

Contact EH&S at (510) 642-3073 or [ehs@berkeley.edu](mailto:ehs@berkeley.edu) for questions or assistance.

## Recommended guidelines for all lab personnel

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- Anyone who exhibits these **symptoms or combination of symptoms** should stay home:
  - Cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell. *Contact your healthcare provider for medical guidance.*
- Anyone who exhibits the symptoms listed above should inform their supervisor to identify remote work location and accommodations.
- Maintain **physical distancing by staying at least 6 feet away** from other people at all times.
- **Face coverings** must be worn in all buildings, shared spaces (lab, office, etc.) and outside on campus. Wash hands/sanitize hands before putting on and after removing face covering.
- Wear your **Personal Protective Equipment (PPE)**, including gloves, lab coats. Wear eye protection when working with hazardous materials.
- Personnel **entering the lab** (1) must be wearing a face covering (2) enter the lab premises (3) wash their hands with soap for at least 20 seconds (3) put on PPE.
- Personnel **exiting the lab** will: (1) remove PPE in the recommended order to prevent contamination starting with shoe protection (if applicable), lab coat, eye protection, and gloves. (2) Wash hands with soap for at least 20 seconds. Masks should stay on if proceeding to an area where one is likely to encounter other people, such as a shared office space or hallway.
- Remove gloves before leaving the lab. Gloves should not touch common surfaces such as elevator buttons, door handles, card swipes, etc. If carrying sensitive or hazardous samples, a **single glove** may be worn to handle the sample, while an ungloved hand will be used to open doors and access common areas. If large, bulky or numerous, carry in secondary containment not requiring gloves to be worn.
- Routinely wash hands throughout the day — especially after removing gloves.
- No consumption or storage of food and drink is allowed in laboratories.

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## Checklist to be completed before work begins

Item	Complete	N/A
<b>Physical Distancing</b>		
Create a research ramp up plan* that includes items such as room occupancy constraints, staggered work schedules, etc.		
Identify rooms where only one person at a time is allowed, if the $\geq 6$ ft distancing between researchers cannot be implemented (example: tissue culture room).		
Standardize travel routes within the building to limit challenges of crossing paths. Make a note of elevator capacities, designated stairwells and proper restroom protocol (Check with DSC / Building Manager for building-specific details).		
Coordinate with other users on the scheduled use of common equipment found in shared spaces** (e.g. autoclaves, ice machines, cryogen filling stations).		
<b>Training</b>		
All personnel have completed the pertinent return-to-work training: <a href="#">EHS 207: UC Berkeley Guidelines on Protecting Workers from COVID-19</a>		
<b>Communications</b>		
Have an updated contact list that includes the principal investigator, department safety coordinator, building coordinator, lab manager and all lab personnel contact information		
Ensure the contact list is saved where it can be remotely accessed by everyone in the lab. Include home and cell phone numbers.		

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Decontaminate		
Clean and disinfect frequently touched objects, surfaces, and benches, using a +60% alcohol or another EPA-listed disinfectant for SARS-CoV-2 (Coronavirus that causes COVID-19).		
Wash hands with soap and water after disinfecting.		
Equipment		
Check cold storage locations and look for any signs of leakage. Identify cold storage that needs defrosting.		
Check that all biosafety cabinets have been certified within the last year. Contact TSS for recertification (phone number listed on TSS sticker on biosafety cabinet) .		
Check that all fume hoods have been tested within the last year. Contact EHS if they need to be tested.		
Check the atmosphere on glove boxes before beginning work.		
Turn on any surge protected power outlets (computer, monitor).		
Carefully inspect and test all equipment before use.		
Check all emergency eyewashes and flush test if it hasn't been tested within the last month.		
Check that the safety shower has been tested within the last year. Contact your DSC or Facilities Services ((510) 642-1032, <a href="mailto:fs-news@berkeley.edu">fs-news@berkeley.edu</a> ) if the emergency shower needs to be tested.		
Visually inspect fire extinguishers located in lab spaces.		
Check gas cylinders for any signs of leakage before use in any experiment		

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Flush drains (including floor drains) with water to minimize sewer odors from dried out pipes (p-traps).		
Check for integrity of pressurized or vacuum systems before use.		
Have a calendar / log book for each common use equipment to facilitate scheduled use and physical distancing		
Run water in through all spiquots, including drinking fountains and water fill stations for at least 10 seconds		
<b>Face Coverings and PPE</b>		
Make sure all personnel coming into lab possess their own personal face covering		
Ensure the availability of all PPE, including lab coats, protective eyewear, compatible gloves pertinent to planned work in labs		
<b>Research Materials</b>		
Check for integrity and expiration date of chemicals, particularly that of peroxide formers, before use.		
<a href="#"><u>Request waste pickup for expired peroxide forming compounds or other degraded chemicals.</u></a>		
Check labels on existing waste containers, including sharps containers and request pickup if past due.		
Be careful when opening chemical storage cabinets or refrigerators for the first time. Vapors may have accumulated or containers may have shifted.		
Review the Controlled Substances inventory. Audit the log book against actual quantities on-hand. Report any issues to EH&S.		
Where needed, conduct radiation survey of lab to ensure integrity of radioactive materials and their storage containers.		

\*[Ramp-Up SOP Template](#) available to guide ramp up planning.

\*\* Use scheduling tools such as calendars (electronic or physical). In some cases, additional signage, such as name tags on equipment may be necessary to denote use