

Department of Chemistry and Biochemistry

General Guidelines for Conducting Approved Research in CBC

These guidelines apply to all laboratory personnel (postdoctoral researchers, students, faculty, and staff)

1. No one shall report to work if he or she is feeling unwell. Personnel should stay home if they feel ill, regardless of the nature of the illness (i.e., gastrointestinal, “allergies”). Any illness should be treated as if it could be Covid-19. Any person that feels unwell should report the illness to the PI/Director, who will then alert other workers in the same area and the Department Chair for possible contact tracing. Anyone who is ill must self-isolate at home for at least 14 days after the illness has passed (or the time period consistent with university guidelines).
2. No one shall report to work if he or she feels unsafe. The goal of these guidelines is to ensure the health and safety of all members of the lab. It is not the intention of these policies to pressure employees to work in environments that they do not consider safe. Some workers may have underlying health issues that they may not wish to and are not required to disclose. Thus, return to work will be at the discretion of the laboratory member. If they opt to stay home, they should consult with the PI/Director to identify work activities that can be conducted through telework.
3. Personnel are encouraged to report unsafe conditions. If a laboratory member identifies work conditions that they believe to be unsafe, they should report these conditions to the PI/Director as soon as possible. If the situation is not corrected and the worker continues to feel unsafe, then they should report this to the Building Coordinator and Department Chair. For BI, BRT and RF, the building coordinator is Carol Barnes (.829). For all other CBC buildings, the building coordinators are Walter Williams (.5141) and Kevin Dill (.3).
4. Prior to reporting to work each day, personnel will attest using the daily form, if required, that (i) they do not have a fever of > 100.4 °F (> 38 °C), (ii) they do not feel unwell for any reason, (iii) to the best of their knowledge, they have not been exposed to any individuals that have been unwell (with any kind of illness). If employees have been exposed to individuals who are unwell, they will be required to self-isolate for 14 days before returning to work. Personnel will notify the PI/Director verifying that he or she is in good health.
5. Social distancing is required at all times. Personnel must comply with social distancing requirements at all times that they are in the building, including in laboratories, common spaces, and hallways. Social distancing means no one should cross a circle that extends 8 feet (2.4 m) out from you at its center.
6. Each laboratory/research group will identify at least 1 Coordinator. The Coordinator(s) for each laboratory (could be the PI/Director/senior laboratory member, laboratory safety officer, etc.) will be responsible for coordinating laboratory activities that allow resumption of research, including scheduling, acquisition and monitoring of PPE, and communication with laboratory personnel. The Coordinator(s) will be responsible for moderating the lab access, ensuring that scheduling is equitable and that those with more pressing needs have priority (such as graduation, specific experiments needed for publication or proposal).

7. The number of laboratory members shall be limited to ensure adherence to social distancing guidelines. Personnel must sign up for lab access times on a shared scheduling document (e.g., online shared calendar) to comply with this policy. In the laboratory, students should not share the same workbench or fume hood, and must remain at least 8 feet (2.4 m) apart and wear face masks. Except for occasional closer spacing when moving between spaces, workspaces must have a minimum of 150 square feet (16 m²) per person.
8. Personnel will record work hours and locations in the group's online calendar. To ensure social distancing and aid potential contact tracing, researchers will record in the group's calendar at the beginning and at the end of each work shift, the spaces visited, and whether the spaces were cleaned at the end of the work shift.
9. For Safety, personnel must not work in the laboratory in isolation. Personnel should ensure that there is at least one other person in laboratory area who could respond in the case of need. When scheduling research time, each laboratory member will identify a "buddy" who will provide the necessary safeguards; this can also be done in coordination with adjacent research labs.
10. When scheduling work, personnel will identify planned work spaces and aim to minimize cross-contamination of common spaces and equipment. The coordinator will review the scheduling plan to ensure a given space is not over-booked. Researchers should restrict themselves to spaces approved for that day, including labs and any other required facilities, and not visit other areas, labs or buildings.
11. Use of shared spaces will be reserved and logged online. Online sign-up and logs will be required for all common research areas and equipment rooms. Coordinate with adjacent groups or personnel, as needed, in order to minimize cross-contamination.
12. Data analysis and writing must be performed off-site. To facilitate social distancing requirements, and to allow other laboratory members access to the lab, personnel will limit time in the laboratory to that required for experimental work only. Hours of off-site effort should be logged for effort certification purposes.
13. Personnel must wear appropriate PPE. Personnel are expected to wear PPE consistent with the work that they are conducting, which will include at least long pants, closed toed shoes, no loose jewelry, hair or clothing, safety glasses, gloves, a lab coat and a face mask. Note that glove requirements may vary, and members should consult a glove compatibility chart to aid glove selection. This may be augmented by a face shield, goggles, or other PPE as appropriate.
 - a. Each researcher should use their own pair of goggles – do not share goggles.
 - b. Take one box of gloves to place on each researcher's own bench. Only take gloves from the box that are located on your own bench.
14. General Building Protocols will include:
 - (i) Personnel will comply with general building procedures as dictated by the University.
 - (ii) Personnel will wear a face mask at all times.
 - (iii) After touching surfaces with bare hands, personnel will wash hands for at least 20 seconds with soap and warm water. Turn the faucet off with a paper towel.

- (iv) Each Coordinator will identify space for Personnel to eat or drink while adhering to social distancing guidelines (e.g., minimum of 150 square feet per person). If no suitable space exists in the building, personnel must exit the building for meals.
- (v) Personnel will comply with restrictions regarding stairs, elevator and restroom use. Ideally, no more than 1 person at a time in a restroom, an elevator or narrow stairway corridor.
- (vi) Personnel will remain socially distant from others in common areas and hallways and limit their time in these locations to transit only.

15. Additional cleaning procedures will include:

- (i) Cleaning of surfaces must be done with a suitable disinfectant (e.g., 70% ethanol or 10% bleach, and soap, as needed)
- (ii) Researchers should disinfect all spaces (door handles, benches, hoods, desks, keyboards) and equipment before and after use.
- (iii) Any shared equipment or reagents must be wiped down before and after use.
- (iv) When work is completed, researchers will clean up their work area, removing all trash and disposing all chemicals as required by lab safety protocols.
- (v) Each researcher should have their own workspace for storage of samples, stock reagents, etc. All materials should be wiped down before being placed in storage areas.
- (vi) If office space was used while waiting for experiments, the space should be disinfected.
- (vii) Finally, students will clean all door handles using soap and water on damp paper towels or disinfecting wipes as they exit the lab.

16. Social distancing is still required during training and collaborative activities. It is recognized that training and collaborative research present special challenges to social distancing. These activities should be conducted via teleconference as much as possible

- (i) Exchanges of samples or other materials, when required, should be conducted under social distancing guidelines. Researcher 1 should leave the material, clearly labeled, and cleaned in a designated location and vacate the area. Then, Researcher 2 should retrieve the material. The material should be disinfected as appropriate immediately after receipt by Researcher 2.
- (ii) Training activities will be particularly challenging. Video conferencing is encouraged, including use of a webcam to demonstrate techniques where possible. For in-person training, the trainee and trainee should remain as far apart as reasonably possible, but a minimum of 8 feet (2.4 m) away from one another.