**COVID-19 Standard Operating Procedures for On-Site Laboratories**

*This document must be visibly displayed in the lab.*

*Updated: 07.01.2020*

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| **Name:** |  |
| **Principal Investigator:** |  |
| **Date approved by**  **Principal Investigator:** |  |
| **Internal Lab Safety Coordinator/Lab Manager:** |  |
| **Lab Phone:** |  |
| **Location(s):** |  |

**Surface Disinfection:**

* COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
* It is critical that every high-touch surface in the work area (drawer and cupboard handles, faucet and dispenser handles, supply bottle tops, etc.) be frequently sanitized.
* Identify and mark surfaces for disinfection and put a disinfection schedule in place that should be posted in the lab and initialed upon completion.

**Social Distancing:**

* COVID-19 is readily transmitted from person-to-person when they are in each other’s breathing zones.
* Maintain six feet of distance between you and your coworkers. For example:
  + Maintain a distance of six tiles where there are floors tiled with 12” square tiles.
  + Hold out arms and step back until two feet separate your fingertips from others’ outstretched fingertips.
  + Mark a six-foot distance with tape on the floor in commonly used spaces.
* Ask those that are too close to step back– you have the right to calmly and politely ask that of anyone you encounter in your work. If you are asked to yield space, please comply.
* Implement a work schedule so that individuals can avoid using the same space or equipment at the same time as other individuals.

**Personal Protective Equipment:**

Individuals working in labs must wear personal protective equipment, potentially more than they are typically included in their standard operating schedule.

**Face Coverings (Required)**

* All lab personnel must continue to follow mask and respirator protection requirements for the specific agents, materials, and/or procedures being performed.
* If no facial PPE is required for the work being performed, a face covering (surgical mask or personal cloth mask) must be worn. If a person is unable to wear a face covering, a face shield must be worn.
* The use of one mask per worker per day is recommended. If masks must be re-used due to shortages, contact EHS (540-231-3600) for assistance in devising a safe re-use method or decontamination procedures.

**Gloves**

* Gloves should be worn as required for the specific agents, materials, and/or procedures being performed.
* If not required for the work performed, gloves are not recommended because they will become contaminated. Instead, frequent hand washing is recommended.
* If you are not near handwashing facilities, disinfect your hands with hand sanitizer, then wash hands with soap and water as soon as you can
* Avoid touching your face (or mask) with your gloved, or un-gloved, hands.

**Identification of surfaces to be disinfected, frequency of disinfection, and appropriate products listed below:**

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| **Equipment** | **Product to be used** | **Frequency of disinfection** |
| Doorknobs, Sink, Faucet handles, light switches, etc. | 70% ethanol | Start of the day and  End of the day |
| Cell phone and/or key card | 70% ethanol or Lysol wipes found in building | Upon entry and exit of building |
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**Daily Best Practices:**

* Take your temperature prior to leaving home. If you have a fever, stay home.
* Shower before coming to work and wear a fresh change of clothes.
* Upon entering the building, visit the restroom/washroom and thoroughly wash your hands with soap and water for 20 seconds.
* Continue to wear your personal cloth mask while on-site and social distance yourself from others.
* Do not touch your face or mask. If you do, wash your hands immediately.
* Sneeze or cough into your elbow or tissue; immediately place tissue in the trash. Maintain this habit even when masked.
* Before you leave the building, wash your hands with soap and water one last time for 20 seconds. After you leave the building, use hand sanitizer before touching car keys or car door handle.
* It is suggested that you immediately remove shoes when returning home and spray them with disinfectant. Any clothes worn outside the home should be immediately washed.

**Prohibition against occupancy, if the individual:**

* Have fever or respiratory symptoms, \* or have been in close contact with anyone with these symptoms or a positive COVID-19 test for the past 14 days: or
* Have tested positive for COVID-19 and have not yet been cleared to return to work.

NOTE: Individuals with an underlying health condition that may predispose them to COVID-19 are discouraged from working on-site.

*\*If there is a medical emergency, dial 911.*

**Training Documentation of** (signature of all users is required)

**Principal Investigator Standard Operating Procedures Approval**

Principal Investigator: Print name

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Director: Print name

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approval Date

**Student**: I have read and understand

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| --- | --- | --- |
| Student Name | Signature | Date |
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**Other Laboratory Personnel**: I have read and understand

|  |  |  |
| --- | --- | --- |
| Student Name | Signature | Date |
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