

SOP-GRC Research Activities COVID-19 v1.2
04/30/2020 JMA

Standard Operating Procedure for GRC research activities during COVID-19 pandemic

Before coming onto URMC campus to conduct laboratory work:

If you have been given permission to resume laboratory work to you must complete a self- assessment of your health status and of your risk of being an asymptomatic carrier of the Covid-19 virus (<https://www.urmc.rochester.edu/coronavirus.aspx>), **daily**.

The rationale for developing a Standard Operating Procedure (SOP) for GRC activities during the COVID-19 pandemic is to care for each other and our community. Therefore, it is important that we adopt stringent protocols that allow us to adhere to social distancing and avoid potential spread of the disease in our workplace. Notwithstanding careful self-assessments and SOP measures, we must assume that ANYONE operating in our space/building/lab could be an apparently healthy but asymptomatic carrier of this highly contagious virus. I expect everyone to adopt these practices and adhere to the SOP below, because we wish to maintain our most critical research as far as practicable. To behave otherwise poses an unnecessary risk to vulnerable individuals and could result in far more restrictive measures. It is possible that even these SOP measures will be superseded by stricter rules regarding in-person work in laboratory and field sites by the university, state, or federal government. A signed SOP-GRC Research Activities COVID-19 form is required BEFORE work can proceed.

SOP for working in GRC laboratory spaces during COVID-19 Pandemic:

- **Universal masking is required at all times.**
- **First person in and out of GRC lab each day will disinfect all GRC door handles, cold storage handles, sink area (including facets), and lab bench surfaces with Spartan TBcide. Note: Spartan TBcide requires at least 2 minutes of wet contact time for disinfecting human coronavirus. For GRC purposes, please spray surface liberally to cover and allow 3-minute contact time before wiping off with a Kim wipe.**
- Enter Wilmot Cancer Institute (WCI) building using the swipe access door near RAD/ONC parking lot on Crittenden road. After entering stairwell, use stairwell to access 3rd floor research space (swipe access). Use second hallway corridor door (not equipment corridor doors) traveling to GRC lab space.
- Access to GRC lab space should only be from the main door (next to sample receiving bay, 3.0771 area). Upon entering GRC lab space, immediately wash hands thoroughly as per best practices (20 sec, hot water and soap, paper towel dry) and immediately don disposable nitrile gloves, change to surgical mask that will remain in GRC lab for work only, lab coat, and safety glasses (optional unless working with human specimens or will be sharing lab space with another individual). Appropriate PPE is required to be worn at

all times while working in the lab (assume any touched surface could be contaminated). Wearing gloves will also help with any inadvertent touching of face and safety glasses will reduce touching of eyes etc. *Note: all sinks in GRC lab space should remain uncluttered, and easily accessible for hand washing. Any dishes that are wash and in need of drying should be placed on a lab bench or small GRC cart with blue diapers.*

- Frequently 70% alcohol spray (hand sanitizer is also acceptable) and wipe gloved hands with Kim wipes and dispose in regular trash. **Note: Proper use of hand sanitizer: apply a dime-size amount to the palm of one hand. Rub your hands together, covering all surfaces of both hands, including between your fingers and up around your fingertips and nails. Rub hands together for at least 30 seconds to allow your hands to completely absorb the product and the hand sanitizer to completely dry. Do not touch food until your hands are dry.**

- GRC SOP related to bench space preparation for sample processing (i.e. RNase-away →DNAoff →70%) will remain in effect.

- Strict social distancing rules will apply (occupants will remain >6ft apart at all times) and desk space will be assigned or arranged at least 6ft apart. Limit 1 person per research bay/alcove/or shared rooms at all times.

- No conversations or chatting in close proximity.

- Be especially mindful of shared rooms e.g. cell culture, bathroom etc., freezer room etc. where others might be coming and going (and may not be adhering to the SOP). There is a sign-up calendar for most 3rd floor shared equipment/procedure rooms publicly hosted on BOX. Please ensure to reserve any time needed and check reservations prior to entering these areas.

- Avoid entering small shared rooms when others are using.

- Use of GRC office for breaks is acceptable, if required. Disinfection and hand washing/sanitizing protocols are to still be followed as is only 1 person per office at any given time. If common lunch areas are available, maintain social distance spacing and use hand sanitizer/hand washing practices after opening doors. Use of disinfectant protocol on common lunch room surface permitted with caution and awareness of others.

- Minimize time in the lab; plan for efficient use of time and leave as soon as you are finished. Do your data entry, analysis and other dry tasks at home.

- On leaving the laboratory, sanitize gloved hands, remove GRC mask (store in clean Ziploc bag in drawer of desk), place outside mask on, sanitize gloved hands, remove gloves and dispose, wash hands with soap and water, paper towel dry and leave building RAD/ONC parking lot immediately. Wash your hands and take all advised precautions on arriving home.

- GRC masks and lab coats will be discarded and replaced routinely (timing depends on supply), unless they become damaged or soiled at which point they should be replaced. Given allergies season, if you sneeze into your face mask, the mask should be discarded and replaced with a fresh mask. Safety glasses, if utilized, should be cleaned before and after use with Spartan TBcide followed by 70% ethanol.
- GRC sample pickup will require use of stairwell near service elevators, taking directly to ground floor.
- All illness related absences must be reported via #General GRC Slack channel.
- Staff working later shift (6-11pm) are required to Slack after arriving to work and after safely at home. All university parking lots (including parking garages) are available for staff parking after 5:30pm, except the RAD/ONC lot.
- All GRC lab members have an obligation to immediately (on the spot) correct deviations from these SOPs and report to GRC OPS. It is important that we help each other adopt best practices as quickly as possible. We are all human, and make mistakes, but we cannot allow non-compliance.
- Any person not adhering to this SOP may be subject to disciplinary action and/or restrictive measures including the revocation of their approval to access URM buildings.
- Oxivir-II solution must be used during any processing of human material as a precaution. There is no indication that SARS-CoV-2 is transmitted in human blood, however, out of abundance of caution, Oxivir-II should be used with any human specimen processing. Spartan TBcide will be used as the routine disinfectant for all other purposes. Note: any project related work that is identified as COVID+, will have further restrictive/protective measures and must be at GRC Director discretion/direction.

These SOPs will remain in effect until superseded by additional guidance or requirements by the university, state, or federal government.

I have read and understood the self-assessment and standard operating procedures for laboratory and field work at GRC during the COVID-19 Pandemic.

Signed by GRC Team Member:

Print Name: _____ Date:

Signed by Supervisor:

Print Name: _____ Date: