



## Engineering II Access STANDARD OPERATING PROCEDURE

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Type of SOP:      Process      Hazardous Chemical      Hazard Class

Date of last revision to SOP: May 31, 2020 (M. Rodwell)

### OVERVIEW

Initially after the onset of the Covid-19 pandemic, all labs were closed only allowing essential workers access to maintain critical lab functions. This SOP describes requirements and procedures for partially opened labs allowing access to select researchers to resume some lab activity. This is termed "Phase 3" which means 10-25% activity with 5-15% of normal personnel.

### Daily Conditions for Lab Entry

#### Preconditions:

- Access only for researchers who have completed all relevant lab safety training and have a keycard. No undergraduates are permitted to participate in on-campus research at this time.
- No sign or symptoms of virus. If signs or symptoms present, stay home and quarantine, call medical professional, follow all directions of medical professional. Get tested if possible. Notify PI of status immediately, PIs to inform facility director and ESB Building Committee<sup>1</sup>. Follow all requirements of the campus and county. Keep your PI informed of testing results and when you are cleared by a medical professional to return to work. The PI will report progress to the ESB committee. Personal identity is kept confidential. Final access back to the ESB building is granted by the ESB building committee.
- Lab access will be scheduled on a weekly basis. First, get initial lab access approval from PIs, who will coordinate priorities. Once approved, then schedule specific lab time with the ESB Building Committee using the ESB Google calendar scheduling system. Lab access is by scheduled appointment only from 8AM-midnight daily. The building will be closed to all users except for janitorial staff each night from midnight to 8AM.
- For each day of lab of access, users must submit a new attestation document (online form) prior to entering the lab. All researchers will respond to attestation questions about their health.
- Public areas (including hallway seating areas), meeting rooms, and offices remain closed in Phase 3. Occupants should plan on taking breaks and meals outside of the

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<sup>1</sup> Notifications to [rodwell@ece.ucsb.edu](mailto:rodwell@ece.ucsb.edu) with c.c. to [rodwell-admin@ece.ucsb.edu](mailto:rodwell-admin@ece.ucsb.edu); the ESB building committee is Steve Denbaars, Materials, [denbaars@engineering.ucsb.edu](mailto:denbaars@engineering.ucsb.edu); Jonathan Klamkin, nanofab liaison, [klamkin@ece.ucsb.edu](mailto:klamkin@ece.ucsb.edu); Bolin Liao, Mechanical Engineering [bliao@ucsb.edu](mailto:bliao@ucsb.edu); Susannah Scott, Chemical Engineering, [sscott@ucsb.edu](mailto:sscott@ucsb.edu), Mark Rodwell, ECE, [rodwell@ece.ucsb.edu](mailto:rodwell@ece.ucsb.edu), Brian Thibeault, nanofab liaison, [thibeault@ece.ucsb.edu](mailto:thibeault@ece.ucsb.edu). The building manager will be (?) Paul Gritt, [paulg@ece.ucsb.edu](mailto:paulg@ece.ucsb.edu) (?).

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building. It is permissible to enter offices for short durations of time to place and remove personal items for storage

- Plan your work day in advance and make every effort to minimize risk in your work and that of others.
- Bring your own face covering, and wear it at all times as you approach the building and within the hallways and public areas within ESB. Fabric masks are acceptable within these areas. See lab-specific SOPs for PPE requirements within individual labs and facilities.
- Minimize contact with touch points and wash and sanitize hands frequently

## **Scheduling Guidelines & Personnel Density**

### **Specify Lab Time:**

- Density should not exceed 1 person/250 square feet, and occupants should maintain >6-foot distances at all times.
- Sign in to Google Calendar for the specific lab you will use and select a reservation date along with a time block following current scheduling instructions. Enter your name. Google calendars will be maintained by specific PIs under the supervision of the ESB building committee.
- Reference Lab SOP for minimum and maximum occupancy in any specific lab space. Also reference lab SOP for procedures regarding use of PPE within laboratory and handling of chemicals and other hazards.

## **Building Traffic Flow (floor plan at end of document)**

### **Follow Rules:**

- Southwest staircases will be for one-way traffic up to second floor only. Further, please also additionally comply with the building flow maps and the marked direction signs in hallways and staircases.
- Hallways will be predominately one-way. The exception may be for going short distances. Look down the hallway when exiting the lab and yield to anyone who may already be walking there. The goal is to minimize exposure and to avoid people passing each other in close quarters. Use common sense.
- Obey signs indicating PPE requirements, traffic flow and personal space requirements. Traffic flow regulations are documented in the above building maps.
- Elevators are to be used only when absolutely necessary, i.e. when demanded by personal physical considerations or by the need to transport large or heavy objects. The east elevator is only to be used with prior permission from Brian Thibeault or Paul Gritt. Only one person may occupy an elevator at any time. Do not enter an elevator within 5 minutes of previous use.
- Users of the ESB 2nd and 3rd floor labs are to use the bathrooms only on those floors. Do not use the bathroom on the first floor of ESB.
- Access to the Nanofabrication lab, and its associated spaces on the 1st floor of ESB, will be by a separate access system and is governed by a separate access document. Users

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granted access to ESB labs on floors 2 and 3 are explicitly denied access to the first floor of ESB unless they have separately arranged nanofabrication lab access.

- If you have been granted access to the nanofabrication lab, you must enter that lab via the first floor west (main) entrance. You may not transit between the 2nd and 1st floors of ESB via the elevators or stairwells.
- For flow reasons, no bicycles should be left in any of the hallways or stairwells.

## **PPE/Safety Equipment**

- Face coverings and disposable gloves are required: fabric masks covering mouth and nose are acceptable in hallways, staircases, and other public areas within ESB. See lab-specific SOPs for PPE requirements within individual labs and facilities.
- Disinfectant spray/wipes will be available at sanitizer stations at the building entrance, and exit on the 2nd floor, and at the two elevators on the 3rd floor.
- Gloves are to remain on while in ESB at all times. Please use the supplies in the hallway stations to sanitize these regularly. This should be done at least every 3 hours.
- Gloves can remain on in the bathrooms and can be washed with soap and water and should be sanitized before re-entering individual research labs.
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- Hand sanitizer stations will be positioned throughout the building. Use these regularly when interacting with common surfaces.
- If specific mask needs arise beyond those available within individual labs and facilities, contact the ESB Building Committee or building manager.

## **Building and Lab Entry**

### **Initial Entry Procedures:**

- Do not carpool to the lab.
- Wear dust mask or face covering, and gloves, whenever on campus to and from lab.
- Bring with you only a minimal set of materials (e.g., laptop, tablet, cell phone, notebook, pen, hydration bottle) that you require during your shift, and place all of these in a fabric carry bag or backpack prior to your arrival. Swipe your ID card to unlock the door to the building, making sure that there is no human traffic visible within 6 feet of the entrance and at the PPE station. If you cannot immediately enter, form a queue outside the door, maintaining 6 foot distances at all times.
- Note that each individual should scan their own key card before entering – do not piggyback on another person's entry and do not hold doors; these records are an important part of our ability to monitor compliance with campus policies and enable contact tracing.
- Before using your keycard to enter the building, use sanitizer from station at entry to clean your gloves and your cardkey and the door handle. Enter the building and proceed to your laboratory

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- Bathroom doors are to be propped open to increase air flow. Only enter the restroom if it is unoccupied. After previous occupant vacates bathroom, wait 5 minutes before entering bathroom. If necessary, form line outside bathroom with marked 6 foot spacings. Upon entering, adjust any occupancy sign to indicate your presence. Wash hands upon arrival. After using the facilities, wash hands. Use bottles of disinfectant provided to spray all surfaces touched. including sink handles, flush handles, door handles, and surfaces within the stall. Wash hands again and then exit, avoiding leaning on doors. Adjust any occupancy sign to indicate "vacant".

## Phase 3 Specific Lab Use

### Lab Usage:

- Upon entering your individual lab there will be a sanitizing station inside the entrance which will be stocked with hand sanitizer, sanitizing wipes, clean paper towels, and disinfecting solution (e.g., 70% isopropyl alcohol). The station will be divided into clearly marked "dirty" and "clean" areas. Place your ID card as well as any object that you might have had in your hand during entry (e.g., cell phone), on the "dirty" side of the staging table in preparation for disinfection. Sanitize your hands and any personal items (cell phones, laptops, tablets, notebooks). Remove your cloth mask and store it in a plastic zip lock bag. Put on your lab-specific mask and gloves.
- Each lab should do due diligence to isolate the lab's PPE station at least 12 feet from users within the lab.
- Follow that space's COVID-specific SOP plan.
- Sanitize all areas you worked at after use.
- Perform work efficiently, planning operations beforehand.
- Be cognizant of touching surfaces, avoiding touching your face.
- Wash hands frequently.

## Lab Exit

### End of Use Procedures:

- Referring to the above maps, or to the posted signs, follow the established traffic pattern in the hallway and exit the building using the designated stairwell and exit door.
- Log your exit time, on Google calendar, per the lab SOP.
- Wipe down all touched surfaces with disinfectant, remove and store laboratory specific SOP as per laboratory SOP.
- Wash hands.
- Put on dust mask or face covering.

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- Turn off lab lights and remove “Lab Occupied/In Use” signage.
- Exit the building at the east exterior staircase. Avoid touching the handle on the exit door; instead use your hip or elbow to push on the catch release bar.
- In case of emergency or fire alarm, exit the building in safest route possible in accordance with standard exit procedure

### Additional Phase 3 Safety Procedures

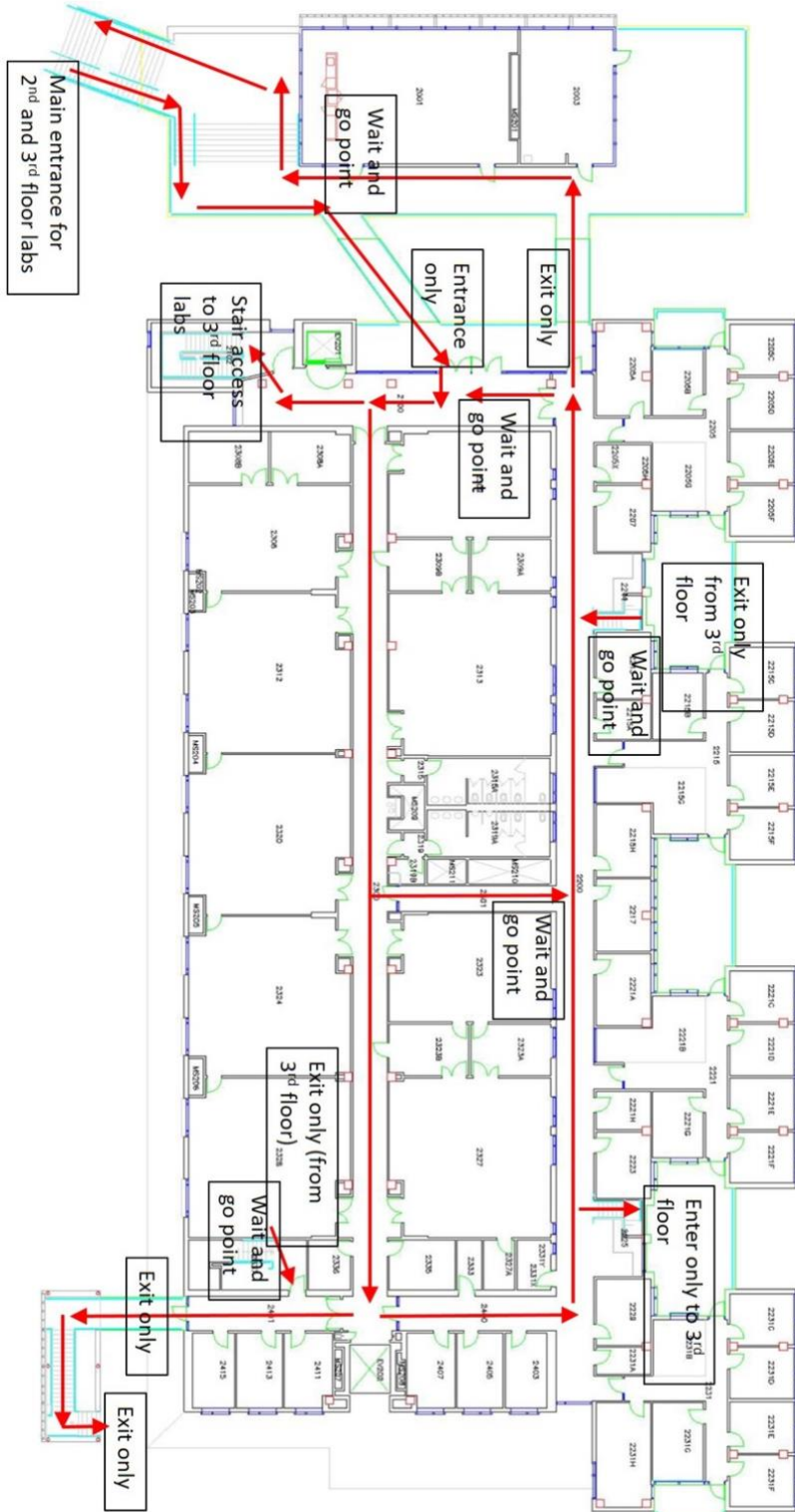
#### **Notes:**

- Make every effort to practice social distancing with face covering in hallways and when using the restroom.

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## ESB 2nd Floor



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ESB 3<sup>rd</sup> Floor

