

## **Russell Group Planning on Limited Lab Activity**

**Stay at Least 6 Feet away from Others AT ALL TIMES!!!**

### **1. Self-inspection**

Everyone should perform a **DAILY** self-inspection for health conditions related to COVID-19 before coming onsite. People who are required to stay home by the following guidelines **MUST STAY HOME** and **REPORT** their conditions to PI and LBNL Health Services at 510-486-6266 or UMass COVID-19 HR Response Team at 413-687-2283/COVID19HR@umass.edu accordingly. If you have any questions, you should contact LBNL Health Services or UMass COVID-19 HR Response Team before coming onsite.

- Anyone who tests positive should stay home and contact your supervisor and the UMass HR COVID-19 Team to inform them of the positive test.
- Before coming to lab each day, everyone should **MONITOR** and **DOCUMENT** their body temperature online to make sure they don't have fever (no higher than 100.3 °F or 37.9 °C without having taken any fever reducing medications). After leaving the lab, body temperature should also be monitored and documented. A [google sheet](#) has been created so that everyone can log their data.
- Anyone who feels uncomfortable and/or shows symptoms of COVID-19 (listed below) should stay home.
- Anyone who lives or be in close contact with someone diagnosed with COVID-19, placed on quarantine for possible contact with COVID-19, and/or showing symptoms of COVID-19 (listed below), should stay home.
- Anyone who feels sick and/or shows symptoms of COVID-19 (listed below) at work should go home immediately, report to PI, COVID-19 HR Response Team (Umass) and Health Services (LBNL).
- Anyone at UMass who is concerned about potential exposure to COVID-19 should contact the University Health Services Triage Advice Nurse at 413-577-5229 for further guidance before coming onsite.

- **SYMPTOMS OF COVID-19:** cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite, etc.

Following are additional guidelines:

- All members in both Berkeley and UMASS should use the UMass [COVID-19 Daily Self Checklist](#) before coming to work **EVERYDAY**. If you answer “yes” to any of the questions, **YOU MUST STAY HOME!**

## 2. Masks are required

Gov. Charlie Baker has issued an order requiring face masks or cloth face coverings in public places where social distancing is not possible. This applies to both indoor and outdoor spaces. Following are the guidelines for our group members.

- Anyone who performs experiments in the Conte building is required to wear masks (at least at the level of surgical masks) in the labs, offices and other common areas in the building such as hallways, division offices, staircases, elevators, etc.
- Each surgical mask should be used for a maximum of four hours and then changed. It should also be changed if wet or contaminated.
- People are free to wear their own N95s, or respirators under foreign standards, for example, KN95s. They are not recommended to be worn for more than 4 hours in a row.

## 3. Limit lab and office capacity

We have enough lab and office rooms to meet up with the social distancing requirements that we do not need specific spatial or temporal approaches. However, we do require that everyone should work in Conte for no more than 8 hours per day to minimize interaction with each other. Following are the guidelines for our group members.

- People who are particularly vulnerable to COVID-19 according to the Centers for Disease Control are encouraged to stay home.
- People should continue to telework if feasible (e.g., office work, data analysis, notebook recording).

- People not affiliated with Russell group will not be allowed in Russell group labs and offices. Please contact Mingqiu Hu at [mingqiu@umass.edu](mailto:mingqiu@umass.edu) for shared instruments. People should not have any visitors in lab or office rooms.
- All the office rooms will be limited to no more than 1 person at one time.
- All the lab rooms will be limited to no more than 2 people at one time and people working in the same lab room must keep at least 6 feet away from each other. Don't work alone in labs for any hazardous activities, and try not to do so at all.
- All the meetings and discussions will be held online.
- Meeting rooms should not be used and people should use their own office for lunch if necessary.
- Everyone should read and follow the Laboratory Restart Checklist from EHS before restarting working onsite.

#### **4. Personal protective equipment (PPE)**

We have ordered new lab coats, safety glasses and gloves for the lab. Everyone will claim their own set of PPEs, including a lab coat and a pair of safety glasses.

Each PPE can only be used by the person who claimed it to reduce potential cross contamination.

Each individual's PPE should be stored separately away from others to reduce cross-contamination (such as have garment bags for each lab coat).

Disinfectant wipes have also been ordered, so that everyone can clean their safety glasses and office tables daily.

People should change gloves often.

People should follow other general guidelines, such as wash your hands, avoid touching your eyes, nose or mouth, use hand sanitizer when you're on the go and can't wash, cough or sneeze into a tissue not your hands, don't share food and drinks.

#### **5. Clean before/after experiments**

Clean your hands and all items that you wish to take into the lab before entering.

In addition to daily housekeeping (office tables, work benches, door handles, etc), instruments and used reagent bottles should also be wiped down with alcohol wipes before and after use every time.

Researchers should wear gloves all times and must wash their hands immediately after taking off their gloves and avoid touching face all the time. Lab cleaning and disinfect are performed at 8 pm every weekday. Two group members will be rotated in response. They will be responsible to clean high touch surfaces and shared items following EH&S guidance including door handles, keyboards, cabinet handles and any shared workspaces and equipment. They will be responsible to keep a log of date, time, and extent of cleaning.

Massachusetts requires that in event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance.

#### **6. Coordination about what you do in the lab**

Group member will coordinate with each other concerning hours of work in Conte and equipment to be used to avoid conflicts and crowding. Instrument registration documents will be shared via google doc.

#### **7. Procurement and package receiving**

Procurement at the limited access time should be minimized to only urgent needs, package should be either (1) leave outside for at least two days or (2) sprayed or wiped with disinfection reagent prior to opening.

#### **Other EH&S concerns:**

8. For disinfection purpose, disinfection wipes are the most recommended way. If wipes are not available at the time and alternative disinfection spray will be used, it should be used in designated area (better to be next to the emergency shower) due to the potential fire hazard.
9. No flames are allowed in the lab.
10. Heating experiments should be conducted in the hood with the face shield slashed down all the time.
11. All the flammable liquids are currently stored in flammable cabinet.

Useful links that every should read:

1. Daily checklist from UMass Amherst.

<http://ehs.umass.edu/sites/default/files/COVID%20Checklist-v2-4.30.pdf>

<http://ehs.umass.edu/sites/default/files/COVID%20Checklist-v2-4.30.pdf>

2. Cleaning/Disinfect Instructions for Individual and Shared Workspaces.

<https://www.umass.edu/coronavirus/news/enhanced-cleaning-faq>

3. Donning and Doffing of PPE

<https://www.youtube.com/watch?v=cCzwH7d4Ag>

<https://www.youtube.com/watch?v=cCzwH7d4Ag>

4. <https://www.n95decon.org/masks-for-public-use>" <https://www.n95decon.org/masks-for-public-use>

5. SDS for Lysol disinfection spray

[https://www.vercounty.org/MSDS/SDS-Tech%20Services/21-](https://www.vercounty.org/MSDS/SDS-Tech%20Services/21-Professional%20Lysol%20Disinfectant%20Spray%20All%20Scents_SDS.pdf)

[Professional%20Lysol%20Disinfectant%20Spray%20All%20Scents\\_SDS.pdf](https://www.vercounty.org/MSDS/SDS-Tech%20Services/21-Professional%20Lysol%20Disinfectant%20Spray%20All%20Scents_SDS.pdf)

6. MA Laboratories Checklist

<https://www.mass.gov/doc/laboratories-checklist/download>

7. UMass Amherst COVID-19 Training for Labs

<https://ehs.umass.edu/covid-19-training-labs#overlay-context=>

8. UMass Amherst COVID-19 Information for Labs

<https://ehs.umass.edu/covid-19-information-labs>