

RSC Facilities - COVID-19 Related SOP

We appreciate all of our customers and want their research to proceed with minimal delays. We realize that we are a physical point of contact between many departments, colleges, and business units within the University of Florida. A COVID-19 case at the RSC is likely to have a broader impact than in an individual PI’s lab. Thus, we ask that you consider our entire research community as you follow these new procedures.

The RSC COVID-19 protocols are additional safety protocols that the RSCs have put in place to maintain university, staff, and student safety. Violations of these COVID-19 protocols will be managed similarly to the standard RSC laboratory safety protocols. Repeated or egregious violations can result in suspension of RSC access and use.

Notifications and updates to this document will be posted as needed.

Latest changes will be highlight in blue.

After reviewing this document:

- **Submit a safety acknowledgement form**
- **Submit a confirmation of clearance to return to campus (see examples below)**
 - Either HR approval email to return to campus (a)
 - Or Screenshot of ONE.UF clearance to return to campus (b)

Note: Safety trainings will be reactivated for returning users at the end of this process. Do not sign-up for safety training.

Safety acknowledgement form can be found at: <https://rsc.aux.eng.ufl.edu/files/documents/3366.docx>

a

Subject: Return to Work Authorization

Dear **Your Name**

Thank you for completing the screening process. You are now eligible to return to work at the **Your College** College of Engineering. Please consult with your supervisor to determine the hours you should plan to be on campus.

Your health and safety remain our top priority. Our goal is to create a campus where all employees feel safe and are able to perform at their best. We need your help! For your health and safety, please observe the following:

Visitors, Guests, Employees and Students Who Have Not Yet Been Cleared, and Uncleared Students. For your safety, the College of Engineering is open only to those employees and students who have been cleared for work as well as repair and construction teams. The College of Engineering remains closed to all visitors, guests, and uncleared students. Please do not open (or prop open) doors for those who have not been cleared for access.

Social Distancing and Use of Masks. Please follow all [CDC guidance for social distancing](#) and [how to properly wear a mask](#). Please wear masks when you are not in your private office and keep at least 6 feet of distance between you and others. When in your office, please keep your door closed. If you did not receive a mask at UF’s testing site, please let me know and we will provide one to you before your arrival. Your workstation should be at least six feet away from any other employee if you are not in a private office.

Conference Rooms, Printers, Common Areas, and Workstations. You should use only the computer assigned to you. Please avoid use of common workstations where possible and coordinate [cleaning copiers and printers](#) with other employees. Conference rooms will not be available for use. No person to person meetings are allowed. You must use video conferencing to communicate with others. We ask you to restrict usage of common areas to those occasions when use is absolutely necessary.

b

UF Health COVID-19 Screening

Your Name

Return to Campus status:

CLEARED ✓

Updated: 6/5/2020

Our records indicate that you have been cleared to return to campus. If you have any questions, please visit the [UF Health Screen, Test & Protect FAQ page](#).

[UF Health Screen, Test & Protect](#)

Examples of Clearance to Return to Campus

Levels of User Access:

- **Basic hours user (B)** – RSC access 8am-5pm, M-F.
 - New RSC facility users and previous users who did not have after hour access pre-COVID.
- **Extended hours user (E)** – RSC access 8am-8pm, M-F. Work must be initiated before 5pm.
 - Users who had after hour access pre-COVID and have shown that they are able to conduct research activities without needing additional technical support.
- **Extended plus hours user (E+)** – RSC access 8am-10pm, M-F. Work must be initiated before 5pm.
 - Users who meet the “Extended hours” criteria AND have demonstrated the ability to consistently adhere to, reinforce, and engage staff in UF/RSC COVID protocols.

Note: Full descriptions of the 3 user access levels and required procedures for access are provided in Section 9 of this document.

General COVID 19 Guidelines for the NRF Facility:

- All entrances to the RSC Building will remain locked.
- Face coverings must be worn inside the building at all times.
- Hand-washing/sanitizing is required as you enter and move from one space to another in the building.
- Use of gloves is encouraged to avoid cross contamination where needed.
- Users will be required to disinfect laboratory touch surfaces (keyboards, mice, handles,..) after each user’s session. Users may also disinfect touch surfaces at the start of their session if they desire. A CDC/EPA/FDA recommended disinfectant will be located in each user lab. Proper procedures will be provided.
- All meetings must occur virtually (e.g. via Zoom).
- Social distancing of at least 6 feet must be maintained both inside and outside of buildings.
- Students may only visit laboratories or the cleanroom. Student offices and bullpens are closed and will remain so until further notice.
- Anyone who has a fever or thinks that he/she might be ill may not enter the building. If symptoms develop while in the building, the individual must leave the building immediately, and arrange for testing through the UF Health Test and Trace initiative. A non-contact thermometer will be available upon request.
- No visitors or vested researchers are allowed in the RSC facilities without written prior approval from RSC staff until further notice.
- Violations to the safety protocols can result in suspension of access to the facilities.
- Anyone that enters the RSC facilities and has positive test results for COVID-19 should notify the RSC Director as soon as possible. If the individual that has tested positive was tested at UF, UF’s test and trace initiative would contact all areas and people the positive person encountered.

Procedure Sections

1. **Sample Drop Off and Pick Up**
2. **Building Entry Procedure**
3. **Protocols for Building Movement/Traffic**
4. **Lab Procedure**
5. **Reservations and TUMI Procedure**
6. **Cleanroom Procedure**
7. **Building Exit Procedure**
8. **NFMCF Facility**
9. **Extended Hours of RSC Facilities**

1. Sample Drop Off and Pick Up

1.1. *Sample Drop off Procedure*

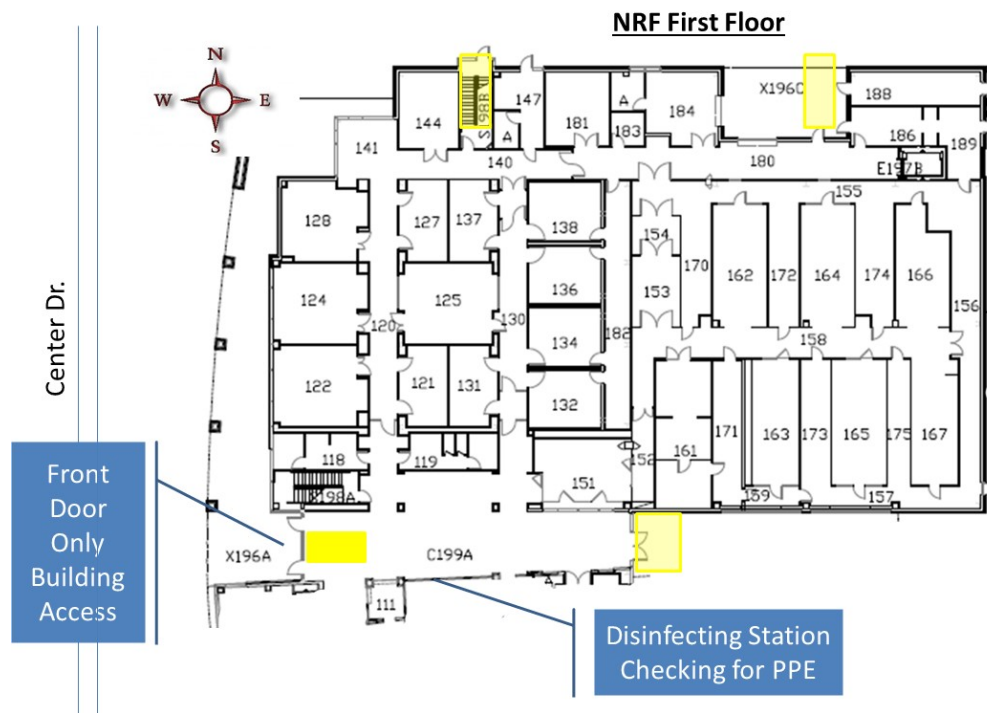
- 1.1.1. Fill out the "Sample Drop Off Form" located on the "Policies and Forms" page on the RSC website and submit via email to rscinfo@mail.ufl.edu. **A service request is still required prior to any RSC service.** Staff will contact you if there are any questions.
- 1.1.2. Samples can be dropped off at the front reception desk anytime during normal business hours.
- 1.1.3. Please wear a face covering during drop-off. Bring your sample in a Ziploc bag and place on the table. The sample drop off form will be enclosed in the bag with the samples, as well as any portable drive to be used for data storage. If the sample is dropped off without a portable drive, data can be shared via email or cloud-based storage service, such as Dropbox.
- 1.1.4. A staff member will wipe down the outside of the bag with a 70/30 2-propanol (IPA) solution.
- 1.1.5. Samples will be removed from the bag with clean gloves and the bag can be laid flat for a clean prep area.
- 1.1.6. Samples will be decontaminated with the process agreed on the "Sample Drop Off" form (UV, 70/30 IPA, or 72 hr. isolation).

1.2. *Sample Pick Up Procedure*

- 1.2.1. When the analysis/fabrication is complete, the staff member will place the sample and portable drive back in the Ziploc bag using clean gloves and wipe down the outside of the bag with a 70/30 IPA solution.
- 1.2.2. Staff will contact the customer via email when analysis is complete. Samples can be picked up from the front reception desk during normal business hours. Please wear a face covering during the exchange.
- 1.2.3. If the sample is dropped off without a portable drive, data can be shared via email or cloud-based storage service, such as Dropbox.

2. Building Entry Procedure

- 2.1. Each visit to the RSC will require a work plan to be submitted no later than 3 PM on the business day prior to the use. A link to the “Daily Work Plan Form” is located on the “Policies and Forms” page on the RSC website. The Google form must be filled out completely with all anticipated rooms and tools to be used. Modifications to the work plan can be emailed to RSC-DWP@ad.ufl.edu.
- 2.2. The work plan will be reviewed by staff at a daily meeting and notice of approval supplied to the user the night of form submission.
- 2.3. Instrument reservations will be required for all tools controlled via TUMI before submitting the Daily Work Plan.
- 2.4. Only essential items needed for the work approved to be done will be allowed inside the building. Personal belongings cannot be placed on countertops in the labs.
- 2.5. Face coverings must be worn inside the building at all times.
- 2.6. Building access is only allowed through the main front door on the west side, see below.



NRF Building Access and Disinfection Station Locations

- 2.7. Hand sanitizer will be available at the front entrance for disinfection. Ideally, hand washing with soap and water is best.
- 2.8. Use the wipes from the roll and 70/30 IPA solution to clean all surfaces of all materials entering the building. This includes samples, carrier boxes, pens, eyeglasses, cell phone or anything in your pockets such keys you may need to remove or touch while in the building.

2.9. Place a marker on the “RSC Tracker Map Board” in the lobby to indicate where in the building you will be located. If entering the cleanroom, tool specific location is not needed. The appropriate pin must be placed on the tracker board when you enter, each time you switch rooms (outside the cleanroom), and when you exit the building (even if you are returning). If you switch rooms, you must disinfect the touch surfaces of the room you are leaving.

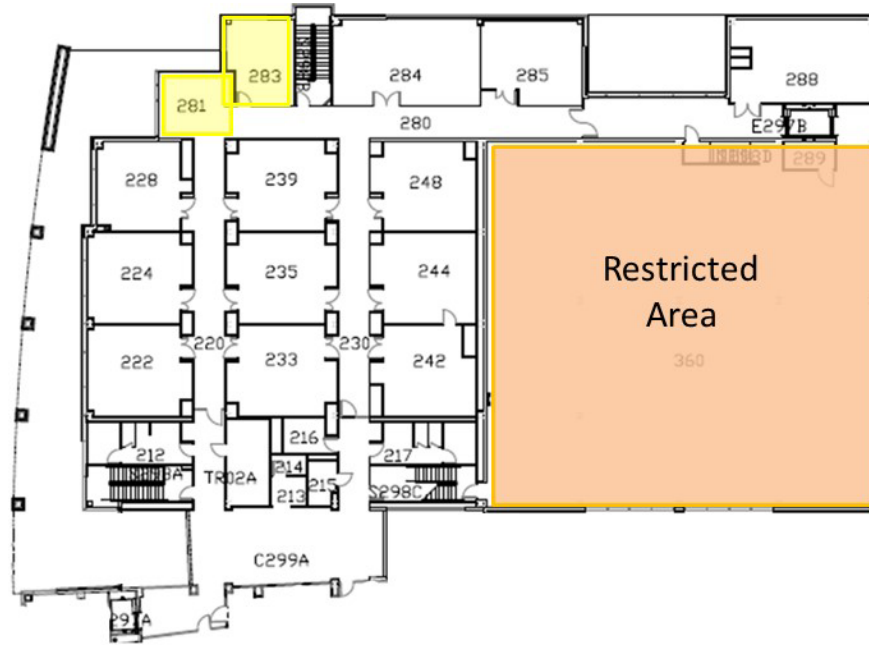
- Green – Room has been cleaned and is ready for use
- Yellow – Move this to the room you are occupying
- Red – Room has not been cleaned
- Blue – Cleanroom use only, move this to the main bay you are occupying

3. Protocols for Building Movement/Traffic

- 3.1. Hallways are all one-way only loops around the labs so social distancing may easily be observed. Follow the yellow tape direction arrows on the floor.
- 3.2. Stairwells are also one-way. The west stairwell near the lobby is for traveling UP and the north stairwell is for DOWN. You should not be able to see anyone in the stairwell prior to using it.
- 3.3. Restrooms will be single occupancy. Please change the occupancy sign as you enter and leave the restroom.
- 3.4. Elevators will be single occupancy. Hold the door open for at least one minute after use for air exchange.
- 3.5. Rooms 141 and 281 will be restricted to one-person occupancy. Refer to the two maps below for these locations. The 2nd floor office area is restricted.



First Floor Common Areas



Second Floor Common Areas

4. Lab Procedure

- 4.1. Users will be required to disinfect laboratory touch surfaces (keyboards, mice, handles,..) after each user’s session. Users may also disinfect touch surfaces at the start of their session if they desire. A CDC/EPA/FDA recommended disinfectant will be located in each user lab. Proper procedures will be provided.
- 4.2. Occupancy will be limited to UF guidelines per building entry RSC Tracker Map Board and posted outside each room. Please check current occupancy of the room before entering.
- 4.3. When you enter the lab wash your hands. Use of gloves is encouraged to avoid cross contamination when needed.
- 4.4. Face coverings must be worn inside the building at all times.
- 4.5. If a second person (RSC staff member) is required for temporary assistance, social distance protocol will be followed. If you need staff support, they should be contacted by cell phone.

5. Reservations and TUMI Procedure

- 5.1. All tools that accept reservations must be reserved prior to use and before submission of the Daily Work Plan. Tools that do not require a reservation must still be listed on your Daily Work Plan for tracking purposes.

6. Cleanroom Procedure

- 6.1. Notify staff before your 1st cleanroom entry. Staff will train you on cleanroom gown management upon your first entry.
- 6.2. Put on hairnet, blue booties, and beard cover if needed.
- 6.3. Only three people are allowed in the cleanroom gowning room at a time (room 151).

- 6.4. Put on your cleanroom garments. You must wear your personal mask underneath your veil.
- 6.5. Occupancy limits per bay are marked at the entry of each bay.
- 6.6. Cleanroom personnel will maintain 6 ft minimum social distancing while inside the cleanroom and the personal mask and veil will be kept up over nose.
- 6.7. Eye pieces must be disinfected after each use.
- 6.8. When leaving the cleanroom with the intention of returning that day, place the gown, hood, and veil in the mesh bag and hang on your assigned hanger. When leaving for the day, hang your gown, hood, and veil in the sanitation closet.
- 6.9. Gloves will remain on until outside the gown room.

7. Building Exit Procedure

- 7.1. Check out with staff at the reception desk when leaving the building (even if you will be returning later in the day).
- 7.2. Remove or change your marker from the "RSC Tracker Map Board". If you are done for the day, finalize your "Daily Work Plan Form" with the staff member at the front desk. This data will be supplied to the "Track and Trace" program when requested.

A safety acknowledgement form must be submitted to the RSC to reinstate the user safety training.

Form can be found at: <https://rsc.aux.eng.ufl.edu/files/documents/3366.docx>

8. General COVID 19 Guidelines for the NFMCF Facility:

- FOBs will be used to enter the NFMCF.
- Face coverings must be worn inside the NFMCF at all times.
- Hand sanitizing is required as you enter and leave the facility.
- Use of gloves is encouraged to avoid cross contamination where needed.
- All meetings must occur virtually (e.g. via Zoom).
- Social distancing of at least 6 feet must be maintained both inside and outside of buildings.
- Anyone who has a fever or thinks that he/she might be ill may not enter the facility. If symptoms develop while in the facility, the individual must leave the facility immediately and arrange for testing through the UF Health Test and Trace initiative.
- Only authorized users are allowed in the NFMCF.
- Visitors, vested researchers, or observers are **not allowed** in the NFMCF facilities until further notice.
- The accompanying of authorized users to assist/observe other authorized users is **not allowed** due to occupancy restrictions.
- Characterization of radioactive specimens is **not allowed** until further notice.
- Violations to the safety protocols can result in suspension of access to the facilities.

Sample Drop Off and Pick Up

All sample drop offs and pick-ups for specimens intended for the NFMCF instrumentation must occur at the NRF building using the procedure specified in Section 1 of the [RSC Facilities - COVID-19 Related SOP](#); specimen drop offs and pick ups may not take place at the NFMCF.

Building Entry Procedure

Initially, only experienced and independent NFMCF users will be approved for access, as the anticipation is that the user will require no interaction with staff other than the building entry/exit steps in order to complete their work.

- Instrument reservation will be required before submitting the Daily Work Plan.
- Each visit to the NFMCF will require a work plan to be submitted no later than 3 PM on the business day prior to the use. A link to the “Daily Work Plan Form” is located on the “Policies and Forms” page on the RSC website. The Google form must be filled out completely with all anticipated rooms and tools to be used. Modifications to the work plan can be emailed to RSC-DWP@ad.ufl.edu.
- The work plan will be reviewed by staff at a daily meeting and notice of approval supplied to the user the night of form submission.
- You must notify RSC staff when you enter the facility.
- Staff will place a marker on the “RSC Tracker Map Board” in the NRF lobby to indicate your presence in the NFMCF.
- Only essential items needed for approved work will be allowed inside the facility. Personal belongings cannot be brought outside of the “safe zone” (designated by the striped black and yellow tape) and into the working area. Storage lockers will not be available until further notice.
- Face coverings must be worn inside the facility at all times.
- Hand sanitizer will be available at the facility entrance for disinfection.
- Use the wipes from the roll and 70/30 IPA solution to clean all surfaces of all materials entering the building. This includes samples, carrier boxes, pens, eyeglasses, cell phone or anything in your pockets such keys you may need to remove or touch while in the building.

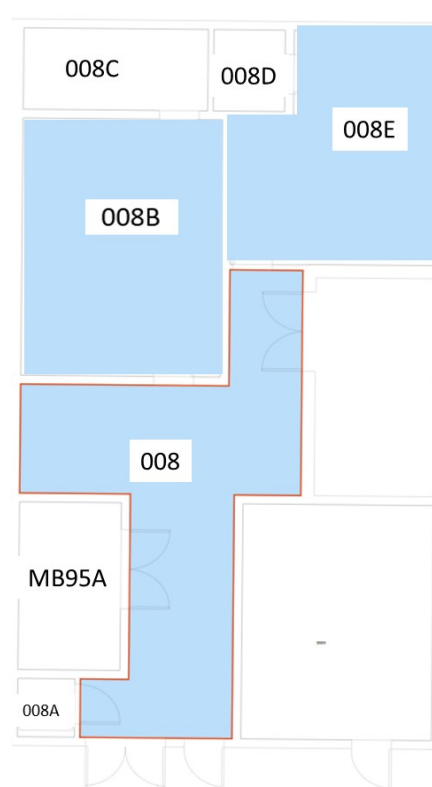
Protocols for Building Movement/Traffic

- Access is restricted to rooms with operational instruments.
- The NFMCF is restricted to one-person occupancy per lab; no other special protocols for facility movement/traffic are otherwise necessary.

Lab Procedure

- Entry to the facility is only allowed for instrument operation; entry to the facility is not allowed for use of any other instrumentation in the facility (radiation detection devices, micromanipulators, etc.).

- When you enter the NFMCF, sanitize your hands. Use of gloves is encouraged to avoid cross contamination when needed.
- Face coverings must be worn inside the facility at all times.
- If an RSC staff member is required for temporary assistance, social distance protocol will be followed. If you need staff support, he/she should be contacted by cell phone.



Nuclear and Fuels Materials Characterization Facility

Reservations and TUMI Procedure

- Instruments must be reserved prior to use and before submission of the Daily Work Plan.

Building Exit Procedure

- Users will be required to disinfect laboratory touch surfaces (keyboards, mice, handles,..) after each user's session. Users may also disinfect touch surfaces at the start of their session if they desire. A CDC/EPA/FDA recommended disinfectant will be located in each user lab. Proper procedures will be provided.
- Users **must** contact staff when leaving the facility.
- Staff will remove your marker from the "RSC Tracker Map Board" and finalize your "Daily Work Plan Form". This data will be supplied to the "Track and Trace" program when requested.

A safety acknowledgement form must be submitted to the RSC to reinstate the user safety training.

Form can be found at: <https://rsc.aux.eng.ufl.edu/files/documents/3366.docx>

9. Extended Hours of RSC Facilities

The RSC users will be categorized into 3 different levels based on their past RSC access, level of experience, general safety compliance, and coordination with RSC staff.

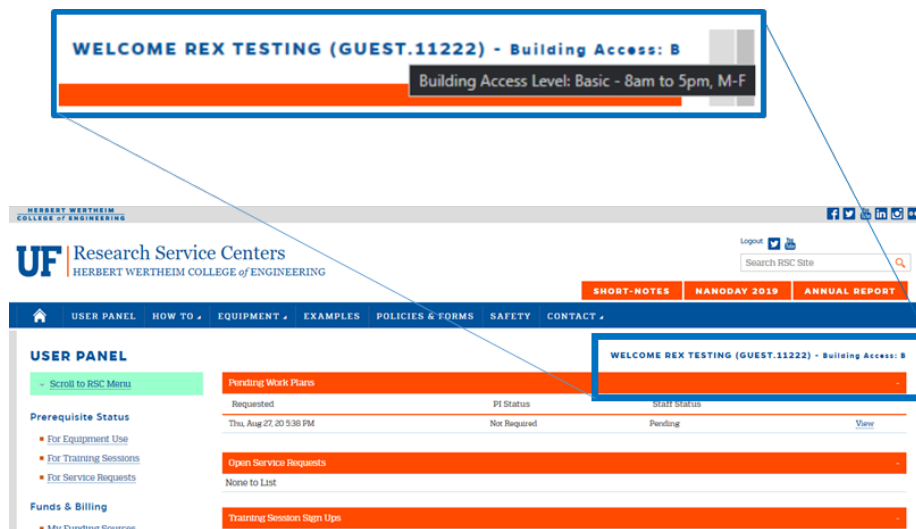
Basic hours user (B) – RSC access **8am-5pm, M-F**. New RSC facility users and previous users who had not obtained after hour access pre-COVID. This provides access to facilities during the hours of operation that maintain administrative and technical staffing to assist with their needs.

Extended hours user (E) – RSC access **8am-8pm, M-F**. Work must be initiated before 5pm. RSC facility users who obtained after hour access pre-COVID and have shown that they are able to conduct research activities in the RSC facility without needing additional technical support. These users will also be required to clean and disinfect the work surfaces in the laboratories that they use.

Extended plus hours user (E+) – RSC access **8am-10pm, M-F**. Work must be initiated before 5pm. RSC facility users who obtained after hour access pre-COVID and have shown that they are able to conduct research activities in the RSC facility without needing additional technical support. Additionally, these users have demonstrated the ability to consistently adhere to UF/RSC COVID protocols, reinforce these protocols, and engage the RSC staff on these protocols. These users will also be required to clean and disinfect the work surfaces in the laboratories that they use.

The different user levels will be indicated on the individual user panel/profiles on their RSC panel (see image below). These time windows will be hard deadlines for users to exit the RSC facilities. **Any work past 5pm must be included in your Daily Work Plan.**

To enable best practices regarding safety and COVID protocol adherence, an RSC staff member will be present at the front reception desk throughout the day and during the 5pm-8pm extended hour time period. This RSC staff member will be responsible for ensuring NRF building and UF COVID protocols are followed and for periodic checks on the users in the facility. Additionally, the 5pm-8pm RSC staff person will be the e-buddy point of contact for any user who remains in an RSC facility to 10pm, an access only available to the extended plus users. A Microsoft TEAMS group will be used to have the extended plus users communicate with the RSC staff as the e-buddy.



Location of Building Access Level on User Profile