YINQE PHASE-IN RULES

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

• Two pairs of gloves, or a new pair of gloves, must be worn for handling vacuum equipment.

• No more than one person each in the SEM room, the ebeam room, and the TEM room. Two people may occupy the main lab ballroom. 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.

• Personal items can be stored in the lockers outside of the lab. You can spray the lockers with alcohol before use.

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

  o Spray the knobs, trackballs, switches, etc, and the table.

  o Wiping with paper towels is optional. Do not wipe the knobs and switches that are permanently attached to instruments.

• 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.