

SOP Covid Stage 4b Building Access/Operation



UNIVERSITY OF CALIFORNIA
SANTA BARBARA

Materials Research Lab Access STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazard Class

Date of last revision to SOP: 10/4/2021 (A. Strom)

OVERVIEW

Researchers that had access to the MRL building prior to the Covid shutdown can regain access by completing all the requirements for building access posted at [mrl-covid-19-operations](#). New researchers that never had access to MRL building labs should contact the lab manager or safety delegate first to complete lab-specific requirements before requesting building access.

Note: All in-person training in MRL needs prior approval by the lab manager.

Daily Conditions for Lab Entry

Preconditions:

- Complete all requirements for building access at the [MRL Covid-19 Operations website](#). Contact the lab manager or safety delegate to ensure you have completed any requirements for lab access. Each lab has their own separate safety requirements.
 - Before your first visit to the building, confirm your electronic access with Sylvia Vogel (sylvia@mrl.ucsb.edu) after completing all the requirements.
 - All new and existing researchers and staff working on campus are required to get the covid vaccine, consistent with University policy. You can document it at [SHSGateway](#).
 - Any unvaccinated researchers and staff working on campus are required to get the free weekly test for asymptomatic individuals, offered by the University through Student Health Services ([SHSGateway](#)). Unvaccinated individuals should have a negative covid test prior to reporting to work.
 - All new and existing researchers and staff working on campus are required to get a flu vaccine consistent with University policy. You can document it at [SHSGateway](#).
 - Do not use anyone else's card or let anyone else use your Access card to get into any building. This is important for contact tracing if necessary.
 - Notify PI and/or lab managers of illness and/or Covid exposure, PI's to inform Building Committee. The Building Committee will follow [UCSB protocol](#) for reporting and informing occupants that were in close* contact with an individual with suspected or confirmed Covid.
 - Follow CDC and SB County guidance for what to do if you are sick or exposed. [SB Co: What To Do if You Get Sick CDC: How do I know if I should quarantine?](#)
 - Building access for researchers is Sunday – Saturday, 8 AM – 12 AM in PI labs and 24/7 in shared analytical labs. Check the lab-specific SOP for details.
 - DSRs and lab managers have the authority to revoke access based on safety concerns.
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- The MRL follows the enforcement policy of the College of Engineering (CoE). Researchers are given 3 warnings for non-compliance before losing access to the collective Cluster 4 CoE buildings. Access is regained by submitting a remediation proposal to the Cluster 4 Building committee. Details of the policy can be found at [CoE research-ramp up](#).

* The CDC currently defines close contact as 15 cumulative minutes within a 24-hour period at a distance of less than 6 feet (with or without a mask). This definition is constantly evolving.

Scheduling Guidelines & Personnel Density

Scheduling:

- Office and kitchen use is permitted. All office users must complete the WSSP and follow the guidelines therein. Email your WSSP to sylvia@mrl.ucsb.edu to reinstate your building access.
- You no longer need an FBS schedule to enter the MRL.

Personnel Density:

- We no longer have to monitor the density of people in the building and labs are not limited.
- Cleaning and maintenance on the building are completed from 3 AM to 10 AM. Maintenance crews should always obey the building policies regarding masks and social distancing. Please report to the building committee if you see otherwise.

Building Policies and Procedures

Traffic Flow:

- Hallways are no longer one way. Look down the hallway when exiting the lab and yield to anyone who may already be walking there.
- Doors to the upstairs areas are unlocked now.
- Obey signs indicating PPE requirements.
- **In case of emergency or fire alarm, exit the building in safest route possible in accordance with standard exit procedure.**

PPE/Safety Equipment:

- Masks are required at all times indoors on campus and in the MRL. Disposable face coverings/masks are available at the PPE stations, if needed. Fabric face coverings will be provided to approved researchers by EH&S.
 - Office users can get a face covering in the admin wing of the MRL from a staff member.
 - Users should wear the mask or face covering specified by their lab manager based on the specific hazards present. Chemical and synthesis labs may require process-specific masks such as flame-retardant for working with flammable liquids or tube-sealing.
 - If users wear their own mask or face covering in SFs, they must be approved by the manager.
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- Disposable gloves are provided at PPE stations and in labs. Gloves can still be worn at all times in the labs.
- Safety glasses or face shield or goggles (depending on hazards). Users should not share PPE if possible.
- Disinfectant spray/wipes (available at PPE stations in hall).
- Hand sanitizer (available at PPE stations in hall).

Building and Lab Entry

Initial Entry Procedures:

- Wear face covering inside the MRL building.
- Prior to entering the building, submit Daily Health Attestation survey at [SHSGateway](#).
- With gloves, disinfect building door handle as well as laboratory workspace upon initial entry using 70% Isopropanol. This will include faucet handles, light switches, door handles, and any equipment or tools being used (knobs, switches, keyboards, and any touchpoints)
- After sanitizing the workspace, wash or sanitize gloved hands.
- First floor bathrooms are open you do not need to limit to 1 person at a time. Doors to both bathrooms are propped open.

Phase 4 Specific Lab Use

Lab Usage:

- Be cognizant of touching surfaces, avoid touching your face.
- Wash hands frequently for 20 seconds.
- Alcohol wash gloved hands frequently while in the lab.

Lab Exit

End of Use Procedures:

- Put all your materials away at the end of the day so that if necessary, the space may be cleaned.
- Spray or wipe down all touched surfaces with 70% IPA. Door handles and light switches can just be sprayed and allowed to dry. To wipe down, a kim wipe must be saturated with IPA and allowed to dry on the surface.
- Wash hands for 20 secs.
- Turn off lab lights.

Additional Phase 4 Safety Procedures

Notes:

- All approved researchers should carry their own pen and a sharpie.
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- Take the for the daily Health Attestation through [SHSGateway](#). Complete the survey daily prior to coming to work. Externals should contact the lab manager for the On Demand survey.
 - The College of Engineering has a Research Ramp Up website that includes researcher resources and details of the Enforcement Policy. <https://engineering.ucsb.edu/information-research-ramp>
 - Any Admin staff should consult their supervisor and read and fill out the WSSP to use their offices.
 - Report safety concerns to the MRL Building Committee mrlbuilding@mrl.ucsb.edu
 - Anonymous report line for building or safety concerns [link](#).
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