

The Salk Institute is committed to protecting the health and safety of its personnel. As part of this commitment, Salk has adopted various health and safety protocols, in accordance with CDC, state, and local requirements and in consultation with Salk's Crisis Management Team, that all personnel must follow. The following guidelines apply to all personnel working at or entering a Salk facility.

Salk has taken extensive precautions to limit the spread of COVID-19 in our facilities. To ensure compliance with the latest local public health orders, we are providing you with a summary of actions. Guidelines are subject to change at Salk's discretion and may be posted on Salk's external website at www.salk.edu, internal website at salkland.salk.edu, and/or at facility locations as appropriate.

COVID-19 Facts

- COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- Infectious particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing, face covering, increased ventilation indoors, and respiratory protection decreases the spread of COVID-19. In combination, these controls provide the best protection.
- Symptoms may appear 2–14 days after exposure to the virus. An infectious person may have no symptoms or have mild to severe symptoms.

COVID-19 symptoms include

- Fever ($\geq 37.8^{\circ}\text{C}/100^{\circ}\text{F}$) and/or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Unexplained muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Vaccinations

Salk personnel are required to disclose vaccination status and furnish proof of vaccination. The vaccine must be approved by the FDA, including by way of an emergency use authorization, or, for persons fully vaccinated outside of the United States, be listed for emergency use by the WHO.

In general, people are considered "Fully Vaccinated" if:

- It has been at least two weeks since a person has completed the entire recommended series of a COVID-19 vaccine, and
- The person has provided proof of vaccination.

Mask Policy

- Salk is a mask-friendly environment.
- All Salk personnel, contractors, and visitors must wear a mask indoors. Masks may be removed while eating and drinking if a physical distance of 6 feet is maintained.
- Personnel may remove their mask if alone in an enclosed room such as a private office but should be prepared to put on a mask when others enter the workspace.
- Unvaccinated and vaccinated individuals may request an N95 respirator from EH&S to increase their level of respiratory protection under the voluntary use program.
- Surgical masks are available from Security Dispatch, EH&S, at the East Building South Main entrance, and at Salk North near the second-floor entrances.

Contacts & Additional Resources

- General Questions & Concerns: covid19@salk.edu
- Reporting Compliance Concerns: covid19@salk.edu
- Vaccination Questions: vaccinations@salk.edu
- Intranet COVID-19 News & Information: salkland.salk.edu
- COVID-19 Employee Benefits and Testing: covid19@salk.edu

Salk Facility Entry

By entering a Salk facility, and unless otherwise cleared by Salk Human Resources (HR) to work onsite, you agree that ALL the following statements are accurate and/or you will abide by the following:

COVID-19 Symptoms & Positive Test

- You have not experienced symptoms of COVID-19 within the past 10 days, irrespective of vaccination status.
- You have not tested positive for COVID-19 within the past 10 days, nor are you under direction by a healthcare provider or local health official to isolate due to concerns regarding COVID-19.

Symptomatic Personnel

- If you develop any COVID-19 symptoms while at a Salk facility, you must immediately leave the facility.
- Salk personnel who experience COVID-19 symptoms or who must leave work due to symptoms must immediately contact HR at covid19@salk.edu and report absences to their supervisors as appropriate. They should also seek medical attention if they have concerns about their symptoms. HR will provide guidance on an individual basis to include advisement on required isolation and options (if any) to end isolation sooner. HR is responsible for providing clearances to return onsite.

Close Contact Exposure

- If you **are not** Fully Vaccinated, within the past 10 days, you have not been in close contact with anyone who (a) tested positive for COVID-19 or (b) is suspected to have COVID-19 and is awaiting results of a COVID-19 test.
- If you **are not** Fully Vaccinated, you are not awaiting results of your own COVID-19 test.
- If you **are** Fully Vaccinated and have been in close contact with anyone who tested positive for COVID-19 or who is suspected to have COVID-19 and is awaiting results of a COVID-19 test, you are following the CDC guidelines for close contact exposure. You should also consider contacting HR at covid19@salk.edu to seek further guidance based on your situation.
- Irrespective of vaccination status, you have not been directed by your employer, school, health care provider, or local health official to quarantine.

Travel Out-of-State

- If you **are not** Fully Vaccinated prior to travel, personnel must report travel plans to HR at covid19@salk.edu prior to travel and will be required to remain off site/quarantine for at least 7-10 days following travel. HR will advise individuals on quarantine time based on factors such as post-travel testing.
- If you **are** Fully Vaccinated prior to travel, personnel do not need to report travel plans to HR but do need to remain off site and contact HR if you develop symptoms or receive a positive COVID-19 test related to voluntary pre- or post-travel COVID-19 testing.

Salk COVID-19 Prevention Controls

- Increased frequency of disinfecting breakrooms, restrooms, common areas, and high-contact surfaces.
- Availability of hand sanitizer in high-traffic locations, which is effective against COVID-19.
- Availability of soap and water at all restrooms.
- Maximizing the fresh air in the building using our buildings' mechanical ventilation system. Air is exhausted at 100 percent and not recirculated.
- Performing periodic compliance inspections to enforce adherence of COVID-19 controls.

Personal Hygiene

- Hand soap is available at all sinks.
- Personnel must wash hands frequently with soap and water for at least 20 seconds and follow all other safety guidance provided by the Institute and recommended by the CDC at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Personnel must wash their hands with soap and water after removing PPE and after touching any frequently used item or high-touch surface.
- Remove gloves before leaving the lab. Utilize the one gloved hand procedure if transporting research samples or materials while opening doors.
- Lab coats and gloves should not be worn in any administrative spaces or where food or drink is consumed.
- Avoid touching your face or rubbing your eyes.
- Sneeze or cough into a tissue, or the inside of your elbow.

Surface Hygiene

- Lab staff should wipe down and disinfect all of their high-touch surfaces and frequently used objects at the beginning and end of their shift, using 70 percent ethanol, a fresh 10:1 diluted bleach solution, or Lemonex III disinfectant.
- High-touch surfaces include, but are not limited to:
 - Shared equipment handles, controls, eye pieces
 - Shared computers and accessories
 - Refrigerator handles
 - Door handles
 - Tables and chairs in break and lunch rooms
 - Sink fixtures
 - Lab benches
- Disinfection of lab benches can be avoided by taping down disposable towels or absorbent pads and removing them at the end of the shift.

Contractors & Visitors

- Salk may restrict contractor and visitor access at its discretion to include prohibiting or limiting visitors on site for purposes unrelated to authorized business matters.
- Salk hosts should consult with EH&S about contractor and visitor safety protocols as appropriate, while access restrictions are still in effect. Risk mitigation plans may be required in some circumstances.
- Salk hosts should also alert contractors and visitors of Salk's COVID-19 Guidelines in advance of their visit.
- Contractors and visitors must comply by Salk's COVID-19 Guidelines, to include not entering a Salk facility if they do not meet the entry requirements described above.
- Contractors and visitors may be required to provide vaccination information at Salk's request in order to enter a Salk facility.
- Contractors and visitors must be escorted at all times, unless otherwise approved by an authorized Salk party to be unescorted for functional work purposes.