

University of Prince Edward Island: Return to Laboratory Work Plan

There are a number of areas that need careful consideration by laboratory supervisors before work in laboratories can resume. Laboratory supervisors are to review the information and use the form provided below to describe their plan to return to laboratory work. Laboratory supervisors must submit their Return to Laboratory Work Plan to their Dean who will obtain the necessary approvals prior to laboratory work being able to resume.

1. UPEI's Operational Ease-Back Plan:

Supervisors must have individuals in their area confirm that they have read and understood all aspects of [UPEI's Operational Ease-Back Plan](#). This can be done either by email or in writing.

2. Physical distancing:

Physical distancing is required in all laboratories. A distance of 2m/6ft must be kept between people in all directions at all times.

- Record the square footage of the lab space.
- Any laboratory space with a square footage that does not allow it to meet physical distancing requirements will have an occupancy rate of only one person.
- In labs that are large enough to allow more than one person to work at a time, consideration to workflow must be given to allow for adequate physical distancing at all times without undue difficulty.
 - When planning for physical distancing, consider the differences between work bays and working on different sides of the same bench, as the required distance may not be possible in the latter case. Please provide a sketch of your lab configuration and indicate where each individual will work, including how these areas will be demarcated (example: tape on floor). See Diagram 1 as an example.

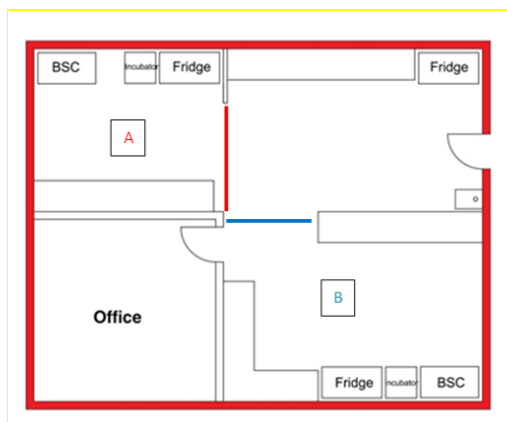


Diagram 1: Lab worker A and B perform their work within the demarcated area.

- To ensure adequate physical distancing, scheduling the use of certain equipment areas within a lab or scheduling lab workers at various times within a shared lab space may be required. In a larger lab with bays, two people could work in alternate bay areas as illustrated in Diagram 2. In this case, planning would be required to share the Biological Safety Cabinet (BSC).

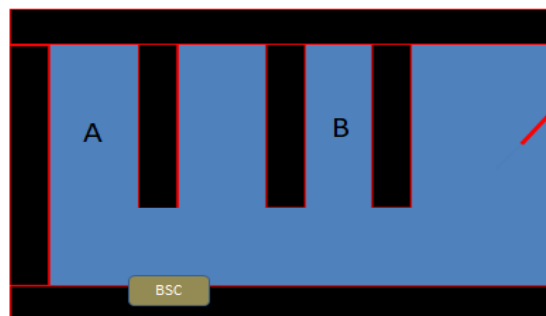


Diagram 2: Multiple bay lab with two lab workers.

- For those labs that include an office space for a technician, include this person in the maximum capacity for the lab, even if the individual is working solely at the office desk area.
- Based on the above, report the maximum occupants within the lab at any one time. Submit the anticipated schedule for work that will be performed, i.e., Worker A (and B) will come in every morning (9 am–12 pm), or Worker A will come in all day Monday and Tuesday and Worker B on Thursday and Friday. Include any essential lab procedure or activity that does not allow for physical distancing.
- Once your plan has been approved, UPEI Health, Safety, and Environment and Facilities Management will arrange to have the occupancy posted on the lab entrance.

3. Personal Protective Equipment (PPE):

Appropriate PPE must be worn in labs at all times. Under the UPEI's Operational Ease-Back Plan, additional PPE may need to be considered on a case-by-case basis.

- Wear N95 respirators only in areas where they were previously recommended.
- It is possible to wear masks if it is understood that they largely prevent someone who is asymptomatic from spreading COVID-19, or if required as additional PPE in specific circumstances where essential activities cannot guarantee physical distancing.
- Wear and store lab coats in the labs. Lab coats should be stored separately, so as not to contact the lab coats of other lab staff.

4. Hand hygiene:

Frequent hand hygiene is a crucial activity. Soap and water is extremely effective when hands are washed properly. Hand sanitizer is effective as long as hands are not visibly soiled.

- Wash hands upon entry and when exiting a lab.
- If not already in place, post handwashing and hand-rubbing procedures above the sink or appropriate area.

5. Daily disinfection in the lab:

Additional to daily lab practice, decontaminate/disinfect all frequently touched surfaces or objects in the lab at the end of the work shift. These include those areas such as light switches, computer keyboard, computer mouse, phone, door knobs, door push bars, paperwork area, desktop, etc. that may have previously been cleaned.

- Develop a checklist of these touch points for each lab and confirm that they have been decontaminated daily. Please remember to take disinfectant with you if you are accessing a multi-user area, such as the freezer storage room, and wipe down the surfaces you touched before you leave.

6. Cell phones:

If cell phones are to be used in a lab, place them in a Ziplock bag.

7. First day back to lab:

Laboratory Start Up Procedures as part of the UPEI's Operational Ease-Back Plan:

- Visually inspect the lab through a window if possible before entering to determine if there are obvious hazards.
 - (a) Only essential personnel should enter initially.
 - (b) Enter the lab and put on required PPE or don PPE prior to entry if stored outside (i.e. chemistry).
 - (c) Examine for obvious spills, damage to equipment, etc.
 - (d) Determine how to handle potentially infectious material if CL2 space: While there is no reason to expect there could have been a loss of containment, this must be checked upon entry into a lab containing biohazardous materials.
 - (e) Begin to decontaminate if necessary, wearing proper PPE. Otherwise, begin to clean the lab after the long shut down.
 - (f) Run water in sinks to refill drain traps.
 - (g) Restart equipment, checking for function.
 - (h) For CL2 labs, begin a new monthly lab inspection checklist, and indicate why this was not completed over the last number of weeks (COVID-19 Pandemic closure of lab).
 - (i) Execute approved Return to Laboratory Work Plan.



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Building/Lab #: _____

Supervisor Name: _____

1. Confirm that personnel have read and understood all aspects of UPEI's Operational Ease-Back Plan.

2. Provide the square footage of your lab space _____

3. Provide a sketch in the space provided below of your lab configuration and indicate where each individual will work, including how these areas will be demarcated.

4. Report the maximum occupants within the lab at one time. _____



5. Submit the anticipated schedule for work that will be performed in the space provided below, or on a separate sheet.

6. Include any essential lab procedure or activity that does not allow for physical distancing.

7. Provide a checklist of touch points for decontamination.