adhere with all requirements herein as well as the institution wide requirements as officially posted.

This document will be updated as more requirements and recommendations become available.

EVERYONE'S OBLIGATIONS

Below are general directions that all students, supervisors, and chairs must follow. Additional information and details are provided and constantly updated at www.nmt.edu/covid19

Self-assess prior to reporting to work to determine if you are experiencing any of the [symptoms associated with COVID-19](#).

If exhibiting any of the symptoms, contact your supervisor and not come to work and seek medical attention.

Social distancing must be maintained (at least 6 ft.) at all times. If the nature of the work doesn't allow this distance, the time spent in close proximity must be minimized.

Masks must be worn on campus unless alone in an office or lab.

Frequent handwashing or sanitizing is expected, particularly upon entering and exiting the lab.

No gathering in hallways, stairwells or foyers—all activities must take place in rooms with designated occupancies. If possible, windows should be open to enhance air circulation.

No visitors are allowed, unless special permission from the NMT administration has been obtained for visitors to enter NMT premises. Information available at www.nmt.edu/covid19

GRADUATE STUDENT OBLIGATIONS

PRIOR TO STUDENTS' RETURNING TO WORK

As much as possible, avoid coming to work in the building. Anything that can be done remotely should be.

For work that must be done in the lab, each student must work out a tentative 2-week schedule with their supervisor that minimizes overlap with other workers, indicating time frame and rooms to be accessed.

This information must be communicated to the department chair or division director to be reported on the main lab tracking sheet in the Google drive.

Adhere to all requirements and recommendations. These will be updated on the COVID-19 page on the NMT website.

UPON STUDENTS' RETURNING TO WORK

Each student must contact the departmental administrator when they enter or exit the worksite. If a student will be working in more than one lab room during their time, this must be indicated.

Individual departments may have specific information on how this contact is to be made. In any case, the admin must report the information on the lab tracking sheet in the Google drive.

Lab benches, doorknobs, equipment, etc. must be disinfected after use and prior to leaving the work space. Refer to your department/lab disinfection protocol.

Follow guidance provided at www.nmt.edu/covid19 regarding space cleaning and disinfecting.

[Individual departments may have explicit guidelines on how this disinfection should be carried out]

If you believe the practices suggested by your supervisor have a risk of increasing spread of the infection, or identify violations against the plan, you need to report this to NMT Taskforce (utilize the information posted on the outside of each lab door).

SUPERVISOR OBLIGATIONS

Supervisors must prioritize health and safety above research outcomes, especially where health conditions exist that may pose unusual risk. As a best practice, supervisors should sincerely encourage every student to let the supervisor know of any concerns and should enable the student to

avoid or minimize coming into the lab, should they develop concerns for their own safety or that of a household member.

It is highly recommended to conduct group meetings remotely.

Supervisors will maintain emergency/direct communication with all individuals working in labs, and will maintain a list of emails and mobile numbers of all such individuals. This list will be shared with administrators.

[This information will be part of the lab tracking sheet in the Google drive]

Administrative guidelines, orders, or urgent warnings must be communicated/distributed to the students immediately, in the case of changes that affect best practices or immediate safety.

Supervisors are responsible for making sure each student reads, understands, and agrees to follow the COVID-19 safe practices outlined by the State of New Mexico and New Mexico Tech.

Supervisors are responsible for making sure each student has a 2-week plan for working in the lab that minimizes overlap with other workers. Overlap in shared spaces (break rooms, bathrooms, etc.) should also be considered.

[This plan must be shared with the Department Chair for approval and uploading to the Google drive. The information will be reported on the main lab tracking sheet]

Each lab must post the required information as outlined in the “Door Template” [on Page 8] that includes lab capacity and emergency contact information.

ACKNOWLEDGMENT

Supervisors and students sign below to acknowledge reading this document and commit to following any updated documents as they become available on www.nmt.edu/covid19

I acknowledge that violation of the requirements above may result in loss of laboratory privileges.

Principal Investigator / Supervisor

Name

Signature

Date

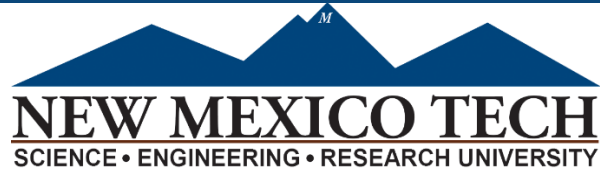
Student

Name

Signature

Date

DOOR SIGN



Lab:

Room Number:

Building:

Maximum capacity factoring in COVID-19 recommendations:

SUPERVISOR INFORMATION

Name :

Email :

Phone :

DEPARTMENT CHAIR / DIVISION DIRECTOR INFORMATION

Name :

Email :

Phone :

DISINFECTANTS BEING USED IN THE LAB: _____

REPORTING

Please report any concerns at the following link

<https://forms.gle/S6m7J3XoRfASMQQM7>



CHAIR / DIRECTOR OBLIGATIONS

Review the plans submitted by the lab supervisors.

If supervisors are providing additional lab requirements, ensure that they are consistent with your departments overall plan to avoid confusion among students.

Ensure appropriate disinfection procedures pursuant to the guidelines outlined at www.nmt.edu/covid19 are being followed.

Coordinate with the department's administrative assistant the population and maintaining of the Google drive folders with all department plans, the signed documents and tracking information.

Work with the lab supervisors to ensure that the requirements are being followed.