

EWRE Service Center

Standard operating procedures under COVID-19, Phase 3

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Daily symptom assessment

- **Every day** before reporting to work:
 - Take your temperature with a thermometer each day. If your temperature is 99.6° Fahrenheit or higher, stay home.
 - Monitor for coughing and respiratory complications and stay home if they occur. Call a doctor or use UT's telehealth options if your symptoms concern you.
 - Complete the daily health assessment survey at https://utexas.qualtrics.com/jfe/form/SV_23G7x0USUU25rz7
- You can return to work when you meet ALL THREE of the following:
 - No fever for at least three (3) days without taking medication to reduce fever during that time.
 - Improvement in respiratory symptoms (cough and shortness of breath) for three (3) days.
 - At least ten (10) days have passed since symptoms began.
- If a doctor confirms the cause of a fever or illness is not COVID-19 and approves a return to work, then the researcher should notify their PI or supervisor

Personal protection equipment

- Masks must be worn at all times in the building. This includes laboratories, hallways, elevators, etc. The only time masks may be taken off are in single-occupant offices. Shared office spaces should not be used.
- A variety of masks are permitted. Surgical, hospital (i.e., N95, KN95 respirators), cloth, or face shields are permitted; however, masks must be fitted such that the entire nose, mouth, and chin are covered.
- Always wear gloves and eye protection in the labs. Switch your gloves often, especially before and after disinfecting areas and handling shared equipment, including keypads, keyboards, and electronic mice associated with analytical equipment. **Only clean gloves should ever touch shared equipment.**

- Always wear lab coats in the lab. Every personnel member should have their own designated lab coat: Write your name on the front pocket using a permanent marker. Care should be taken to avoid touching other users' lab coats and safety glasses.

Disinfecting equipment

- Before and after using shared equipment:
 - Wipe down surfaces using 70% ethanol or isopropyl alcohol
 - Make sure you change gloves before and after disinfecting equipment
- Shared equipment includes electronic equipment such as keypads, keyboards, and electronic mice. Also included are millipore water stations and analytical equipment (particularly any user interfaces such as autosamplers)

Lab shifts

- Phase 3 restricts workforce operations to 30-40%.
- To maintain social distancing, each lab has a designated maximum capacity. Maximum capacities will be posted on the doors for each lab. Never exceed the maximum capacity in a lab.
- Working in shifts can accommodate more researchers and alleviate resource limitations; however, the total numbers of researchers cannot exceed the 30-40% workforce threshold.
- Labs must be closed from 10 p.m. to 6 a.m. to allow facilities time and space to clean and disinfect the building. No shift work or instrument facilities can be used during this time.

Booking instrument time

- A maximum of two people are allowed in instrument rooms ECJ 8.306 and ECJ 7.224. For the clean room in ECJ 7.216A, only one person is allowed at any one time. To help maintain these capacities, we have instituted the following policies:
 - Each instrument room will have its own calendar.
 - Only two instruments can be booked at any time (even if the user does not plan to be in the room the whole time)
 - When booking time, please indicate the instrument being used as well as your first and last name
- Instruments available in ECJ 8.306
 - IC

- ICP-OES (should be available week of June 08)
 - TOC
 - UV-Vis
- Instruments available in ECJ 7.224
 - GC-FID/ECD
 - GC-MS (should be available week of June 08)
 - HPLC
 - LC-MS (pending maintenance)
- Instruments available in ECJ 7.216A
 - IC-ICP-MS (email Justin Davis <jdavis.agua@gmail.com> if interested)
- Always sign in and out at the door of each instrument room (even if you have scheduled the time using Google Calendar)
- For the millipore station, you do not need to book time in advance. However, please be cautious when entering instrument rooms. At no point should you exceed two people in the room. In the event capacity has been reached and you need millipore water, please coordinate with instrument users from the doorway. A user may step out of the opposite door while the new person gets millipore water, and then swap out again. During this process, it is imperative you maintain social distancing and the appropriate safety measures.
- The plate reader located in ECJ 7.219 will not have an associated calendar. Personnel may attempt to use the plate reader at any time, provided there are no more than two people in ECJ 7.219 and social distancing can be maintained inside the room. If ECJ 7.219 has reached capacity, users should coordinate with existing personnel and either (1) come back at a better time or (2) swap places in the room (making sure to maintain social distancing and safety protocols during the swap)
- The autoclaves in ECJ 7.222 and ECJ 7.216A will not have associated calendars. Users should enter ECJ 7.216A through the Werth or Katz labs, coordinating with any personnel in these rooms to ensure adequate social distancing and safety measures. At no point should the maximum capacity of these rooms be exceeded. The maximum capacity for the Werth and Katz labs are two people. If necessary, you can temporarily swap places with lab personnel as long as adequate social distancing is always maintained.

Entering and leaving laboratories

- Please sign in and out of each lab using the sheet posted to each door. Tracking personnel in each lab will help control any outbreaks, reducing risk to general public and helping to ensure successful reopening. **Please remember to sign the sheets.**

- **Make sure you carry your own pen or pencil for the sign-in sheets.**
- As much as possible, avoid touching surfaces with your bare hands. Wear gloves, but make sure you only use clean gloves on shared surfaces (we still want to avoid chemical contamination)
- Wash your hands before and after you enter labs