



**KENNESAW STATE  
UNIVERSITY**  
COLLEGE OF SCIENCE AND MATHEMATICS  
*Department of Physics*

A Newton's cradle with five silver spheres and rings, set against a dark blue circular background. The spheres are arranged in a balanced, cascading pattern. The text 'Fall 2023 Physics Labs' is overlaid in white, with the 'F' and 'L' partially obscured by the spheres.

# Fall 2023 Physics Labs

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# Safety is Key (All)

- We can't emphasize enough how important general laboratory safety practices are
- Most practices are very straightforward and common sense
- The physics lab spaces should be respected, equipment should be treated with care, horse play should never be engaged in
- Generally, the overarching rule is simple: **If you think it might be unsafe, Don't Proceed!**
- The general laboratory safety rules are detailed in the safety sheets that can be found in the lab spaces ( Also included in the manual )
- More detailed guidelines can be found through the KSU Department of Physics, (or I would be happy to send them to you if you ask)
  - <https://csm-intranet.kennesaw.edu/sites/default/files/physics-lab-handbook-2018.pdf>





College of Science and Mathematics

## Physics Laboratory Handbook

For Faculty, Staff and  
Research Students

Fall 2017

# Safe Labs Start with You! (All)

***Set the right example, and encourage students to follow your lead***

- Appropriate clothing must be worn
  - Closed toed shoes
  - No hanging jewelry
  - Tie up hair
- No food or drink in the labs
- Headphones should not be worn
- Keep isles clear
  - Bookbags and electrical cables are the biggest concern
  - Make sure students keep their bookbags under the table
- Do not use damaged equipment
- Lab spaces should only be occupied by students
- Know where the fire extinguishers / first aid kits are
- Know who and how to report safety concerns
  - The “IN CASE OF EMERGENCY” posters detail this process
  - Minor issues and injuries may be reported to the Lab Coordinator
  - Major issues should be routed through the Campus Police



# COVID-19 Safety Protocols

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The health and safety of staff and students are of the utmost concern, here is what we are going to do to ensure a clean working environment.

# General Protocols and Face Masks (All)

- The number of students in each lab class have 24 max
- **Masks and Gloves** are not **REQUIRED** by students and instructors this fall 2022 semester, but we highly encourage you to wear a masks and safety glasses in the labs
- **Social distancing** should be maintained whenever possible, try to ensure that students do not crowd the doors or glove dispensers



# Additional new Safety Protocols Fall 2023 Include (All)



- Discontinue COVID-19 self-reporting and notification protocols, including the weekly publication of reported cases. If you test positive for COVID-19, please follow [CDC guidance](#) to protect yourself and others. Notifying the KSU COVID Response team of your positive result is no longer necessary.



# Hand Sanitizer (All)



- Large dispensers of hand sanitizer will be available near the entry of every lab room
- Instructors and students are encouraged to sanitize their hands as they enter the lab rooms and as they leave
- One pump should be more than enough



# Equipment Cleaning (All)



- Each laboratory table will be outfitted with a bottle of cleaning spray and a box of paper towels
- Students and instructor will spray the sanitizing fluid onto a fresh dry towel to wipe down the equipment, table, and chair BEFORE and AFTER use
- The sanitizing spray should NOT be applied directly to ANY of the equipment, rather it should ALWAYS be sprayed onto the paper towel first





# Sanitizing Wipes (All)



- All lab rooms should have been equipped with pre-packed sanitizing wipes which can be used in the event that the paper towels or sanitizing spray runs out.
- These wipes should be used by students and instructors to wipe down the equipment **BEFORE** it is used and **AFTER** the experiments have been concluded
- Sanitizing wipes may also be used to clean the lab chairs and table before and after use
- You may be asked to help distribute the wipes to students (so that they do not crowd the container)



# Glove Dispensers (All)



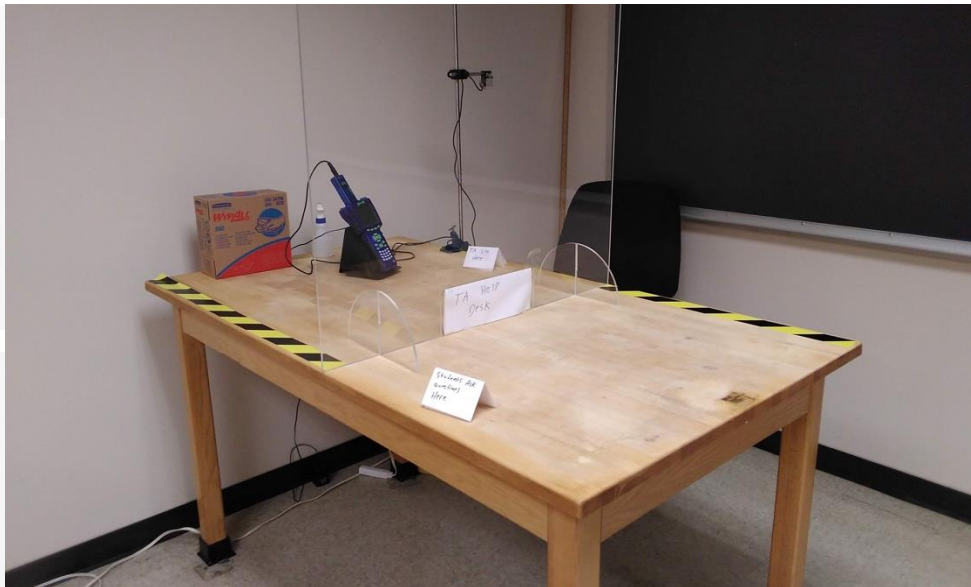
- All laboratory classrooms will now include multiple glove dispensing locations
- Students will be required to obtain a fresh pair of gloves BEFORE completing the laboratory experiment
- Care should be taken to ensure that students do not crowd around the dispensers, and maintain social distancing as they procure gloves
- You will be responsible for making sure that these dispensers remain stocked with gloves (additional boxes will be available in the storage room)



# TA Help Desk



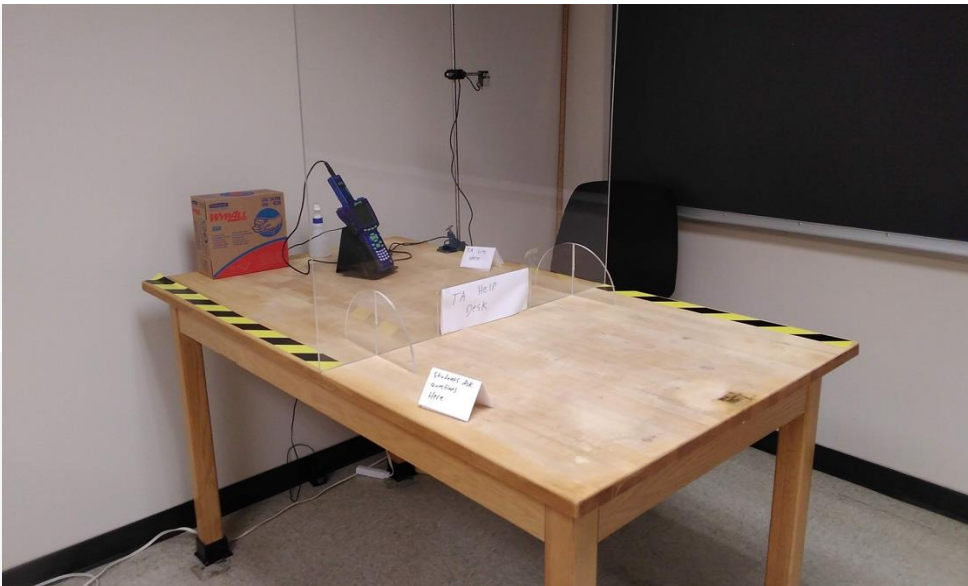
- If you feel comfortable, feel free to wonder around the room to help students, just maintain social distancing
  - (Use the laser pointer on the desk, or your own personal pointer to maintain a two-meter buffer from students)
- If you do not feel comfortable moving about the lab room, remain seated at the help desk and have the students come to you, **ONE AT A TIME**, with questions
- Depending on your instructor, a combination of these elements may also be used. For example: if you cannot successfully explain long distance how to use a Vernier caliper have the student come back to the desk and watch you use yours.



# TA Help Desk Continued



- Because of the differences between the two campuses the help desk locations and configurations are different.
- On the Kennesaw Campus
  - TA table is located at the back of the room
  - You can sit down behind this desk immediately, and should stay there for the duration of the lab
  - You may not want to remove your mask
  - You may want to wear gloves
- On the Marietta Campus
  - TA table is located at the front of the room
  - You should wait in the storage room until after the professor has completed the introductory lecture, then take a seat at the table and stay there for the duration of the lab
- As much as possible you should encourage students to collect data quickly



# Summary of new procedures and TA responsibilities (All)

- **Masks, Gloves and safety glasses are optional**
  - TAs will ensure glove dispensers stay stocked
  - If glasses are used by students, TAs ensure that sanitizer cabinet is turned on after lab period
- **Equipment must be sanitized before and after use**
  - TAs will distribute wipes and monitor cleaning spray levels
  - TAs will remind students to clean equipment / TAs will clean any equipment that was not correctly cleaned by students (after students leave)
- **TAs will still assist students**
  - TAs may remain stationed at the TA help desk and direct students to come to the help desk ONE AT A TIME (TAs may need to remind lab sections and professors of the process)
  - OR TAs may wonder around the room, ALWAYS KEEPING THEIR DISTANCE, utilizing the provided laser pointer to direct students' attention





# THANKS!



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