



Harold Frank Hall Access STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazardous Chemical Hazard Class

Date of last revision to SOP: June 8, 2020 – This draft is oriented heavily on a draft by the Elings Hall building committee (Yon Visell, Stephen Wilson, Megan Valentine, Tal Margalith, Claire Chisholm, Arnab Mukherjee, Bob Hanson).

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 been granted access to the lab 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 respective department chairs (ECE, CS). Follow all requirements of the campus and county.
- All researchers will respond to [attestation questions](#) about their health on a daily basis, prior to entering the building.
- Lab access will be scheduled on a weekly basis. Access to each lab will be managed through an online scheduling system managed by the PI, who will coordinate priorities.
- 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 Harold Frank 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.

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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. Maximum occupancy (respecting this guideline) must be posted at the entrance of every lab.
 - Prior to using the lab, researchers need to make a reservation on an online scheduling system managed by the PI. Prior to entering the building, researchers need to confirm that they have access to the lab. at the desired date and time.

Building Traffic Flow (see attached Floor Maps of Harold Frank Hall)

Follow Rules:

- Staircases are for one-way traffic only. The West stairwell (campus side) is for ascending to higher floors only (except in the case of emergency evacuation). The middle stairwell is for going down to lower floors only. The East stairwell (ocean side) can only be used to climb up or down one single floor. This information will be posted on the doors to the stairwells.
- Elevators are for use by only one person per elevator at any time.
- Entering the building is to be done only via the West entrance (campus side, towards library). Exiting the building is to be only via the middle doors (towards MRL or CSIL). Other exterior doors only for emergency use or receiving purposes only.
- Hallways will be predominately two-way for lab access, with 'keep right' walking rules and a wait-your-turn policy. 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 Harold Frank Hall.
- Disinfectant spray/wipes and hand sanitizers will be available at the building and hallway entrances and at each elevator.
- If specific mask needs arise beyond those available within individual labs and facilities, contact the ECE/CS department chairs or building manager.

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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.
- 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
- Bathroom doors are to be propped open to increase air flow. Only enter the restroom if it is unoccupied. If necessary, form line outside bathroom with 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:

- Sanitize all areas you worked at after use. If needed, disinfectant and wipes will be available at the ECE shop HFH1160 from 9am to 4:30pm.
- 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.
- Follow the established traffic pattern in the hallway and exit the building using the designated stairwell and exit door.

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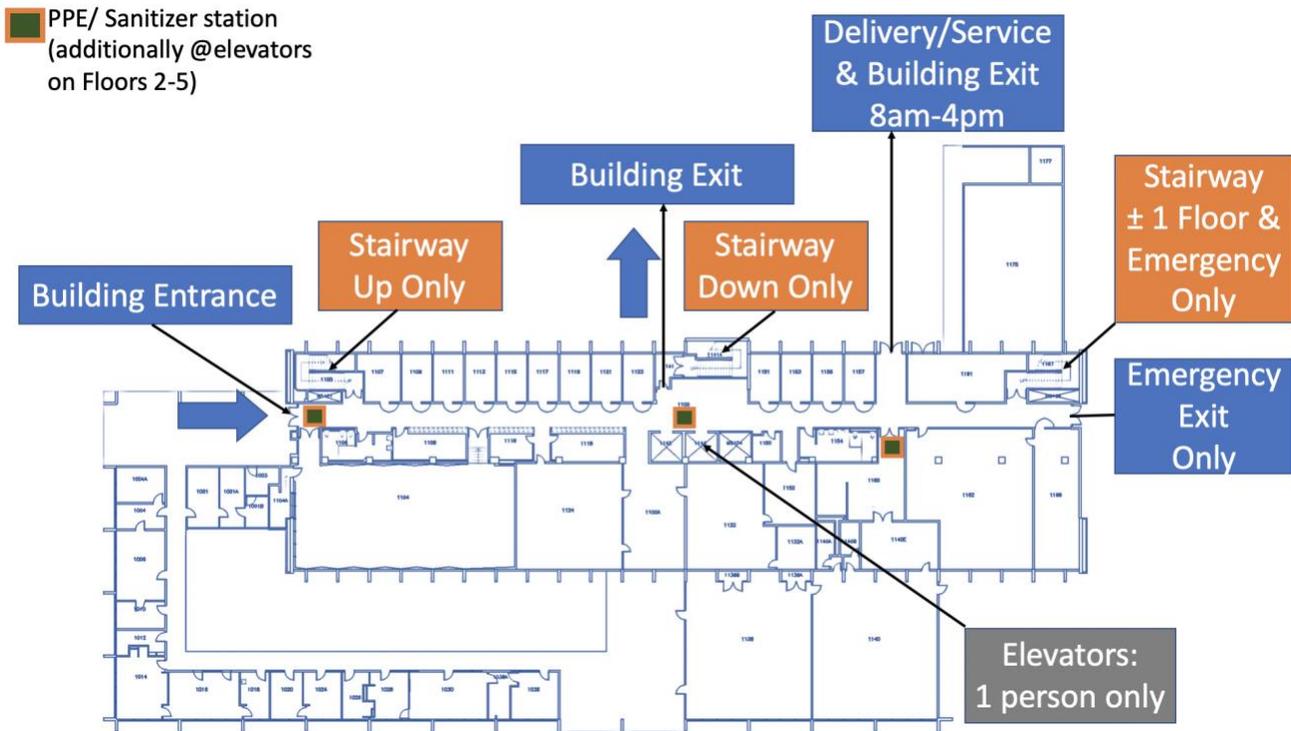
- Exit through the middle building door (towards MRL).

Additional Phase 3 Safety Procedures

Notes:

- Make every effort to practice social distancing with face covering in hallways and when using the restroom.
- **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”.
- Building occupants can report concerns regarding working conditions, protocols, or compliance, or suggestions for things that could be improved using <https://bit.ly/HFH-Feedback-Form>.

Floor Plan (Ground Floor) of Harold Frank Hall:



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Floor Plan of Trailer 935, belonging to same building group as Harold Frank Hall:

 PPE/ Sanitizer station

