Elings Hall Access
STANDARD OPERATING PROCEDURE

Type of SOP: ☒ Process ☐ Hazardous Chemical ☐ Hazard Class

Date of last revision to SOP: May 20, 2021 (CNSI Building Committee)

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 access to resume some lab activity.

Daily Conditions for Building/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.
- 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.
- Lab access is calendared using the FBS scheduling software suite.
- Public areas (excluding kitchens) and meeting rooms remain closed.
- 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 that which allows occupants to maintain >6-foot distances at all times. Exceptions must be approved by the CNSI Executive Committee.
  - 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 are available on the CNSI website at [https://www.cnsi.ucsb.edu/covid](https://www.cnsi.ucsb.edu/covid).

- 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.

- 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 additional occupancy constraints in any specific lab space and for procedures regarding use of PPE within the laboratory and for handling of chemicals and other hazards.

Specify Office Time:

- **Scheduling requirements**
  - Office density should not exceed 1 person per office unless approved by the CNSI Executive Committee.
  - Office time in multi-user offices should be scheduled on FBS and coordinated amongst the individuals sharing the office space – please be considerate when booking time to allow for others to use the office space.
  - 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.
SOP Covid Phase 4 Lab Access/Operation

Building Traffic

Follow Rules:

● Elevators are for use by only one person per elevator at any time.
● Hallways will be predominately two-way for lab access, with 'keep right' walking rules. 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.
● Enter the building only via the main lobby doors nearest the parking garage. Any normal entry/exit door, including stairwells, may be used for exiting. Other Fire Exits remain for emergencies only.

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.
● Hand sanitizer stations are 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.

Lab Entry

Initial Entry Procedures:

● 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.
● PIs and facility managers should ensure that gloves and required PPE are located conveniently so users can access these immediately upon entry.
SOP Covid Phase 4 Lab Access/Operation

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.

Additional Phase 4 Safety Procedures

Notes:

- Make every effort to practice social distancing in hallways and when using the restroom. Always wear face coverings.
- 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. After using the facilities, wash hands. Upon leaving, 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).