

# Covid-19 Exposure Prevention Guidelines and Etiquette

The purpose of this document is to provide guidance regarding site behavior during the lab's COVID-19 response and transition. Once implemented, these "etiquette" guidelines are meant to remain in effect until rescinded by lab leadership as informed by local health guidelines and INL Medical.

Consistent with lab policy, three overarching principles guide employee behavior during the COVID-19 response and transition:

1. Protect members of the INL community with utmost care, diligence, integrity, and responsibility.
2. Make personal safety and the safety of members of the INL community the highest priorities through demonstrated behaviors.
3. Practice positive behaviors by engaging in respectful intervention, dialogue and understanding when holding others accountable to health and safety guidelines.

Employees are encouraged to visit the [CDC](#) website, which offers comprehensive guidance regarding COVID-19 exposure prevention techniques.

The following information reflects the lab's values and suggests measures employees can take to prevent exposure and help protect the health of co-workers.

## General Precautions and Guidelines

- Do not come to work if ill.
- Practice proper hand-washing and maintain a minimum of 6 feet social distancing. These remain key exposure prevention methods.
- Clean personal workspaces before and after work. Clean shared spaces after each use.
- Stop work if a COVID-related safety concern is identified.
- Assume co-workers and other contacts are infected but asymptomatic.
- Assume all touchable surfaces are contaminated.
- Wash your hands upon arrival at work, after touching your face or mask or any common contact surfaces, and when leaving work.
- Use an object (like a pen) to press buttons, control panels, etc.
- Complete COVID-19 self-symptom check before coming on-site.
- If symptomatic, immediately notify your manager and follow directions on the INL COVID-19 Decision and Action Tree.
- To the extent possible, limit movement outside assigned work areas.
- Observe spacing demarcations and maintain a minimum of 6 feet distance from others while standing in lines.

## General Social Distancing

- Six feet or more is the general guideline for social distancing.

## Personal Belongings

- Do not share personal belongings with others.

## Work Area Distancing

- Limit movement outside the immediate work area.
- Determine travel paths within the building to minimize contact.

### Face Coverings

- Wear at all times when you could encounter another person.
- Wear always if you work in a cubicle, laboratory or other open office environment.
- Always carry face covering on your person.
- Face cover must cover nose and mouth.
- Wash hands frequently. Wash hands after removing the face cover.
- Wash face covering as needed with usage.
- As a courtesy, dispose of used disposable gloves or face coverings in the trash.
- Be mindful of communication restraints due to face coverings, particularly for the hearing impaired or those who rely on lip reading. Use hand gestures as needed.

### Walking

- A face cover is required to be in possession whenever walking beyond the immediate work area (inside or outside).
- While walking in common areas, always wear a face covering.
- Be mindful that a lack of eye contact or a glance away may be a respectful means of creating added separation. In normal times, these actions can invoke feelings of disrespect or avoidance.

### Hallways

- Maintain at least 6 feet of distance from others.
- Step aside or move into a nearby space when a hallway or corridor is too narrow to let others pass.
- Minimize conversations in hallways.

### Stairways

- Maintain at least 6 feet of distance from others.
- Minimize conversations.
- As a courtesy, wait on landings to let others pass.

### Elevators

- Limit the use of an elevator to one person at a time per lift (ride).

### Conference Rooms

- No more than 10 people in a conference room for meetings while maintaining social distancing guidelines.
- To the extent possible, use virtual meeting tools or conference calls.

### Kitchen/Break/Lunchrooms

- Restricted to food preparation and refrigerator storage only.
- Do not congregate in break/lunchrooms.
- Do not share food.
- Disinfect high-touch and other contacted surfaces after completing food preparation.
  - Due to the difficulty in acquiring disinfectant wipes, alternative cleaning supplies will be provided: hand sanitizer, microfiber cloths and paper towels. You may bring your own disinfectant wipes.

### Reception Areas

- Limit conversations while maintaining at least 6 feet of distance from others.
- Do not congregate in reception areas.

### Vending Machines

- Assume surfaces of vending machines are contaminated.
- Wash hands before and after using a vending machine.
- Limit to one occupant at a time in any vending machine area.

### Government Vehicles

- Motor-pool vehicles are available for employees to use. Vehicle disinfection and cleaning will be performed after each use. Employees who are permanently assigned a vehicle are responsible for the disinfection and cleaning of their assigned government vehicle. In addition, each vehicle contains a sanitizing kit in the event employees need to clean high-touch and other contacted surfaces of the vehicle (handles, steering wheel, controls, etc.).

### Shared Tools and Common PPE

- Disinfect shared tools and equipment at the beginning and end of shift.

### Your Personal Workspace

- Follow the guidance provided by EPA Six Steps for Safe & Effective Disinfectant Use (PDF).
- Minimize clutter on work surfaces.
- If you share a workspace with another employee, be courteous and disinfect the area when you're done. If you use a Touchdown Zone workspace, please make sure the area you use is cleaned after your use (including phones, keyboards, desk, etc.).
  - Due to the difficulty in acquiring disinfectant wipes, alternative cleaning supplies will be provided: hand sanitizer, microfiber cloths and paper towels. You may bring your own disinfectant wipes.
  - Clean and disinfect lab-owned computers and accessories before returning them to the lab after the teleworking period is completed.