



Elings Hall Package Shipping and Receiving STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazardous Chemical Hazard Class

Date of last revision to SOP: July 27, 2020 (B. Hanson)

OVERVIEW

Initially after the onset of the Covid-19 pandemic, all incoming packages were redirected to Central Receiving with 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.

Daily Conditions for Package Pickup & Drop Off

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.
- All incoming packages will be stored for at least 24 hours before they are available for retrieval.
- “Keep Frozen” and “Refrigerate upon arrival” packages will also be retrieved from 1601.
- Groups and Labs will be limited to two people authorized to retrieve packages for the entire group – PI's and Lab Managers will preapprove this list.
- Building Entry will be through the Lobby entrance (adjacent to Lot 10), using normal entry protocols established there.
- Public areas (including sitting areas and kitchens), meeting rooms, and offices remain closed in Phase 3. Occupants should plan on taking breaks and meals outside of the building.
- Bring your own face covering, and wear it at all times within the hallways and public areas within Elings Hall. Fabric masks are acceptable within these areas.
- Minimize contact with touch points and wash and sanitize hands frequently.

Scheduling Guidelines & Personnel Density

Specify Lab Time:

- Scheduling requirements
 - A maximum of one person may be in the room 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.
 - Package pickup and drop off may be anytime between 9am and 4pm, M-F, except holidays. No appointment is required.

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Building Traffic Flow

Follow Rules:

- If you are already in the building and want to pick up established building traffic flow patterns.
- If you are not in the building to begin with, enter through the Lobby door.
- After completing entry requirements, proceed directly to 1601 for pick up.
- Elevators may be used to transport large packages with and without carts with only one person/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.

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Phase 3 Specific Package Pickup

1601 Usage:

- Locate your group's packages in the designated group area, or in the frig/freezer Only – 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 at this time, bring your own if one is needed.
- For assistance with packages, please call (805) 893-8012
- Be cognizant of touching surfaces, avoiding touching your face.

Phase 3 Specific Package Drop off

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 FedEx box, or office.
- Take your labeled package to FedEx or to a drop box; e.g. near MRL.
- For assistance, please call (805) 893-8012.

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.
- To exit the building proceed to the South entrance door and 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>.