

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Department of Electrical and Computer Engineering

LAB COURSES - SAFETY RULES

COVID-19 INFORMATION AND POLICIES

Required Face Coverings

It is the policy of UNC Charlotte for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear [CDC-compliant face coverings](#) while in buildings including in classrooms and labs. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the [Code of Student Responsibility](#).

Absenteeism During COVID

Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- **Do not come to class if you are sick.** Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- **If you are sick:** If you test positive or are evaluated by a healthcare provider for [symptoms of COVID-19](#) alert the University by completing [this form](#). Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.
- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, [complete this form](#) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary, and your instructors will be notified.

To return to class after being absent due to a COVID-19 diagnosis or due to a period of self-quarantine, students should submit an [online request form](#) to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

ECE Undergraduate Teaching Labs

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, the instructor will do what is possible to help you continue to make progress in the course. The final decision for approval of all absences and missed work is determined by the instructor.

LAB COURSES

There are three main types of risk the student could be exposed to when working in ECE Undergraduate Teaching Labs, which are electric shock, mechanical injury and burn risk. These are, however, avoidable risks and do usually happen when the students fails to follow the safety rules and instructions given by the lab instructor/manual. In order to make safety a priority in the laboratories, the rules presented below will be enforced by the lab instructors and lab staff.

SAFETY RULES

These safety rules must be followed at all times:

1. **Drinking, eating and smoking** are **prohibited** in the laboratories.
2. You must wear clothes that can protect you from against scratches and falling objects.
3. ANSI approved **safety glasses** and **closed toe shoes are required at all times** in rooms **2130/32, 2140, 2142, 2148** and **2236**

These additional safety rules must be followed when working on experimental set-ups, projects and when operating lab equipment:

1. Locate the **Yellow Emergency Power Shutoff Switch** closest to your work area.
2. **Do not work alone** in the laboratories; have at least one partner.
3. **Students performing experiments** in rooms **2140** and **2142 must be supervised** (by a TA, faculty or staff member) **at all times**.
4. Carefully follow all written and verbal instructions. If you do not clearly understand or remember a procedure, **ask your instructor or the laboratory staff** before proceeding with the experiment/project.
5. **Before energizing an experimental circuit**.
 - a. Lay out your circuit to avoid reaching over un-insulated conductors/component to adjust or read instruments.
 - b. Check your circuit. For ECE lab courses have your instructor check/approve your circuit.
 - c. The person operating the power switch must make sure that everyone is standing clear of the equipment and warn other group members that the circuit is going live.
6. Power must be switched off in an experimental circuit whenever
 - a. The circuit is left unattended.
 - b. The circuit is being constructed or disassembled.
 - c. Any circuit changes must be made.
7. If measurements must be made **on live circuits**, use well-insulated meter probes and **work with only one hand at a time**.
8. Keep your work area clean and tidy. Student should make sure all tools, equipment, and supplies are returned to their proper storage (including electronic components back to drawers), and the equipment is shut down after their experiment is concluded.

For more information about electrical safety in the workplace visit the following link for [UNC Charlotte Environmental Health and Safety Office](#).

ELECTRICAL EMERGENCY RESPONSE

1. **Break Glass with attached hammer and push yellow button** to de-energize all lab benches. Never touch a person who is being electrocuted.
2. **Call Campus Police** (704-687- 2200) and the **Lab Emergency Contact** posted in the room door.
3. **Remove the victim** from the circuit without endangering yourself.
4. **Administer CPR** if the victim is not breathing, or has no pulse -- and you are CPR certified.

ACKNOWLEDGEMENT OF SAFETY RULES

Please give this form to your instructor after reading and understanding the rules.

I have read (or had read to me) the ECE laboratories safety rules. I acknowledge that I understand these rules and that I agree to follow them. When in doubt concerning safety in the laboratory, I will speak to my lab instructor or the laboratory staff.

Printed Name:	
Signature:	
Date:	
Instructor Name:	