

Henley Hall Access STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazardous Chemical Hazard Class

Date of last revision to SOP: September 24, 2020 (Henley Hall Building Committee: Phillip Christopher (Chair), John Bowers, Mark Abel, Rich Wolski, Brett Beisecker)

OVERVIEW:

Henley Hall is opening September 1, 2020 during the Covid-19 pandemic. This SOP describes requirements and procedures for partially opened labs allowing access to select researchers to begin some lab activity. This is termed “Phase 3” which means 10-25% activity with 5-15% of normal personnel. The SOP will be updated as the campus moves forward with further re- opening Phases.

HHbuilding@engineering.ucsb.edu

Phase 3 will be managed by the Henley Hall building committee: Phillip Christopher (Chair), John Bowers, Mark Abel, Rich Wolski, and Brett Beisecker. The building committee will review lab calendars, review lab operating procedures, review non-compliance reports, and update procedures when moving to Phase four.

Henley Hall will be managed on a floor by floor basis with a manager for each floor:
Floor 1: John Bowers, bowers@iee.ucsb.edu
Floor 2: Rich Wolski, rich@cs.ucsb.edu
Floor 3: Phillip Christopher, pchristopher@engineering.ucsb.edu

Henley Hall has an estimated normal occupancy of 230 faculty, staff, and graduate students. The maximum number of occupants in Henley Hall laboratories in Phase 3 will be 34. This totals to 14.8% capacity.

Daily Conditions for Lab Entry

Preconditions:

- No signs or symptoms of COVID-19. If signs or symptoms are present stay home and quarantine. Seek and follow directions of medical professionals. Visit <https://www.ucsb.edu/COVID-19-information> for more information.
- If a lab has had suspected or confirmed COVID-19 exposure, follow the COE building protocols at: [COE building protocol for positive test](#).
- Workers must complete the UCSB Wellness Survey each morning prior to entering the building.
- Access will be allowed only for researchers who have completed lab safety training, completed Office of Research COVID-19 training, reviewed all relevant COVID-associated SOPs, and have a key card. No undergraduates can participate in on-campus research at this time.
- Researchers will sign an attestation form certifying the reviewed Office of Research COVID-19 training. These will be checked by the building committee.
- Access is scheduled by appointment using the scheduling calendar for each lab. Building is open 8AM-Midnight seven days/week.

- Public areas, meeting rooms, and offices are closed. No meetings should be held inside the building. Occupants should plan to take breaks outside.
- Face masks are required at all times as you approach the building and within the hallways and public areas. Fabric masks are acceptable within these areas. See lab-specific SOPs for PPE requirements within individual labs.
- Minimize contact with touch points and wash and sanitize hands frequently.

Scheduling Guidelines & Personnel Density

- Most labs are ~950 square feet and are square in shape. These labs will have a maximum of 3 researchers. Follow occupancy and scheduling rules and maximums for the labs you are approved to enter.
- All labs have at minimum 4 air exchanges per hour.
- Workers shall coordinate lab access approval from their PI. PIs will coordinate priorities within the Phase 3 density targets (maximum 1 person per 250 square feet). Workers shall access the building only when permitted by the PI, and leave by the agreed-upon time.
- Users will submit requests to the Henley Hall building committee weekly for review by the 8am the preceding Friday morning. The work week is Monday – Sunday.
- Workers should remain six feet apart at all times. In cases where closer interactions are required, follow the close interaction training guidelines being approved in parallel with this SOP.
- Access to the shared experimental data center (1101, 1101A, 1101B) will be requested as needed to the Henley Hall building committee. The maximum occupancy for each room is 1.

Building Traffic Flow (see attached Floor Maps)

- See maps below. The external open staircase will be marked “down”. The internal staircase will be marked “up”. All traffic flow should follow the instructions. Signs will be posted. In an emergency any door can be used to exit.

Entry Point

- All workers should enter through the south door. Each person should scan their own key card and enter one at a time. Do not hold doors or enter behind another person.
- Workers must scan their keycard as they exit the building.
- The entry door should be opened using the ADA door button.

Movement Within Building

- To access the second and third floor use the atrium staircase.
- Avoid using the elevator unless necessary. Only one person in the elevator at a time.
- Only one person in the bathroom at a time. If the bathroom is not occupied, the door should be propped open.

Exit Point

- All lab workers should exit the building through the west door. First floor administrative office workers should exit the East door.
- All workers must scan their keycard posted at whichever exit they use when exiting.

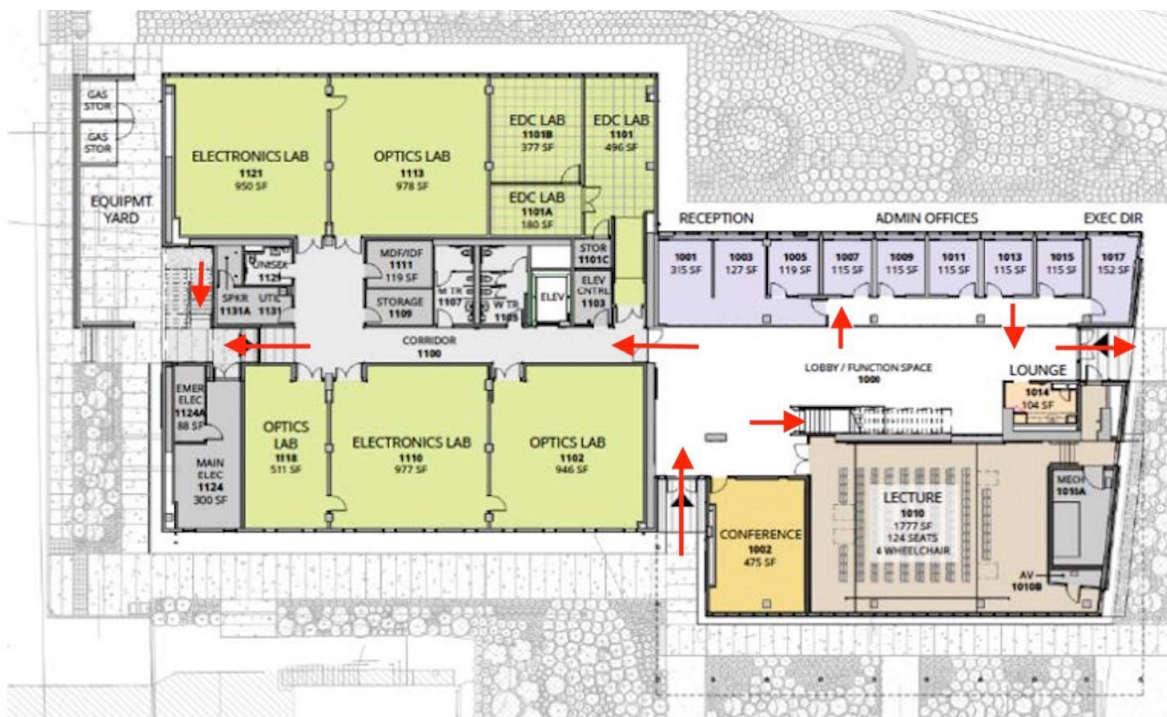
PPE/Safety Equipment:

- Every lab must have an existing SOP and safety protocol. In addition, the following safety equipment will be available in all labs: Minimum standard face mask per individual laboratory safety SOPs, disposable gloves, disinfectant spray/wipes, and hand sanitizer
- When finished, wipe down your work area with provided disinfecting wipes. When you are leaving, clean the internal and external lab door handles by using the disinfecting wipes.

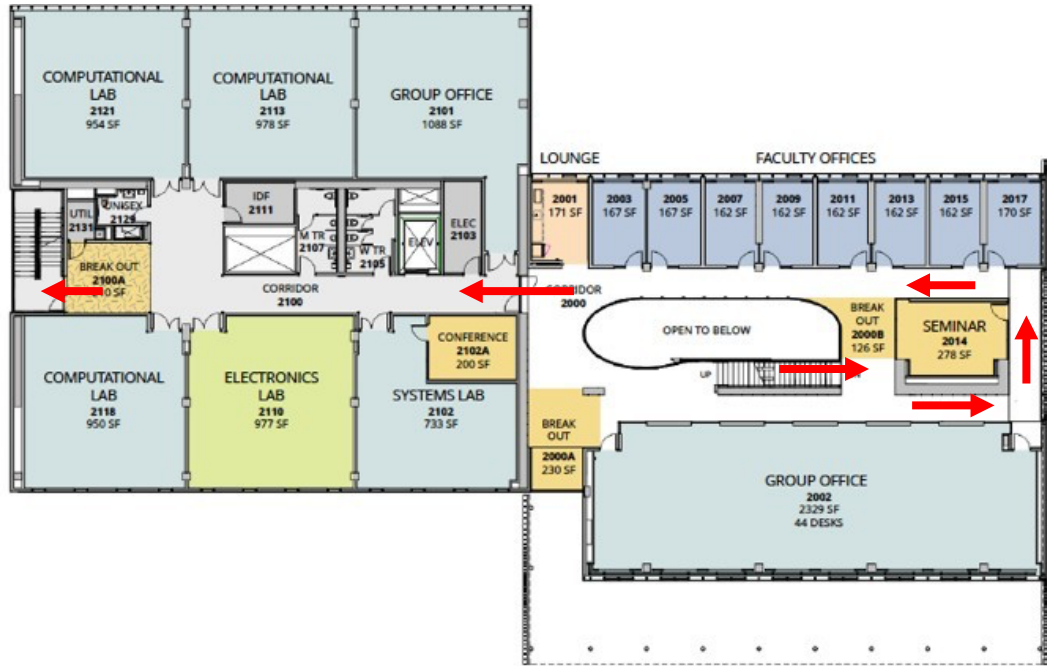
Additional Phase 3 Safety Procedures

- Packages will be delivered to central receiving and picked up by IEE administrative staff at minimum twice a week. They will be held in the first floor conference room 1002. Access to the conference room will be granted as needed by key card.
- Only one person may be in the conference room at a time.
- When picking up a package, remove and sign packing slip. Place packing slip in tray.
- Equipment delivery will be coordinated by IEE staff. Large equipment will need to be delivered through the “exit” door. Training for new equipment will follow best practices process that was reviewed by EH&S and under review by the oversight committee.
- Building occupants can report concerns regarding working conditions, protocols, or compliance, or suggestions for things that could be improved using the link below.
- The building committee will review these reports at least weekly.

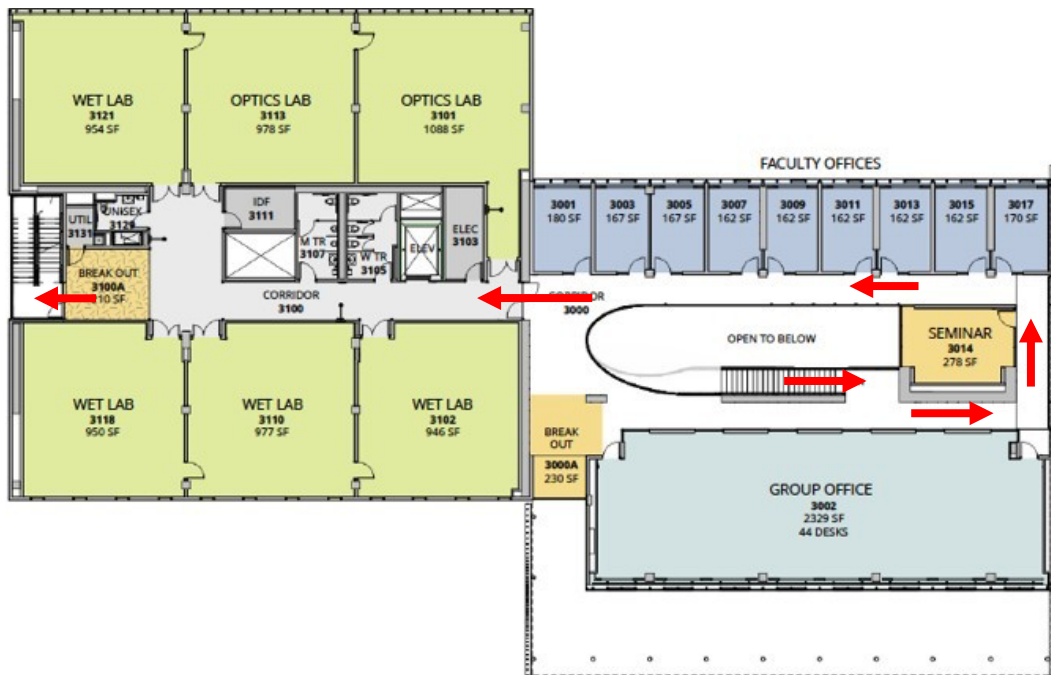
<https://forms.gle/5doZzcaA9sFLHXfE6>



LEVEL 1 FLOOR PLAN
UNIVERSITY OF CALIFORNIA, SANTA BARBARA | INSTITUTE FOR ENERGY EFFICIENCY - HENLEY HALL



LEVEL 2 FLOOR PLAN
 UNIVERSITY OF CALIFORNIA, SANTA BARBARA | INSTITUTE FOR ENERGY EFFICIENCY - HENLEY HALL



LEVEL 3 FLOOR PLAN
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