



# Salk COVID-19 Safety Guidelines

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 2–10 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.
- It is strongly recommended that personnel stay up to date on their COVID-19 vaccinations as recommended by the CDC.

## 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 are not required to wear a mask indoors.
- Salk personnel that cannot show proof of being fully vaccinated or received a vaccination exemption 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 10-day isolation period as directed by EH&S.
- For those required to wear a mask indoors, masks may be removed while actively eating and drinking indoors if a physical distance of 6 feet from others is maintained.
- 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 do not have COVID-19, have not had a possible close contact exposure or a positive test within the last ten days unless cleared by EH&S to be on campus.

## COVID-19 Symptoms & Positive Test

- Irrespective of vaccination status, all COVID-19 positive tests, or directives from a healthcare provider to isolate 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 like symptoms and suspect a COVID-19 infection while at Salk, you must immediately leave the facility and complete the required notification outlined above.
- Return to work guidance will be provided by EH&S. Guidance on an individual basis will include advisement on required isolation, possible options to end isolation sooner, and additional testing requirements.
- Testing for close contacts is recommended 3 – 5 days post close contact exposure.
- 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.
- 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.
- Irrespective of vaccination status, report all close contact exposure with anyone who tested positive for COVID-19 to [covid19@salk.edu](mailto:covid19@salk.edu) to seek further guidance.

## Travel Out-of-State

- All travelers arriving in or returning to CA from other states or countries should follow CDC Travel Guidance.
- 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 and return to work requirements.

## 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.

## 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 should wash their hands with soap and water after removing disposable gloves 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 worn during research activities 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 routinely disinfect all their high-touch surfaces and frequently used objects 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.
- 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)