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 4a” which means 30-50% activity with ~25% of normal personnel.

Daily Conditions for Lab Entry

Preconditions:

- Access only for researchers who have completed all relevant lab safety training (including COVID-specific training), have completed and submitted all required attestations, and have a keycard. Undergraduates are not permitted to participate in on-campus research at this time, unless specifically approved by campus for essential research.
- No sign or symptoms of virus. If so, stay home and follow all campus procedures and policies.
- Daily COVID-19 screening survey submitted prior to daily work. All researchers will respond to attestation questions about their health.
- Lab access is from 8AM-12AM daily and by appointment only using the FBS scheduling software suite. The building will be closed to all users except for janitorial staff each night from 12AM to 8AM.
- Public areas (including sitting areas and kitchens), meeting rooms, and offices remain closed. 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 Elings 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.
Scheduling Guidelines & Personnel Density

Specify Lab Time:

- **Scheduling requirements**
  - Density should not exceed 1 person/250 square feet unless approved by the CNSI Executive Committee, and occupants should maintain >6-foot distances at all times.
  - Requests for exceptions to these requirements must detail the need and risk mitigation strategy and must be submitted to and approved by the CNSI Executive Committee prior to start of work. Forms will be available on the CNSI website at [https://www.cnsi.ucsb.edu/covid](https://www.cnsi.ucsb.edu/covid). We anticipate that few exceptions will be granted.

- For **PI-Managed laboratories**, the lead PI will monitor laboratory use and set policy, subjected to CNSI-approved occupancy limits and guidelines.
  - PIs are encouraged to include breaks between shifts within the lab to allow for air exchange, etc.
  - PIs are encouraged to consider how to rotate staff through the laboratory in a manner that minimizes contact between unique individuals, and to also consider that laboratory operations will be impacted in the event a researcher were to contract COVID.
  - PIs are encouraged to maintain independent schedule logs for each lab space for at least 1 month to enable contact tracing, if needed.

- For **Shared Experimental Facilities (SEFs)**, the facility director will monitor laboratory use and set policy, subjected to CNSI-approved occupancy limits and guidelines. Users will book tool and/or room time with the individual lab managers using FBS or iLAB, per facility policy.

- Reference Lab SOP for minimum and maximum occupancy in any specific lab space for procedures regarding use of PPE within the laboratory and for handling of chemicals and other hazards.

Building Traffic Flow (See attached Floor Maps of Elings Hall)

**Follow Rules:**

- Staircases are for one-way traffic only. The stairwell nearest the parking garage is for ascending to higher floors only (except in the case of emergency evacuation). The stairwell nearest the KITP is for going down to lower floors only. The stairwell nearest the northeast corner of the building is for emergency use only.
- Elevators are for use by only one person per elevator at any time.
- Entering the building is to be done only via the main lobby doors nearest the parking garage.Exiting the building is to be only via the doors nearest the KITP. Other exterior doors are for emergency use or receiving purposes only. In the case of an emergency, any door may be used for egress.
SOP Covid Phase 4 Lab Access/Operation

- Hallways will be predominately two-way for lab access, with ‘keep right’ walking rules. Hallways with office-only access are for faculty or staff use only. 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 Elings Hall. See lab-specific SOPs for PPE requirements within individual labs and facilities.
- Disinfectant spray/wipes will be available at sanitizer stations at the building and hallway entrances and at each elevator.
- Hand sanitizer stations will be positioned throughout the building. Use these regularly when interacting with common surfaces.
- If specific mask needs arise beyond those available within individual labs and facilities, contact the CNSI Executive Committee or Building Manager.
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.
  - Note that 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.
- Upon entry, a sanitizer station, which will be stocked with hand sanitizer, sanitizing wipes, clean paper towels, and disinfecting solution (e.g., 70% isopropyl alcohol) is provided, and wall-mounted sanitizer dispensers are available throughout the building. We recommend that you frequently sanitize your hands using ≈ 2 mL (2 pump presses for most dispensers) of hand sanitizer. Hands should feel wet for ≥ 15 seconds for reduction of viral load by ≈ 2 logs. We also recommend that outer surfaces of any items brought into the building be cleaned using a 70% IPA solution or sanitizing wipes.
- Upon entering the lab or facility, follow that space’s COVID-specific SOP plan. These plans should include protocols for PPE, hand washing, sanitation of common touch points and sanitation and disinfection of PPE. For example, safety glasses and face shields may be cleaned by applying neutral detergent solution to their outer and inner surface. Use of 70% IPA solution or sanitizing wipes is recommended for cleaning common touch points including: both sides of the lab door, the crash bar, light switches, faucet knobs, your work surface and lab stool or chair.
- PIs and facility managers should ensure that gloves and required PPE are located conveniently so users can access these immediately upon entry. It is a good idea to develop a habit of periodically washing your hands with soap & warm water or using hand sanitizer throughout your shift.
Phase 4 Specific Lab Use

Lab Usage:

- Reference Laboratory specific SOP
- 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.
- Upon exiting the lab or facility, follow that space’s COVID-specific SOP plan. Use a 70% IPA solution or sanitizing wipes to clean common touch points including: 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.
- Sanitize and store all PPE per lab SOP.
- Wash your hands with soap & warm water at the lab sink for at least 20 seconds.
- Exit the lab taking care not to lean against the crash bar on the door.
- Follow the established traffic pattern in the hallway and exit the building using the designated stairwell and exit door.
- Exit through the door closest to the KITP and swipe out to log your building exit time.
Additional Phase 4 Safety Procedures

Notes:

● Make every effort to practice social distancing with face covering in hallways and when using the restroom.

● Fire doors, including the doors to the stairwells, must remain closed per fire code.

● **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”.

● **Package room access:** Elings 1601 will be used for all shipping and receiving operations. See the Elings Hall Package Shipping and Receiving SOP for details of access and conditions of use.

● **Maintenance:** Requests for visits by external maintenance personnel must be submitted and approved in advance via the Request for Exception form on the CNSI website at [https://www.cnsi.ucsb.edu/covid](https://www.cnsi.ucsb.edu/covid). Access by UCSB Facilities Management personnel will be coordinated by the CNSI Building Manager.

● Building occupants can report concerns regarding working conditions, protocols, or compliance, or suggestions for things that could be improved using [https://tinyurl.com/CNSI-Feedback-Form](https://tinyurl.com/CNSI-Feedback-Form).
First Floor Elings Hall

- Delivery/service entrance
- Freight elevator: 1 person
- Elevator: 1 person only
- Stairwell up
- Building Entrance
- 1601: Package Room
- Meeting Room
- Stairwell down only
- Emergency only stairwell
- ‘Keep right” 2-way hallway with floor signage
- Staff only hallway
- Elevator: 1 person only
- Building Exit
- PPE/sanitizing station
- Hand sanitizer station
Third Floor Elings Hall

- Freight elevator: 1 person
- Stairwell up
- ‘Keep right’ 2-way hallway with floor signage
- Elevator: 1 person only
- Emergency only stairwell
- ‘Keep right’ 2-way hallway with floor signage
- Hand sanitizer station