

### Guidance for Level 2 Research Operations:

1. Only one person can be present in the lab at a time – no working together.
  - a. This policy point means that no dangerous activity that requires two or more people to conduct safely is permitted.
2. Upon entering the lab, immediately:
  - a. Wash your hands with soap and water at the sink.
  - b. Don appropriate PPE (lab coat, safety glasses, disposable gloves)
  - c. Wipe down non-porous surfaces (e.g. bench tops, computer keyboard/mouse, instruments) that you plan to use anywhere in the lab with IPA or other EPA approved disinfectant.
3. Regularly change your gloves and wash your hands with soap and water between glove changes.
4. Upon leaving the lab:
  - a. Wipe down any working surface you used with IPA or other EPA approved disinfectant.
  - b. Remove PPE and place all disposable PPE in the biohazardous waste
  - c. Disinfect safety glasses with IPA
  - d. Wash your hands one final time.
5. Remove all personal belongings and lab notebooks from common work areas.

Animal Care Program

Biosafety Program

Human Subjects

Radiation Safety Program

Conflict of Interest

Material Transfer  
Agreements & NDAs

Research Committees

### *Staff working in the laboratories should ensure the following:*

1. Consistently practice social distancing policies both at MSU **and** in your personal life.
2. No reason to suspect that you are contagious and risk transferring the virus to someone who has not been infected.
3. Have not been instructed by anyone in the medical or public health community to self-isolate.
4. Have not shown a symptoms (persistent coughing, fever, chest pain, shortness of breath etc.) for at least 3 days ([per CDC guidelines](#)).

### **Working from home**

When possible, you are strongly encouraged to work from home. Meetings should be performed via phone or teleconference software (i.e. WebEx).

### **Office of Research Compliance**

P.O. Box 173085  
Bozeman, MT 59717  
[www.montana.edu/orc](http://www.montana.edu/orc)

Tel 406-994-6757  
Fax 406-994-4790  
Email [orc@montana.edu](mailto:orc@montana.edu)