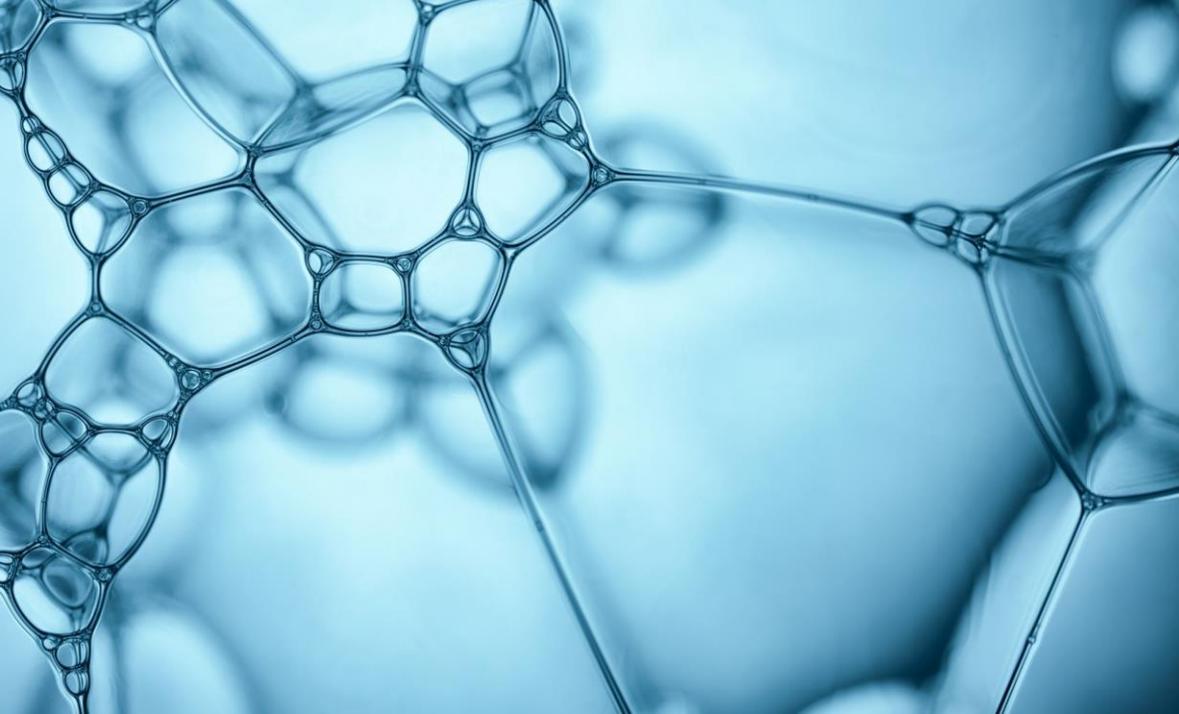


6/5/2020

COVID-19 SHARED RESEARCH OPERATIONS

Policy and Standard Operating Procedures for
PHASE I resumption of research activity

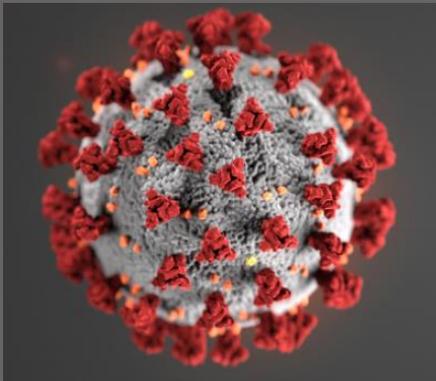


TEXAS  **STATE**®
SHARED RESEARCH OPERATIONS

Outline

- Safety Declaration and Overview
- Our promise
- Your responsibilities
- Social Distancing
- Access Policy
- Sanitization PPE
- Standard Operating Procedure

Safety Declaration & Overview



<https://www.cdc.gov>

- COVID-19 is a viral respiratory disease that is easily transmitted from person to person by respiratory droplets produced when an infected person coughs, sneezes, speaks, or direct/indirect contact occurs.
- All personnel must follow the guidelines from the Center for Disease Control and Prevention (CDC) found at <https://www.cdc.gov>
- Shared Research Operations (SRO) is dedicated to providing a safe research and work environment through implementing policy and procedures to minimize risk.
- This overview document summarizes policies, procedures, and risk mitigation strategies outlined in the LCR-SOP that lab personnel must follow to enter and work in SRO facilities.
 - Reviewing this document is not a substitute for reading the LCR-SOP or studying the content available on the cdc website

Our promise

- SRO laboratories will be equipped with the following:
 - Sinks with soap and/or hand sanitizer (to sanitize your hands)
 - 70% ethanol and/or diluted bleach spray bottles (to sanitize surfaces)
 - Wipes (e.g. rag in a box, paper towels, kimwipes, cleanroom wipes)
 - Nitrile gloves
- SRO staff will disinfect common area workspaces daily including:
 - Keyboards, mice, and other computer accessories,
 - Light switches and RFID card readers
 - Work/prep tables
 - Equipment sample loading areas,
 - Pens, Chairs, staplers or other common office accessories
 - Door handles, faucet handles, and disinfectant bottles
 - Sanitization stations
- SRO staff will inform via email all lab personnel whose occupancy overlaps within a 24hr period with an individual who has disclosed he/she has tested positive for COVID-19
 - The Lab Manager will, to the best of their ability, keep confidential the identity of any individual testing positive/developing symptoms



Lab Personnel responsibilities while working in SRO spaces

- **Lab personnel:** anyone using the facility to collect data for research or for performing supporting research functions within the laboratory. Lab personnel include but are not limited to staff, faculty, students, non-TxState users, contractors, or other service providers.
- Lab personnel are responsible for the following:
 1. Reading, understanding, and following CDC guidelines to protect themselves and others; found here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 2. complying with the policies, procedures, and risk mitigation strategies outlined in the LCR-SOP
 3. Informing the lab manager of insufficient PPE or any other scenarios that make it impossible to comply with the policies, procedures, and risk mitigation strategies outlined in the LCR-SOP
 4. Reporting lab personnel violations of and/or non-compliance with the policies, procedures, and risk mitigation strategies outlined in the LCR-SOP to the lab manager



Social Distancing

- Lab personnel must maintain a minimum of 6 feet (2 meters) separation
 - Maximize your distance; only one occupant per workstation/equipment
- There must be no more than one (1) occupant per 200 sqft of lab space
 - Door signage will indicate the room specific limit
- Lab personnel must provide and wear their own face covering and follow CDC guidelines regarding usage/cleaning found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- All personal articles not required in the lab must be stored outside the lab in separate storage zones.



Access Policy



- Lab personnel must display their TxState ID/temp RFID card in a lanyard while working in the lab space
- Lab personnel must individually swipe their ID card before entering the facility (no tailgating).
- All visitors or tours must be coordinated with the Lab Manager
- Lab personnel must sanitize hands prior to and after entering the lab.
- Lab personnel must follow CDC guidelines found at <https://www.cdc.gov>
- Lab personnel must have a reservation on equipment in Facilities Online Manager (FOM) or have a scheduled meeting with SRO staff.
 - Note: FOM will prevent creating a reservation if it will result in exceeding the lab occupancy limit in the following spaces: RFM 1202, 1203, 1246, 2226; Supple 171



Sanitization/PPE

- Lab personnel must sanitize their hands, ID card, and any personal articles they take into the lab space before entering (ex: cell phone).
- Lab personnel must wash hands for a minimum of 20 seconds with soap and water after entering the lab space OR use hand sanitizer by applying the product to the palm of one hand and rubbing the product all over the surfaces of your hands until your hands are dry.
 - Once hands are dry lab personnel must put on nitrile gloves
 - <https://www.everydayhealth.com/cold-and-flu/flu-season-tips-washing-your-hands/>
- Lab personnel must wear gloves while working in the lab space and remove them before exiting the lab space.
- Lab personnel must sanitize every common surface they touch before exiting the lab (e.g. keyboard, mouse, work surfaces, faucet handles, etc.) with 70% ethanol.



Standard Operating Procedure

1. *****If you are NOT FEELING WELL – STAY HOME!*****
2. Personnel MUST FOLLOW CDC Guidelines found at <https://www.cdc.gov>
3. Schedule a timeslot in Facilities Online Manager (FOM) to use SRO equipment.
4. Once outside SRO facility **STOP** and prepare to enter as follows:
 - A. If you are not already wearing your face covering, put it on ensuring that it covers the nose and mouth.
 - B. Store any personal items not required in the lab space in a designated area/storage locker.
 - C. Sanitize hands, ID card lanyard, sample case(s), and any personal articles you are taking into the lab space at the sanitization station.
 - Start with hands then sanitize one item at a time moving it from dirty to clean side of the table
5. Personnel must individually swipe their ID card before entering into the facility (no tailgating).



4B



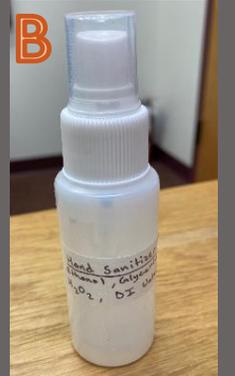
4C



Standard Operating Procedure Contd...

7. Once inside the lab space, personnel must:

- A. Continue to wear your face covering.
- B. Go to sink and wash hands for a minimum of 20 seconds with soap and water OR use hand sanitizer by applying the product to the palm of one hand and rubbing the product all over the surfaces of your hands until your hands are dry.
- C. Put gloves on.

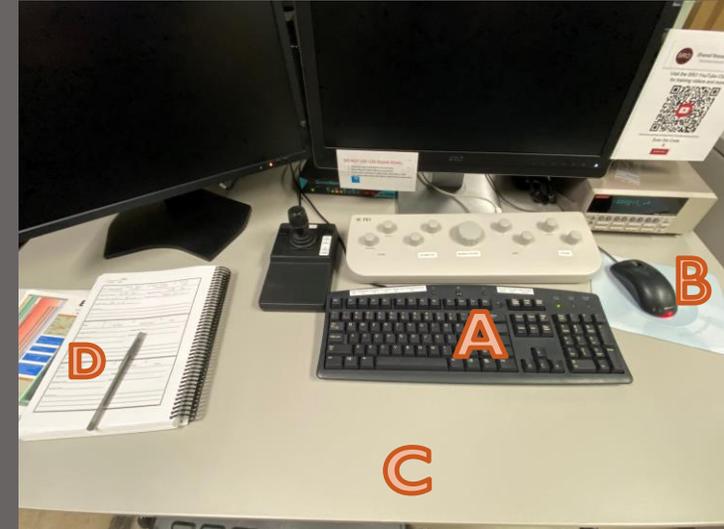


8. Prep/load sample and follow SRO equipment SOP and shut down procedures.

Standard Operating Procedure Contd...

9. Once finished with equipment, obtain a rag from 'rag in a box' and spray with 70% ethanol. Sanitize all common work surfaces you touched:

- A. Keyboard
- B. Mouse
- C. Work surfaces (ex: sample loading/unloading area, desk)
- D. Pen
- E. Faucet handles
- F. Door handles



10. Remove gloves and place in waste bin.

11. Exit the lab

12. Gather belongings outside the lab.

13. We strongly encourage you to continue wearing your face covering until you are in a "safe zone"