

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 state and local requirements, CDC recommendations, 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 state and local public health orders and applicable laws and regulations, 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](http://www.salk.edu), internal website at [salkland.salk.edu](http://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**

As part of Salk's COVID-19 Vaccination Policy, 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. Please do not question or raise concerns when someone is masked.
- All verified fully vaccinated Salk personnel, contractors, and essential visitors are not required to wear a mask indoors.
- All individuals that cannot show proof of being fully vaccinated are required to wear a mask indoors.
- Masks will be required for close contacts that are allowed to remain on campus while awaiting test results and those returning from a shortened 5-day isolation or quarantine period as directed by EH&S.
- Unvaccinated and vaccinated individuals may request an N95/KN95 respirator from EH&S to increase their level of respiratory protection under the voluntary use program.
- For those required to wear a mask, masks may be removed while actively eating and drinking indoors if a physical distance of 6 feet is maintained. Masks may also be removed if alone in a private office or room with the door(s) closed. Mask must be put back on when others enter the area.
- Surgical masks and N95/KN95 respirators are available from Security Dispatch, EH&S, at the East Building South Main entrance, and Salk North.

## **Salk Facility Entry**

By badging into a Salk facility you are certifying you are not experiencing any COVID-19 like symptoms, have not had a possible close contact exposure, or, if you have experienced symptoms, a positive test, or a close contact in the last ten days, have been cleared by Salk EH&S to work onsite.

## **COVID-19 Symptoms & Positive Test**

- Irrespective of vaccination status, all COVID-19 symptoms, positive tests, or directives from a healthcare provider to isolate or quarantine must be reported immediately to your supervisor and to [covid19@salk.edu](mailto:covid19@salk.edu) for EH&S to follow up on return-to-work criteria.
- If you develop any COVID-19 symptoms while at Salk, you must immediately leave the facility and complete required notification outlined above.
- Return to work guidance will be provided upon notification by EH&S. Guidance on an individual basis will include advisement on required isolation, possible options to end isolation sooner, and additional testing requirements.
- Personnel should seek medical attention if they have concerns about their symptoms or test results.

## **Close Contact Exposure**

- Close contact means being within 6 feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within the high-risk exposure period.
- The high-risk exposure period begins 2 days before an individual first develops symptoms or the collection date of a positive COVID-19 test if asymptomatic until the time the individual is restricted from Salk.
- All close contacts associated with reported positive cases will be identified through a contact tracing investigation conducted by EH&S. You will be contacted directly if you are identified as a close contact and sent for follow up testing. The need to quarantine will be based on your vaccination and booster status.
- Irrespective of vaccination status, report all close contact exposure 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 to [covid19@salk.edu](mailto:covid19@salk.edu) to seek further guidance based on your close contact situation.

## **Travel Out-of-State**

- All travelers arriving in or returning to CA from other states or countries should follow CDC Travel Guidance.
- Testing is recommended 3-5 days after arrival. Self-quarantine is not required fully vaccinated individuals if traveler remains symptom free.
- All travelers who test positive or develop symptoms of COVID-19 must contact [covid19@salk.edu](mailto:covid19@salk.edu) to discuss required isolation periods.
- Unvaccinated individuals must report their travel to EH&S for return-to-work guidance upon their return.

## **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 and sinks.
- Maximizing the fresh air in the building using our buildings' mechanical ventilation system. Air is exhausted at 100% and not recirculated in most areas. Contact FS for additional information pertaining to your area.
- Performing periodic compliance inspections to enforce adherence of COVID-19 controls.

## **Personal Hygiene**

- 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.
- Personnel must wash their hands with soap and water after removing PPE and after touching any frequently used item or high-touch surface.
- Replace gloves frequently and 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 with potentially contaminated hands.
- Sneeze or cough into a tissue, or the inside of your elbow to prevent the release of respiratory particles.

## **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/Freezer handles
  - Door handles
  - Tables and chairs in break and lunchrooms
  - 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 Safety Guidelines, to include not entering a Salk facility if they do not meet the entry requirements.
- 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.

## **Contacts & Additional Resources**

- General Questions & Concerns: [covid19@salk.edu](mailto:covid19@salk.edu)
- Reporting Compliance Concerns: [covid19@salk.edu](mailto:covid19@salk.edu)
- Vaccination Questions: [vaccinations@salk.edu](mailto:vaccinations@salk.edu)
- Intranet COVID-19 News & Information: [salkland.salk.edu](http://salkland.salk.edu)
- COVID-19 Employee Benefits and Testing: [covid19@salk.edu](mailto:covid19@salk.edu)