

Reopening Research SOP

June 1, 2020

General Guidelines:

All PIs and users must be approved by their respective schools and their PIs in order to return to work in the INRF. This approval must be submitted to the INRF Facility Administrator prior to gaining access to the cleanroom.

There will be a campus wide self-screening application that is mandatory for all who plan to return to the campus.

All staff / users will need to complete the Return to Work course on UCLC prior to gaining access. The proof of completion must be submitted to INRF Administrator.

Social distancing will be strictly adhered to. Always maintain physical distancing of 6 feet.

Masks and face shields must be worn in settings where it is difficult to stay 6 feet away from other people. A face cover is not a substitute for social distancing. Note: Student Affairs will be distributing face coverings to students.

INRF staff will meet weekly to review any protocol changes and/or updates to the safety measures in place.

There will be four items posted at each lab (1) Engineering Laboratory Protocol For Phase 2 Research Operations, 1-pg Guide (<https://drive.google.com/uc?export=172NtcfPLG7pITZdO-NfGSbx-nNgnMcBV>)

(2) A Working Alone Reference Guide, 2-pg EH&S Guide:

(https://drive.google.com/uc?export=download&id=1Yf14i3RljJA9h6Pa2Bi0Lh_2I1bUbCzC)

(3) Maximum Occupancy sign outside the lab door, *Word Template*

(<https://drive.google.com/uc?export=download&id=1OHVnei7bRR-xUqXFruMkalmgofZ3aMm>)

(4) Weekly scheduling calendar at entrance and online for lab and equipment.

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Sanitizer dispenser is located by the main entrance doors.

Campus and the School of Engineering are currently developing a Cleaning and Disinfecting Plan. This will include general spaces to be cleaned twice a day. All other spaces will be cleaned and disinfected by staff twice a day. Staff will practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. For electronics follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

If you do not feel well, please stay home. If you or someone close to you has a fever, cough or shortness of breath, contact your doctor's office in advance. They will direct you on next steps. UCI also has a new 24/7 telemedicine service, [UCI Health OnCall](#), that allows you to seek care and evaluation from home.

Be diligent and watch for symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fever**
- **Chills**
- **Muscle or body aches**
- **Sore throat**
- **New loss of taste or smell**
- **Fatigue**
- **Headache**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

Coronavirus Self Checker: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Findex.html

Possible warning signs:

- Trouble breathing?
- Persistent pain or pressure in the chest?
- New confusion?
- Inability to wake or stay awake?
- Bluish lips or face?
- Seek emergency medical care immediately

INRF Access / Lab Use Protocols:

Once approval is obtained by respective schools and individual PIs, users will schedule their visit to the INRF using the Forged System online. The reservation must be made 1 day prior to accessing the lab. The Forged System is the lab management system that all users and staff use for all things related to the INRF.

The Forged System will limit the number of users in the INRF (9600 sqft) to 12 at any one time and 8 in the BiON (6000 sqft). The Forged System will have a limitation on the amount of time a user can reserve and how many reservation slots they can use allowing for equal access to all users.

If the maximum has been met at any given time access will not be granted.

Once time and date has been set the user will enter the cleanroom through the front office in Engineering Gateway.

Upon approach to the login room the user will visually verify that there is no other user within the space prior to entry. If there is someone within the space they will wait outside the entrance door until it is clear. There will be markers on the floor in the entrance hall to denote 6' spots to wait if there a 2+ people entering at the same time.

When the user logs in they will confirm their understanding of the rules and SOP for cleanroom use. The Forged System will record their name and time stamp at login.

Once they have entered the login room they will visually verify that the gowning room is unoccupied prior to entry. If it is occupied the user will wait until the other user moves into the lab exiting the gowning room. In the gowning room the users will be outfitted with all the proper PPE requirements for the lab use. Individual gowns will be stored in plastic bags on personal hangers. Gowns must be bagged when exiting the cleanroom.

Upon exiting the gowning room, the user is to proceed to their reserved area for use while always observing the 6' distance rule.

The maximum occupancy per lab room is 2 users at any one time. Staff will be monitoring the operations both in person and through lab cameras to insure this and all other rules are adhered to.

All training, orientation, certification processes are scheduled with staff through the Forged System.

One-on-one discussions should occur virtually, except when truly necessary conducting research or maintaining lab safety.

Once complete with their scheduled time the user must disinfect the space they were using and proceed to the gowning room.

Exiting the cleanroom will follow the same steps as entering whereas the user must visually verify there are no users in the spaces prior to proceeding.

After the user logs out of the cleanroom they will exit into the hallway and take a left to the back-exit door. Signage will be posted to insure this flow of traffic is followed.

Staff will disinfect all areas during the closing process at end of day.

There will be 3-4 lab staff present during operating hours. There will be 1 office staff present. All other staff will continue to work remotely until further notice.

All policy compliance will be monitored by staff on hand and by staff via cameras in all locations. If there is a breach in protocol the user will be asked to leave and restricted from the cleanroom for up to 3 months, depending on the violation severity.

All group research meetings must be done remotely.

Operating hours will be M-F 9am-5pm.

BiON Access / Lab Use Protocols:

BiON users will follow the same protocol as INRF users.

They will check in at the INRF front office and then proceed to exit Engineering Gateway and approach CalIT2 via the main entrance.

These users will follow the protocol set forth by CalIT2 in their approach to the BiON entrance.

The login room for the BiON can hold 2 users max while signing in.

Once signed in the users will proceed to gowning room where they will follow the same procedures as in INRF. One person at a time in gowning room, gowns in plastic bags, one person in vestibule, 2 people max in each room and 8 people max in facility.

Upon exiting the BiON users will follow the exit plan as directed by CalIT2. (see attached map)

Operating hours will be M-F 9am-5pm.

Restroom Use Protocol:

There will be a 1 person max occupancy within the restrooms.

If the restroom is occupied the user must wait in outer hall until the restroom is vacant to enter. There will floor spots to indicate 6' spacing in hall.

Users must use same precaution when exiting the lab and during reentry as when they initially entered the facility.

If there are new users entering the hallway the user who is intending on using the restrooms must exit through the back-exit and re-enter the front office for restroom access.

Links:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

[UCI Health OnCall](#)

[CDC Guidance for Colleges and Universities](#)

[California State Roadmap](#)

[California Department for Public Health Guidance for Colleges and Universities](#)

<https://news.research.uci.edu/research-continuity/>

<http://www.ucihealth.org/medical-services/same-day-care/oncall-virtual-visits>

<https://www.ehs.uci.edu/PublicHealth/covid-19/Labs%20Returning%20to%20Work.pdf>

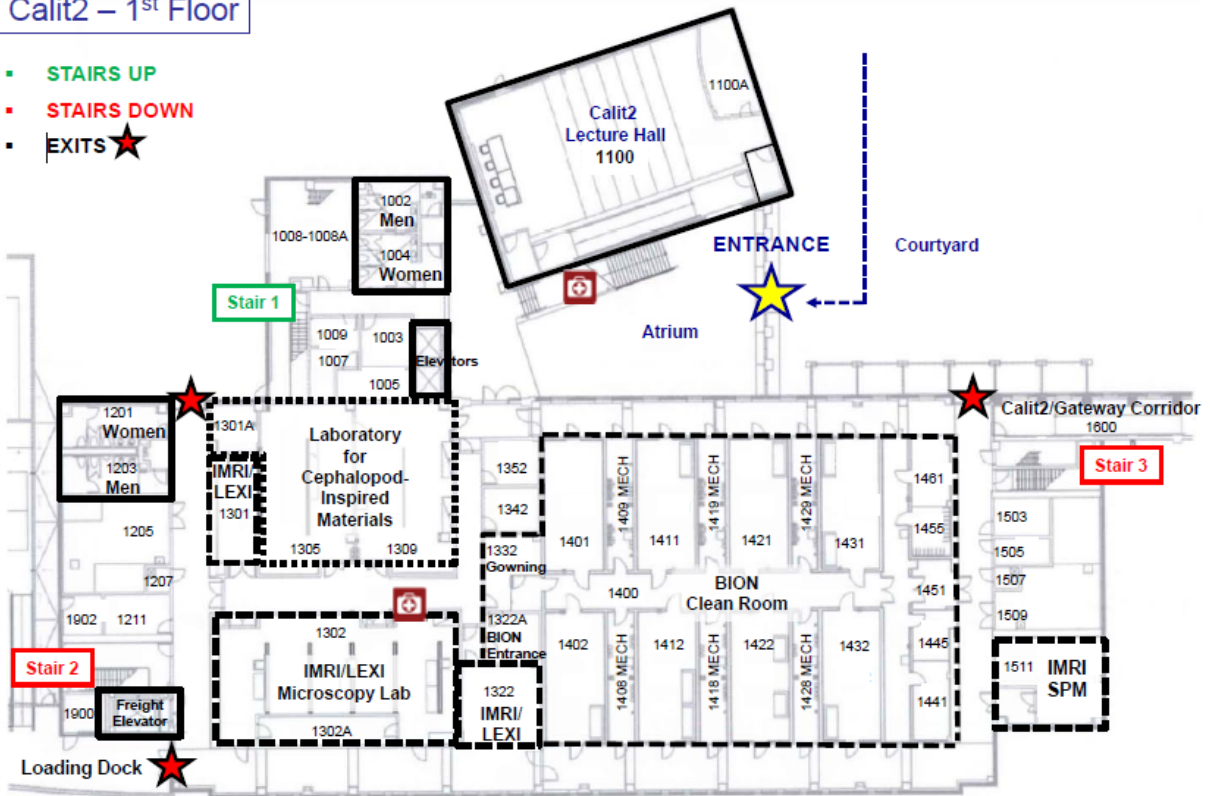
<https://www.ucl.uci.edu/>



Proposed INRF Traffic Flow

Calit2 – 1st Floor

- STAIRS UP
- STAIRS DOWN
- EXITS ★



CalIT2 Traffic Flow / Allowable Exits

I have read the Return to Research document, understand and agree to adhere to the policies it contains.

Name

Signed

Date