Center for Mind and Brain
Standard Operating Procedure
Phase 2

The General Principles and Policies for CMB operation during Phase 2 are elaborated in Section III of this document. However, we begin with the procedures necessary to enter the CMB for approved reasons, with the aim of making these readily accessible.

I. Prior to Entering the CMB (for any pre-approved reason)

Health and Wellness/Work Status

**CMB Members:** Prior to entering the CMB each day, each CMB member (including trainees, administrative staff, research staff and faculty) and visitors (i.e., research participants/families or vendors – see details below) must complete the UC Davis CAMPUS COVID-19 daily symptom survey located [here](#).  

**Tips:** The link above takes you to a UC Davis page – scroll down to the grey banner that says “Take the daily symptom survey…..etc”. It directs you to login with your UC Davis credentials. Try it, it is simple, a few easy questions, then the result is immediately displayed. **Tips:** You click on the appropriate answer and it highlights it in orange. Select Center for Mind and Brain for your affiliation). **NOTE:** For non-UC Davis folks for now, they have to take a paper version of the survey (attached with instructions—but you can also access the paper version at the bottom of the linked page above where it says: “Manual Process”).

Upon completion of the daily symptom survey, you will immediately get a result as follows:

- **APPROVED** survey (it is immediate) means you may come to work as previously scheduled and approved.
- **NOT APPROVED** surveys means you may not come to work until you have been cleared to do so – if NOT APPROVED, follow the instructions in the next paragraph for reporting and actions. **NOTE:** These results are reported to the CMB Director and staff for appropriate follow up.

CMB members/visitors whose daily symptom survey is NOT APPROVED, or who feel ill should not come to work. If you become ill at work, you should go home. Then, follow these steps: You must (1) report illness to your supervisor/PI (in line with UC Davis policies), and (2) contact your health care provider.

For guidelines on symptoms you can refer to the CDC Guidelines – this link also offers a Coronavirus Self Checker that offers individual guidance.

Those who have been in contact with someone who likely has COVID-19 or who has tested positive should also refrain from coming to work, should report this to their supervisor/PI, and should contact their health care provider (the screening survey should also signal this with a NOT APPROVED).
Please use the campus reporting procedure (Davis Campus) for suspected or confirmed COVID exposure/testing (see bullets below for guidance about when to report):


- **COVID-19 test has been administered** to you, a member of your household, or a UC Davis colleague – **MANDATORY TO REPORT**

- **Positive COVID-19 diagnosis has been returned** to you, a member of your household, or a UC Davis coworker – **MANDATORY TO REPORT**

- **You have concerns** about a member of the campus community having COVID-19, whether on or off campus – **OPTIONAL TO REPORT**

See also these two sites for more guidance from the campus:

https://hr.ucdavis.edu/coronavirus

https://safetyservices.ucdavis.edu/coronavirus

**CMB Visitors/Volunteers:** Visitors and volunteers who are approved to enter the CMB (vendors, repair personnel, volunteers for experiments) should be informed in advance of our policies, and must comply with all the foregoing requirements, including the screening survey. See above (Manual Process) if they are not affiliated with UC Davis (i.e., do not have a UC Davis login), and you need to do a paper screening.

Hosts should instruct visitors to make firm appointments, and to wait outside the CMB to be met by their host or to call their host on arrival. It is the responsibility of the host to verify that the visitor’s/volunteers screening survey was approved, which will require that they print it out and bring it with them, or show it to you on their handheld device; if they have not completed it that same day, they may do so upon arrival (e.g., on their handheld device) and show the approval. **NOTE:** if they cannot access electronically, you may use the paper survey even if they are UC Davis affiliated folks. You can administer the survey verbally or have the person fill it out, and then determine APPROVED or NOT APPROVED status. The form should **not** include their name, and need **not** be retained.

Visitors/volunteers may not be accompanied by friends or family unless required (e.g., children under the age of 18 years). If they must have a parent or caregiver, then that should be limited to one person (if at all possible), and that person should also be screened, given a mask and asked to follow hygiene procedures: Explain that this is for the protection of everyone involved. Visitor/volunteers who do not wish to follow such procedures should be politely informed that they may not enter the CMB, or if in the CMB already, then they should be politely informed they cannot stay, and should be invited to leave*.

*Please use discretion should you find yourself in such a situation – you should state policy, but not attempt to remove anyone from the CMB. Instead, restate policy, ask again politely, and if the person is non-compliant, contact your supervisor/PI, the CAO, or the CMB Director. Remember that those accompanying minors or patients represent special cases requiring delicacy, so each lab should
II. Entering the CMB Upon Completion of the Above Health Survey

The CMB (202 and 267 buildings) will be alarmed 24/7 during Phase 2 (at least). Be prepared to enter your alarm code; if you are uncertain about how to use the alarm, do not enter, but instead contact your supervisor/PI for instructions.

You must wear a face mask (cloth or disposable surgical type) when entering the CMB and whenever you are in common space (e.g., entry, hallways, restrooms, conference rooms, shared laboratory spaces, shops, storage areas). The mask must fit snugly around the nose and mouth.

Upon entry, immediately wash or sanitize your hands following the CDC guidelines. Perform frequent handwashing and/or use of alcohol-based (>60% ethanol or 70% isopropyl alcohol/isopropanol) hand sanitizer frequently while in the CMB (observe and posted instructions – these may change as campus policy changes).

Proceed to your place of work (lab, desk, office) and disinfect all surfaces (door knobs, light switches, keyboards and computer mouses, desktops, chairs, and any other equipment you will handle using approved supplies provided by your PI (i.e., antiviral wipes, disinfectant spray solutions, and so on). Be sure to use only approved supplies for the surfaces and equipment (i.e., following your lab-specified procedures that ensure equipment is not damaged). See additional Hygiene practices below.

III. General CMB Phase 2 Occupancy and Social Distancing Principle and Policies

You may not enter the CMB for research work unless you have received prior approval from your supervisor/PI who must have CMB Task Force approval for research ramp-up activities (PIs see below for regarding Request for Phase 2 Activities).

However, if you are not performing research work, but instead merely need to enter the CMB to retrieve something, reboot a computer, or perform occasional maintenance, then this can be done with the permission of your PI.

Similarly, faculty members entering the CMB for approved activities such as teaching, do not require additional permission. CMB members who are acting as Graduate Teaching Assistants (TA’s) may use their CMB office or other officially assigned space for their TA duties, when approved by their PI and their department (this coordination is essential).

Regardless of the reason, all those entering the CMB must follow all Standard Operating Procedures (e.g., Complete daily symptom survey and receive APPROVED; Log your entry and exit on the Google sheet; Follow health/sanitation guidelines, etc.).
PIs wishing to ramp-up research activities must complete and submit (to the CMB Director) the CMB’s Request for Phase 2 Activities form (prior Phase 1x approval suffices, but if anything changes, such as starting human subjects testing, then a new approval should be sought). The form will be reviewed by the CMB Task Force, and if approved, the CMB Director or Associate Director will sign the form and return to the PI (copying the CMB administrative staff for their information).

**Phase 2 Overarching Principles:** Phase 2 research activities are intended to enable the following.

- **Necessary Research and Related Activities:** Planned work on site in Phase 2 is intended for work that necessitates being in the laboratory (e.g., having access to a piece of equipment, materials, or a computer that cannot be accessed remotely.) Data analysis, preparation of scripts for stimuli, writing, and anything else that can be performed at home, should still be done at home – these activities will be enabled by CMB IT staff as necessary.

- **Resumption of Studies Threatened if Research Stops:** In accordance with directives from the Office of Research, in-person testing of human subjects can be considered for approval only if: (a) the study are **time-sensitive** (e.g., ongoing or longitudinal studies where not resuming data collection will render data collected prior to the shutdown unusable; studies with time-sensitive schedules such as extramurally funded research, or work for trainees who must complete their training; ); **AND** (b) minimal COVID-related risk to participants and researchers can be achieved by using social distancing, use of appropriate personal protective equipment (PPE), and disinfection.

  **NOTE:** In addition, approved teaching activities remain approved activities.

Under the OVCR-approved CMB Research Ramp-Up Plan (5/10/20), the following policies must be met if returning to work in the CMB.

- **Minimizing Density:** A maximum of **2 researchers per PI-lab, per 24-hour period may enter the CMB.** This system will keep building density and traffic low. In general, offices should be single occupancy. This means that if two laboratories have two people each working in the CMB, they cannot use shared facilities such that the foregoing would be violated (e.g., the shared use ERP lab in 202). **NOTE:** This is in addition to occupancy related to teaching for PIs and TAs.

- **Preventing Cross Infection:** **NO SHIFTS** (e.g., PIs may not have two people come in for 4 hours, leave, and have a second two come in for 4 hours.): The policy is two individuals per laboratory, per day, unless equipment access warrants a different protocol, but any deviation must be approved in advance in writing by the CMB Director.

  - **Recommended:** Always have the same two people enter a lab rather than mixing and matching pairs of people. This both minimizes exposure, and facilitates contact tracing, should that become necessary. Personnel
should be limited to assigned rooms and spaces in order to minimize shared space, surfaces and equipment.

- **Workplace Distancing**: Researchers working in the same lab space must maintain a distance of at least six feet, and the density in any area may not exceed 1 person/250 sq. ft. of space – face masks must be worn in these circumstances.
  - **Restrooms**: Restrooms should be used only by one individual at a time. Maintain physical distancing while waiting your turn. Knock.
  - If you need to enter another’s office or work area, visually check through the glass or knock to determine if the room is empty before entering. Do not enter an office to ask questions, instead use electronic media or maintain a minimum of 6 ft. at the entrance.
  - Do not congregate in break areas or common spaces. Consider eating outside while practicing appropriate distancing, or in your solitary office.
- **Hygiene**: Strict adherence to the following policies will protect you and others.
  - **Sanitize Surfaces**: Surfaces (including door knobs, light switches, desks/chairs, computer keyboards and mouses, and other equipment) must be sanitized BEFORE use when entering the lab (as noted earlier), and again before leaving.
    - Be a good citizen and clean more than your share – Taking the initiative to sanitize common use areas, including restrooms (materials to be supplied by the CMB), will help to minimize risk (although custodial services will do their jobs, that work is performed relatively infrequently, and there are no CMB staff available for such duties – let’s all pitch in).
  - **Masks** that tightly cover the nose and mouth must be worn when entering and leaving the building, when in the shared spaces in the building (e.g., hallways, kitchen, restroom), whenever sharing a space with another, or within 6 feet of another person for approved activities. Gloves should be worn as appropriate to the activity. Additional measures may need to be taken when working in close proximity to another for extended periods (e.g., when preparing a human subject for a research study such as EEG, and so on).
  - **PIs are responsible** for providing sanitizing supplies, masks (face shields if required) and gloves for their research personnel, and this will be supported by CMB staff as necessary. If supplies are depleted, you may not continue research activities until supplies are obtained. Difficulty obtaining supplies should be brought to the attention of the CMB Business Office Staff and the CMB Director.
- **Protecting Undergraduate Students**: Undergraduate interns are allowed in the laboratory only if there is a second person and that person is a PI, grad
student, postdoc, or staff scientist, and only when approved by the PI. Undergraduate researchers operating in a capacity equivalent to a doctoral researcher need not be held to this standard, and may conduct approved research unsupervised: this typically refers to someone who has been associated with the lab for a significant period of time, and who in the opinion of the PI meets the foregoing criterion (i.e., operating in capacity equivalent to doctoral student).

- Tracking for Public Health: **ALL individuals entering in the CMB must be logged into the CMB tracking (Google) sheet** (by the PI or designate), thus permitting contact tracing in case someone is found to be infected or exposed. This will be backed-up by card key access tracking. **NAME, DATE and TIME OF ENTRY AND EXIT MUST BE LOGGED.**

  As you know, the CMB card key system provides a log of who enters what spaces and when – it would be *unfortunate* if the card key log and the Google sheet did not agree (a word to the wise). Laboratory occupancy plans may be modified at any time by changing the Google sheet, as long as the changes comply with the lab's approved occupancy plans.

**IV. Non-Compliance**

Failure to comply with these Standard Operating Procedures can result in access to the CMB being revoked.

Reporting of non-compliance: If failures to comply with these procedures are noted, please report them to your PI or the CMB Director.

Confidential reporting can be made to the Yellow Cluster CAO Heavenly Clegg (hlclegg@ucdavis.edu) who will forward the information anonymously to the CMB Director and Task Force for review and action.

*We are all in this together at the Center for Mind and Brain, and your assistance in providing a safe and positive workplace is deeply appreciated by all. Stay safe.*
[INSERT PAPER VERSION OF DAILY SYMPTOM SURVEY HERE]