OVERVIEW

Initially after the onset of the COVID-19 pandemic, all incoming packages were redirected to Central Receiving with very limited distribution opportunities and outgoing packages were stopped entirely. This SOP describes requirements and procedures for a partial return to normal package handling during a “Phase 3” restart of research.

At this time, most packages will still be delivered directly to UCSB Central Receiving and will then be distributed to Elings Hall twice a week. This timeline will lead to some delays as compared to our pre-COVID distribution schedules. Additionally, many vendors are experiencing shortages and delays. Please plan accordingly and do not wait until an item is urgently needed to place your order.

Daily Conditions for Package Pickup

Preconditions:

- No sign or symptoms of virus. If so, stay home and quarantine for at least 14 days. Get tested if possible. Notify PI of status immediately, PI’s to inform CNSI Executive Committee. Follow all requirements of the campus and county.

- Groups and Labs will be limited to two people authorized to retrieve packages for the entire group – PI’s and Lab Managers will pre-approve this list. Do not come to the package room until you are notified via email that a package is ready for pick-up.

- Building Entry will be through the Lobby entrance (adjacent to Lot 10), using established normal entry protocols.

- Bring your own face covering and wear it at all times in the hallways and public areas within Elings Hall. Fabric masks are acceptable within these areas.

- Minimize contact with touch points plus wash and sanitize hands frequently. Be cognizant of touching surfaces, avoiding touching your face.
Scheduling Guidelines & Personnel Density

Specify Lab Time:

- **Scheduling requirements**
  - Package pickup may be anytime between 9am and 4pm, M-F, except holidays. No appointment is required.
  - A maximum of one person may be in Room 1601 at a time. If someone is in the room when another person scans in, the second person will wait at the entry way until the first person leaves.

Building Traffic Flow

Follow Rules:

- If you are already in the building and want to pick up a package, proceed directly to 1601 using established building traffic flow protocols.
- If you are not in the building, enter through the Main Lobby door.
- After completing entry requirements, proceed directly to Room 1601 for package pick up.
- Elevators may be used to transport large packages with only one person per elevator at any time.
- 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 1601 Entry

Initial Entry Procedures:

- Bring with you only a minimal set of materials (e.g., pen, cart, gloves). If you cannot immediately enter, form a queue outside the door, maintaining 6 foot distances at all times.

- The Package Room (1601) is kept locked. Use your access card to scan in. 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.

Phase 3 Specific Package Pickup

1601 Usage:

- Locate your group’s packages in the designated group area ONLY
  - Note: Groups will be limited to two pre-authorized people who are able to retrieve packages for the entire group – PI’s and Lab Managers will pre-approve this list.

- All incoming packages will be stored for at least 24 hours before they are available for retrieval. Do Not Remove packages from the quarantine area (the back row of tables).

- Remove, date and sign the packing slip for each package being removed.

- Email a low or medium resolution image of the packing slip to purchase@cnsi.ucsb.edu now.

- CNSI carts are not available for use at this time, bring your own if one is needed.

- Temperature-sensitive packages (“Keep Frozen”, “Refrigerate upon arrival”) require special handling.
  - The CNSI purchasing office should be alerted when a temperature-sensitive item is being ordered.
  - When the item arrives to campus, an e-mail will be sent to the PI so that the package can be picked up promptly and directly from Mail Services (Building 507, Mesa Road).
  - The package must be picked up promptly as it will neither be refrigerated or frozen at Mail Services.
  - It is the responsibility of the PI to manage the pick-up of temperature-sensitive items.

- For assistance with packages, please e-mail purchase@cnsi.ucsb.edu
Phase 3 Specific Package

1601 Usage:

- Do not come to Elings Hall to ship a package.
- Email shipping memo to purchase@cnsi.ucsb.edu for the label to be prepared, along with approval from Export Control for international shipments.
- The shipping label will be emailed back to you along with instructions for printing the labels and packaging.
- Pick up shipping supplies from your department or from a FedEx Location.
- Take your labeled package to FedEx Location or to a FedEx Drop box (e.g. near MRL).
- For assistance, please e-mail purchase@cnsi.ucsb.edu

Lab Exit

End of Use Procedures:

- Collect all items that you brought inside and the packages you’re removing, including all packing materials – dispose in dumpsters outside building northern end.
- Exit through the north door of the room and turn left
- Users who are only picking up packages for use in another building, or are not returning to their lab at this time, MUST then turn right and exit through the building’s northern exterior door (by the bike lot).
- Scan out using the outside door scanner.
- If returning to your Elings Hall lab, use established building traffic flow protocol.

Additional Phase 3 Safety Procedures

Notes:

- 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.