

Turro Group,

Claudia, Sean, and Eric met to talk about the new regulations for beginning lab work in the upcoming weeks. Along with the Departmental guidelines, we decided it would be best to outline our lab-specific procedure.

To summarize the CBC Departmental guidelines on work and building safety:

(1) You do not need to and should not report to work if you are feeling sick – if you are unsure what the illness is the default is to assume COVID and you must self-isolate and tell Claudia. You also do not need to report to work if you feel unsafe and please do reach out to Claudia. If you are in lab, it will be assumed you attest to being in good health.

(2) You can report unsafe building conditions directly to Claudia OR Walter Williams.

(3) Restroom, hallway, and stairwell occupancy is significantly diminished. Attempt to have only one occupant in each of these areas at a time.

(4) Lab occupancy is limited to 50%, each researcher must have a minimum of 150 ft<sup>2</sup>, and all occupants must maintain 8 feet separation.

(5) Researchers are required to have a “buddy” at all times, meaning no researcher can work alone.

The Turro Group’s own procedures are outlined below. If you have questions about the SOP please contact Eric, Sean, or Claudia.

Regulations regarding social distancing and sanitation are complicated in closely knit communities like our lab and especially in our research. There is a lot of nuance so we ask for your patience during this time.

There are four sections that will be discussed in detail:

(1) Attestations & Work Planning

A departmental guideline states that you must attest that you do not have a fever and are not experiencing COVID symptoms, to your knowledge, prior to traveling to campus. **You must do this prior to entering the lab** and a form for confirming as much has been established. After finishing your work in lab, you must also attest that you wore a face mask at all times in buildings and sanitized your work areas upon completing work.

Lab members should check the signup sheet before going to work, plan their time in lab well in advance, and be sure to fill out the “Time In”, “Time Out”, and “Total Time” blocks. This has the advantage of ensuring that all lab members have a “buddy” while in lab and avoiding excessive occupancy. For example, in the event an experiment takes 8 hours, **you should communicate with lab members to ensure someone is around during the entire course of the experiment. In this situation, it is permitted to work in the office.**

(2) PPE & Sanitation:

Lab coordinators are responsible for upkeep of PPE and relevant sanitation items. On the lab work form discussed earlier, **there are boxes that allow people who work to indicate if they need PPE replaced, or if the lab at large needs PPE replacements.** Please use this document to request PPE.

**The lab will provide everyone with a personal box of lab-safe gloves, sanitizing wipes, sanitizing solutions, and reusable plastic baggies.** Do not take gloves from coworkers' boxes. For more specific items, please reach out to Sean or Eric. **Face masks are required inside the office spaces and laboratories.** It is recommended to have a mask specifically for lab work that is separate from what you would use in your daily lives. Additionally, each member should work toward grouping items they commonly use (that are not shared) into a box or drawer that is labeled clearly with their name. This is similar to normal lab practice except that it is now more critical to avoid cross-contamination.

Shared research items have been minimized to avoid cross-contamination – on the 4<sup>th</sup> floor of Newman Wolfrom **no squirt bottles should be shared.** The squirt bottles on the 3<sup>rd</sup> floor of Newman Wolfrom are lower in number and must be shared – when you are finished, please place them back in the common space and sanitize. Due to their nature, things such as instruments, balances, rotovaps, etc. must be shared use and should be sanitized after use. **When you use an instrument, please sanitize the keyboard and immediate area before and after use with handwipes and not ethanol solution (as keyboards may dissolve).**

When going between labs, use the reusable plastic baggies to open doors. If a gloveless hand is used, department regulations state that you should sanitize the handle after use. The reusable bags will decrease the rate of glove exchanging and consumption.

### (3) Lab work:

Once your experiment is finished, you should try to leave lab/campus as soon as possible so others can arrive. Working in the office is **not permitted** unless it is while waiting on an experiment in-progress or serving as another lab member's "buddy".

In accordance with 50% occupancy, all laboratory spaces (NW 4140, 4134, 3106, and 3102, Evans Lab 4103 and 4105) should have no more than 2 people at a time. If your experiment requires sample preparation in one lab space and analysis in another, plan accordingly to abide by occupancy restrictions.

Due to social distancing, **training on new instruments and techniques is suspended.** If you don't know how to do a particular technique, you may consider asking the lead lab member in charge to run the experiment. Additionally, lab members with adjacent fume hoods should not work simultaneously in them (i.e. Austin and Eric).

### (4) Office work:

With respect to using the office only one person is allowed in at a time. **It is not permitted to just come in to write or process data** (with the exceptions outlined above). You may store items at your desk and should avoid touching other co-workers spaces (chairs, desk, computers). **At this time, storing and eating meals in the office common spaces is not allowed so plan your shifts around meals accordingly** and eating outside is encouraged.

When exiting the office, use the hand sanitizing wipes on your desk and door handles.

Thanks in advance for your patience as we work to prepare the lab to return to research. If you have any questions, please get in touch!