General Policies for CRDA Lab Use at TWU – Denton Campus

Goal:
The overall goal is to allow faculty and students from the Denton campus to carry on with their important work while keeping TWU faculty, staff, and students safe.

Contingencies:

- The plan is dependent on current CDC, state and local guidelines and may be altered if the COVID-19 situation worsens or if guidelines change.
- Any individual who is sick or experiencing symptoms should not come to campus.

Guiding Principles:

- **Principle #1:** Follow local, State, and National Public Health Authority directives to shelter-at-home and maintain physical distancing.

- **Principle #2:** Protect the mental and physical health and safety of the staff, faculty, and students, who utilize the CRDA laboratory for software needs, tutorials, or face to face meetings.
  - Safe practices within CRDA laboratory must be rigorously maintained, with adequate access and usage of sanitation products, social distancing, and face coverings when applicable.

General Guidelines:

- **In Person Sessions and Laboratory Use:** Faculty and students may begin utilizing the CRDA lab on Denton Campus, July 1. All meetings and requests to utilize CRDA software must be scheduled, prior to entering lab. Walk-in sessions will no longer be allowed.
- No more than 3 student or faculty researchers allowed in the lab, at one time. No more than 3 staff members in the lab, at once. No more than 6 people total, in lab space, at one time. Contact crda@twu.edu or call 940.898.3398 to schedule access.
- **Protect Yourself and Others:** CDC guidelines of social distancing of 6 feet or greater, hand-washing (minimum of 20 seconds with soap), covering mouth and nose, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- **Face Coverings:** Face coverings must be worn when 6-foot social distancing cannot be maintained, and in areas where social distancing is difficult to maintain.
• **Health Checks:** Prior to coming into the CRDA laboratory, individuals must self-screen for any of the following new or worsening signs or symptoms of possible COVID-19: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, or known close contact with a person who is lab-confirmed or diagnosed to have COVID-19. If you have any of the symptoms on a day you plan to utilize CRDA services, do not come on campus. Contact Jessie Brauer at crda@twu.edu or 940.898.3398, to reschedule your session.

• **Non-Laboratory Work:** Tasks, such as lab meetings, data analysis, literature review, and proposal editing that can be accomplished outside of the lab should be conducted remotely whenever possible.

• **Disinfecting Labs:** Staff to disinfect labs and high-touch surfaces (doorknobs, keyboards, computer mice, phones, etc.) frequently, and always at the end of each meeting or session.

• **Disinfecting Equipment:** Minimize the sharing of equipment and devices. If they need to be shared, thoroughly disinfect the device between uses by different individuals.

• **Visitors:** No visitors are allowed in research spaces except for the purpose of delivery, maintenance, repairs, or research collaboration that cannot be conducted remotely.