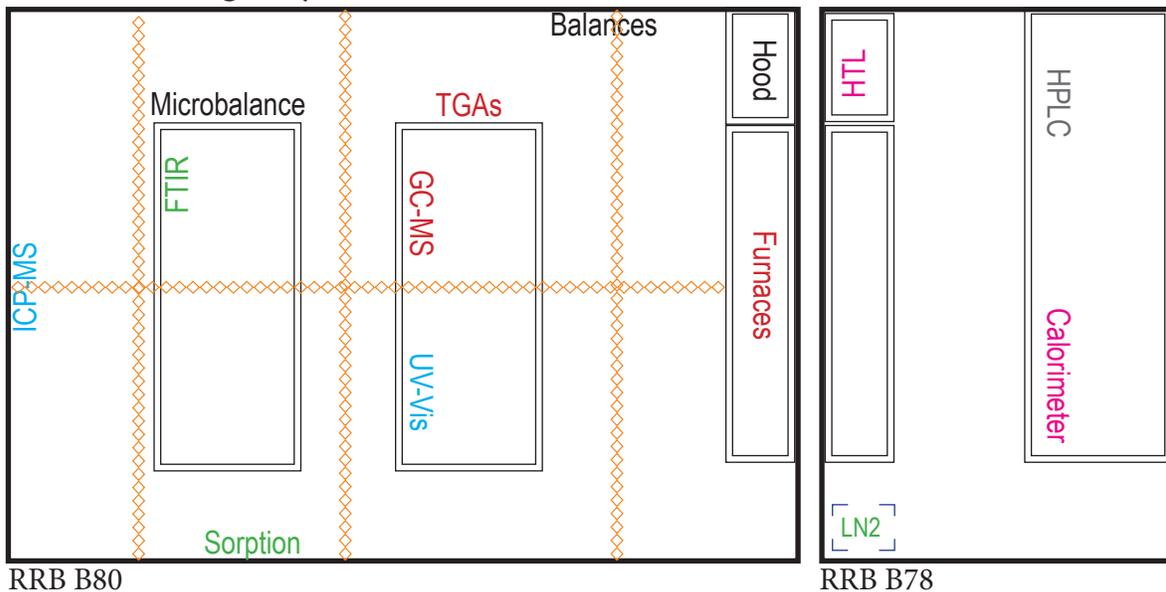


Dear EME2Lab Team,

Out of an abundance of caution (but NOT panic) in this constantly changing situation, we will shift to a physically distanced work routine, with full phase-in by Monday March 16 at 5pm. While we all want to finish gathering data for manuscripts, theses, A-exams and the like, your health and safety is the #1 priority.

I've outlined the first steps we'll take below. If you have questions, concerns, need help or just need to talk, please do not hesitate to call, email or text... anytime... *Jillian Goldfarb*

## Plan for Maintaining Physical Distance in Lab Areas



As of Monday, March 16 at 5pm, the following access restrictions will be in place:

- Access to B80 is limited to **Zoe**, **Andrew**, **Alex**, **Matteo (only for supplies)**, (Jillian, as/only if needed)
  - A max of 2 people may be in this workspace at any time, with work occurring at least 6 feet away from one another
  - The "imaginary line" rule applies - given our instrumentation layout, you will coordinate work such that no one is in neighboring quadrants (denoted by orange diamond lines... e.g. someone can be using the TGA and the ICP-MS at the same time, but not the FTIR and GC-MS.
  - Instruments will be used by no more than 2 people; keyboards and surfaces must be wiped down after each use
  - Primary instrument users are color-coded; users are responsible for maintenance/shut-down if needed
- Access to B78 is limited to **Alex** and **Matteo**, (Jillian, as/only if needed)
  - No more than 1 person may be in this workspace at a time.
  - If Alex needs Liquid Nitrogen for Sorption apparatus, he will coordinate with Matteo
- Office access is restricted to only **Zoe** and **Andrew** during waiting time for lab work.

## Team Communication Plan

As the situation is constantly evolving, let's start with the following plan:

**Lab Access:** If you plan to go to the lab, please post your intention on both the lab Google calendar as soon as possible, and on our Slack group, under the new #covid19plans thread (see right), prior to entering the space. Please check the slack page/calendar to plan your work accordingly... and remember that we ALL have things that we want to accomplish in the lab, but safety is our #1 priority.

**Group/One-on-One Meetings:** Starting immediately, we will all meet via Zoom/Phone. We will schedule a whole group "check-in" meeting once per week, and individual/group meetings to keep projects moving. Please be sure to upload data/documents to Box so we can all be on the same page for each meeting.

**Sanity Checks:** Some people like being alone. Others go a little stir crazy. If you feel isolated, upset, alone, PLEASE reach out to your team members... team, please stay constantly in contact!

