

Purpose: The following COVID-19 mandatory protective measures are required to maintain safe laboratory operations and work environments. These measures are intended to mitigate potential on-site transmission of SARS-CoV-2, the causative agent of COVID-19, in order to maintain a safe working environment for everyone. Adherence to these measures is required and in effect until further written notice is issued by the Institute.

Entry & Access to the Institute & Labs

1. Salk's campus is closed to the public and to Salk personnel, except for personnel who have been designed by their PI or Department Head as essential for on-site work and scheduled in advance with the Security Department.
2. You may only work on campus on the days you have been scheduled as essential on-site personnel by your PI or Department Head.
3. Authorized work hours are restricted to 8 am to midnight daily.
4. A maximum of 3 essential staff/day/lab are allowed on campus per day (in addition to already-approved essential staff in laboratories who are supporting ARD functions), provided that all staff comply with these protective measures and the [Essential Research Guidance](#).
5. Use the entry doors closest to your workspace and limit movement around campus. Avoid other laboratory or work areas as much as possible. Some areas may be blocked to limit pass-through travel; respect these barriers.

Daily Self-Health Checks

1. Personnel with any symptoms of illness are prohibited from entering the campus and must follow Salk's COVID-19 [Quarantine and Isolation Guidance](#).
2. Personnel designated to work on campus must perform a daily self-health check to identify potential COVID-19 symptoms in order to prevent the potential spread of SARS-CoV-2.
3. As a reminder, symptoms of COVID-19 can include:
 - a. Cough
 - b. Shortness of breath or difficulty breathing
 - c. Fever
 - d. Chills
 - e. Muscle pain
 - f. Sore throat
 - g. New loss of taste or smell
 - h. Gastrointestinal symptoms, like nausea, vomiting and diarrhea
4. Personnel who do not feel well or have any other symptoms of illness should not enter the campus.
5. By entering Salk's campus, personnel certify that (i) they performed a self-health check prior to entering campus that day and did not have any symptoms of illness, (ii) they have no reason to believe they have been in close contact with someone who has symptoms of illness, AND (iii) they have reviewed and will adhere to these Salk Protective Measures.
6. If personnel develop symptoms while on campus, they must immediately go home, inform their supervisor that they have become ill, and follow Salk's [COVID-19 Quarantine and Isolation Guidance](#).

Social/Physical Distancing

1. Please maintain a physical separation between you and others at work of a minimum 6 feet or 2 meters, referred to as "social or physical distancing."
2. Do not congregate in groups that would limit the ability to maintain a distance of at least 6 ft.
3. Limit one researcher per bay.
4. On-site work is limited to wet laboratory work and the support of critical operations. Perform administrative and other duties that can be done outside of the laboratory environment at home to limit density on campus.
5. Continue using videoconferencing or teleconferencing for work-related meetings and gatherings.

Infection Control and Other Safety Measures

1. Adhere to good [hand hygiene](#). Clean hands can save lives. Wash hands with soap and water for at least 20 seconds after you enter the campus and frequently while on site. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 70% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
2. Avoid touching face, eyes or nose with hands.
3. Adhere to CDC recommended [coughing and sneezing etiquette](#).
4. Utilize an approved disinfectant spray (see details below) to clean and disinfect work surfaces often (e.g., workstations, keyboards, telephones, handrails, doorknobs). Although custodial staff routinely perform deep cleaning during off hours, it is everyone's responsibility to follow these instructions.
 - a. Zep Lemonex III (EPA Reg# 1839-95-1270) spray bottle with unlimited refills can be obtained from EH&S. This disinfectant has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus (ARS-CoV-2) on hard, non-porous surfaces.
 - b. A 10% bleach solution can be used followed by a 70% ethanol wipe down to remove corrosive bleach residue.
 - c. Disinfecting wipes may be used if the active ingredients are effective against envelope viruses.
5. Avoid touching door handles with potentially contaminated gloves or hands.
6. Immediately report to EH&S all suspected exposures to SARS-CoV-2.
7. In labs and cores, follow recommendations on cleaning common use microscope eye-pieces and common-touch control knobs before and after each use. If uncertain about appropriate cleaning protocols, or whether they have changed due to the pandemic, contact the lab manager(s) or core director(s) with responsible oversight for the microscope in question.
8. Avoid using or touching other employees' phones, desks, offices, or other work tools and equipment, when possible. If you must use or touch any of these items, clean and disinfect them before and after use.
9. Avoid eating in the lab.
10. If you eat or take a break in common areas or kitchens, clean and disinfect surfaces before you touch them (e.g., tables, counters, chairs, microwaves, dishwashers, cupboards, etc.) and wash your hands. Avoid touching the contents of refrigerators that are not yours and unwashed items that have been placed in dishwashers by others.

Personal Protective Equipment

1. Face masks are worn for the purpose of preventing the release of potentially infectious droplets when talking, coughing, sneezing, etc. Face masks also discourage the touching of your face, nose or eyes with contaminated hands.
 - a. Personnel on campus MUST wear face masks at all times while present on campus.
 - b. Both sewn fabric masks and disposable masks can be used to prevent the spread of potentially infectious droplets.
 - i. N-95 respirators are not required and should be saved for critical operations requiring respiratory protection.
 - ii. Fabric face masks should be routinely washed with your laundry depending on the frequency of use.
 - iii. Be careful not to touch eyes, nose, or mouth when removing a face mask and wash hands immediately after removing.
 - c. Masks can be obtained at Security Dispatch from 8 a.m. to midnight daily.
2. As a reminder, all Institute requirements pertaining to the use of lab coats, gloves and safety glasses while working in laboratory and support areas remain in effect.
 - a. Wear a lab coat and gloves when handling hazardous materials.
 - b. Exchange reusable coats with a clean coat when potentially contaminated with a hazardous material.
 - c. Do not wear lab coats in administrative areas.

- d. Do not wear gloves outside the laboratory (e.g., into administrative areas or when opening doors, touching light switches, and pressing elevator buttons).
- e. Change gloves when contaminated and immediately wash hands, following the protocol outlined above under “infection control.”
- f. Wear safety glasses if a splash hazard is present (e.g., dispensing liquids, transferring liquids). If you are wearing a face shield, in most cases the use of a face shield does replace the need for safety glasses if a splash hazard exists.

Actions for Salk Personnel with Symptoms of Illness or Potential Exposure

1. Salk personnel who have [symptoms of COVID-19](#) or who have any other symptoms of illness, whether or not such symptoms are COVID-19-like, must notify their supervisor that they are experiencing symptoms of illness and stay home.
2. Sick or symptomatic personnel should follow [CDC-recommended steps](#) and may not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and/or state and local health departments.
3. Personnel who are not sick must notify their supervisor and should follow [CDC recommended precautions](#) if they:
 - a. have COVID-19-like symptoms;
 - b. have a family member at home with COVID-19 or COVID-19-like symptoms;
 - c. reside with a healthcare professional who is treating COVID-19 individuals; or
 - d. have any other reason to believe they may have been in contact with a person potentially exposed to COVID-19.

Travel

Currently, work-related travel is prohibited. When travel becomes permissible, you will be expected to review and adhere to the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you may travel. Specific travel information for travelers going to and returning from countries with travel advisories can be found on the [CDC website](#).

Feedback and ideas

Please send any questions or suggestions about these precautions or additional measures to COVID19@salk.edu