Center for Mind and Brain

Standard Operating Procedure

<mark>Phase 3</mark>

> The General Principles and Policies for CMB operation during Phase 3 are elaborated in Section **III** of this document. However, we begin with the procedures for entering the CMB for approved reasons, in order to make this information readily accessible.
> Please note that all work that can be done at home/remotely should continue to be.

I. Prior to Entering the CMB *(for any 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.**

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

- <mark>APPROVED</mark> survey (it is immediate) means you may come to work as previously scheduled and approved (you will also be sent an email indicating the result)

- <mark>NOT APPROVED</mark> 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. There is information and resources at these two sites:

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. It is possible to complete an online survey for visitors **here**.

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 for the day of entry; the approval can be displayed on their handheld device, or printed out to bring with them.

> NOTE: You may also use the paper survey for visitors or UC Davis affiliates. 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. Copies *should* be available at CMB entry.

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 tact and care, so each lab should develop necessary procedures and "scripts" for interacting with these groups regarding our Standard Operating Procedures, and be sure lab personnel are properly trained.*

II. <u>Entering the CMB</u> Upon Completion of the Above Health Survey

The CMB (202 and 267 buildings) will be alarmed 24/7 during Phase 3 (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 posted instructions – these may change as campus policy changes).

Proceed to your place of work (lab, desk, office) and disinfect all surfaces (doorknobs, 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). <u>See additional Hygiene practices below.</u>

III. General CMB Phase 3 Occupancy and Social Distancing Principle and Policies

<u>*Research.*</u> In order to enter the CMB for <u>research work</u> you must have received prior approval from your supervisor/PI who must have CMB Task Force approval for <u>research</u> <u>ramp-up</u> activities (PIs see below regarding *Request for Phase 3 Activities*) – this requirement remains in place during Phase 3 of the campus Research Ramp Up.

<u>*Teaching.*</u> 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 <u>and</u> their department (this coordination is essential).

Maintenance/Errands. If instead you are entering the CMB to retrieve something, reboot a computer, or perform occasional maintenance, then this can be done simply **with** the permission of your PI.

Regardless of the reason, all those entering the CMB must follow **all Standard Operating Procedures and comply with campus policies**.

Requests for Research Ramp-Up. PIs wishing to ramp-up research activities must complete and submit (to the CMB Director) the CMB's ***Request for Phase 3 Activities*** form (prior Phase 1x/2x 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).

Under the *new* OVCR Phase 3 Research Ramp-Up Guidelines, and the CMB Research Ramp up Plan approved by the OCVR, the following policies must be met if returning to work in the CMB (effective March 25, 2021).

- Minimizing Density: You may increase the density of your laboratory occupancy to 66% (no longer necessary to limit to 2 persons as in past), as long as you can meet the following requirements. You must continue to minimize close contact (see *Workplace Distancing* below) by keeping workers/visitors separated by 6 feet. When this is not possible (e.g., running an experiment; conducting work in teams) you should take all necessary precautions to minimize risk. In general, offices should *still* be single occupancy. NOTE: Labs with fewer than 3 persons are not limited by the 66% rule; an special circumstances should be discussed with the CMB Director.

- Preventing Cross Infection: **Avoid Shifts** – Avoid having 100% of your teams coming in daily in shifts of 66% of them at a time. Best to have people come in on alternate days; that is, for example, if you have 9 people in the lab, 5 might come to the CMB at once (assuming all else, like distancing, is possible) on one day, with the other 4 coming in on a different day, and interdigitating in that fashion.

- Workplace Distancing: Researchers working in the same lab space must **maintain a distance of at least six feet, and appropriate PPE must be worn.**

    - 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 doorknobs, 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**.

- ♦ <u>Be a good citizen</u> 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. <u>Additional measures may need to be taken</u> 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 – See the *CMB Protocol for EEG During COVID*).

  - **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. <u>If supplies are depleted, you may not continue research activities until supplies are obtained</u>. Difficulty obtaining supplies should be brought to the attention of the CMB Business Office Staff and the CMB Director.

- <u>Protecting Undergraduate Students</u>: Undergraduate researchers should be treated like other CMB researchers. However, undergraduate interns and observers should be minimized during Phase 3. The distinction between an undergraduate researcher and intern should be determined on a cases-by-case basis by the PI.

- <u>Tracking for Public Health</u>: **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. NAME, DATE and TIME OF ENTRY <u>AND</u> 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).

IV. Non-Compliance

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

<u>Reporting of non-compliance</u>: 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.**