



Engineering II Access STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazardous Chemical Hazard Class

Date of last revision to SOP: May 28, 2020 (T.M. Pollock/Building Contact)

OVERVIEW

Initially after the onset of the Covid-19 pandemic, all labs were closed only allowing essential workers access to maintain critical lab functions. This SOP describes requirements and procedures for partially opened labs allowing access to select researchers to resume some lab activity. This is termed "Phase 3" which means 10-25% activity with 5-15% of normal personnel.

Daily Conditions for Lab Entry

Preconditions:

- Access only for researchers who already have completed lab safety training, have a physical key or key card access and have reviewed the building and laboratory level SOPs.
- No sign or symptoms of COVID-19 or other illness. If so, stay home and quarantine for at least 14 days in accordance with CDC guidance. Seek testing in accordance with guidance from County and Campus. Notify PI of status immediately, PI's to inform Building Committee contacts.
- Get initial lab access approval from PIs, who will coordinate priorities. Once approved, then schedule specific lab time with the Building Committee.

Scheduling Guidelines & Personnel Density

Specify Lab Time:

- Sign in to Google Calendar for the floor that corresponds to the lab you will use and select a reservation date along with a time block following current scheduling instructions. Enter a lab room number and your name. Google calendars will be maintained by floor managers: Floor 1 (Deryck Stave), Floor 2 (Chris Torbet), Floor 3 (Mike Best). If maximum occupancy is exceeded, floor managers will notify individuals of the need to rebook.
- Reference Lab SOP for minimum and maximum occupancy in any specific lab space. Also reference lab SOP for procedures regarding use of PPE within laboratory and handling of chemicals and other hazards.



Building Traffic Flow Follow Rules:

- External open staircases will be marked “up” (see maps). Internal closed staircases will be marked “down” and traffic flow should follow these instructions, which will be posted.
- Only one person at a time in the elevators; use the elevators only when necessary.
- Traffic flow on the 2nd and 3rd floor hallways will be predominately clockwise. The exception may be for going short distances. Look down the hallway when exiting the lab and yield to anyone who may already be walking there. The goal is to minimize exposure and to avoid people passing each other in close quarters. Use common sense. Narrow hallways on 1st floor will also flow clockwise and more open spaces on ground floor will require social distancing.
- Obey signs indicating PPE requirements, traffic flow and personal space requirements.

PPE/Safety Equipment:

Every lab has existing SOPs and safety protocols. In addition the following safety equipment will be available in all labs:

- Minimum standard face mask per individual laboratory safety SOPs, or optional masks that exceed minimum standard
- Disposable gloves
- Safety glasses or face shield
- Disinfectant spray/wipes
- Hand sanitizer

Building and Lab Entry Initial Entry Procedures:

- Wear face mask or face covering whenever on campus to and from lab in accordance with Campus policy.
- Attach signage outside lab indicating “Lab Occupied / In Use”.
- With gloves, disinfect building door handle as well as laboratory workspace upon initial entry using 70% Isopropanol or 10% bleach solution. This will include faucet handles, light switches, door handles, and any equipment or tools being used (knobs, switches, any touchpoints)
- After sanitizing the workspace, wash hands thoroughly with soap and warm water.
- Bathroom procedures: One person at a time. Follow instructions posted at the entry to all restrooms.

SOP Covid Phase 3 Lab Access/Operation



Phase 3 Specific Lab Use

Lab Usage:

- Reference Laboratory specific SOP
- Perform work efficiently, planning operations beforehand.
- Be cognizant of touching surfaces, avoiding touching your face.
- Wash hands frequently.
- Be a good citizen and respect concerns of others in lab and building

Lab Exit

End of Use Procedures:

- Wipe down all touched surfaces with disinfectant, remove and store laboratory specific SOP as per laboratory SOP.
- Wash hands.
- Put on face mask or face covering.
- Turn off lab lights and remove "Lab Occupied/In Use" signage.

Additional Phase 3 Safety Procedures

Notes:

- Make every effort to practice social distancing with face covering in hallways and when using the restroom.
- Floor managers may notify department chairs of violations of these policies.





