

WHITEHEAD  
INSTITUTE

Phase I  
COVID-19  
Guidelines

June 2020

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## Whitehead Institute COVID-19 Guidelines– PHASE I

Whitehead Institute for Biomedical Research (WIBR) is dedicated to the health and safety of all personnel. These guidelines are based on interim guidance from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), and they will be updated as new information becomes available. The purpose of these guidelines is to provide Whitehead Institute personnel with guidance to prevent workplace exposures to the SARS-Cov-2 virus and to continue safe operations.

These guidelines go into effect June 3, 2020 and will be applicable until further notice.

### COVID-19

Coronavirus disease 2019 (COVID-19) is a respiratory tract illness that can spread from person to person. It spreads between people who are in close proximity with one another and through respiratory droplets produced when an infected person coughs or sneezes. Symptoms can include fever (100.4° F [37.8° C] or greater), cough, or difficulty breathing, which may appear 2-14 days after exposure. There is currently no vaccine to prevent the COVID-19 infection. The best way to prevent infection is to avoid exposure to the virus by social distancing, thorough handwashing, good etiquette with respect to coughing and sneezing, and staying home when sick.

Throughout this document, the term “social distancing” refers to staying a minimum of 6 feet away from all other individuals at all times.

If you have underlying medical issues, discuss with your healthcare provider whether it is safe for you to return to work, and then contact your supervisor and Human Resources to discuss arrangements.

### Guiding Principles

1. Protecting the health and safety of our community: our top priority. All measures outlined below incorporate this key principle.
2. Respecting guidance from relevant public health agencies. As guidance from these agencies is updated, Whitehead Institute’s guidelines will be updated as well.
3. Phased return to Whitehead Institute: a gradual increase in our on-site research activities.
4. Any significant deterioration in public health, or change in guidance from public health agencies, may necessitate that the ramp up of research activities be halted on short notice.

### Shared Responsibility

Each member of the Whitehead Institute community shares in our collective responsibility to protect the health and wellbeing of all of our family, friends, colleagues, and neighbors.

Read these guidelines carefully and ensure that you understand what is expected of you while at Whitehead Institute. Failure to adhere to these policies may result in revocation of your access to the building for a period of time.

Anyone with questions or concerns about lab or personnel safety or non-compliance may contact our Environmental Health and Safety (EH&S) office at [safety@wi.mit.edu](mailto:safety@wi.mit.edu), or Human Resources at [humanresources@wi.mit.edu](mailto:humanresources@wi.mit.edu). Anyone who wishes to express their concern anonymously may do so through the reporting system known as [EthicsPoint](#), online or by calling 1-855-503-8076.

## Facility Safety Enhancements

Whitehead Institute is enhancing safety by installing the following equipment in “high touch” areas:

1. Touchless faucets at restroom sinks
2. Automatic openers for the doors next to the first-floor restrooms
3. Automatic openers for the doors between the lab and office areas on floors three through six

## Good Hygiene Practices

1. Wash your hands with soap and warm water, scrubbing for at least 20 seconds, or with an alcohol-based hand sanitizer if soap and water are not readily available. This should be done after touching common surfaces, and throughout the day. Signage has been posted at all sinks.
2. Avoid touching your face. This limits exposure to the mouth, eyes, and nose — the mucosal surfaces where the COVID-19 virus enters the body.
3. Practice respiratory etiquette, covering coughs and sneezes with the inside of your elbow or upper arm even when wearing a mask.
4. Stay home if you are feeling sick, and seek appropriate medical guidance.
5. Keep surfaces clean. According to the CDC, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants are effective against the COVID-19 virus. See the [CDC's environmental cleaning and disinfection recommendations and the list of EPA-registered disinfectants](#).
  - a. Housekeeping staff will wipe down high-touch areas and surfaces (including door handles, stairway rails, elevator buttons and bathroom fixtures) frequently. A deep cleaning will be conducted each night.
  - b. Logs of dates, times, and scope of cleaning and Safety Data Sheets of disinfectants used will be maintained, in compliance with Massachusetts Safety Standards.
  - c. Disinfectant wipes should not be reused on multiple surfaces, as this can transfer germs from one surface to another.

- d. Do not dry surfaces after wiping them down. Surfaces you are disinfecting should remain wet for the amount of time listed on the label. Contact time with the disinfectant kills germs.
6. Practice social distancing consistently. Respiratory droplets from a cough or sneeze can travel in the air and be inhaled by others within close range.

## Returning to Whitehead Institute During Phase I

1. Returning to Whitehead Institute is strictly voluntary; no one should feel pressured to return.
2. Individuals at higher risk because of age or underlying medical condition will return during Phase I only upon written justification and approval.
3. Those who can work remotely should continue to do so.
4. Personnel should spend only the minimum time necessary at Whitehead Institute to accomplish their on-site work. The goal should be to complete the task and leave as soon as reasonably possible.
5. Personnel should wear Whitehead Institute provided masks at all times.
6. No meetings should take place on-site. All meetings should be conducted remotely.
7. Whitehead Institute's hours of operation during Phase I will be 7AM – 9PM Monday – Saturday and 9AM – 9PM Sunday. These hours of operation will be enforced. The only individuals working outside these hours will be Facilities, EH&S, glasswashing, and media prep personnel.
8. The maximum density of personnel during Phase I will be one person per 500 square feet (one per room or one per two bays).
9. All community members returning to the building are first required to complete Whitehead Institute's COVID-19 Return to Work training online. Access to the building will depend upon this training having been completed. The training can be accessed at [Traincasters](#) using your Whitehead Institute email address and password. Please contact [safety@wi.mit.edu](mailto:safety@wi.mit.edu) for assistance.
10. Each lab and department will submit a weekly schedule noting the primary work location and hours and days of work for each lab or department member who will be at Whitehead Institute. The lab or department liaison (coordinator) will be responsible for completing this schedule. Access to the building will be granted based on this schedule.

## Entering Whitehead Institute

1. Personnel must complete a daily health questionnaire no more than 2 hours prior to arriving at Whitehead Institute in order to be granted access. The [questionnaire](#) can be accessed using your

Whitehead Institute email address and password. See Appendix A for details. Based on your response you will receive an approval or denial of entry for that day.

- a. If you receive an approval pass, show this pass to the security guard upon entering the building.
  - b. If you are not approved, stay home and notify your supervisor. If you are experiencing symptoms of COVID-19, contact your health care provider. Human Resources will contact you to provide further assistance. If circumstances warrant, HR will trace your contacts.
2. Personnel must enter the building through the front entrance. The rear lobby door will be used as an exit only. Those who park their car or bicycle in our underground garage may still do so, and should use the front stairway up to the main lobby area.
  3. All personnel will have their temperature checked at the main entrance. Upon entry through the front entrance or basement stairway, follow the directional arrows to the cafeteria for your temperature screening.
  4. If your temperature is  $\geq 100.4^{\circ}$  F, exit the building, notify your supervisor, Human Resources and seek medical attention.
  5. Note that temperature screenings do not constitute medical care and do not supersede any recommendations or instructions that you may receive from your healthcare provider.
  6. Badge swipe records will be used to “track and trace” in the event someone is diagnosed with COVID-19.
    - a. When in the building, please remember to carry your ID at all times, in order to access different parts of the building.
    - b. Do not piggyback or walk through held doors.
  7. The maximum number of individuals allowed in the elevators is two at a time. If two individuals share an elevator, they should stand as far apart as possible, wearing face coverings at all times.

## General Procedures

1. Personnel will be assigned a tier based on the nature of their work at Whitehead Institute and the need to be physically on site:
  - a. Tier 1 - essential personnel (e.g., lab workers, core functions, facilities management, EH&S)
  - b. Tier 2 - occasional on-site presence (e.g., EH&S and facilities management consultants; lab equipment repair vendors)
  - c. Tier 3 - non-lab personnel who should work from home at all times until otherwise indicated
2. Personnel should review their work responsibilities with their supervisor and, depending on their tier, work from home as much as possible. Cross-training may be considered to ensure business continuity.
3. Notices regarding health information and safety measures outlined in government guidance have been posted per the Massachusetts Safety Standards for reopening of labs.

4. Personnel exhibiting symptoms when off-site or on-site
  - a. Any worker who is exhibiting symptoms of COVID-19 must:
    - i. Stay or go home
    - ii. Seek medical attention
    - iii. Notify Human Resources
  - b. Clearance for returning to work will follow guidance from a healthcare provider and MIT Medical.
  - c. Personnel are encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case.
  - d. Personnel who test positive for COVID-19 are encouraged to disclose this information to Whitehead Institute for purposes of cleaning/disinfecting and contact tracing.
  - e. Personnel who test negative for COVID-19 are to follow the directions of their healthcare provider and work with Human Resources on clearance to return to work.
  
5. Personnel who were in close contact with individual(s) that tested positive for COVID-19
  - a. Any worker who has had close contact with someone who has been diagnosed with COVID-19 or is exhibiting symptoms, must:
    - i. Stay home
    - ii. Notify Human Resources
    - iii. Quarantine for a minimum of two weeks or as recommended by a healthcare provider and MIT Medical.
    - iv. Work with Human Resources on clearance to return to work.
  
6. Personnel who have tested positive for COVID-19
  - a. Any worker who tests positive for COVID-19 must:
    - i. Stay home
    - ii. Seek medical attention
    - iii. Notify Human Resources
  - b. Any worker who is diagnosed with COVID-19 within 2 weeks of last being on-site is encouraged to notify Human Resources and inform them of all facility areas they entered and any personnel they had contact with while on-site.
  - c. Whitehead Institute will activate its Isolation, Contact Tracing, and Communication Plan if a worker is diagnosed as positive with COVID-19. The following steps will be taken:
    - i. Whitehead Institute will request the worker to quarantine for a minimum of two weeks or as recommended by a healthcare provider and MIT Medical.
    - ii. EH&S will gather information on areas the affected worker visited and the length of time spent in those areas.
    - iii. A list of personnel who may have been in close contact with the affected worker while on-site at Whitehead Institute will be requested from the affected worker. Every effort will be made to maintain the privacy and confidentiality of the individual.

- iv. Whitehead Institute will notify the MIT Medical Occupational Health Division and the Cambridge Public Health Department (CPHD).
  - EH&S and Human Resources will work with MIT Medical and CPHD to trace likely contacts in the workplace and advise other workers to isolate and self-quarantine.
  - Testing of other personnel may be recommended consistent with guidance from or at the request of the Cambridge Public Health Department, the Massachusetts Department of Public Health or MIT Medical.
- v. Whitehead Institute will communicate to all personnel/lab workers the measures taken to ensure that spaces are cleaned and disinfected.
- vi. Whitehead Institute will follow all recommendations from healthcare providers, CPHD and MIT Medical regarding return to work.
- vii. The site or affected areas will be shut down to allow for deep cleaning after any person testing positive for COVID-19 is on-site unless it has been more than 7 days since the person was on-site.
  - EH&S will identify and demarcate the primary zone (for example, a lab bench or room).
  - Other common areas such as restrooms, conference room, etc. will be identified as the secondary zone.
  - The primary zone will be shut down for 24 hours.
  - Deep cleaning and disinfection of all non-porous surfaces in the identified primary zone will be organized by EH&S and Triumvirate Environmental, Inc.
  - Secondary zones will also be cleaned as appropriate.
  - Logs of dates, times, and scope of cleaning will be kept.
  - Safety Data Sheets for any disinfectants used will be available from Triumvirate Environmental, Inc.

## 7. Non-COVID-19 Emergencies

- a. EH&S personnel will act as Emergency Evacuation Coordinators for any non-COVID-19 emergencies that may arise at Whitehead Institute.
- b. In the case of an evacuation due to an emergency in the building (e.g., fire), follow Whitehead Institute's evacuation guidelines, maintaining at least 6 ft of distance between individuals at the rally point.
- c. If you experience a work related injury:
  - i. Notify EH&S
  - ii. Due to the COVID-19 emergency MIT Medical has suspended walk-in service for urgent care. Call the Urgent Care Clinic first to be seen (617-253-1311).
  - iii. Call 911 in the case of a life threatening emergency.

## Media Inquiries

If you receive inquiries (emails, calls, social media messages) from media or other organizations regarding research conducted at Whitehead Institute, please direct them to the Director of Strategic Communications, Lisa Girard in the Department of Communication & Public Affairs at [lgirard@wi.mit.edu](mailto:lgirard@wi.mit.edu).

## Lab Areas

1. All lab workers should speak to their principal investigator regarding working alone.
2. Lab liaisons (coordinators) may use the EH&S Lab Ramp Up Preparedness Guide (Appendix B) to prepare the lab space before other scientists return to work. EH&S personnel will be available to assist in this process.
3. Lab Personal Protective Equipment (PPE).
  - a. Face coverings or masks are required in Massachusetts (see [Massachusetts Safety Standards](#)).
    - i. When commuting to Whitehead Institute, you may use any well-secured cloth (like a bandana or scarf) that covers your mouth and nose. Surgical masks or N-95 masks are not needed for commuting. Upon arrival at Whitehead Institute, you will be given a few surgical masks on your first day back at work.
    - ii. Wear a face mask at all times while on-site.
    - iii. Wash your hands before donning the mask.
    - iv. The mask should cover your nose and mouth.
    - v. When removing your mask, do so from the back, using the ear loops, being careful not to touch the working surfaces of the mask.
    - vi. If the mask is in good condition after use, save it in a paper bag to allow moisture to dissipate, and reuse it after 72 hours.
    - vii. If the mask is soiled, dispose of it in the regular trash.
    - viii. Wash your hands after disposing of the mask.
    - ix. Refer to Appendix C for “Dos and Don’ts” on wearing a surgical mask.
    - x. Note: Whitehead Institute is arranging for reusable cloth facemasks to be provided by Cintas (who also provide our lab coats). These masks are to be worn only while working at Whitehead Institute. EH&S will provide information about this program to each lab through the lab safety representatives.
  - b. Safety Glasses
    - i. Must be worn in laboratories as previously determined by EH&S to prevent exposure to eyes.
    - ii. Make sure to wash your hands or use hand sanitizer before putting on your safety glasses. Lab workers should keep their safety glasses in a safe/clean area when not in use.
    - iii. Should be cleaned frequently; cleaning wipes are provided by the first aid kits.
    - iv. Do not share safety glasses.
  - c. Face Shields
    - i. Wipe down “share” face shield before and after use with 70% ethanol.
  - d. Gloves
    - i. Must be worn in laboratories as previously determined by EH&S.
    - ii. Should not to be used to touch common surfaces such as door handles.

- e. Lab Coats
  - i. Must be worn when handling biohazardous or hazardous materials in BSL1 labs.
  - ii. Must be worn at all times when working in BSL2 (or BSL+) labs.
  - iii. Must be exchanged weekly or when there is a known possibility of contamination (e.g. coughing in sleeve).
  - iv. After use, each lab coat should be hung on one of the hooks provided in the lab, or over the back of a lab desk chair.
- 4. Shared Equipment Room/Spaces
  - a. Practice social distancing in shared spaces.
  - b. Lab liaisons (coordinators) are scheduling the use of shared rooms and spaces.
  - c. Disinfect surfaces and equipment before and after use with 70% ethanol.
- 5. Disinfection
  - a. Use freshly prepared 10% bleach or 70% ethanol to disinfect bench surfaces, lab equipment, and the like.
  - b. Each lab member should disinfect lab benches before and after use.
  - c. Disinfect high touch lab areas or equipment such as the lab sink area, chairs, incubator/refrigerator/freezer handles, common equipment touch points (keyboards, etc.) at least once a day.
- 6. Personal Items
  - a. Keep your personal belongings (keys, jackets, bags, etc.) by your desk in the lab or office.
  - b. Store any food in the lab conference room for the interim. Any food stored in the conference room should be in a lunch bag or similar container.
- 7. Our usual safety services, including management of hazardous and biological waste, third-party emergency spill response, radiation surveys, and approvals and oversight for controlled substances and hazardous chemicals, will continue as usual.

## Common Areas

- 1. Elevators: The maximum number of individuals allowed in an elevator is two at any given time. If two individuals share an elevator, they should stand as far apart as possible, wearing face coverings at all times.
- 2. Restrooms:
  - a. Two people may enter multiple-stall restrooms. Do not use the sink if the one adjacent is in use. Wait your turn, maintaining 6 feet of distance from the other person.
  - b. All equipment in the restrooms (flush, soap dispenser, paper towel dispenser, faucet) is now touch-less.
  - c. All restrooms will be cleaned multiple times a day by housekeeping personnel.
- 3. Stairways/Hallways:
  - a. Minimize unnecessary foot traffic.
  - b. Stay to the right hand side.

- c. If you see someone coming up or down the stairs wait at the landing and let them pass before continuing.
  - d. Don't stop to socialize.
4. Eating Areas:
- a. Our cafeteria and lounges will not be available for use during Phase I.
  - b. As most personnel working at Whitehead Institute will be in the building for 6 hours or less, we encourage workers not to have their meals at Whitehead Institute.
  - c. For those who need to eat at Whitehead Institute, conference rooms on lab floors are being designated as eating places for the time being.
  - d. Conference room use etiquette is as follows:
    - i. Bring your own prepared food that does not require refrigeration or use of a microwave.
    - ii. Remove PPE such as gloves and/or lab coats before entering the conference room
    - iii. Two people may occupy the conference room at a time. Maintain a minimum of 6-foot distance between each other.
    - iv. Wash your hands before eating.
    - v. Wipe down surfaces with the disinfectant provided before and after eating.
    - vi. Wash your hands before returning to your designated work area.
    - vii. Reminder: No eating or drinking in lab spaces.
  - e. Workers may step into the conference room, stairways or front elevator lobby area in order to drink water.

## Animal Care Facility

1. The density of one person per 500 square should be followed in the Animal Care Facility as well.
2. To ensure that Department of Comparative Medicine (DCM) staff and Whitehead personnel can coordinate their schedules, lab liaisons (coordinators) should schedule lab members in their designated animal rooms using SuperSaas, DCM's online calendar system.
3. The weekly schedule should be submitted by 2 PM Friday for the following week.
4. If a scheduling change needs to be made after 2 PM Friday, please notify Human Resources so that building access can be activated.
5. DCM currently plans to open their own schedules in our animal rooms one week at a time.
6. If a DCM-occupied time slot is urgently needed because of experimental considerations, please contact Keith Kun at [kkun@mit.edu](mailto:kkun@mit.edu) or Lidia Vasconcelos at [lidia@mit.edu](mailto:lidia@mit.edu) for assistance.
7. As the maximum density is one person per room during Phase I, please plan your experiments so that they will not require two people to perform the task.

## Visitors and Collaborations

1. Investigators collaborating with other labs/institutes should contact the host lab/institutes and adhere to their policies.
2. Only visitors appointed in a Whitehead Institute lab may enter the building.

## Contractors and Vendors

1. Whitehead Institute has communicated to all providers of contract and temporary personnel about the importance of sick personnel staying home.
2. Contractors and service providers must be thoroughly briefed on Whitehead Institute-specific procedures for on-site work and must follow the same procedures as Institute personnel.
3. Sales vendors will not be allowed in the building.
4. Vendors who provide a necessary service such as service technicians must be pre-approved by EH&S prior to arriving at the Institute.
5. Contractors and service providers must be thoroughly briefed on Whitehead Institute specific procedures for on-site work and must follow the same procedures as Institute personnel.

## Deliveries

1. Receiving personnel will continue to deliver packages to the labs.
2. Receiving personnel will hold the clipboard while the recipient of a package can sign the packing slip.
3. The recipient should use their own pen to sign the packing slip.
4. All parties should wear masks and gloves throughout this process.

## Travel Restrictions

1. All Whitehead Institute-related business travel, both domestic and international is prohibited until further notice.
2. The Institute strongly discourages personal domestic and international travel.
3. If you choose to travel for personal reasons, please remember that the Commonwealth of Massachusetts and Whitehead Institute require a 14-day self-isolation period.

## Travel Advice

1. Public transportation
  - a. Please adhere to the MBTA guidelines below:
    - i. Effective May 6, all riders are to wear a face covering.
    - ii. All service levels have been adjusted to prioritize essential travel for healthcare and emergency workers.
    - iii. Customers should board at the rear doors of buses and street-level trolley stops. Seniors or people with disabilities can still board at the front door if needed.
    - iv. Stations and vehicles are being cleaned and sanitized with increased frequency.
    - v. Please visit <https://www.mbta.com/covid19> for more current information surrounding COVID- 19 updates.
2. Personal vehicles
  - a. Personnel can park at any [MIT parking lot](#) free of charge through at least September 1, 2020. Use your MIT ID Badge for access. Please contact Human Resources for assistance.

## Implementation Assessment

1. The EH&S office, in conjunction with safety consultants, will conduct a daily assessment to help monitor compliance with and the effectiveness of these guidelines, and to identify gaps and omissions.

## Communication and Questions

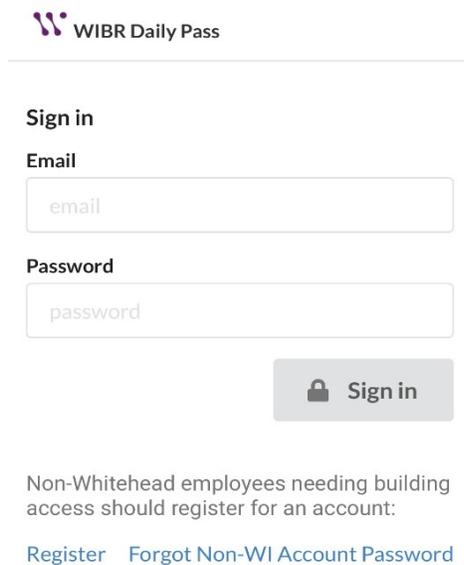
1. Any changes to these guidelines will be communicated to the community.
2. If you have a question related to these guidelines, please contact Dilly Wilson ([dawilson@wi.mit.edu](mailto:dawilson@wi.mit.edu)) or Pari Arokiaraj ([araj@wi.mit.edu](mailto:araj@wi.mit.edu)).

## Appendix A: Daily Pass Instructions

### Instructions on How to Use the Whitehead Institute Daily Pass Program

#### Step 1

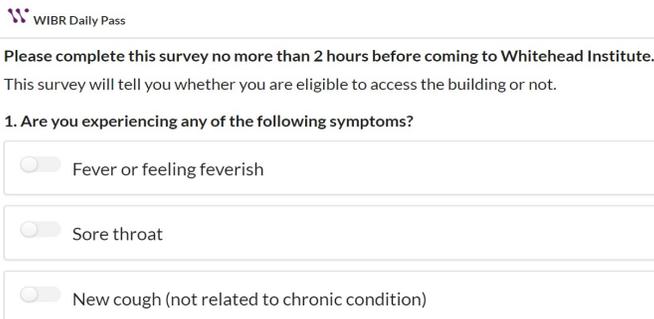
Access the Daily Pass system at <https://dailypass.wi.mit.edu> and login using the same username and password as your Whitehead Institute email. If you do not have a Whitehead email address click “register” and create a Daily Pass account.



The screenshot shows the 'WIBR Daily Pass' sign-in interface. It includes a 'Sign in' section with an 'Email' field containing the placeholder 'email' and a 'Password' field containing the placeholder 'password'. A 'Sign in' button with a lock icon is positioned below the password field. At the bottom, there is a note: 'Non-Whitehead employees needing building access should register for an account:' followed by links for 'Register' and 'Forgot Non-WI Account Password'.

#### Step 2

Answer all 5 questions *no more than 2 hours prior to coming to Whitehead Institute* and click “submit”. Based on your answers you will either be approved or denied access to the building for the day.



The screenshot shows a survey titled 'WIBR Daily Pass'. The instructions state: 'Please complete this survey no more than 2 hours before coming to Whitehead Institute. This survey will tell you whether you are eligible to access the building or not.' The first question is '1. Are you experiencing any of the following symptoms?'. Below the question are three toggle switches, all currently turned off: 'Fever or feeling feverish', 'Sore throat', and 'New cough (not related to chronic condition)'.

#### Step 3a

If you are approved for access a Daily Pass for the day will be issued to you. Each day’s Daily Pass will be assigned a different randomized color. A copy of the pass will also be sent to your email. Show this pass to the security guard upon entering the building.



The screenshot shows an approved Daily Pass notification. It features a yellow box with a calendar icon and a checkmark, displaying 'May 27 APPROVED'. Below the box, the text reads: 'Approval for [REDACTED] INFORMATION TECHNOLOGY Approved at 05/27/2020 6:09pm'. A final line states: 'A copy of today’s pass has been sent to your email address as well.'

#### Step 3b

If you are denied access you will receive a denied message and an email. A member of the HR department will contact you for further assistance.



The screenshot shows a denied Daily Pass notification. It features a red box with a calendar icon and an 'X', displaying 'May 27 PLEASE STAY HOME'. Below the box, the text reads: 'Record for [REDACTED] INFORMATION TECHNOLOGY Recorded at 05/27/2020 6:07pm.' A final line states: 'Please see your email for more information'.

## Appendix B: Environmental Health and Safety Laboratory Ramp Up Preparedness Guide

### **Environmental Health & Safety Laboratory Ramp Up Preparedness Guide**

This checklist is intended to aid each research team in planning to restart laboratory operations. This checklist will help to minimize disruptions and to ensure safety for all working in a research facility. For specific areas such as Radiation, Biological or Chemical Hazards, be sure to contact our Department of Environmental Health & Safety (EH&S) for specific guidance.

	Yes	No	N/A
<p>Survey the laboratory for any unsafe conditions.</p> <ul style="list-style-type: none"> <li>• Chemical leaks or releases.</li> <li>• Biological leaks or releases.</li> <li>• Biological materials in storage still secure.</li> <li>• Supplies, equipment, glassware, and other items left out during the lab ramp down period.</li> <li>• Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately.</li> <li>• Check condition of, secure, correctly label, and/or request a pickup of any hazardous wastes.</li> </ul>			
<p>Establish social distancing, wearing of face covering, cleaning, and disinfecting policy and procedures.</p> <ul style="list-style-type: none"> <li>• Shared office spaces.</li> <li>• Lounge areas.</li> <li>• Conference rooms</li> <li>• Research laboratories</li> </ul> <p>Establish staggered schedules for all shared facilities and equipment (AM vs PM, every other day, every other desk, etc.).</p> <ul style="list-style-type: none"> <li>• Fume hoods and biosafety cabinets should be on a schedule where people are not using them in the same bay at the same time.</li> <li>• All equipment should be cleaned after each use.</li> </ul>			
<p>Review use of any shared facilities, such as microscopy areas, FACS, etc., for any new use restrictions.</p> <ul style="list-style-type: none"> <li>• Delays due to start-up procedures.</li> <li>• May have restricted schedules to accommodate social distancing.</li> </ul>			
<p>Ensure the biosafety cabinets and fume hoods are functioning properly:</p> <ul style="list-style-type: none"> <li>• Check flow with KimWipe, disinfect front air foil and work surface, check condition of liquid aspirator flasks and associated HEPA filter, Unit HEPA filter - check magnahelic gauge reading and verify reading with the certification sticker</li> </ul>			
<p>Ensure that all refrigerators, freezers, and incubators are functioning properly.</p>			
<p>Ensure that any essential equipment that was on emergency power is functioning properly.</p>			
<p>Ensure that any sensitive electrical equipment that was shut off and unplugged is functioning properly. Review equipment operation safety.</p> <ul style="list-style-type: none"> <li>• Review equipment manuals for safe startup instructions.</li> <li>• Review equipment state and safely release any stored-up energy sources.</li> </ul>			
<p>Ensure that any unplugged non-essential electrical devices -- particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, or ovens -- are functioning properly.</p>			
<p>Confirm that dewars and cryogen containers that were used for sample storage and critical equipment are still filled.</p>			

Confirm that storage of perishable items that used alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.), vulnerable items that were put in storage units that have power backup systems are still secured and safe.			
Check all gas cylinders to ensure that they are still secured, and valves closed. Ensure that regulators are still not attached and caps are still in place on cylinders. Ensure that natural gas lines in the laboratory are still closed.			
Ensure that all water sources (e.g. circulating water baths, aspirators, etc.) are not leaking.			

## Appendix C: How to Wear a Medical Mask Safely

# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)

## Do's →

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

## Don'ts →

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

**Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.**

**EPI·win**  World Health Organization