

# Supplemental Laboratory Safety Procedures to Reduce COVID-19 Transmission

## Environment, Health and Safety

### General Principles

As research in laboratories begins a planned, gradual phase-in, it is critical that population density be managed and safe practices be followed to promote the health and safety of all UCSF faculty, trainees, and staff. It is required that all personnel follow, at a minimum, the guidelines outlined in this document.

### Health Prescreening

All staff working onsite are required to undergo health screening before performing onsite work each day. Beginning in mid-May, this will be accomplished with a daily health screening app. Personnel who are ill and/or experiencing symptoms must not report for onsite work. Those who have tested positive for COVID-19 should notify their supervisor of the need to use sick or other leave, and notify UCSF Occupational Health Services by calling the COVID-19 hotline at 415-514-7328. The University will follow confidentiality and privacy obligations.

### Personal Protective Equipment

- All UCSF personnel are required to wear a face covering while on site, except when alone in a private office, alone in your private vehicle, or when eating apart from others.
- All personnel working in laboratories are required to wear Personal Protective Equipment (PPE), including gloves, lab coats, and eye protection when working with hazardous materials. PPE must be removed before leaving the laboratory.

### Personal and Laboratory Hygiene

- Employees must wash their hands with soap for at least 20 seconds before putting on PPE, after removing PPE, and after removing their gloves.
- Hand soap must be available at all sinks.
- Remove gloves before leaving the lab. Gloves should not be worn in hallways, elevators, or offices.
- Wash hands after touching any frequently used item or high-touch surface.
- Avoid touching your face.
- Sneeze or cough into a tissue, or inside of your elbow.
- No consumption or storage of food and drink is ever allowed in laboratories. Food and drink are to be consumed outside the lab, in an area apart from other people.

### Maintaining Adequate Social Distancing

- Work in laboratories should be scheduled (assign team or rotating shifts) to ensure reduced population density that allows for prescribed social distancing.
- When working in a lab room with one or more other people, a minimum of 6 feet distance should be maintained whenever possible.
- Laboratories are encouraged to set up a scheduling system for use of shared areas, including tissue culture rooms, equipment and procedure rooms, and break rooms to allow for adequate social distancing.
- Where lab corridors less than 6 feet in width are in use and another individual is present, the additional person entering the space should seek an alternate route if possible.

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University of California  
San Francisco

## Laboratory Hygiene

Laboratory staff should wipe down and disinfect all high-touch surfaces and frequently used objects at the beginning and end of each shift, using 70% ethanol or 1:10 diluted bleach. High-touch surfaces include, but are not limited to, shared equipment handles & controls, shared computers, refrigerator handles, door handles, tables and chairs in breakrooms, sink fixtures at handwashing sinks, lab benches. Disinfection of lab benches can be avoided by taping down disposable towels or sorbent pads and removing them at the end of the shift.

## Periodic Inspections

The Office of Environment, Health and Safety (EH&S) will perform periodic inspections of campus areas, including labs, to enforce adherence to the above requirements.

## COVID-19 Lab Safety Survey Checklist

ITEM	COMPLETE	NA
Maintain physical distancing (minimum 6 feet between lab members)		
Cloth face coverings or surgical masks worn while indoors (unless alone in a private office, or eating in break areas apart from others).		
Wear Personal Protective Equipment (PPE), including gloves, lab coats, and eye protection when working with hazardous materials.		
Remove gloves before leaving the lab. Lab gloves should not be worn in hallways, elevators, or offices.		
No consumption or storage of food and drink is ever allowed in laboratories		
Surface disinfectant, soap and water are all readily available in the laboratory.		
Noncompliant behaviors observed at the time of inspection (explain):		