

## COVID-19 STANDARD OPERATING PROCEDURES

<b>Program:</b>	<b>AIL Group</b>
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*Our group includes three scientists and three graduate students engaging in research of the upper atmospheric dynamics using state of the art imaging techniques. Our instruments are operated at remote locations and our computer based analysis are conducted on laptops. There are no laboratory activities at this time.*

### SPACE AND EQUIPMENT SAFETY

1. DISTANCING: For the past four months our group have been interacting via email and online meetings only. Our plan is to continue our work in this manner, with no face-to-face meetings.
2. We will continue to work from home.
3. EQUIPMENT: We will use only laptop computers for our daily work.
4. STUDENT RESEARCHERS: We will not ask any student researcher to meet in person; instead, we will offer video, text, or voice chat as substitutes for F2F interaction.

### PERSONAL HYGIENE AND PPE

- We will follow standard good hygiene practices as outlined by the CDC (frequent handwashing, sanitization of surfaces, social distancing, mask when in public).

### TIME MANAGEMENT

- We plan to continue working about ten hours a day at home.

### WORKER HEALTH

- We will make a point to remind our students about following best practices of hygiene and prevention.