

TENN Herbarium Community of Practice

EEB Department policy: As part of the EEB Department the TENN Herbarium will be following the department's guidelines, which are available here:

<https://eeb.utk.edu/eeb-community-of-practice/>

University policy: Everyone in the herbarium is required to follow University regulations, including daily self-assessment, reporting before going on campus, and following guidelines for self-quarantine when necessary. <https://www.utk.edu/coronavirus/>

Daily health screenings

- Anyone coming on campus is required to fill out a daily health screening in the morning before arriving:
 - Faculty and staff - <https://selfscreen.utk.edu/index.php?routed=employee>
 - Students and student employees - <https://selfscreen.utk.edu/student.php?routed=student>
 - All other campus visitors - health screening form, emailed to the collections manager

Self-isolation

- If you are sick or have been exposed to COVID-19 you must self-isolate
- Faculty, staff, and students who self-isolate are required to complete UT's reporting form to aid with contact tracing: <https://veoci.com/veoci/p/form/ywn6tdat855m#tab=entryForm>

Sanitation

- All visitors to the herbarium, including faculty, staff, students, and anyone else not necessarily affiliated with the University, are required to wear masks per University policy <https://www.utk.edu/coronavirus/guides/requirement-to-wear-face-coverings>
 - Anyone who refuses to wear a mask will be unable to work in the herbarium unless it is due to a medical condition in which case they must contact the UT Office of Equity and Diversity (<https://oed.utk.edu/>) before visiting the herbarium
- Masks will be provided by the herbarium to anyone who doesn't have one
- Masks will be worn at all times inside the herbarium, unless you are alone in an office with the door shut.
- Please clean shared surfaces with ethanol after use: doorknobs, computer mice and keyboards, kitchen appliances, etc.
 - Please do not spray ethanol directly onto any electronics, including keyboards and mice! Spray it onto a paper towel and then wipe off the surface.
- Disposable nitrile gloves are available in room 114 and spray bottles containing 70% ethanol are available in rooms 102, 103, and 114
- Bottles of hand sanitizer are distributed around work stations
- Except for rooms 102, 114, and the collection space we are limiting capacity to one person per office

- Please spread out and keep at least six feet between you and anyone else in the herbarium

Users with prior TENN Herbarium training

- The herbarium is open to faculty, staff, and students who have already had training on how to navigate the collections and properly handle specimens
- We require everyone to contact the collections manager, Margaret Oliver beforehand to set up a time to come in and use the herbarium

New herbarium users

- We will make reasonable efforts to allow continued access to herbarium collections and resources to new users through the following means:
 - By pulling out requested specimens beforehand and setting them aside in a private workspace
 - Training via Zoom on how to operate and take photographs with the z-stacking microscope
 - Training via Zoom on how to use the online databases and, when applicable, how to transcribe specimen data
- Please contact the collections manager, Margaret Oliver with any questions regarding the above training opportunities

Class tours

- We will still offer class tours but only for groups of eight or fewer people
- Groups of eight will be divided into two groups of four, allowing a rotation of fewer people throughout the tour
- Groups larger than eight will be offered the opportunity to come in separately as smaller groups of eight or fewer, or be offered a digital package of materials we've put together for virtual tours of the herbarium
- Everyone on tours, including guides and visitors, will be required to wear a mask per University policy
<https://www.utk.edu/coronavirus/guides/requirement-to-wear-face-coverings>
- A mask will be provided to anyone who doesn't have one

Contact Information:

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