

Masks and Mask Use

- All persons entering the Physics Building should be wearing masks prior to entry.
- Masks need to be worn at all times in laboratories, hallways, or any rooms with more than one person.
- Persons sitting in a lab with the door shut and no other occupants can remove their masks.
- All persons exiting the Physics Building should be wearing masks.
- For individuals with compromised respiratory systems due to conditions such as asthma or COPD, masks may make breathing more difficult for extended periods of time. This should be taken into consideration, if present, when deciding the duration of wearing masks.

- Erik Crowe will pre-position PPE and disinfectant bottles in each Principal Investigator's Lab Space.
- Please contact Erik Crowe to obtain restock/refill of PPE and disinfectant.
- Please do not wait until PPE or disinfectant is completely depleted before requesting restock/refill.

Entry, Navigation, Exit Guidelines

Entry

- All individuals entering the Physics Building will use the main entrance (North Entrance).
- Use the login link to log your entry into the building following SOP for building entry.
- Assume that on your way to the Physics Building, your hands became contaminated and clean them using the following SOP for building entry.

Navigation

- Once inside the Physics Building, follow a traffic pattern where the North stairwell is for going up and the Northeast and South stairwell are for going down.
- Hallways will **not** be one way. Please practice social distancing when in the hallways.
- Do **not** congregate in the hallways
- Only use the elevator if you must. ESH will provide further guidance on elevator usage. Elevator use should be reserved for ADA access and moving materials that cannot be moved safely using stairwells.
- One person in a vestibule at a time, if occupied on your arrival, wait until they are clear and maintain social distancing measures outside of the building if others are waiting.

Exit

- Exit the building using the Northeast and South stairwells.
- Use the log out link to log your exit out of the building following SOP for building exit.

SOP: Physics Building

Prepare

- You should have a supply of masks from your group or the department at home. Arrive on campus with only the essential materials needed to do your lab work, have everything you need in a "hands-free" shoulder bag/backpack, *etc...* to facilitate hand sanitization.
- You should be wearing your mask in transit to the Physics Building and before you enter the building. Remember to don your mask with freshly washed hands so that it is clean. The mask that you wear (provided it is clean and fresh) on your way to the Physics Building is fine to use for your research shift.

Entering Physics Building and Lab

- In transit to the lab, your hands can become infected. You should assume the exterior physics building door and door lock is also infected.
- Use the login link to log entry time into the building before exiting your car. Log in using a computer in your lab space if you don't have a smartphone.
- Once in the building, go to the bathroom on your lab floor or lab and wash your hands with soap and water following the CDC guidelines.
- Proceed to your lab entrance. Except in cases of physical need, do not use the elevator. Avoid touching anything on your way to the lab to the extent possible.
- Clean and disinfect your cell phone, once you enter your lab.

Leaving Labs

- Be sure that all equipment you use is sanitized before leaving;
- Collect all waste and dispose it in a trash can located in the hall
- Wash your hands with soap and water;
- Collect all items and exit the lab, put them in your bag, put on jacket, put bag on shoulder/back so that your hands, which are now considered contaminated, are free;
- Exit the lab entry corridor touching the handle with a paper towel or your clean hands, it is preferred to not lean into the crash-bar, clothing can be contaminated and transfer to the door is possible

Leaving the Physics Building

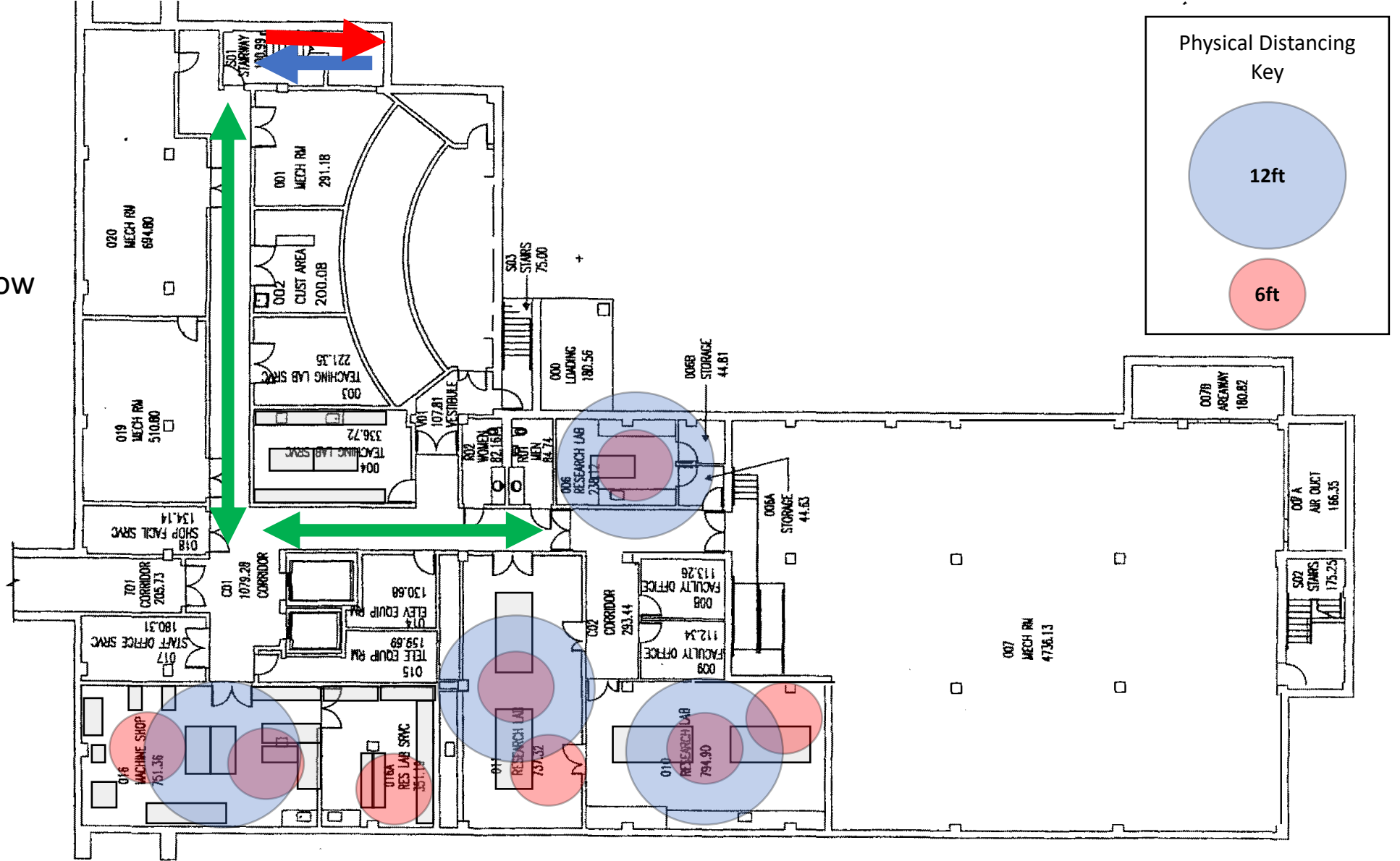
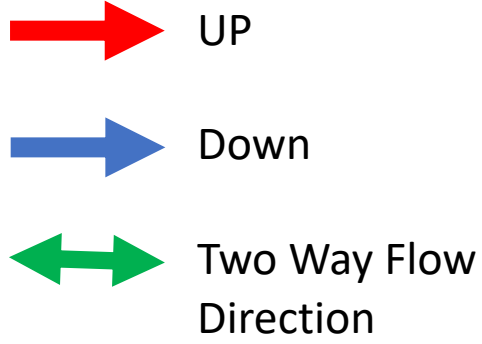
- Proceed to the Northeast or South stairway and exit
- Use the log out link to log exit time out of the building when you return to your car. Log out using a computer in your lab space if you don't have a smartphone.
- At this stage, you are still wearing a mask in accordance with UMBC policies, and depending on Maryland policies, you will likely be required to keep it on until you are home;
- NOTE: Your mask, especially the front, **is considered a contaminated object**. Remove it following CDC guidelines, handle it only using the elastic bands as far as possible away from the front. See for example:
https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_16.html

Disinfectant Information

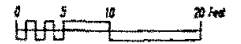
- Environmental Health and Safety will provide alkyl dimethyl benzyl ammonium chloride based disinfectant to each PI that has been approved to access the physics building during Phase 1 of return to research at UMBC.
- The disinfectant will be provided in bottles along with refillable containers.
- Please contact Erik Crowe to get disinfectant for your lab
- If you need more than one bottle of disinfectant, please contact Erik Crowe and he will submit an AIM ticket to FM.
- Please contact the lab equipment manufacturer to verify alkyl dimethyl benzyl ammonium chloride based disinfectant is compatible with your equipment.
- Below is a list of additional disinfectants that can be used:
 - a. butoxyethanol based disinfectant
 - b. peroxide based disinfectant
 - c. 70% Isopropyl Alcohol

Masks/Gloves Information

- Environmental Safety and Health will provide masks and gloves to begin Phase 1 return to research
- Masks will be provided if you don't already have a mask. Please follow the CDC guidelines on mask safety.
- Gloves will be provided for disinfectant cleaning purposes only
- Erik Crowe will distribute masks and gloves on request.



892 - Science Building (Physics) Ground Floor



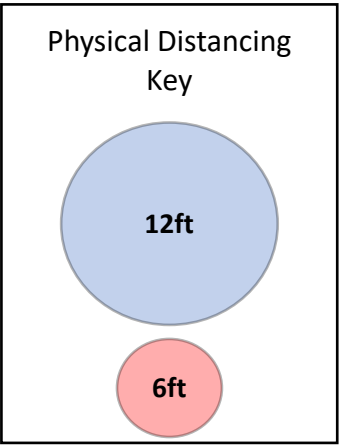
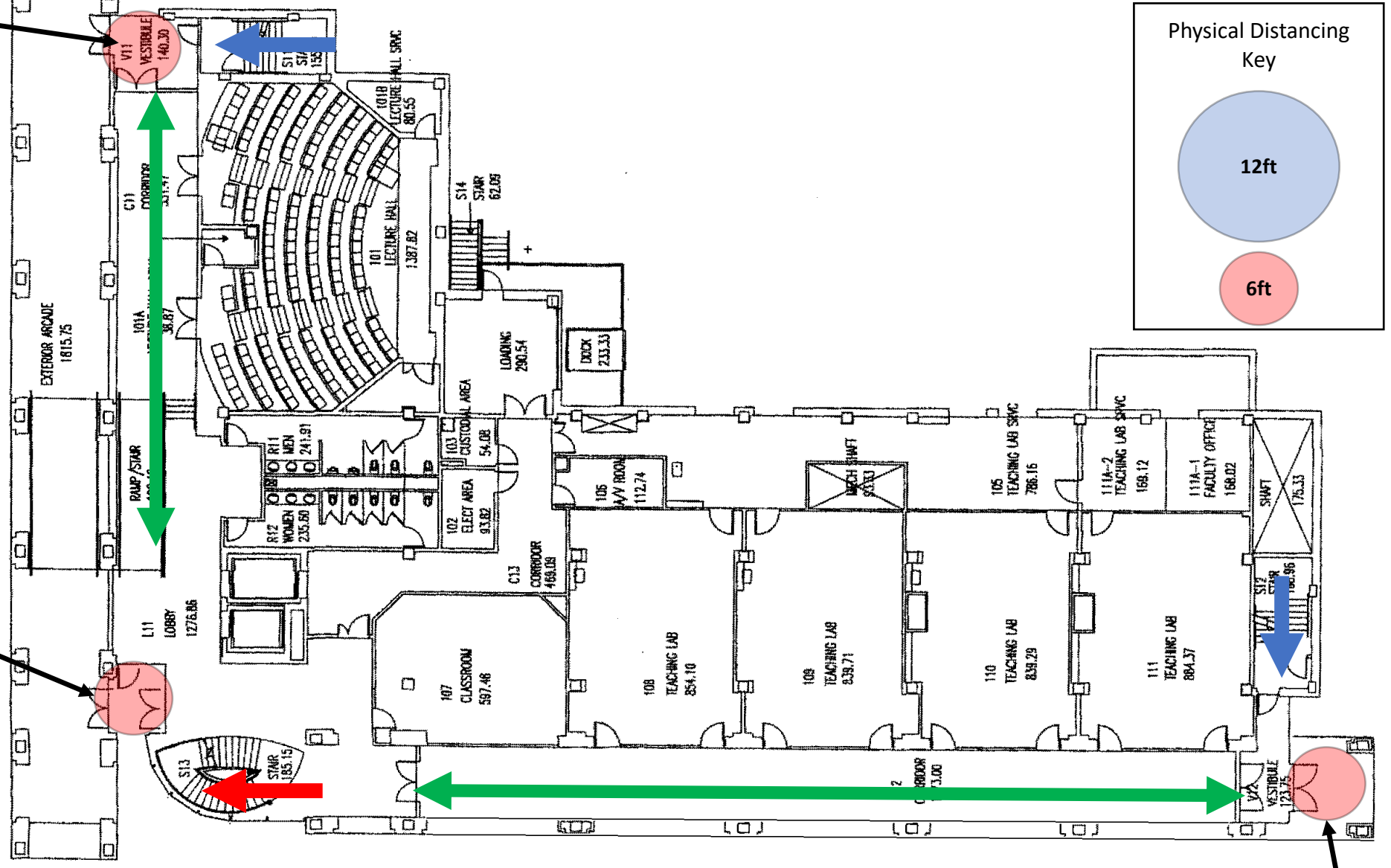
Northeast Exit

UP

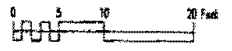
Down

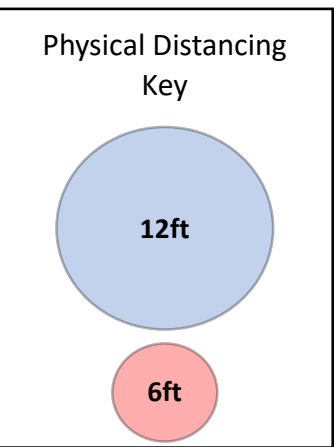
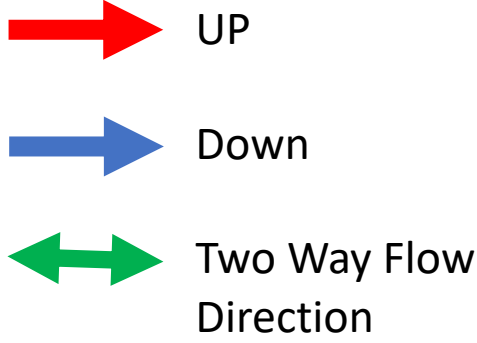
Two Way Flow Direction

Main Entrance will be the only non-emergency entrance for entry

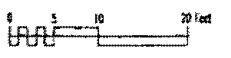


892 - Science Building (Physics) First Floor



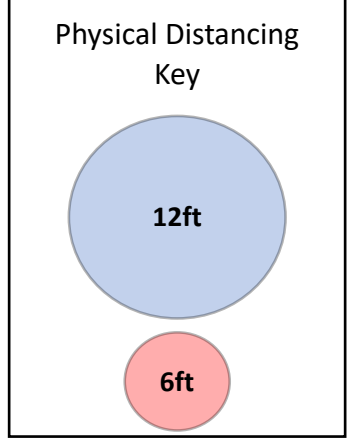
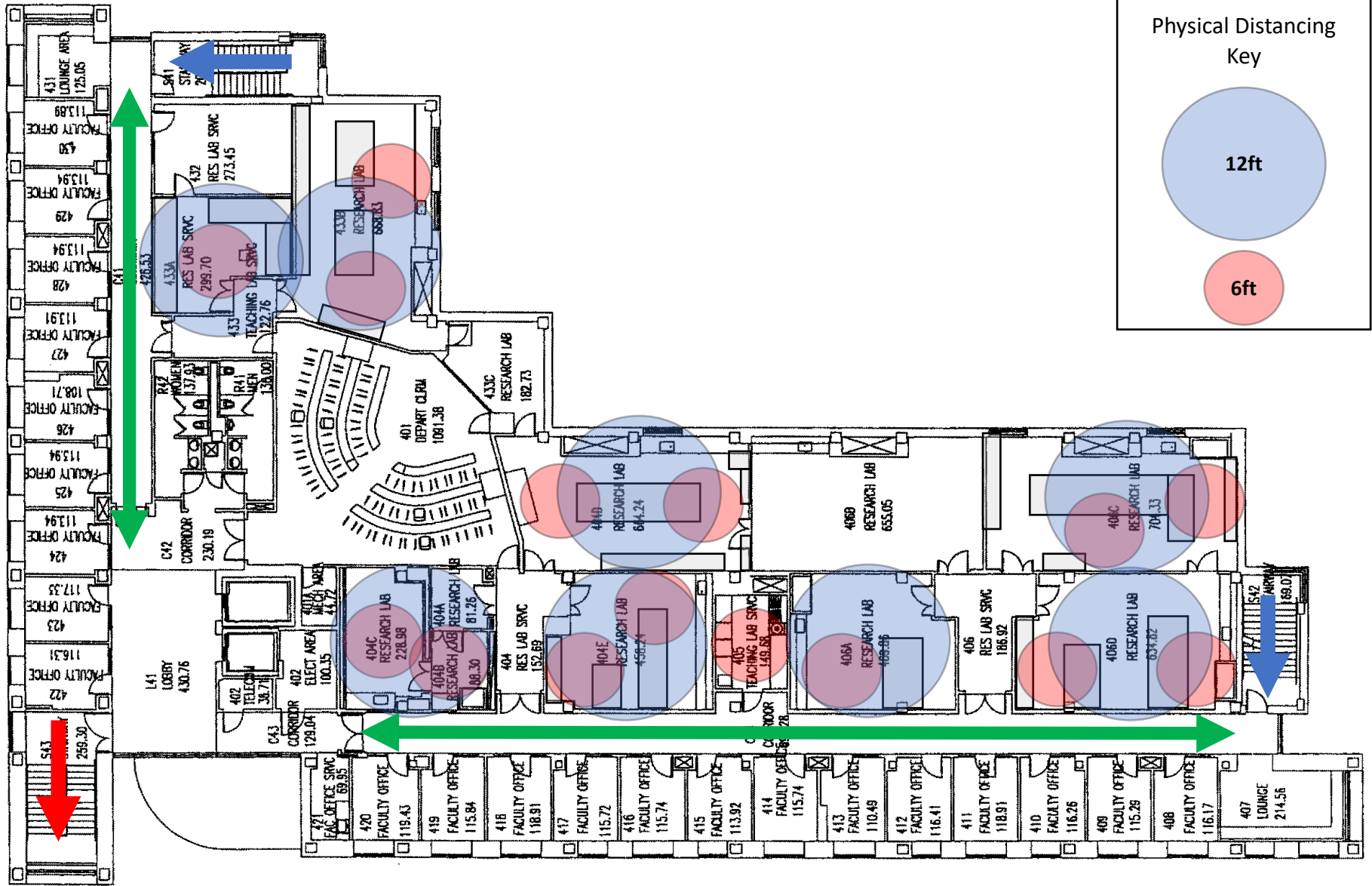
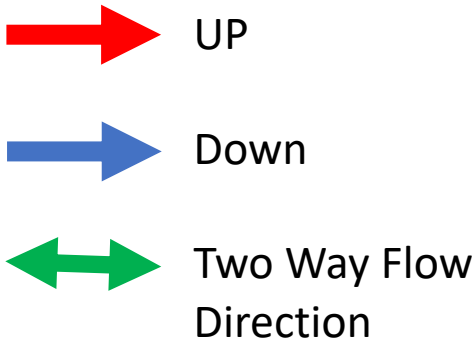


892 - Science Building (Physics)
Third Floor

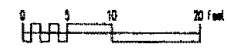


UMBC

Revision Dates	
Bldg. No. 892	Total Gross Floor Area :
SCIENCE BUILDING (PHYSICS)	FY : 2000 Third Floor
UNIVERSITY OF MARYLAND BALTIMORE COUNTY Department of Physical Plant, Construction Services, 1000 Hilltop Circle Baltimore, Maryland 21228	
Date: 03/23/00	Plot Scale: N.A.
Drawn By:	
SHEET : 4 OF 5	



892 - Science Building (Physics)
Fourth Floor



UMBC

Revision Dates

Bldg. No. 892	Total Gross Floor Area:
	Fourth Floor:

SCIENCE BUILDING (PHYSICS)

FY: 2000

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY
Department of Physics, Plant, Construction Services,
1000 Hilltop Circle, Baltimore, Maryland 21250

Date: 03/23/00

Drawn By:

Plot Scale: N.A.

SHEET : 5 OF 5

Phase 1 Machine Shop Procedure

- Erik Crowe will be the only user of the machine shop.
- If someone needs him to machine parts, please email Erik to schedule a time. (ejcrowe@umbc.edu)
- The user will order the material and have it delivered to PHYS 220 or leave the material outside PHYS 016.
- Please email Erik a dimensioned drawing.
- Erik will be available to complete CAM work for parts needed to be machined on the CNC. If you have the CAM for your part completed, please send Erik a .step file. (ejcrowe@umbc.edu)
- Erik will disinfect the material, machine the part, and deliver the part outside the room where the requester is working at a mutually agreed upon time.
- The user will clean and disinfect the part

Phase 1 Cleanroom Procedure

- If you don't have prior access, you will not be allowed to access the cleanroom during Phase 1 of returning to research.
- No training will be completed at this time
- Time will be scheduled through a Google Calendar and only one user will be allowed to access the cleanroom at a time.
- We will wait one day between users during Phase 1.
- Before entering the cleanroom, users must wash their hands following CDC guidelines.
- Erik will be available to perform thermal evaporations during Phase 1. Please email him to schedule a time.

Gowning Up

1. Put on first pair of gloves
2. Put on Shoe Guards (Shoe Guards will no longer be shared. Each person will be given a pair of shoe guards that can be reused. If you need a replacement, please contact Erik Crowe)
3. Put on dedicated Cleanroom Suit (Use dedicated hanger)
4. Put on disposable net face cover (These are intended for a one time use)
5. Put on goggles (goggles will no longer be shared. Please take a pair, sanitize them and keep them with you to use in the cleanroom. Please clean them before and after each use)
6. Put on second pair of gloves
7. Enter the cleanroom

Clean Room Operation

1. Clean up after yourself once your work has been completed
2. Sanitize Equipment

Gowning Down

1. Dispose of second pair of gloves
2. Remove goggles and disinfect them and take them with you
3. Dispose of net face cover
4. Remove cleanrom suit and store on designated hanger
5. Remove shoe guards, place them in a bag and take them with you
6. Shut off lights, lock door
7. Dispose of first pair of gloves in a hallway trash can

Accessing the Department During Phase 1

- To Access the Physics Building during Phase 1 of returning to research, time will be scheduled through a google calendar.
- Please Contact Erik Crowe to schedule time in the department.
- Please provide the following details:
 - a. Time expected in the building
 - b. If known, frequency of time in the building
 - c. Room being accessed and the name of the person that will be in that room
- The calendar will be viewable to all users found on the Physics Department Covid-19 web page: <https://physics.umbc.edu/physics-building-covid-19-procedures/>

Log in/out Procedure

- Each user will be provided two links to auto-filled google forms. One link will be used for logging in and the other will be used for logging out.
- Each entry will be entered into a spreadsheet with the user's name, date and timestamp.
- Each user will create two shortcuts on the home screen of their smartphone.
- Each user will log in/out once they arrive on campus and are still sitting in their vehicle, so you don't have to handle your phone while in the department.
- Erik Crowe will cross reference the log in/out spreadsheet to the Google Calendar at the end of each day.

For Apple Users:

1. Use Safari to open the link on smartphone
2. Tap the **Share** button at the bottom of the page. It looks like a square with an arrow pointing out of the top
3. In the list of options that appears, scroll down until you see **Add to Home Screen**. Tap this option.
4. Choose a name for the website (Physics-Log in & Physics Log-out). You will see the link so you can confirm it.
5. Tap **Add** when you are finished.

For Android Users:

1. Follow link on smartphone
2. Tap **Vertical Ellipsis** symbol in upper right hand corner of screen
3. In the list of options that appears, scroll down until you see Add to Home Screen. Tap this option.
4. Choose a name for the website (Physics-Log in & Physics Log-out).
5. Tap **Add** when you are finished.

For Non-Smartphone Users

1. Add the two links to the desktop of your computer.
2. Log in once you reach a computer in your lab space.
3. Log out right before you leave the building.