MBB Department Research Restart Covid-19 Guidelines
May 2020

Do NOT expect the return to research in the MBB Department labs to resemble the “old” normal. Everyone must make and maintain changes to their behaviour until an effective vaccine and therapies are developed.

MBB’s goal is to ensure the safety of our students, staff, and faculty while increasing research activity in a phased approach according to university, provincial, and federal guidelines. Until containment and mitigation of the Covid-19 pandemic is achieved, restarting and safely conducting lab research will require modifications of our usual work protocols. These will include enhanced use of PPE, physical distancing, and increased lab cleaning and disinfection practices. With adherence to the following guidelines, research can restart safely and productively. Please note that these guidelines may change as the situation evolves.

General precautions:
- Maintain 2m distancing AT ALL TIMES.
- Disinfect surfaces regularly, before and after use, with 70% ethanol. Always wet paper towels or kimwipes with disinfectant, then wipe wetted towels on surface. Do NOT wet/spray surface directly, especially keyboards and instruments.
- If you feel sick, even mildly, stay home and notify your supervisor.
- Spot checks will be conducted to ensure compliance within labs and common spaces. Failure to comply with health and safety precautions can result in lab closure.

Elevators:
- Avoid using elevators if possible. Take stairs instead.
- One person in an elevator at a time.
- Use pen or knuckle to operate elevator buttons. Make sure to disinfect hands when reaching destination.
- If moving a cart, place cart in elevator and then meet it at desired floor after taking stairs.

Staircases:
- Try to avoid entering staircases, especially enclosed two way ones, if someone is already on the staircase. Enter only once they have exited.
- Where possible, enclosed staircases have been designated one way.
- Open staircases are two way but only one person should be on the staircase at a time. Enter only once the person has exited. Try not to pass on the staircase. Very few staircases are 2m wide.
- Specifics:
  - In SSB, the following staircases are UP only: enclosed west side staircase, enclosed east side staircase closest to the open atrium main staircase.
  - In SSB, the following staircase is DOWN only: enclosed west side staircase closest to the open atrium main staircase.
In SSB, the following staircases are two way: open atrium main staircase, the east side open metal staircase.

In TASC2, the following staircases are two way: open atrium main staircase, the east side enclosed staircase.

In TASC2, the following staircase is DOWN only: enclosed staircase to the west of the open atrium main staircase.

Common equipment rooms:
- One person at a time in room, unless safe distancing can be maintained.
- When in the common room, flip the Occupied/Unoccupied sign hanging on the door handle to let others know it is occupied. REMEMBER to flip it back to Unoccupied when you leave.
- The sign in/out sheet must be filled out! This will allow contact tracing and exposure warnings to be issued if necessary.
- Use the labelled spray bottle of 70% ethanol and wipes to disinfect common equipment, keyboards, work surfaces, door handles before and after individual use.
- Soap and paper towels available to wash hands before and after using equipment.
- Exiting room: if someone is in the hallway, allow them to pass before entering hallway. Maintain distancing.
- Limit your time in the common rooms so others can access them in a timely, efficient manner.

Common areas (MBB Main Office photocopy room, SSB7115 photocopier room, coffee room):
- One person at a time in the rooms, unless safe distancing can be maintained.
- Disinfect touched surfaces with the 70% ethanol spray bottle and wipes (handles, photocopier display, work surfaces) before and after use.
- Always wet paper towels or kimwipes with disinfectant, then wipe wetted towels on surface. Do NOT wet/spray surface directly, especially photocopier display.

MBB Main Office:
- Entry into the office area (where the office staff work) will be strictly controlled.

Within research labs:
- Routinely wash hands for at least 20 seconds with soap and water upon entry and before leaving the lab. All labs will ensure availability of hand soap at every sink.
- Wear gloves when working in lab, don fresh pair upon entering a common equipment space or Core facility.
- Use proper technique to remove and dispose of gloves.
- Carry out the majority of data analysis/computer work at home; do only wet work in lab. (Some limited data analysis work can be carried out in lab during downtime between experimental wait times.)
- Lab meetings—by Zoom or with distancing if a very small group. Zoom is preferred. Avoid bottlenecks in areas where physical meetings are being held.
- Maintain 2m distancing AT ALL TIMES with other lab members. This includes at desks within the lab as well as lab benches and workstations. If possible, install dividers between desks.
- Reconfigure lab set up if necessary to create work areas that maintain distancing.
- Move and space heavily used instruments within lab so that can be used without interfering with other person’s workspace.
• Access to labs is restricted to lab personnel. For those wanting to enter another lab, you must knock, stand a minimum of 2m back and get permission to enter.
• Try to avoid a single person working alone in lab. If people working alone, follow SFU guidelines for working alone or in isolation.
• One person per instrument at a time. That person must disinfect before and after the use of shared equipment and work surfaces. If the shared equipment is to be used over a period of time, when the user is not present, an IN USE sign should be posted to let others know it is not available. REMOVE the sign and disinfect once finished with the equipment.
• Disinfect by spraying 70% ethanol onto kimwipes or paper towel. Use wetted towel/kimwipe to wipe surfaces before and after using.
• Fully trained researchers only. No undergraduate trainees, no volunteers allowed for the summer.
• Each lab will create a global lab disinfection checklist (include door handles, sink handles, drawer and fridge/freezer handles, light switches, chairs.) Designate specific people to disinfect between shifts or at beginning/end of work.
• To reduce the presence of janitorial staff inside the labs, place filled regular waste containers and paper recycling bins in the hallway outside the lab at the end of the day. Designate a person to do this chore.
• When exiting the lab, if someone is in the hallway, allow them to pass before leaving. Maintain safe distance.
• Be prepared to shut down at the end of every day. Provincial or university legislation could change at any time depending on the Covid-19 situation.