



Note: The current COVID-19 pandemic is evolving rapidly. This document is based on current conditions and is subject to frequent change.

Laboratory Research Personnel

The following document serves as a college-specific general safe work practice (SWP) document for all HHD research laboratory staff. The following work plan should be used in conjunction with the CSUF General Safe Work Practice document.

Practices to Protect Research Laboratory Personnel

1. Physical Distancing

1.1 Laboratory Research

- a. Occupancy: Research staff and student occupancy will be limited to include one faculty member and a maximum of two (2) research students in the laboratory. Any deviation from the number of occupants will need to be discussed with the COVID-19 Safety Coordinator and an appropriate risk assessment performed to determine additional control measures needed. If no faculty member is present, the maximum occupancy will include two (2) research students.
- b. Scheduling: It is recommended that individual faculty be responsible for organizing and scheduling the use of their research laboratory to limit the number of personnel within the labs. It is important to remember that risk of COVID-19 transmission increases not only with proximity, but also with time. Therefore, it is recommended that the length of time in which staff are occupying the same space together be minimized as much as possible.
- c. Access: Laboratory doors will be kept closed and signage placed outside the door to prevent unauthorized individuals from entering the space to assist in maintaining maximum occupancy.
- d. Shared Spaces/Room (short use area): Signage indicating the room is in use will be placed in locations of shared equipment/work rooms (i.e., photocopy room) to restrict access to the area by other staff or students to allow for one individual occupancy. Additional signage will be placed in the space to advise staff and students to maintain physical distance (>6ft) from the door while waiting their turn to use the room.
- e. Shared Spaces/Room (extended use area): The faculty will implement an online calendar/scheduling system for shared equipment rooms or spaces (i.e., computer labs) where researchers are required to spend an extended amount of time. Schedules will be coordinated such that one person will occupy the room at a given scheduled time slot. In addition, signage indicating the room is in use will be placed in locations of shared equipment to restrict access to the area by other staff or students.
- f. Lunch/Breaks: Staff and students will maintain physical/social distancing during all lunch and break times. No congregation of employees in common areas will be allowed.

1.2 Field Work Research

- a. Field Work: In instances where more than one staff is performing field work while on-site, employees and/or students will maintain physical distancing (>6ft.). If this is not possible due to the nature of the field work involved, appropriate PPE, as outlined below, will be donned prior to the work beginning.
- b. Field Site Travel:
 - i. Staff shall travel in individual vehicles and not carpool to field sites unless they are members of the same household. Proper physical distancing and personal hygiene protocols must be adhered to during any rest-stops or meal breaks while traveling.
 - ii. Access to public spaces, such as parks, may be restricted by city, state, and federal ordinance, and restrictions must be respected. If working in public, face masks should be worn and physical distancing (>6 ft) maintained. Physical distancing could be encouraged by setting up a temporary perimeter around the work site (e.g., traffic cones, flagging tapes).
 - iii. All university vehicles used while traveling to an off-campus field site will be cleaned by the user (faculty, staff, or student approved to drive university vehicles) prior to and after use in accordance with general environmental cleaning and disinfecting protocols as outlined below, giving priority to high-touch, frequently used areas both inside and outside the vehicle using CSUF approved EPA registered disinfectants.

2. Personal Hygiene

- a. Gloves will be donned prior to beginning any work tasks. Gloves should be removed and discarded, at a minimum, as follows:
 - i. During lunch and break times
 - ii. When gloves appear ripped or damaged
 - iii. When a contaminated surface is touched and before touching other “clean” areas
 - iv. When leaving the laboratory or work area
 - v. Once the work shift is over
- b. Hands should be cleaned (hand washing or hand sanitizing) before putting on gloves, and after taking them off.
- c. Only necessary personal items (e.g., cellphones, wallets, water bottles, if normally permitted) should be brought to the laboratory/work area as deemed necessary. If items are used during the work shift, such items should be properly cleaned and disinfected.

3. Personal Protective Equipment (PPE): Laboratory personnel should use appropriate PPE pertaining to the experimental procedures performed. Laboratory supervisors shall acquire appropriate PPE from EHS taking into consideration the addition of the following:

- a. Gloves. Research laboratories will be stocked with disposable gloves. The PIs shall monitor the supply and restocking of gloves in the laboratories, as needed. All typical laboratory safety rules shall be observed in regard to donning of appropriate gloves while performing experimental procedures to prevent chemical exposure or the contamination of experimental materials (e.g., cell cultures). Gloves must be impermeable to body fluids. Generally, nitrile

disposable gloves are adequate for COVID-19. Reusable gloves are acceptable and must be cleaned/disinfected after use.

- b. Masks. Research staff will be provided surgical or cloth masks by EHS. The masks must cover the nose and mouth and be worn when any other staff or person is in the immediate area, while still maintaining physical distancing. In instances where physical distancing cannot be maintained due to work tasks and a respirator is used (e.g., KN95), a project specific safe work practice will need to be created.
- c. Safety Glasses/Goggles/Face Shields. Safety glasses/goggles are adequate for limited close contact with people (<6 ft.). Face shields are better for more frequent close contact. Safety glasses/goggles and face shields must be cleaned/disinfected after use.
- d. Lab Coats. Where appropriate, research staff will wear lab coats and shall observe the standard laboratory (e.g., BSL-2) rules regarding their use. Where appropriate, lab coats will be worn inside laboratories and other research spaces and removed upon leaving the research workspace. The frequency of laundering of lab coats will be based upon the evaluation by the PI.

4. Environmental Cleaning/Disinfection

- a. Sharing of equipment or supplies is discouraged during a single work shift. If deemed necessary, appropriate cleaning and disinfection of the item(s) must be performed prior to and after use.
- b. At the start and end of the work shift, equipment, apparatus, workstations (e.g., work bench, computer keyboards/mouse), frequently touched surfaces and common areas (e.g., freezer/refrigerator/incubator handles, faucets, fume hood sash) within the lab must be cleaned and disinfected by research personnel prior to commencement of research activities. Additional cleaning efforts by custodial staff will be performed regularly in the surrounding spaces as well.
- c. Equipment located in the shared spaced and equipment rooms must be cleaned and disinfected prior to use and after each use by research personnel using the space.
- d. Cleaning and disinfecting of surfaces outside of the lab space (i.e., office space) will be performed by custodial staff. The department may request the cleaning of high touch surfaces in the non-lab areas by the custodial staff (per custodial cleaning checklist). Cleaning of personal items and areas (i.e., desks) should also be performed by staff daily.
- e. All cleaning and disinfecting products utilized on-site will be provided by EHS and must be CSUF approved EPA registered disinfectants. The product safety data sheets (SDS) must be referred to regarding product information, how to use properly, and important safety precautions (e.g., PPE).

5. Communication and Training

- a. Prior to the reinstatement of research activities, all employees and students must complete required COVID-19 health and safety training. The training will include general safe work practices for all staff as well as department specific safe work practices.