

COVID-19 Research Procedures SOP

Growth Facilities

Faculty Contact: Dr. Wolyn – dwolyn@uoguelph.ca

Facility Managers/Emergency Contacts:

- **Bovey:** Ron Dutton: 519-830-1309, 519 824 0990; rutton@uoguelph.ca
- **Crops:** Sue Couling: 519-835-2241, 519 803 6939; scouling@uoguelph.ca

Environmental Health and Safety at the University of Guelph:

<https://www.uoguelph.ca/hr/hr-services/welcome-environmental-health-safety>

Ontario Occupational Health and Safety: <http://www.labour.gov.on.ca/english/hs/>

Objectives & Scope

- The goal of this SOP is to keep personnel safe in the growth facilities, 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** – review during Growth Facilities Orientation and review locations from time to time
- **Fire extinguishers** are located in main hallways.
- **Eyewash stations:**
 - **Crop Science:** located in Crop's Growth Facilities double sinks. Pull up on the eyewash wand, to bring it toward your face, and squeeze handle to spray water on the affected area.
 - **Bovey:** located is under the Safety Shower in the Header House.
- **Safety showers** - Pull on triangular leaver hanging from the top to activate the shower.
 - **Bovey:** located in potting room
 - **Crop Science:** located in the main hallways and potting areas.

Materials

- 70% ethanol/isopropyl alcohol in spray bottle (labeled for surface disinfection)
 - **Alcohol is flammable and cannot be used near sparks or open flames**

- Paper towels (located by all sinks)
- Hand soap
- Disinfecting wipes (if available)
- Hand sanitizer (located various locations: between growth room entry doors, greenhouse zone entry doors , potting areas, main growth facilities office doors, loading dock
- Access to Outlook Gryph Mail calendars, Microsoft Teams
- PPE (responsibility of research programs)
 - Nitrile gloves
 - Face shields (if available) or safety glasses
 - Non-N-95 masks (painter's masks; dust masks, non medical surgical masks)

General Procedures

Permitted Use

- Growth Facilities are accessible to programs with approvals for any of the following:
 - New essential research
 - Continuing research
 - Phase-in of research activities

Scheduling

- If any of the work can be done from home, please work from home (making up labels etc.)
- **Crop Science:** *All Growth Facilities users can reserve Crop Science potting areas using Outlook Calendar. Simply invite Potting room 148 or 128 to a meeting on the day and times you would like to use the respective area. Addresses of the rooms are as follows:*
OACCRSCPOTTINGROOM128@uoguelph.ca
OACPOTTINGROOM148@uoguelph.ca . *If you have difficulty please contact Sue for more information it may be that you need to be added to the access list. Call / text 519 835 2241 scouling@uoguelph.ca*
- **Bovey:** For now Bovey Growth Facilities is not creating a User Schedule / calendar as potting tables have been distributed to greenhouse areas and 6 work areas in the potting room.

Mandatory Hygiene Procedures

- Personnel must wash and/or sanitize their hands every time they enter and leave the growth facilities.
 - Please wash hands for the recommended 20-30 second interval in running water or use sanitizer on the walls.
 - Hand soap is available at both double sinks.
 - If hand soap needs to be re-filled contact Growth Facilities personnel to provide more.
- Sanitize hands prior to entering the greenhouse, growth rooms, growth cabinet rooms, drying rooms, and postharvest facility environment

- **Face coverings** (i.e., use of a material to cover the nose and mouth, not a valved mask) **will be worn AT ALL TIMES**-- for example, when personnel are in research spaces, hallways and washrooms. This applies both indoors -- in shared or common spaces -- and outdoors when in close proximity with others. **The following exceptions are allowed:**
 - **If you are working alone in a Bovey OR Crop Science greenhouse room (not sharing the space) in a single day and that space will not be used by anyone else that day, you can remove the mask and hang on your hook mounted on the inside of the greenhouse door. Put the mask on again before you leave the greenhouse room!**
 - **Only authorized users are allowed in Crop Science Growth rooms. Users are encouraged to schedule work in shared growth rooms. If you are working alone in one of the Crop Science Growth rooms, and you can reasonably predict that no one will be entering, because it is locked, you can remove the mask, but put it on again if anyone knocks on the door to enter the room.**
Applicable Growth rooms (CRSC room # in parentheses): Crop Science GR# 1 (CRSC 134), GR#2 (CRSC 136), GR#3 (CRSC 138), GR#4 (CRSC 140), GR#5 (CRSC 141), GR#6 (CRSC 143), GR#7 (CRSC 144), GR#8 (CRSC 127), GR#9 (CRSC 128), GR#10 (CRSC 130), GR#11(CRSC 131).
- In rooms where growth chambers are located (Crop Science rooms – 104,107,108,110A,129,139,142,426; Bovey room 1401) you must always wear a face covering.
- You should keep a personal supply of PPE in your own Greenhouse or Growth room area or bring necessary PPE for each visit to growth facilities. Label PPE when appropriate.
- Clean all door and cabinet handles, light switches cart hands, water taps and hose ends and any smooth work surfaces etc. at the beginning and end of your work period. Basically anything you touch.
- Cleaning should be with an approved disinfectant that is effective against COVID-19.
 - **Crop Science:** 70% ethanol spray bottles are provided in greenhouse zones and growth rooms (**Do not use near sparks or flames**).
 - **Bovey:** Spray bottles with 3% hydrogen peroxide and Isopropyl alcohol are provide in each greenhouse zone, potting shed and growth chamber room.
- All shared equipment, and tables should have surfaces cleaned by users between every user.
- Other “high touch” items such as hand tools, faucet handles, chemical and spray bottles, chair backs and arm rests, should be cleaned between users.
- Use appropriate PPE when using disinfectants/cleaning, including eye protection. Individuals should have their own safety glasses and not share.

- Wear gloves when appropriate and dispose of gloves in appropriate garbage
- Closed-toe shoes must be worn at all times

Social Distancing

- Physical distancing of 2 meters is required by public health to minimize transmission of COVID 19 and a diligent effort must be made to maintain this distance.
- When entering a smaller work area e.g. storage room, growth cabinet area where 2 metres separation is not possible do not enter until it is vacated by others. **Masks are required as described above to minimize the effect of an unexpected encounter.**
- The hallways are challenging for physical distancing. Please be aware of your surroundings and allow others to pass when possible while maintaining the 2 metre distance. **Again, masks are required.**

Repairs

- Contact Growth Facilities personnel to report when repairs are needed to doors, faucets, valves etc... If after hours refer to Standby list posted near main Growth Facilities office or potting area telephones

Working Alone

- If you will be working alone, the University working alone policy is in effect. Contact your supervisor for further details.

Plan to quickly scale back or suspend research

- In the event that the University needs to shut down research activities supervisors must have a plan in place with their staff.

Problem solving

Any issues with the procedure or any questions at all, please contact:

Bovey: Ron Dutton 519 830 1309 rdutton@uoguelph.ca

Crop Science: Sue Couling 519 835 2241 scouling@ uoguelph.ca

Trainer _____ Trainee: _____

Date _____