



HEALTH SCIENCES BUILDING COVID-19 WET LAB STANDARD OPERATING PROCEDURES

Background

Due to the COVID-19 pandemic, the University of Saskatchewan (USask) Health Sciences Building is, until further notice, closed to everyone except students in a limited number of approved academic activities and personnel approved by the USask [Pandemic Response and Recovery Team \(PRT\)](#) who have obtained an approval permit through the [Request for Campus Activity](#) procedure.

Approved research requests

- Only those research activities approved in the Request for Campus Activity application are allowed to be undertaken.
- No visitors or non-essential personnel are allowed in the building at this time.

COVID-19 Health and Safety Training

- Everyone accessing the Health Sciences Building must have successfully completed the [COVID-19 Health and Safety](#) online training course.

Procedures

Daily required documentation

- 1) Workers are now required to keep three logs to document that COVID-19 safety procedures are being followed while in the Health Sciences Building.
 - a. The *COVID-19 Self-Monitoring Checklist* (see Step 2) is to be retained by each worker and made available upon request.
 - b. Each person's active *USask Work Location Journal* (Step 4) and the *USask Cleaning Disinfectant Log* (see Steps 7 and 15) should remain in each respective lab at all times.
 - i. A drawer labelled with the worker's name would suffice. This way, the information will be accessible if necessary (e.g., if a person becomes sick).
 - ii. Once completed, these two logs must be kept either by your supervisor or by the lab manager.
- 2) Each day—before coming to work—complete the **COVID-19 Self-Monitoring Checklist** to ensure you are not exhibiting symptoms of COVID-19. The form is located here: <https://updates.usask.ca/working-on-campus/index.php#COVIDSafetyintheWorkplace>
 - a. The form must be completed each day of work and kept by the worker so that it is available upon request.
 - b. Workers exhibiting symptoms must self-isolate at home and inform their supervisor immediately.
- 3) Anyone accessing any of the labs in the Health Sciences Building must **sign-in** prior to entry and **sign-out** for the day, being sure to record the time of day.

- a. Signs are posted on entrance doors.
 - b. *Keep your own pen with you at all times.* Sharing pens is to be avoided.
- 4) Each day, every worker will maintain a **USask Work Location Journal** using the form located here: <https://updates.usask.ca/working-on-campus/index.php#COVIDSafetyintheWorkplace>
- a. This journal will be used to record all areas used each day.
 - i. Examples include different rooms, lab area/bench space, equipment items, bathroom, etc.
 - b. This information will be used to assist with contact tracing in the event that a COVID-19 infection occurs.

Shared equipment and facilities

- 5) Every effort should be made to minimize shared supplies and contact surfaces.
- a. As much as possible, workers should have their own **designated bench space**, with core designated equipment (lab notebook, pens, markers, pipettor, etc.).
- 6) **Shared equipment and facilities must be booked in advance and confirmed.** No one is allowed to enter another lab or facility other than their home lab without having access booked in advance.
- a. The USask Health Sciences is working to get bookings online—but, until that can be put in place, please contact your lab manager to determine how to book specific pieces of equipment or core facilities.
- 7) Equipment shared broadly across many workers and with workers from other clusters will each have a separate “**Shared Equipment Use and Disinfectant Log**” located in the respective lab for workers to track use and cleaning/disinfecting after each use.

Hygiene, PPE, and other additional safety measures

- 8) Upon entry into the lab, workers will **wash their hands with soap and water for 20 seconds.**
- 9) **Personal protective equipment (PPE)** is required for anyone entering Health Sciences Building labs:
- a. **Lab coat:** Completely fastened with full sleeve coverage.
 - b. **Safety glasses:** Worn over regular eyewear, if applicable.
 - c. **Gloves:** Used as necessary. Do not reuse gloves.
- 10) **As of August 24, 2020, all faculty, staff and students—as well as visitors, contractors and vendors—who are approved to be on USask campuses are expected to wear a face mask in all indoor common or shared spaces.** This includes hallways, lobbies, libraries, classrooms, labs, study spaces, elevators and other designated shared spaces.
- 11) Workers will avoid touching their eyes, nose and mouth.

- 12) **Physical distancing** of at least 2 m (6 feet) must be maintained from other lab workers.
- 13) Bench coating must be removed from lab bench surfaces to assist with cleaning and disinfecting procedures unless there is a specific reason to have this in place.
 - a. If bench coating is required, a separate procedure to ensure this area can be disinfected appropriately must be developed and communicated to all users of the area.

Exiting a lab

- 14) If leaving the lab for a short time (e.g. to use the bathroom, take a break, or have lunch), workers must remove lab PPE and wash their hands prior to exiting.
 - a. Upon return, workers must repeat hand washing and wearing of PPE (lab coats, safety glasses and, as necessary, gloves).
 - b. There is no need to log-in and log-out of the lab until you are leaving for the day.
- 15) Before leaving the lab each day, every worker will **clean/disinfect all of their work areas** with either 70% ethanol, 10% bleach, or by using a quaternary ammonium wipe, as appropriate.
 - a. This includes fridge/freezer door handles, cabinet handles, doorknobs, sink taps/faucets, computers, keyboard, mice, printers, lab benches, equipment, touchscreens, phones, light switches, desks and lockers.
 - b. Workers must fill out the **“USask Cleaning Disinfectant Log-Worker Specific”** documentation posted in the respective lab once their cleaning duties have been completed.
- 16) When exiting the lab for the day, clean and store safety glasses, dispose of gloves, hang up lab coat, and **wash your hands with soap and water for 20 seconds**.
 - a. Sign out as you leave, using the signs posted on entrance doors. Be sure to keep your own pen with you at all times.