



COVID-19 Practices Checklist

Building 735

This is a checklist for CFN staff to use when briefing users, vendors, and other visitors. This form serves as a reference and does not need to be signed nor submitted to the CFN User Office.

1) Before coming to the CFN

- Complete the BNL online COVID training (<https://training.bnl.gov/Portal/TQ-covid>).
- Read and understand the new COVID 19 protocols for the lab you will use (e.g. cleanroom).
- REMINDER: only come to the CFN if your name is listed in the daily CFN roster. Roster is sent weekly and daily.
- If you are on the approved list and you cannot come on the assigned day, please inform the Point of Contact (POC) and User Administration (cfnuser@bnl.gov).
- On the day visiting the CFN, please perform your self-screening exercise.

2) Once at the CFN

- Inform your Point of Contact if you are unwell (in any way).
- Wear face covering at all times in the hallways, all common areas (kitchen, restrooms, etc.) and labs
- Try to maintain 6 feet separation from others
- Don't touch your face
- Take breaks often to wash hands, front and back, with soap and water (at least 3x per day)
- Note single-person use: bathrooms, kitchens, elevator; queue-in outside
- Use cleaning supplies provided to clean personal workspaces and general use equipment (printers, microwave oven, etc.) before and after use
- No congregating in groups

3) When entering a CFN lab

- Use hand sanitizer, remove your face covering and put on fresh disposable face mask.
- Put on gloves
- Use cleaning supplies provided to clean equipment before and after use
- When exiting the lab, remove gloves and wash your hands