LAB SPECIFIC COVID-19 RETURN TO WORK PLAN

CHS Guidebook for Wet and Dry Labs

PURPOSE
This guidebook outlines the practices set forth by CHS to allow faculty, staff and students to gradually resume research activities in the CHS wet and dry labs. The goal is to ramp up research thoughtfully and deliberately while protecting our faculty, staff, students and visitors by following the most current published guidelines provided by ASU and the CDC. A phased approach enables us to monitor the changing situation and make adjustments to the process as needed. Faculty, staff and students should be educated regarding the policies and practices below, and be informed about changes that will occur over time.

1. Workplace Expectations
   A. Responsibilities of faculty, managers, lab coordinators - those who are responsible for the conduct of research
      1. Must be familiar with the information contained within this guidebook, remain up to date as new guidelines are released, and be ready to answer questions.
      2. Principal Investigators (PIs) must remain responsible for providing direction and oversight knowledge of their projects, labs, and/or research sites, and personnel including graduate students, postdoctoral fellows, and staff.
      3. Must encourage same behavior in students and employees and remind individuals when they see incorrect practices.
   B. Responsibilities of faculty, staff and students - those engaging in research
      1. Read and fully comply with the policies, protocols and guidelines outlined in this guidebook, and the official ASU policies for returning to work. Repeated failure to do so may result in corrective action.
      2. Ask faculty, managers or lab coordinators for help if needed or for any questions you have concerning the stated policies.

2. Required Training
   A. ASU safety trainings must be current. ASU Fire Safety training is required.
   B. Community of Care Training For Employees through Career Edge Community of Care Training.
   C. All students are required to participate in Community of Care: Coming to Campus Training. This training includes important information about expectations for students while on campus and safety protocols to follow related to COVID-19.
   D. PPE: PPE video demonstration link.
   F. Donning/Doffing Gloves: Donning/doffing gloves video demonstration link.
   G. Lab Reorientation provided by Lab Coordinator if working in the TGen or ABC1 labs OR PI’s should provide lab specific review and training for staff and students, which includes new COVID specific guidelines.
   H. Review SOPs for your current work, including specific SOPs from faculty with updated COVID 19 information.

3. General Considerations
A. Maintain a clean workspace
   1. Clean your personal and lab workspace at least twice per day when in use. This includes, but is not limited to keyboards/mouse, phones, doorknobs and other high touch surfaces. Refer to instructions and list of disinfectants below for effective cleaning.
   2. Keep desktops neat and limit personal items and food to aid the custodial efforts to keep the building clean.

B. Reduce occupancy
   1. The guideline used to determine occupancy is 150 sq. ft. per person. Occupancy limit will determine scheduling availability.
   2. Post occupancy limits in labs and shared offices.

C. Assign dedicated workspaces
   1. Cubicle space will be assigned to students to minimize contact with others.
   2. Faculty will work within their assigned lab space and schedule shared equipment.

D. Minimize contact time
   1. Telework is the preferred option for ASU faculty, staff and students.
   2. Limit time in the building to performing necessary lab work only.
   3. This will free up the schedule to accommodate all faculty, staff and student needs.

E. Office Environment
   1. Break rooms should be used only for cleaning dishes, getting water, preparing food, and similar activities. Wash hands before and after using the kitchen. Wear a face covering and maintain a physical distance of 6 feet from others in break areas and kitchen spaces. Individuals are encouraged to eat at their desk or another area where they can maintain physical distancing.
   2. Interactions in hallways and corridors should be as brief as possible. Face covering masks are required in all of ASU buildings, elevators, and open areas. Avoid congregating in common areas or walkways and be mindful of increased risks of virus transmission when in confined indoor spaces. This includes engaging in conversations in close proximity.
   3. Modified workspaces enforce social distancing. Do not move furniture.

F. Using Elevators
   1. ASU guidelines state four persons maximum in an elevator. Please follow building guidelines where your lab is located.
   2. Face covering masks are required when entering the building; this applies to riding the elevator.

G. Meetings
   1. Hold meetings via Zoom or phone whenever possible.
   2. If in-person meeting is required, follow CDC guidelines and maintain appropriate social distancing of at least six feet and a wear a face covering mask and other appropriate PPE.

H. Public Transportation
   1. Wear face-covering mask when riding in ASU shuttles and mass transit due to prolonged close proximity to other riders.
   2. Wash hands or use hand sanitizer before, and after riding, and before contact with common touchpoints.

I. Maintain compliance with existing lab safety requirements. ASU Research Facilities Guide

J. Students will not be involved or allowed to participate in on-campus or community research activities that involves direct contact with research participants resulting in an increased chance of exposure until ASU policy allows access to buildings and clinical and lab research ramp up is complete.
2. Initial Plan for Reentry into Lab
   A. Faculty investigators will submit the Lab Safety Plan through Knowledge Enterprise research intensification portal. ASU Research Intensification Plan 2020. Use the Lab Safety link and complete all the questions in detail.
      **Note:** The plan is expected to be completed and submitted by the PI that directs the lab.
   B. Faculty investigators, managers and lab coordinators must read and comply with ASU Lab ramp up guidelines. ASU Laboratory Ramp Up Guidelines
   C. Faculty investigators must complete a lab ramp-up checklist. ASU Laboratory Ramp Up Checklist
   D. Faculty investigators must communicate plans for resuming work with managers, lab coordinators, their staff and students.
   E. Direct questions about the process to Ginger Hook 602-496-3354, ghook@asu.edu.

3. Lab Protective Measures
   A. General Safety Policies and Rules
      1. Face Coverings
         a. Effective June 12, 2020, all staff, faculty, students, research study volunteer and visitors are required to wear a face covering mask (cloth face covering or surgical mask) when in ASU buildings and conducting lab research. Face covering masks are also required in outdoor community spaces where social distancing is not possible.
         b. When it is not possible to maintain social distancing of at least six feet, a face covering masks, consistent with CDC guidance, and other appropriate PPE must be worn.
         c. A face covering mask is not required when working alone in a confined office.
      2. Good Respiratory Hygiene
         a. Cover nose and mouth with tissue when sneezing or coughing or cover mouth with elbow away from direction of people.
         b. Throw away used tissues in the trash immediately after using.
         c. Wash hands with soap and water or apply hand sanitizer after.
      3. Social Distancing
         a. Maintain appropriate social distancing of at least six feet.
         b. Know and observe spacing requirements for your assigned office and lab.
         c. Use technology for teaching lab procedures and oversight of experiments whenever possible.
         d. If in-person training is required use mask and face shield when appropriate if in close contact.
      4. Hand Washing
         a. Wash hands for 20 – 40 seconds before and after bench work and frequently during your shift when contact with commonly accessed touch points (doorknobs, handles, copy machines, etc.) has occurred.
         b. Hand sanitizer is an acceptable option if sinks are not available.
         c. Avoid touching eyes, nose and mouth with unwashed hands.
   B. PPE
      1. Face Coverings
         a. All individuals should wear cloth facial coverings or surgical type masks, consistent with CDC guidance.
         b. Refer to ASU guidelines in Appendix A below for the correct use of face coverings.
         c. Wash hands before and after each procedure.
d. Paper face coverings can be reused if not wet or soiled and can be stored for reuse. Carefully place the face cover into a clean bag, labeled with the user’s name. Avoid compressing the face cover. Do not seal the bag.
e. Paper face coverings should be discarded at the end of each day or upon becoming soiled.
f. Faculty investigator or Lab Coordinator will review the storage process during orientation.
g. Cloth face coverings should be laundered in warm water with soap frequently or when contamination is visible or suspected. Cloth face coverings should be dried in a dryer or in the hot sun.
h. Follow extended-use or reuse guidance as outlined by CDC.
i. Use of a filtering face-piece respirator, such as an N95 disposable particulate masks, must be requested through EHS in accordance with ASU Respiratory Protection Program. For information on fit testing and training contact Catherine.Mancini@asu.edu

2. Gloves
   a. Wear gloves, if appropriate, for the work in your lab and when using disinfectant per EHS guidelines for lab work.
   b. Refer to ASU guidelines in Appendix A below for the correct method to don and doff gloves.

3. Lab coats
   a. Wear lab coats as required by ASU, if appropriate, for your lab activities.
   b. Use the ASU Lab Coat program to launder coats weekly at a minimum.
   c. Disposable one-time use lab coats will be required for direct close contact activities. Contact your lab coordinator for additional information.

4. Safety glasses
   a. Wear safety glasses as required by ASU, if appropriate, for your lab activities.
   b. Refer to ASU guidelines in Appendix A below for the correct method to don and doff safety glasses.
   c. Face shields will be required when working in close proximity to another person in the lab. The same precautions outlined in Appendix A below are required for use of a face shield. Contact your lab coordinator for additional information.

C. Work Practice Control, Schedules and Lab layout
   1. Self-Screening:
      Before coming to an ASU Facility each faculty member, staff member or student must complete a daily symptom self-screening. It is recommended to complete this screening using the ASU Mobile App (expected to be available August 7th). As an alternative to the App a manual daily temperature and symptom self-screening (CDC Self-screening guide) must be conducted. Check the Symptoms of COVID-19 for additional information.
      a. Staff that are not well will notify their supervisor. Staff members suspected, confirmed or being tested for COVID-19 must follow the ASU procedures for reporting.
      b. All faculty, staff and students working in a research setting where they engage in close human interaction are strongly encouraged to undergo frequent COVID-19 testing provided for free through ASU. Reservations are required.

   2. Remote work
      a. Telework is the preferred option for ASU personnel.
      b. Avoid performing non-lab work such as data analysis, literature reviews and
writing assignments in the lab or office area when it can be done at home.

3. Occupancy limits
   a. Occupancy limits and space controls are required to be posted in each room.
   b. Determine the maximum occupancy in your work area based on research space square footage.
   c. Total occupancy in the TGen wet lab/office space is outlined in Appendix C.
   d. Build alternating days and staggering reporting and departing into your scheduling plan to decrease occupancy at any one time in the building.

4. Use of calendar
   a. To maintain occupancy limits, schedule lab space and shared equipment on a calendar.
   b. Schedule ten-minute blocks between shared equipment use to allow for disinfectants to dry.
   c. Plan out lab time required before scheduling the lab to reduce occupancy.

5. Lab Entry
   a. Identify and post entry, exit and lab flow patterns for individual labs if the space allows.
   b. Lab flow patterns for the TGen wet lab are outlined in Appendix C.

6. Mapping out work spaces
   a. Assign dedicated workspaces, label chairs and workstations clearly with study staff or student names to minimize contact with others.
   b. Work space diagram and occupancy limits for the TGen wet lab are outlined in Appendix C.

7. Safety guidelines and signage should be posted at the entrance and exit to the lab.

D. Visitors/Vendors
   1. Non-essential visitors and vendors are prohibited.
   2. Essential visitors/vendors must follow ASU and CDC guidelines such as social distancing, wearing face coverings, and answering screening questions showing no signs of illness.
   3. Visitors and vendors must be scheduled and faculty or lab coordinator notified before they are allowed in the building.

4. Lab Cleaning and Disinfecting
   A. Wear PPE (mask, gloves at minimum, lab coat and eye protection are optional for dry lab/office cleaning) when cleaning and disinfecting. Store material safety sheets (SDS) for all disinfectants in the lab. Be aware of the hazards of the material you are using.
   B. Custodial staff clean floors and empty trash in wet labs but do not conduct any bench or equipment cleaning. Lab users are responsible for cleaning the workspaces they have occupied. Check with cleaning staff regarding detailed office cleaning.
   C. Clean and disinfect the workspace with bleach, 70% isopropanol or EPA approved for SARS-CoV-2 commercial sprays or wipes found at this link: [EPA list of disinfectants to use against Sars-COV-2](https://www.epa.gov disinfectants)
      1. Suggestions for disinfectants include:
         a. 70% Isopropyl alcohol (IPA) solution
         b. Clorox Wipes
         c. Lysol Wipes
         d. Protex Wipes
         e. CaviWipes and CaviWipes 1™
         f. Clorox Germicidal HealthCare Cleaner
         g. Windex Multisurface disinfectant cleaner
      2. Bleach
a. Mixing ratio: Five tablespoons of commonly available bleach per gallon of water or four teaspoons per quart of water.
b. Replace every 24 hours.

D. Electronics/keyboards
1. Computer equipment and electronics should be cleaned at the beginning and end of your shift, at minimum. If possible, use keyboard covers on shared equipment. Use alcohol based disinfectant wipes (do not use bleach wipes) only for keyboards. ASU Disinfection Guidelines for Computer Labs.

E. Sensitive equipment
1. Consult manuals, tech support or the lab manager to determine proper cleaning for sensitive lab equipment. Disinfectants allowed for use will be posted by sensitive equipment.

F. Shared equipment
1. Clean equipment after use of the equipment—i.e. headsets, touch screens, analyzers. Wait 10 minute before the next person uses the equipment. At minimum, at the beginning and end of your shift.

G. Follow full disinfecting guidelines approved by ASU at the link provided. ASU EHS Laboratory Disinfection Guidelines

5. Recordkeeping
A. Disinfection Log
1. Each lab area, common area and shared equipment space will have a Disinfection Log. See Appendix B.
2. Initial document with date and time when disinfection is completed. This is required at least twice daily.

B. Time In/Out Log Sheet
1. Log sheet should be located at the entrance of the lab visible to anyone entering.
2. All individuals (ASU and guests) are required to log time spent in the lab. See Appendix B.

C. ASU will follow Maricopa County Public Health Department protocols related to isolation and treatment of individuals who exhibit COVID-19 symptoms or test positive. These guidelines are subject to change, visit Maricopa County Isolation for current protocols.

D. Employee Reporting COVID-19 Exposure will follow instructions in link: Reporting COVID-19 Exposure

6. Compliance
A. Faculty investigator is responsible for monitoring compliance of the guidelines by all staff and students working in their lab.

B. The faculty investigator may designate a study team member(s) to monitor ASU COVID-19 communication, perform record keeping functions and monitor compliance. This individual(s) must be listed KE Lab safety Plan. Reassignment of this role must be communicated by email to Ginger Hook and Scott Leischow.

C. Any staff changes or addition of staff and students to your lab after lab Safety Plan approval must be communicated by email to Ginger Hook and Scott Leischow.

D. Walkthrough by faculty investigators, managers and lab coordinators will occur throughout the day to monitor and ensure policies and processes are followed.

E. Managers and lab coordinators will work with the individual labs occupying the shared CHS lab spaces to develop and implement work routines for their specific studies and monitor proper conduct of these guidelines.

F. Non-adherence to the guidelines will be brought to the attention of supervisors and faculty.

G. Continued non-compliance may result in temporary discontinuation of research.
Important links:

ASU COVID-19 Resources
- Novel Coronavirus Main Page: https://eoss.asu.edu/health/announcements/coronavirus
- Knowledge Enterprise: https://research.asu.edu/research-intensification-plan-2020
- ASU EHS COVID-19 Resources: https://cfo.asu.edu/biosafety-program
- CHS return to Campus: https://employees.chs.asu.edu/covid-19/chs-return-campus
- ASU COVID-19 Guides
  - Campus Facilities: https://cfo.asu.edu/facilities-cvd-19-guide
  - Phased Work Plan: https://cfo.asu.edu/phased-work-plans
  - Physical Safety: https://cfo.asu.edu/physical-safety
  - Shuttles and Vehicles: https://cfo.asu.edu/shuttles-and-vehicles
  - Supervisor Guidelines: https://cfo.asu.edu/supervisor-guidelines
  - Working on Campus: https://cfo.asu.edu/working-on-campus
  - COVID 19 Facts: https://eoss.asu.edu/health/announcements/coronavirus/faqs
- EHS Assistant: https://cfo.asu.edu/ehs-training
- ASU Respirator Program: EHS Respirator Protection documents
- EPA approved disinfectants: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- EPA approved disinfectants: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- ASU COVID 19 saliva testing: COVID-19 testing
Appendix A
Donning and doffing PPE

Donning a surgical mask

1. Wash hands with soap and water or apply hand sanitizer before donning a mask.
2. Place mask on face with ear loops over ears.
3. The mask should cover your nose and mouth with no gaps between the mask and your face.
4. Wash hands with soap and water or apply hand sanitizer.
5. Avoid touching the mask while wearing it.

Doffing a surgical mask

1. Wash hands with soap and water or apply hand sanitizer.
2. Use the ear loops to remove the mask, avoiding touching the front of the mask or your face.
3. If the mask is in good condition and not soiled, you may reuse it.
4. Carefully place the mask into a clean Ziploc bag, labeled with the user’s name. Avoid compressing the mask. Do not seal the bag.
5. Wash hands with soap and water or apply hand sanitizer.

Note: If the mask was worn during an encounter with another person who displayed signs of illness, discard of the mask in the trash.
Reusing the surgical Mask

If using a surgical mask and following social distancing practices, the likelihood of the mask being contaminated is very low.

1. Wash hands with soap and water or apply hand sanitizer.
2. Remove mask by holding the ear loops.
3. After removing facemask, visually inspect for contamination, distortion in shape or form. Discard in trash if soiled, torn, or saturated.
4. Carefully store in an unsealed bag labeled with your name on it.
5. Wash hands with soap and water or apply hand sanitizer
Procedures for donning safety glasses

1. Wash hands with soap and water or apply hand sanitizer before donning safety glasses.
2. Remove the safety glasses from package or storage container.
3. Place safety glasses directly on your face. Do not set the safety glasses on surfaces.

Procedures for doffing safety glasses

1. Wash hands with soap and water or apply hand sanitizer. If wearing gloves, remove gloves before removing safety glasses.
2. Remove safety glasses. Avoid touching your eyes and face.
3. Clean safety glasses with soap and water solution. Let dry before storing them.
4. Place safety glasses in clean plastic container or Ziploc bag for reuse.
Procedures for donning gloves

1. Wash hands with soap and water or apply hand sanitizer before donning gloves.
2. Select properly sized gloves.
3. Don one glove per hand.
4. Inspect gloves for any tears or holes and replace gloves if defects are detected.

Procedures for doffing gloves

1. Grasp the outside edge near your wrist.
2. Peel away from your hand, turning the glove inside out.
3. Hold in opposite gloved hand.
4. Slide ungloved finger under the wrist of the remaining glove.
5. Peel off from inside, creating a bag for both gloves.
6. Discard gloves in the garbage.
Appendix B

Disinfection log

Equipment Name and location:
Date and times of disinfection:

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Time In/Out Log Sheet

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Appendix C

PBC TGen Building 3rd Floor Lab Entrance and Exit Layout and Occupancy

Denotes:
Entry and exit flow
Number of people allowed in each space
Zig-zag spacing
Denotes:
Spacing of People allowed in 1 bay
Denotes:
Cubicle space occupancy limited