

	<b>COVID-19 Laboratory Restart</b>		
	Department of <u>CREOL</u> _____ for _____		
<b>Lab(s):</b>	180A, 180E 180F	<b>PI:</b>	James Ross
<b>Lab Manager:</b>	Nathan Aultman	<b>Building:</b>	53
<b>Revision Number:</b>		<b>Date:</b>	05-21-2020
<b>Revision made by:</b>		<b>Approved by:</b>	

*The purpose of this questionnaire is to ensure implementation of all essential elements for a safe resumption of research at UCF campuses. Principal investigators are **required** to complete this questionnaire and in doing so acknowledge that lab personnel have been briefed on all safety procedures and have been made aware of the expectation that they must abide by them. This questionnaire must be posted in your lab at all times.*

**1. What are the current quantities of PPE on hand that will be worn during lab activities?**

Please indicate the current availability of the following items:

Item	Have it on hand	Need to request	N/A
Gloves	500	500	
Surgical masks	50		
Safety glasses	14	10	
Face shields	NA		
Disinfectant	4		
Tyvek gowns	50	100	

Please list lab activities requiring this PPE:

All users will be required to don coveralls, safety glasses, nitrile gloves, facemask, shoe covers and hairnets for the entire time in the cleanrooms. All surfaces that have been touched or possibly contaminated will be disinfected by use of either isopropyl alcohol or disinfectant wipes. Additional PPE for chemical handling to and from fume hoods is also required including but not limited to goggle, face shields, chemical resistant aprons and gloves. Users are required to review SDS sheets for all chemical handling.

## 2. How will you manage social distancing in your lab?

Describe in detail the process for social distancing in the lab. How far apart will lab personnel be during work? How will lab equipment be used? How will the work space be delineated? What is the maximum occupancy during work shifts? How do you separate work while staying collaborative?

All users must pre-schedule the tool and time in Creol Cleanroom 180 through the online schedule system. You will need to register and being added to the SharePoint schedule system. Contact Jim, Nathan or Keqi.

The Cleanroom space is defined as the CREOL labs 180A, 180E and 180F. Adjoining corridors do not require full cleanroom attire but still require a facemask.

Only two people will generally be in any of the Cleanroom lab room for processing devices at a time. Six (6) ft. distance can easily be maintained even with the maximum occupancy of 3 for each room. A third occupant may move through the doors between the labs to perform work in another lab space if doing so will not exceed the limit for that lab.

Each person will be working in a dedicated area to minimize cross contamination. They will clean up their space as well as the shared equipment they have used after each day's work.

Gloves will be worn the entire time in the facility but anything touched such as door handles, light switches, PC keyboards and mouse, workstations and microscopes will be wiped down accordingly using either disinfectant wipes or approved dilute isopropyl alcohol (IPA).

This type of independent work style has been used prior to campus closure. Users should have no issue separating work. Collaboration will be achieved through regular scheduling of the facility.

3. **How will you clean lab surfaces and equipment? Please specify frequency.**

Provide a detailed plan of how lab surfaces will be cleaned with, what cleaning agents will be used, and with what frequency.

[Cleaning and Disinfecting Your Facility \(CDC\)](#)

The cleaning and disinfection of high-touch points in laboratory areas is the responsibility of research personnel. The following are locations and equipment with high frequency of handling and contact. These surfaces represent a higher probability of viral loading in the work area and should be disinfected on a routine basis.

- Benchtops
- Equipment handles and latches
- Equipment controls and touchpads
- Fume hood and biosafety cabinet sashes
- Lab doors, drawers, and cabinet handles
- Bin and water incubator lids
- Hand tools
- Micropipettors and other shared tools
- Faucet handles and sprayer grips
- Baskets, bins, trays, etc.
- Outsides of shared bottles and caps
- Chair backs and armrests
- Pens, whiteboard markers, etc.

Approved Disinfectants:

- Use a disinfectant that is certified by the EPA to be effective against the COVID-19 coronavirus. Be sure to follow the directions on the product label.
- Freshly prepared 10% bleach solution.
- 70% ethanol is appropriate for electronics and other delicate surfaces.

Personal Protective Equipment: Be sure to wear appropriate PPE when performing all laboratory tasks, including surface disinfection of laboratory surfaces. At a minimum, lab coat, gloves, and safety glasses should be worn when performing surface disinfection of laboratory surfaces.

It is every users responsibility to ensure chemical bottles, PC keyboards and mouse, workstations and microscopes will be decontaminated after use.

4. **In areas where a sink for hand washing are not readily available, what is your inventory of hand sanitizer and how will it will be used? Please provide your plan to support hand hygiene.**

Please list the inventory of hand sanitizer, other cleaning and disinfection materials available and where they stored in the lab for use.

[Hand Hygiene Recommendations \(CDC\)](#)

Hand sanitizer is on order for entry and exit from the Cleanroom space but is not expected until late summer 2020. It is not required inside the cleanroom as nitrile gloves are worn and required. Approved sanitizer wipes are in stock for use.

Users should NOT wipe down Cleanroom equipment other than a keyboard and mouse or microscope headpiece where contact is necessary.

5. **Training of personnel on lab specific work practices related to COVID-19:**

Personnel listed below have received training on the contents of this document.

	<b>FULL NAME (Print or type)</b>	<b>UCF PID</b>	<b>Date</b>	<b>Signature</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

6. **Is lab personnel current on all required EHS training?**

List all personnel who will be working in the lab under this plan. All lab personnel are required to have completed EHS Laboratory Safety training and refreshers. Other required training is based on work hazards. Information on required training and completion can be accessed by PIs logging into their EHS EHSA account and downloading the Listing of Training Due Dates Report. This report is found under the Chem Tab: Reports and will contain the information on all currently registered lab personnel; if an individual in your lab is not registered, please contact EHS for additional instructions

	<b>FULL NAME (Print or type)</b>	<b>UCF PID</b>	<b>Date</b>	<b>Signature</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

See [www.ehs.ucf.edu](http://www.ehs.ucf.edu) for electronic version of this document.