



COVID-19 STANDARD OPERATING PROCEDURES

Raymond C. Rumpf, Director

Office: A-337
Phone: (915) 747-6958
E-Mail: rcrumpf@utep.edu

Gilbert Carranza, Lab Manager

Office: E-314A
Phone: (915) 747-6598
E-Mail: gtcarranza@miners.utep.edu

General Policies:

1. Ensure that you do not have a fever, have not had a fever in the last 14 days, and do not currently feel sick or ill.
2. (If police assistance is necessary to access a building) - call campus police as soon as you arrive on campus (747-5611) and wait for them to enter the building.
3. Maintain [CDC guidelines](#) to include social distancing and use of a face mask/covering while on campus and inside any facility or building.
4. Limit your time on campus to the absolute minimum necessary to perform the essential task.
5. Be sure your entry and exit points from the campus and any facility is through the shortest, most direct route.
6. Notify the EM Lab team via WhatsApp of your current status and activities while on campus.
7. Notify the ECE office at ecefrontdesk@utep.edu when you arrive and leave UTEP.

EM Lab Entry Procedures:

1. Wash your hands before entering the lab.
2. Follow all ITAR procedures and enter lab using UTEP ID.
3. When entering the lab, try not to touch the door handle. Use a paper towel, tissue, etc.
4. At table at entrance:
 - a. Clean hands using hand sanitizer. Please use your own personal sanitizer until sanitizer is provided for you on the table.
 - b. Put on a pair of nitrile gloves. Please use your own personal gloves until gloves are provided for you on the table.
 - c. Sign the log sheet provided on clipboard. Be legible! Every person entering lab must sign in, including people you may be escorting.
5. Using the white bottle with bleach solution, spray coat your desk, chair, keyboard/mouse, and door handles. Make a fresh solution if necessary. Use a paper towel or rag to help ensure surface is completely covered. Let surfaces remain wet for 5 minutes. Dry the surfaces if necessary.
6. You may dispose of the gloves unless you are going to use or touch any equipment outside of your own personal desk area.

Bleach Disinfectant Solution

- Once mixed, solution is only good for about 24 hours.
- Pour old solution down drain in bathroom.
- Mix new solution using measuring cup in a 1:50 ratio.

Working Procedures:

1. If you are to use or touch any equipment outside of your own personal work station, wear a pair of nitrile gloves.
2. Disinfect any surfaces with bleach solution before any after any skin contact.
3. Printer room will have its own log sheet.

Exit Procedures:

1. Repeat steps 3-5 of *Entrance Procedures*.
2. Be safe. Wash your hands and surfaces and obey social distancing!
3. Notify the team via WhatsApp that you have left the lab.
4. Ensure the trash can is in the hallway as you leave.