COVID-19 Standard Operating Procedures for On-Site Laboratories
This document must be visibly displayed in the lab.
Updated: 04.09.2020

Name:

Principal Investigator:

Date approved by
Principal Investigator:

Internal Lab Safety Coordinator/Lab Manager:

Lab Phone:

Location(s):

Surface Disinfection:

- COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
- It is critical that every high-touch surface in the work area (drawer and cupboard handles, faucet and dispenser handles, supply bottle tops, etc.) be frequently sanitized.
- Identify and mark surfaces for disinfection and put a disinfection schedule in place that should be posted in the lab and initialed upon completion.

Social Distancing:

- COVID-19 is readily transmitted from person-to-person when they are in each other’s breathing zones.
- No more than 1 person per 120 square feet of space can work in a single space, meanwhile maintaining six feet of distance among all individuals. Many research spaces are too small to meet this requirement. Consider staggering work in shifts if it cannot be achieved.
- Maintain six feet of distance between you and your coworkers. For example:
  - Maintain a distance of six tiles where there are floors tiled with 12” square tiles.
  - Hold out arms and step back until two feet separate your fingertips from others’ outstretched fingertips.
  - Mark a six-foot distance with tape on the floor in commonly used spaces.
- Ask those that are too close to step back- you have the right to calmly and politely ask that of anyone you encounter in your work. If you are asked to yield space, please comply.
• Implement a work schedule so that individuals can avoid using the same space or equipment at the same time as other individuals.

**Personal Protective Equipment:**
Individuals working in labs must wear personal protective equipment, potentially more than they are typically included in their standard operating schedule.

**Masks (Required)**

• Workers should wear protective masks (disposable or multi-use appropriately cleaned and sanitized between uses) provided by the department, or a personal cloth mask.
• The use of one mask per worker per day is recommended. If masks must be re-used due to shortages, contact EHS (540-231-3600) for assistance in devising a safe re-use method.

**Gloves (Required)**

• Plastic gloves (or other type of disposable glove provided by your department) should be worn.
• Avoid touching your face (or mask) with your gloved hands.
• Wash and dry hands before putting fresh gloves on.
• Workers using hazardous materials, chemicals and biological agents must continue to follow their specific glove use practices. For lab workers wearing disposable gloves because of the current public health crisis, the following advice applies:
  o Due to shortages of disposable protective gloves, you can continue to wear the same pair of gloves per shift by disinfecting them often (while wearing them) using an alcohol-based hand sanitizer that contains 60-95% alcohol, or by wiping them off with a bleach-containing disinfectant wipe.
• Replace torn gloves with a new pair.
• After removing gloves, wash and dry hands thoroughly. If you are not near handwashing facilities, disinfect your hands with hand sanitizer, then wash hands with soap and water as soon as you can.
Identification of surfaces to be disinfected, frequency of disinfection, and appropriate products listed below:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Product to be used</th>
<th>Frequency of disinfection</th>
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<tbody>
<tr>
<td>Doorknobs, Sink, Faucet handles, light switches, etc.</td>
<td>70% ethanol</td>
<td>Start of the day and End of the day</td>
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<tr>
<td>Cell phone and/or key card</td>
<td>70% ethanol or Lysol wipes found in building</td>
<td>Upon entry and exit of building</td>
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**Daily Best Practices:**

- Take your temperature prior to leaving home. If you have a fever, stay home.
- Shower before coming to work and wear a fresh change of clothes.
- Upon entering the building, visit the restroom/washroom and thoroughly wash your hands with soap and water for 20 seconds.
- Continue to wear your personal cloth mask while on-site and social distance yourself from others.
- Do not touch your face or mask. If you do, wash your hands immediately.
- Sneeze or cough into your elbow or tissue; immediately place tissue in the trash. Maintain this habit even when masked.
- Before you leave the building, wash your hands with soap and water one last time for 20 seconds. After you leave the building, use hand sanitizer before touching car keys or car door handle.
- It is suggested that you immediately remove shoes when returning home and spray them with disinfectant. Any clothes worn outside the home should be immediately washed.

**Prohibition against occupancy, if the individual:**

- Have fever or respiratory symptoms, * or have been in contact with anyone with these symptoms for the past 14 days;
- Have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official; or
- Have within the last 14 days returned from an area with reported community spread of COVID-19.
NOTE: Individuals with an underlying health condition that may predispose them to COVID-19 are discouraged from working on-site.

*If there is a medical emergency, dial 911.

**Training Documentation of** (signature of all users is required)
**Principal Investigator Standard Operating Procedures Approval**

Principal Investigator: Print name

Signature________________________

Co-Director: Print name

Signature________________________

________________________
Approval Date

**Student**: I have read and understand

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**Other Laboratory Personnel**: I have read and understand

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