

# COVID-19 Research Procedures SOP

## Postharvest Storage Facility

**Faculty Contact:** Dr. G. Bozzo – [gbozzo@uoguelph.ca](mailto:gbozzo@uoguelph.ca)

### **Facility Managers/Emergency Contacts:**

**Bovey:** Gordon Hoover: (519) 824-4120 x52254; [ghoover@uoguelph.ca](mailto:ghoover@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 Postharvest Facility Orientation and review locations from time to time
- **Fire extinguishers** are located in main hallways.
- **Eyewash stations:**
  - Located in hallway outside room 1418 that leads to loading dock . Pull up on the eyewash wand, to bring it toward your face, and squeeze handle to spray water on the affected area.
- **Safety shower:** Pull on triangular leaver hanging from the top to activate the shower; located in hallway outside room 1418 that leads to the loading dock.

### **Materials**

- 70% ethanol/isopropyl alcohol in spray bottle (labeled for surface disinfection)
  - **Alcohol is flammable and cannot be used near sparks or open flames (to be supplied by Postharvest Facility and individual research program) – Room bottle will be placed near entry door and/or workbench next to the -80 °C freezer.**
- Paper towels (located on workbench next to -80 °C freezer)
- Disinfecting wipes (if available)

- First aid kit is located (located on workbench next to -80 °C freezer)
- Hand sanitizer (located on workbench next to -80 °C freezer)
- 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

- Postharvest facility is accessible to programs with approvals for any of the following:
  - New essential research
  - Continuing research
  - Phase-in of research activities

### Scheduling

- Request to use walk-in cooler(s) or CA units must be filed with postharvest facility management personnel; see contact information for Gordon Hoover and Gale Bozzo on pg 1 of this SOP.
- If you are using the facility for the first time, a face-to-face training session will be required before you are permitted to use this facility.
- If any of the work can be done from home, please work from home (making up labels etc.)
- A schedule will be created for Postharvest Facility in Outlook. All users of the Facility will have access to this calendar. Until the calendar is available please contact Gale Bozzo for more information: [gbozzo@uoguelph.ca](mailto:gbozzo@uoguelph.ca)

### Mandatory Hygiene and Room Use Procedures

- Personnel must wash and/or sanitize their hands every time they enter and leave the postharvest facility.
  - Please wash hands for the recommended 20-30 second interval in running water or use sanitizer on the walls; use a nearby washroom to wash your hands
- Sanitize hands prior to entering room 1418 and storage coolers in the postharvest facility environment.
- Flip light switch for room 1418 to "ON" position as well as the light switch in the walk-in cooler you are using when you are working in the facility.
- **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.

- Do not prop open any entry doors to Room 1418, or walk-in coolers therein.
- Do not touch or place any equipment near the generator or electrical panel equipment that is located near the entry door to the room.
- Clean the postharvest entry door, walk-in cooler handles, light switches, and any smooth work surfaces (controlled atmosphere units or work tables) at the beginning and end of your work period. Basically anything you touch should be cleaned.
- Cleaning should be with an approved disinfectant (i.e., 70% ethanol) that is effective against COVID-19.
- All shared equipment, and tables should have surfaces cleaned by users between every user.
- 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.
- Throw our garbage at the end of your daily work session by taking your waste material to the loading dock trash bins.
- Flip light switches for walk-in coolers and room 1418 to "OFF" position when you are finished working in the facility.

### 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 such as a storage cooler, 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 Physical Resources if storage facility coolers are on alarm. Also report this issue to Dr. Bozzo.

### 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:

Gordon Hoover (519) 824-4120 x52254; ghoover@uoguelph.ca or Dr. Bozzo – gbozzo@uoguelph.ca

Trainer\_\_\_\_\_ Trainee\_\_\_\_\_

Date\_\_\_\_\_