

Supplement to MBH/Sciences COVID-19 Exposure Control Checklist

Revised 08/18/2020

Guidance for Using Shared Spaces In McCardell Bicentennial Hall – Academic, Preparatory, and Instrument Laboratory Spaces

1. Schedule time in the shared space.
 - a. Schedules can be created and managed with help from STSS staff.
 - b. It is recommended that there be sufficient time scheduled between users to avoid any overlap. Utilize shift work whenever possible.
2. Follow the COVID19 occupancy limits posted on the door.
 - a. If the occupancy of a shared space is already at its limit, do not enter the space. It may be appropriate to speak to the individuals in the space by standing in the doorway.
3. When entering and exiting a shared space, every user is individually responsible for:
 - a. Thoroughly washing your hands with soap and water.
 - i. If soap and water are not accessible, please alert Caitlin Carr. Hand sanitizer will be made available for that space.
 - b. Disinfecting all touch points properly in accordance with CDC guidance.
 - i. For scientific equipment surfaces and electronics, STSS recommends spraying a solution of 70% alcohol onto a wipe and then cleaning the surfaces with the wet wipe. This solution is available on most wings throughout the building.
 - ii. When working in a lab, it is typical that several different laboratory items will be used. Please clean anything you touch. Common touch points include but are not limited to: interior door handles, light switches, faucets, computer keyboards & mice, countertops, scientific equipment surfaces, handheld tools, pipettes, freezer, refrigerator, and incubator handles, phones.
 - iii. Review the SDS and wear the proper PPE for the disinfectant being used.
4. When using an academic laboratory for coursework, consider creating workstations for each user.
 - a. This allows for easy visualization of the 6 foot physical distancing required in the lab.
 - b. This also minimizes the amount of disinfecting required by the faculty member.
5. Consider wearing disposable gloves when using a shared space.
 - a. Disposable gloves can minimize the amount of disinfecting required as long as they are used properly.
 - b. When wearing disposable gloves, do NOT touch any personal items such as your cell phone or computer. Do NOT touch your face or cloth face mask.
 - c. If you need to touch anything personal, remove your gloves and wash your hands first.
 - d. If working with chemicals or biological materials in the laboratory, remove the gloves that are potentially contaminated and replace them with clean gloves before touching other surfaces.

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6. If you are working in a laboratory with more than one user present, ensure there is at least 6 feet distance between users at all times and that all individuals are wearing cloth face coverings.
 - a. If work needs to be performed within 6 feet of another individual, additional safety measures need to be implemented and approved prior to work. See Caitlin Carr for assistance in performing an exposure risk assessment.
7. If you are working in a shared laboratory where there is a likely potential for another individual to enter, wearing a face covering at all times is strongly recommended.
8. Keep laboratory doors closed to allow proper/maximum air exchange from the ventilation system.