**ENTRY/EXIT PROTOCOL**

**for Conducting Research in the XXXXX Lab**

**During COVID-19 Pandemic**

PI: XXXXX XXXXX

Office: 747-XXXX; Cell: (915) XXX-XXXX

1) DO NOT ENTER IF YOU ARE SICK – Review Your Health Status Daily.

Are you having respiratory or flu-like symptoms such as fever, cough

or difficulty breathing?

IF SO, DO NOT ENTER!

2) SIGN IN UPON ENTRY/SIGN OUT UPON EXIT

3) No more than 10 people can be in the lab at one time.

4) All Personnel must maintain at least 6 feet (2 meter) distance from each other.

5) To minimize the potential that more than 10 personnel are in the lab at the same time the lab will implement the following split shifts:

8:00 am – 12:00 pm shift – John Faculty and Juan Doe

12:00 pm – 4:00 pm shift – Jane Perez and Jose Smith

4:00 pm – 8:00 pm shift – John Faculty and Mike Student

6) The Lab contact list can be found in the XXXX file cabinet or XXX shared computer folder. Make sure to verify that we have your current cell phone or emergency contact number.

7) ENTRY and EXIT CLEANING. All surfaces must be cleaned using environmental cleaning and disinfection procedures. (See below for more details).

* You are responsible for your own work station.
* The shared work station XXX will be cleaned after each use by each user. It will also be cleaned at the end of the day by XXXXXX.
* The shared XXX equipment will be cleaned after each use by each user and at the end of the day by XXXXXX.

7) EMERGENCY SHUT DOWN PROCEDURES.

If the lab needs to be shut down, immediately inform the following

personnel:

1. PI
2. XXXX
3. EH&S ([eh&s@utep.edu](mailto:eh&s@utep.edu) or x7124)

**Environmental Cleaning and Disinfection Recommendations**

Taken from the CDC Coronavirus Disease 2019 (COVID-19) Environmental Cleaning and Disinfection Recommendations. Last updated March 6, 2020.

**Background**

There is much to learn about the novel coronavirus that causes [coronavirus disease 2019](https://www.cdc.gov/coronavirus/about/transmission.html) (COVID-19). Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

**Purpose**

This guidance provides recommendations on the cleaning and disinfection of rooms or areas of those with suspected or with confirmed COVID-19 have visited. It is aimed at limiting the survival of novel coronavirus in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers) that do and do not house persons overnight. These guidelines are not meant  for [cleaning staff in healthcare facilities](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html) or repatriation sites, [households](https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html), or for others for whom specific guidance already exists.

**Definitions**

* *Community facilities* (e.g., schools, daycares centers, businesses) comprise most non-healthcare settings that are visited by the general public outside of a household.
* *Cleaning*refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
* *Disinfecting* works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

**How to Clean and Disinfect**

***Surfaces***

* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
* For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
* Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
* Prepare a bleach solution by mixing:
* 5 tablespoons (1/3rd cup) bleach per gallon of water or
* 4 teaspoons bleach per quart of water
* Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
* For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
* If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
* Otherwise, use products with the EPA-approved emerging viral pathogens claims

***Linens, Clothing, and Other Items That Go in the Laundry (if applicable)***

* Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
* Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
* Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

**Personal Protective Equipment (PPE) and Hand Hygiene:**

* Staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
* Gloves and gowns should be compatible with the disinfectant products being used.
* Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
* Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
* Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
* Staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
* Staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
* Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
* Additional key times to clean hands include:
* After blowing one’s nose, coughing, or sneezing
* After using the restroom
* Before eating or preparing food
* After contact with animals or pets
* Before and after providing routine care for another person who needs assistance (e.g., a child)