

Guidelines for Shriners Hospital Research Re-opening

(Version One, May 21, 2020)

Our goal is to resume research activities on the 6th floor while maintaining a safe environment and following guidelines from Shriners/UC Davis as well as State and Sacramento County Health Officials. These standards will be implemented as people return to the 6th floor and will remain in place until future directives are issued which relax or strengthen regulations. Our focus is on establishing rules for PPE (face masks) and physical distancing (minimum 6 feet).

General Guidelines:

- If you are sick, STAY HOME. You must remain home until you are symptom free for 3 days. You must obtain a doctor's note and be cleared by SHCNC's Employee Health before returning.
- Everyone is required to wear a surgical mask while in the hospital, this includes lab spaces, hallways, and restrooms.
 - A surgical mask will be provided when entering the hospital as a part of Shriners' health screening process. If your mask becomes wet or soiled see your lab manager for a new one.
- All efforts should be taken to maintain a minimum of 6 feet of distance between personnel.
 - PIs should assess their laboratory population and consider alternating shifts or staggered workdays to maintain physical distance between laboratory personnel if necessary.
- Frequently wash your hands (20 second minimum) and avoid touching your face.
- Frequently clean/sanitize your personal work area.
- Although we are being more cautious, gloves are still NOT ALLOWED on doorknobs, light switches, phones, or elevator buttons.
- Sign-ups or sign-ins are required for ALL shared/core equipment/space. This is necessary for contact tracing in the event someone in the department becomes sick with COVID-19.
 - You may sign up no more than 7 days in advance.
 - If you fail to show up for your time slot you will be removed for the rest of the week.

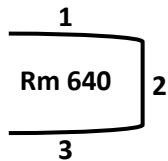
Occupancy Limits: To help maintain the minimum 6 feet of physical distance between people, limitations on the number of people per room/area have been established.

Limits for laboratory bays, offices, and break areas:

- Laboratory bays- no more than 3 people per aisle is recommended. Maximum allowed is 4 people per aisle (no exceptions). Masks must be worn when working at the bench.
*If the minimum 6 feet of distance can be maintained, personnel have the option to remove their mask while sitting at their desk.
- PI offices- Maximum 3 people with proper spacing and masks.
- Conference room- Maximum 6 people with proper spacing and masks.
- Computer room (621)- Maximum of 3 people; 1 person at each computer. Must sign in.
*If the minimum 6 feet of distance can be maintained, personnel have the option to remove their mask while sitting at computers.
- Break room- Maximum 4 people with proper spacing. *If 4 people are present, please come back later.* Masks are not required while eating.
- Corner tables and patio- Minimum 6 feet of distance must be maintained. Masks are not required only while eating.

Limits for specialty rooms: (Mask must be worn in all rooms unless otherwise noted)

- Mouse holding room- 1 person; 2 people maximum if only doing injections. Sign up required.
- Mouse procedure room- 2 people. Sign up required.
- Mouse behavior room- 1 person. Sign up required.
- Frog Room- 1 person.
- Tissue culture rooms*- 1 person, masks are optional. Exception- room 648, 2 people (must be stationed on opposite sides of the room and masks are required). Sign up required.
- Miscellaneous rooms (612, 614, 643, 663)*- 1 person; masks optional.
- Glass wash & autoclave rooms- 1 person.
- Cold rooms- 1 person.
- Dark room- 1 person. Sign up required.
- Equipment corridors (613, 641, 661)- 1 person.
- Histology room (642)- 1 person; 2 will be allowed when cryostat added. Sign up required.
- Equipment room (640)- 3 people recommended; 4 people maximum.



- One person may be stationed at each flow cytometer and at the Keyence/NanoDrop. A 4th person may enter to quickly (≤ 5 minutes) use one of the other machines; no sample analysis at the other machines. Sign up is required for all equipment in the room; the Keyence and NanoDrop will share a sign up.

- Microscope rooms- **clean the eyepiece with lens paper and 70% EtOH before and after using the microscope**
 - Room 615- 1 person may be stationed at each microscope. 1 person at a cryostat; both cryostats cannot be operated at the same time. Sign up is required for all equipment in the room.
 - Room 610*- 1 person. Sign up required.
 - Room 635- 3 people. Sign up required.

*Indicated rooms with a 1 person limit may have a 2nd person transiently pass through if both are wearing masks.

Other Items:

- No new undergraduate volunteers will be accepted until further notice.
- No in-person training on microscopes until further notice.
- Every individual is responsible for following the established guidelines.
- PIs are responsible for enforcement for their lab space/lab members and any UCD guest/collaborators that they bring to the 6th floor.
- Responsibility for the CORE spaces has been divided between Travis, Tajia, Rosalia, and JJ who will report any issues to Elsie.
- Signs will be placed on all door indicating limits and masking requirements. A "Room Limit Quick Reference" guide is also available.
- Questions: contact Elsie or Sherry. This information can also be found on the IPRM website.