



## Elings Hall Access STANDARD OPERATING PROCEDURE

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**Type of SOP:**       Process       Hazardous Chemical       Hazard Class

Date of last revision to SOP: June 12, 2020 (CNSI Building Committee)

### 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 (including COVID-specific training), have completed and submitted all required attestations, and have a keycard. No undergraduates are permitted to participate in on-campus research at this time.
- No sign or symptoms of virus. If so, stay home and quarantine for at least 14 days. Get tested if possible. Notify PI of status immediately, PIs to inform CNSI Executive Committee. Follow all requirements of the campus and county.
- Attestation document submitted prior to daily work. All researchers will respond to attestation questions about their health.
- Lab access is by scheduled appointment only from 8AM-midnight daily. Specific times should be reserved and approved by the CNSI Executive Committee on a weekly basis, as described below. The building will be closed to all users except for janitorial staff each night from midnight to 8AM.
- Public areas (including sitting areas and kitchens), meeting rooms, and offices remain closed in Phase 3. Occupants should plan on taking breaks and meals outside of the building.
- 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 Elings Hall. 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:

- Scheduling requirements
  - Density should not exceed 1 person/250 square feet, and occupants should maintain >6-foot distances at all times. Simultaneous occupancy greater than 2 within any particular enclosed space is not permitted.
  - In order to mitigate risks and limit the total occupancy of the building, PIs and directors of shared spaces and facilities will be given daily FTE allotments for the corresponding spaces they manage. One FTE corresponds to 8 person-hours/day, which could be scheduled as single occupancy of a given space for up to 8 hours or double occupancy of that same space for up to 4 hours. Splitting the time into shifts is encouraged. Starting allotments are subject to change and will be coordinated through the CNSI Executive Committee.
  - Requests for exceptions to these requirements or requests for additional FTE must detail the need and risk mitigation strategy and must be submitted to and approved by the CNSI Executive Committee prior to start of work. Forms will be available on the CNSI website at <https://www.cnsi.ucsb.edu/covid>. We anticipate that few exceptions will be granted.
- For PI-Managed laboratories, the lead PI must submit a weekly schedule to [cnsi-schedule@ucsb.edu](mailto:cnsi-schedule@ucsb.edu) for review by the CNSI Executive Committee by the preceding Wednesday. A form will be available on the CNSI website at <https://www.cnsi.ucsb.edu/covid>. Please enter all data requested to expedite the compilation and review of all requests by the Executive Committee. Highlight any changes to the plan from the schedule of the previous week. The CNSI Executive Committee will review plans on Thursday and email approval to each PI by COB Friday. Each new week will start at 8AM on Monday.
  - PIs are encouraged to include breaks between shifts within the lab to allow for air exchange, etc.
  - PIs are encouraged to consider how to rotate staff through the laboratory in a manner that minimizes contact between unique individuals, and to also consider that laboratory operations will be impacted in the event a researcher were to contract COVID.
  - PIs are required to maintain schedule logs for each lab space for at least 1 month to enable contact tracing, if needed.
- For Shared Experimental Facilities (SEFs), users will book tool time with the individual lab managers. The managers will submit a snapshot of current bookings (FBS/iLAB capture) and the requested FTE allotment to [cnsi-schedule@ucsb.edu](mailto:cnsi-schedule@ucsb.edu) for review by the CNSI Executive Committee by the preceding Wednesday. The CNSI Executive Committee will review plans on Thursday and email approval to each manager by COB Friday. Each new week will start at 8AM on Monday. In addition, SEF managers must also report actual occupancy logs for the completed work from the previous week -

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capturing new tool reservations, unscheduled maintenance (date, time, personnel, room, tool), service jobs (date, time, personnel, room), cancelled reservations, etc.

- Reference Lab SOP for minimum and maximum occupancy in any specific lab space (maximum occupancy cannot exceed 2 without an approved exception on file). Also, reference lab SOP for procedures regarding use of PPE within the laboratory and handling of chemicals and other hazards.

### **Building Traffic Flow (See attached Floor Maps of Elings Hall)**

#### **Follow Rules:**

- Staircases are for one-way traffic only. The stairwell nearest the parking garage is for ascending to higher floors only (except in the case of emergency evacuation). The stairwell nearest the KITP is for going down to lower floors only. The stairwell nearest the northeast corner of the building is for emergency use only.
- Elevators are for use by only one person per elevator at any time.
- Entering the building is to be done only via the main lobby doors nearest the parking garage. Exiting the building is to be only via the doors nearest the KITP. Other exterior doors are for emergency use or receiving purposes only. In the case of an emergency, any door may be used for egress.
- Hallways will be predominately two-way for lab access, with 'keep right' walking rules. Hallways with office-only access are for faculty or staff use only. 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 and maintain greater than 6 foot distances.
- Obey signs indicating PPE and sanitation requirements, traffic flow and personal space requirements.

#### **PPE/Safety Equipment:**

- Face coverings are required: fabric masks covering mouth and nose are acceptable in hallways and public areas within Elings Hall. See lab-specific SOPs for PPE requirements within individual labs and facilities.
- Disinfectant spray/wipes will be available at sanitizer stations at the building and hallway entrances and at each elevator.
- 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 CNSI Executive Committee or Building Manager.



## **Building and Lab Entry** **Initial Entry Procedures:**

- 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.
- Make your way to the sanitizer station, 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 using  $\approx 2$  mL (2 pump presses for most dispensers) of hand sanitizer. Hands should feel wet for  $\geq 15$  seconds for reduction of viral load by  $\approx 2$  logs. Be mindful that you handle masks by their elastic bands, using freshly disinfected hands.
- Using a 70% IPA solution or sanitizing wipes, clean the outer surfaces of items that you placed on the “dirty” side of the PPE table. As you clean each item, move it to the “clean” side of the table. Once all items have been cleaned & disinfected, sanitize your hands once again to remove any contamination that you may have picked up during the cleaning process. Collect all items from the clean side and make way to your lab/shared use space using the designated stairwell or walking path. Note that fabric bags and backpacks and the items that they contain do not need to be sanitized at this point (see Lab SOP for in-lab sanitation protocols).
- Upon entering the lab or facility, follow that space’s COVID-specific SOP plan.
- Put on a fresh pair of gloves and wear appropriate PPE as required in your lab’s SOP (e.g., lab coat, safety glasses). Labs should implement steps to avoid sharing PPE - e.g., each lab personnel may be assigned a paper or fabric bag, labeled with their name, for storing their lab coats & safety glasses. Labs should also develop protocols for cleaning and disinfecting PPEs - for example, safety glasses and face shields may be cleaned by applying neutral detergent solution to their outer and inner surface. PIs and facility managers should ensure that gloves and required PPE are located conveniently so users can access these immediately upon entry, thereby minimizing the possibility of touching equipment and work surfaces in the lab prior to disinfection (next step).
- Use a 70% IPA solution or sanitizing wipes to clean handles on both sides of the lab door, crash bar, light switches, faucet knobs, your work surface and lab stool or chair.

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- From your shoulder bag/backpack, take out, one at a time, only those items that you expect to use during your shift (e.g., laptop, tablet, notebook). Clean its outer surface using 70% IPA or sanitizing wipes, and place on your freshly cleaned work area. If these items need to be returned to the backpack during your shift, they should be sanitized again before taking out. Bear in mind that high-touch plastic surfaces provide excellent conduits for fomite transmission.
- Discard gloves, wash hands with soap & warm water at the lab sink for at least 20 seconds and wear a fresh pair of gloves (as per your lab's PPE specifications). It is a good idea to develop a habit of periodically washing your hands with soap & warm water throughout your shift.
- Log your entry time per the lab SOP.

### Phase 3 Specific Lab Use

#### Lab Usage:

- Reference Laboratory specific SOP
- Perform work efficiently, planning operations beforehand.
- Be cognizant of touching surfaces, avoiding touching your face.
- Wash hands frequently.

### Lab Exit

#### End of Use Procedures:

- Collect all items that you brought inside the lab and place these in your shoulder bag or backpack.
- Use a 70% IPA solution or sanitizing wipes to clean your work surface, lab stool, outer surfaces of lab equipment (e.g., freezer door handles, keyboards, touch screens), lab door handle, crash bar, light switches, and faucet knobs.
- Take off your safety glasses, clean the outer surface using a neutral detergent solution or 70% IPA and place the safety glasses in your lab coat pocket or the PPE bag labeled with your name.
- If you were wearing a face shield, take it off, clean inner and outer surfaces using neutral detergent solution and place it in a designated spot (as mentioned in your lab SOP).
- Wash your hands with soap & warm water at the lab sink for at least 20 seconds.
- Exit the lab taking care not to lean against the crash bar on the door.
- Follow the established traffic pattern in the hallway and exit the building using the designated stairwell and exit door.
- Log your exit time per the lab SOP.
- Exit through the door closest to the KITP and swipe out to log your building exit time.

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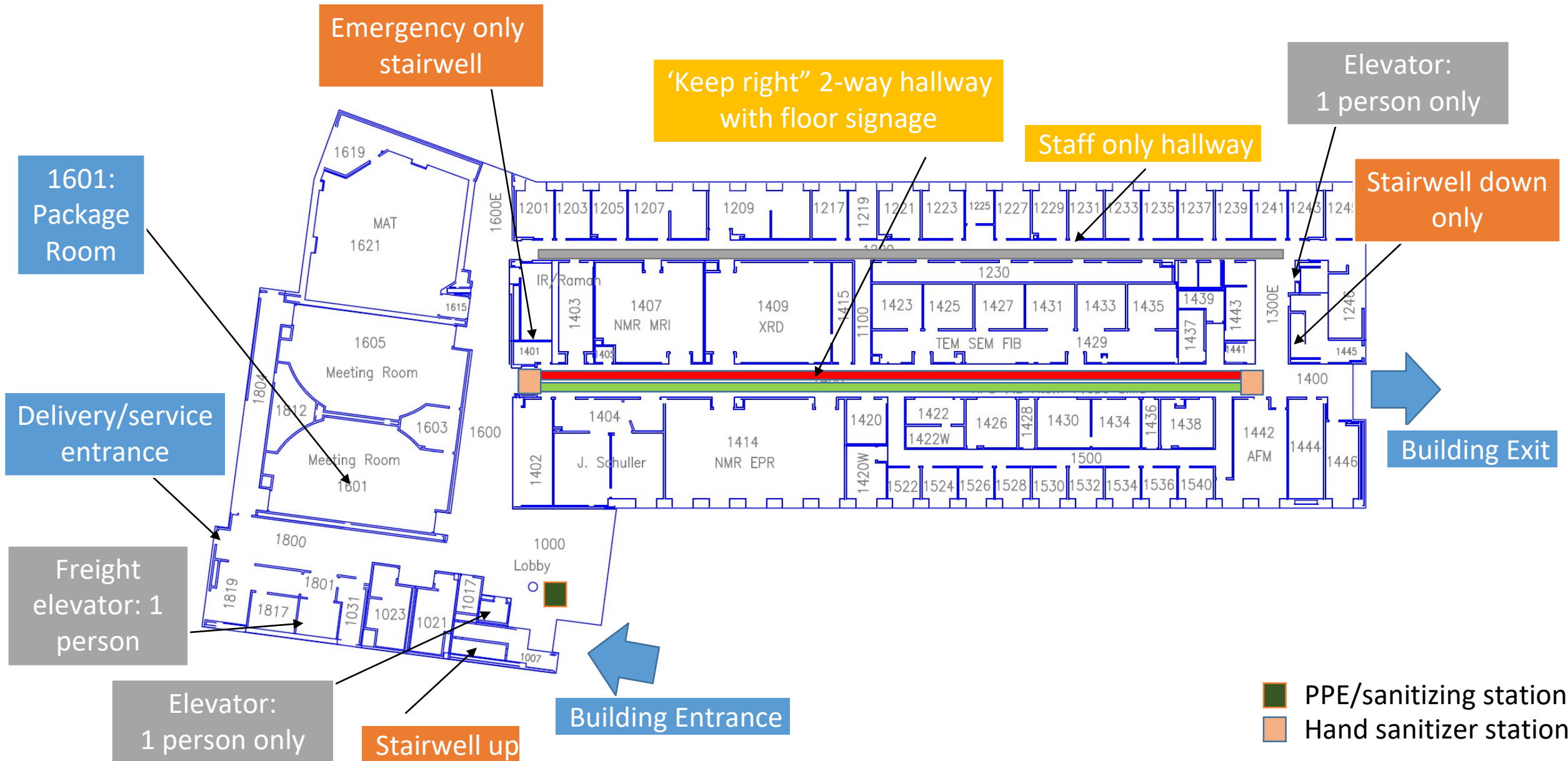
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## Additional Phase 3 Safety Procedures

### Notes:

- Make every effort to practice social distancing with face covering in hallways and when using the restroom.
- Fire doors, including the doors to the stairwells, must remain closed per fire code.
- **Restroom use:** Only enter the restroom if it is unoccupied and 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, door handles, and surfaces within the stall. Wash hands again and then exit, avoiding leaning on doors. Adjust any occupancy sign to indicate “vacant”.
- **Package room access:** Elings 1601 will be used for all shipping and receiving operations. See the Elings Hall Package Shipping and Receiving SOP for details of access and conditions of use.
- **Maintenance:** Requests for visits by external maintenance personnel must be submitted and approved in advance via the Request for Exception form on the CNSI website at <https://www.cnsi.ucsb.edu/covid>. Access by UCSB Facilities Management personnel will be coordinated by the CNSI Building Manager.
- Building occupants can report concerns regarding working conditions, protocols, or compliance, or suggestions for things that could be improved using <https://tinyurl.com/CNSI-Feedback-Form>.

# First Floor Elings Hall



# Second Floor Elings Hall

Emergency only stairwell

Staff only hallway

'Keep right' 2-way hallway with floor signage

Elevator: 1 person only

Stairwell down only

Freight elevator: 1 person

Elevator: 1 person only

Stairwell up

Hand sanitizer station





# Third Floor Elings Hall

Emergency only stairwell

'Keep right' 2-way hallway with floor signage

Elevator: 1 person only

Stairwell down only

Freight elevator: 1 person

'Keep right' 2-way hallway with floor signage

Elevator: 1 person only

Stairwell up

Hand sanitizer station

