YINQE PHASE 1 RULES

• Face masks and gloves must be worn at all times.

• Two pairs of gloves are required for handling vacuum equipment.

• No more than one person in each room – no guests, no friends, no visitors

• No personal equipment – no phones, no laptop computers, no books etc
   You may bring your samples and a container of small tools; nothing else.

• Clean your work space before you begin. Clean your tools and sample containers.

• Clean your work space after you are done.
  
  o Unplug the keyboard and mouse, and spray them down with alcohol.

  o If the alcohol bothers you, please tell the staff. We can do the
    cleaning for you. If you wish, put the dirty keyboard and mouse in the
    “dirty” bucket.

• Reservations: Leave 30 minutes between users. Reservations will be
  deleted if you do not follow this rule.

• When you arrive: If someone is still at the machine, do not enter the room.
  Knock on the window, and politely tell the previous user to leave.

• Your suggestions are welcome. Let us know if other labs have better
  procedures.