Hello and welcome to Working in the Era of COVID-19
What is COVID-19

Coronavirus disease 2019, or COVID-19, is caused by the virus SARS-CoV-2.

Symptoms can appear 2-14 days after exposure to the virus.

It is possible for people without symptoms to be carriers of the virus and unknowingly spread COVID-19.
Primary symptoms include persistent cough, fever over 100.4F, new loss of taste and smell, muscle pain or headaches, shortness of breath and sore throat.
The virus spreads between people who are in close contact with each other. Respiratory droplets are produced when a person talks, coughs or sneezes. These droplets can land in the mouth and nose of nearby people or can be inhaled into the lungs. It may be possible to get COVID-19 by touching a surface that has the virus on it then touching your own mouth, nose or eyes. However, surface contamination is not thought to be the primary way the virus spreads.
General practices to prevent exposure.
Provide at least 6 feet of separation from others. This includes riding in the same work vehicle as a coworker. Ride in separate vehicles if possible. Limit group gatherings to 10 people or less while maintaining 6 feet of separation. Avoid areas where physical distancing is difficult.
For physical distancing in the workplace, stagger shifts and break times. Do not congregate during lunch time and consume food items in a private office or outside. Some break rooms may be temporarily closed. Ensure adequate separation between workstations in shared spaces as indicated by the graphic. Use virtual meetings and phone calls rather than in-person meetings.
Wash hands with **soap and water** for at least 20 seconds:

- Before entering and exiting the lab
- After removing gloves
- After using shared equipment
- After blowing your nose, coughing or sneezing
- Once every hour

Use **hand sanitizer** that contains at least 60% alcohol. Cover all surfaces of hands and rub together until dry.

Avoid touching mouth, nose and eyes with unwashed hands.

Instructions on hand hygiene can be found [in this video](#).

Wash hands with soap and water for at least 20 seconds. Hands must be washed before entering and exiting the lab, after removing gloves, after using shared equipment or when leaving a shared space, and after blowing your nose, coughing or sneezing. We recommend to wash hands at least once every hour throughout the day. If soap or water are not readily available, use a hand sanitizer that contains at least 60% alcohol content. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your mouth, nose and eyes with unwashed hands. A video demonstrating proper hand hygiene is linked on this page.
A face mask or cloth face covering is required on all UF affiliated locations except when an individual is in their private office or in an outdoor area separated by at least 6 feet from others. **Masks are intended to limit the risk of the wearer exposing others to undetected illness or infections.** Masks do not provide the wearer extra protection. Please note that a face covering is not a substitute for physical distancing.
There are several face covering options. A commercially made or homemade cloth face covering is acceptable for standard precaution. This page provides a link to the CDC resource on how to properly make a cloth face covering. Loose-fitting disposable masks may also reduce droplets or sprays from being spread by the wearer. Select 3-ply masks for optimum protection and avoid paper masks. N95 respirators must be reserved for healthcare workers or for those who work under hazardous respiratory conditions – they are not recommended for Standard precaution. Users must be medically cleared to wear tight fitting respirator and must be fit tested per UF’s respiratory protection program.
For a video demonstration on proper donning and doffing of face masks, click on the link at the top of this page. Face coverings should fit snugly but comfortably against the side of the face. Secure it with ties or ear loops. Coverings should include multiple layers of fabric while allowing for breathing without restriction. Do not wear the same mask for more than 3 consecutive hours since accumulated moisture from your breath can reduce its effectiveness. Either discard or rotate the mask. Store masks in well-ventilated containers such as a paper bag. Do not store them in sealed containers such as Ziplock bags. Label the container with the user’s name and date of last use. Wash face coverings daily or let disposable masks sit for at least 72 hours before reusing. Never reuse damaged or soiled masks. Masks can be discarded by placing it in a plastic bag and throwing it in the regular trash bins. Never share your face mask with others. This page contains a link to a poster with further guidance.
Wearing gloves should be done as prescribed in the lab but may not be as effective for avoiding exposure to COVID-19. Gloves might possibly get your attention before touching your face, but they are just changing the contamination from your hands to the glove. Handwashing is a more effective precaution to prevent the spread of disease than the use of gloves. As a standard lab practice, always wash your hands after removing gloves. Reserve the use of gloves for laboratory work. Do not wear gloves outside of the lab. Video instructions on proper glove removal can be found in the link at the bottom of this page.
Lab coats must not be shared and must not be stored together to avoid cross-contamination. Store PPE in dedicated drawers or cubbies labeled with the user’s name.

Use dedicated safety glasses if possible. If this is not possible, develop cleaning protocols for shared glasses. Follow manufacturers’ guidelines for proper cleaning procedure. Cleaning guidance will be provided in later slides. Wash hands after using shared gloves such as cryogloves and oven mitts.
Stagger shifts or set teams to decrease occupancy density in labs. Account for lab disinfection times in the schedule, which should take about 30 minutes per shift. We will discuss lab disinfection in later sides. Review occupancy limits per the Research Resumption Plan. Safety requirements always supersede occupancy limits.
Ensure staff has received appropriate training for working unsupervised or with limit supervision. Review procedures to ensure they can be completed within the shift and occupancy limits. Adjust procedures as needed. Establish wellness checks for people working alone.

- Set intervals of no more than 2 hours.
- Schedule either phone calls, texts or physical visits.
- Call UPD if the employee can’t be reached.

Exception for high hazard activities. Never work alone with:

- HF, large volumes of corrosive material or flammable solvents, acutely toxic chemicals, toxic or corrosive gas, pyrophoric or water-reactive chemicals, acute biological toxins, radioactive materials, class 4 lasers, shop equipment such as lathes, mills, drill presses and saws.

Account for any activities where there is a risk of serious injury or death.
Complete the Resuming Research Checklist found on the EH&S website when you first return to your lab. If your lab has more than 1 door, determine dedicated entry and exit only doorways. Label each appropriately. Sample signs are available on the EH&S website. If possible, set circular traffic flow through the lab to prevent face-to-face contact. Use arrows to mark directions. Always require handwashing when entering and exiting the lab. Stock appropriate amount of soap, hand sanitizer and paper towels. Be mindful of delivery delays.
Although not required, we recommend taking the temperature of all employees before entering the lab. This must be done with a no-contact, infrared thermometer. Set a dedicated space for storing personal items. Also determine appropriate PPE storage location. Remember that lab coats must not be stored together. Label storage drawers or cabinets with users’ names. Post signs explaining requirements and expectations. Sample signs can be found on the EH&S website.
Require the disinfection of common touchpoints at the beginning and end of each shift. Common touchpoints include but are not limited to doorknobs, fume hood sash, h handles, sinks, cabinets, shared equipment and tools. Create cleaning stations stocked with appropriate supplies and PPE. Appropriately label all reagents and post required cleaning schedules/procedures. Log all items used during a shift and disinfect appropriately. Be mindful of sensitive equipment cleaning, such as microscopes and check the manufacturer’s guidelines.
Use EPA-approved disinfectants.
- Note appropriate contact times.

Surface should be cleaned first with soap and water if soiled.
- Dirt and grease will decrease the effectiveness of disinfectants.

If you are making your own disinfectant, remember to:
- **Label the bottle** with the contents and date.
- **Make it fresh** daily.
- Discard unused alcohol solutions as **hazardous waste**.
- Instructions for a bleach solution that will work on COVID-19 can be found [here](#).
- **Follow bleach disinfection with ethanol** to remove any corrosive residue, if needed.

If you are using a ready-made disinfectant, be sure to follow the instructions. **Minimum PPE for disinfection: safety glasses and gloves.**

Use EPA approved disinfectants listed under the link provided on this page. Please note appropriate contact times for each disinfectant as they vary by product. Contact times are highlighted on the linked EPA page and found in the instructions for use on the product. If soiled, the surface should be cleaned first with soap and water. Dirt and grease will decrease the effectiveness of disinfectants. If you are making your own disinfectant, remember to appropriately label the bottle with the contents and date, make it fresh daily so it is the most effective. Unused alcohol solutions must be disposed as Hazardous Waste. Instructions for a bleach solution effective for COVID-19 can be found on the link provided on this page. **Follow bleach disinfection by wiping the surface with ethanol to remove any corrosive residue that may damage metal surfaces.** Minimum PPE for disinfection are safety glasses and gloves.
Sample Cleaning Protocol

1) Don minimum PPE: safety glasses and disposable gloves.
2) Using a paper towel, wipe surface with soapy water if soiled.
3) Dry area using a new paper towel.
4) Spray desired disinfectant and let sit for appropriate contact time, 5 minutes for bleach solution.
5) Wipe dry using a paper towel.
6) Remove corrosive residue, if needed, by wiping area with 70% ethanol following disinfection.
7) Store disinfectant away from incompatible materials.
   - Ethanol is flammable.
   - Bleach is an oxidizer.
Guidance for Buildings
Buildings

**Entrances**
- Set centralized entrance/exit if possible.
- Post signs explaining rules and expectations.
- Post building contacts.
- Set swipe access only for buildings on Lenel system.

**Stairways**
- Post directional flow signs.
- Enforce one occupant per flight between landings.

**Elevators**
- Enforce no more than 2 people at a time.
- Reserve for ADA use.

**Hallways**
- Use arrows to direct path.
Buildings — Cleaning

Shared areas including restrooms, elevators and meeting rooms are cleaned regularly by Facilities Services.

Departments may decide to conduct additional cleaning throughout the day.
  • It is the responsibility of the department to provide supplies and personnel for additional cleanings.

Place hand sanitizer dispensers at building entrances and near elevators.

Ensure the restroom is always stocked with soap.
Contact Work Management if needed.
Supervisors are required to report issues to their HR liaison.
- HR liaison contacts Employee Relations.
- Outcomes for non-compliance are outlined on HR’s website.

Reporting department/building-specific plan deviations:
- Once informed of deviation, PI should consult with department chair.

Individuals should not directly confront anyone about non-compliance issues.
Reporting Illness: If you have symptoms, please stay home and contact your primary care provider for an evaluation. If confirmed positive for COVID-19:

- Alert your supervisor
- Supervisor will inform department or building manager to restrict access to space.
- Department or building manager will contact Work Management for cleaning.
- Appropriate agencies may conduct contact tracing.
- Department or building manager will reopen space after cleaning.

Reporting Illness: If you have symptoms, please stay home and contact your primary care provider for an evaluation. If confirmed positive for COVID-19: Please notify your supervisor as soon as possible. Supervisors will then inform the department or building manager to restrict access to the occupied rooms. The department or building manager will then contact work management to disinfect the space. Appropriate agencies may conduct contact tracing. After the space has been disinfected, the department or building manager will reopen the space.
Resources: Please visit the websites below for additional information.

- https://coronavirus.ufhealth.org/screen_test_protect/
- http://www.ufl.edu/health-updates/
- http://www.ehs.ufl.edu/resources/cov
- https://research.ufl.edu/covid-19-updates.html
Thank you.