

Standard Operating Procedure for Crop Science Room 418

COVID-19 Research Management Plan

Manager Contact:

Chris Grainger: 519-824-4120 x 52509, cgrainge@uoguelph.ca

**Note: This room also contains equipment that is the property of individual PI's programs and is their responsibility for operation and maintenance.*

This SOP outlines the details for resuming research activities as part of the University of Guelph's Research Phase-in Framework. Please note that both Wellington-Dufferin-Guelph Public Health guidelines as well as University of Guelph Health and Safety policies are to be adhered to in addition to any specific procedures detailed in this SOP.

Objectives & Scope

- The goal of this SOP is to keep personnel safe in room 418, through revised sanitation procedures and social distancing, during the COVID-19 pandemic.
- **Safety is priority one – If you suspect you are ill or have any COVID-19 symptoms, please stay isolated and seek professional medical guidance as required – do not come to campus!**

Emergencies and Safety Equipment

- In case of an emergency, get to safety, and contact extension 52000 from any university telephone. If you are using your personal mobile phone, dial the central telephone number (519-824-4120) and then ext 52000 when prompted. Tell them what happened and if anyone needs medical assistance.

- **Fire alarms** -located in hallway of fourth floor
- **Fire extinguishers** located at front of room 418

COVID-19 Sanitization Materials

- 70% ethanol in spray bottles (labeled for surface disinfection). They will be located in the load/unload area beside the autoclave, by NIR machine, at laminar flow hoods and entrance to room 418.
 - **Alcohol is flammable and cannot be used near sparks or open flames**
- Paper towels (located by all sinks)
- Hand soap (Located by all sinks)
- Hand sanitizer (located in load/unload area beside autoclave)
- **PPE (to be provided by individual research programs)**
 - Nitrile gloves
 - Face shields (if available) or safety glasses
 - Non-N-95 masks (painter's masks; dust masks, non-medical surgical mask)

Mandatory Hygiene Procedures

- 1. Face coverings** (i.e., use of a material to cover the nose and mouth, not a valved mask) **will be worn AT ALL TIMES.**
- 2. Personnel must wash and/or sanitize their hands every time they enter and leave rooms Room 418.** Sinks are located at front left-hand side and back-left hand side of Room 418
 - a. Please wash hands with soap for the recommended 20-30 second interval in running water
 - b. Hand soap is available at sinks..
 - c. If hand soap needs to be re-filled, contact Chris Grainger to provide more.
- 3. Once your hands are clean, please put on disposable nitrile gloves and wear them at all times. Remove and dispose of gloves before leaving room 418, after work is complete.**

1) Classification of Room 418

Room 418 is a common use equipment room in the Crop Science Building. It houses various pieces of laboratory equipment that is accessible to all researchers in the Department of Plant Agriculture. This equipment is managed and operationally supported by the department.

2) Nature of Research Activities in Room 418

The primary use of this room is to conduct work which requires researchers to be in the room for very low durations of time (e.g. load material in an autoclave, orbital shakers). Secondary use of this room is to perform work that is of longer duration (e.g. Microbiological or tissue culture related work using a laminar flow hood, running samples on NIR machine).

3) Procedures for Working in Room 418 During COVID-19

3.1) Access to room 418 will be allowed Monday to Friday from 8:30am to 5pm. Additional hours may be permitted by permission from Chris Grainger for defined pieces of equipment to facilitate shiftwork and social distancing.

3.2) **The maximum number of people allowed in room 418 is limited to two people at any one time.** Please ensure the 2 m of physical distancing are adhered to while working in room 418. *N.B.* Flow benches and equipment are physically separated by 2 m.

3.3) All persons entering/working in room 418 must wear appropriate protective face coverings **AT ALL TIMES.**

3.4) For low duration work (e.g. using autoclave, orbital shakers) users are **not** required to notify the lab/facility manager.

3.5) For longer duration work (e.g. using laminar flow hood, NIR machine) users are to send an email request to the lab/facility manager to book a time for access and length of time required to complete their work. Depending on the number of requests, a weekly schedule will be prepared and access to the

room will be assigned in an equitable fashion. Requests are to be sent to Chris Grainger (cgrainge@uoguelph.ca)

3.6) At all times while working in room 418, users are to practice appropriate COVID-9 safety measures. This includes regular hand washing and or use of hand sanitizer. This also includes sanitizing workspace after work in completed.

4) Implementation of COVID-19 Related Management of Room 418

4.1) Users are to sanitize areas worked at or equipment touched after completion of work, using the 70% ethanol provided.

A bottle of 70% EtOH will be kept at the Autoclave loading/unloading area in Room 418, as well as by NIR machine and laminar flow hoods. Please use the 70% EtOH bottle to spray all common touch surfaces prior to use and upon completion of your work includes:

- Equipment (Autoclave/NIR Machine/Laminar flow benches/orbital shakers)
 - Door pulls and handles
 - Light switches
 - **Basically anything you touch**
- 2) Please also spray a paper towel and then wipe down the spray bottle handle and hand hold upon completion of use

4.2) Any persons not adhering to this SOP will be removed from the room and their supervisor contacted to discuss nature of infringement and appropriate course of action to resume work activities.

4.3) All questions related to this SOP and specific day-to-day work activities can be sent to Chris Grainger (cgrainge@uoguelph.ca)

Trainer _____ Trainee _____

Date _____