

## **PNRI COVID-19 Response Plan: New Requirements for COVID-19 Prevention in the Workplace**

These important workplace COVID-19 prevention elements are developed to help ensure the health and safety of employees by reducing the potential for SARS-CoV-2 transmission. They are based on guidance from local and state Public health departments, the US Centers for Disease Control and Prevention (CDC) and the regulatory directive of the Washington State Department of Labor & Industries Division of Occupational Safety and Health (DOSH) Directive 1.70, and are required to be implemented in all research work environments.

The following describe the procedures that every PNRI employee is expected to practice before entering and while in PNRI's building. The procedures outlined here reflect a general consensus within the public health community based on the information that is currently known. It is likely that these procedures may be updated in the future to reflect the availability of new information.

The procedures recommended by the public health community have been adapted to the specific circumstances within the PNRI building. As experience is gained in the implementation of the practices, employees are encouraged to make suggestions regarding the possible modification of the procedures. These suggestions can be made through a variety of ways, including directly to your supervisor or PI, and/or the EHS Officer.

For questions about these procedures, please contact Diana Lindbeck ([dlindbeck@pnri.org](mailto:dlindbeck@pnri.org); (513) 305-7204) for HR related matters and Andrea Knecht ([aknecht@pnri.org](mailto:aknecht@pnri.org); (206) 726-1215) for EHS related matters.

### **A. Before Coming to Work:**

1. The Return to Work Acknowledgement must be completed and returned to HR before entry into the building will be permitted.
2. On a daily basis, prior to entering PNRI, each employee must submit the [Daily Health Assessment Questionnaire](#). Note that each employee must take their temperature on a daily basis. PNRI will provide you with a thermometer, if requested. The information that you provide will be kept confidential.

### **B. Entering the Building**

1. Entry into the building is permitted through the front door or through the garage entrance. Only one person may enter at a time and each person entering the building must use their own key card.
2. No visitors are allowed to enter the building until further notice.
3. Use of hand sanitizer is required prior to entering the stairwell. Dispensers are located near the elevators at both entrances.

4. Stairwells will now be a **one-way only** direction. The Southwest stairwell (from the lobby) will be UP ONLY and the Northeast stairwell will be DOWN ONLY.
5. Use of the elevator will be reserved for transport of carts, large packages or vendor deliveries only. Only one person will be permitted in the elevator at any time.
6. While in the building, wash your hands frequently with soap and water and avoid touching your face.

C. Common Areas

1. Wearing a cloth or fabric mask (non-surgical) is **highly recommended** when entering common areas, such as stairwells, hallways, equipment rooms. Note that PNRI will provide each employee with masks, if requested.
2. When encountering another employee in a common area, whenever possible and feasible, practice social distancing with a minimum of 6 ft between individuals.
3. Conference rooms (Renshaw Room, 210 Conference, Alcove) are closed until further notice.
4. The door to the 2<sup>nd</sup> floor will remain closed. Entry to the 2<sup>nd</sup> floor will be limited to authorized staff. Information regarding package pick-up and delivery, and mail pick-up and delivery can be found [here](#). If you have questions about mail or package pick-up or delivery, please contact Constance Baldwin-Whitehurst (cbaldwin-whitehurst@pnri.org).
5. Bathrooms will be for single occupancy only.
6. The breakroom on the 5<sup>th</sup> floor will be for single occupancy only.
7. After each use of a common area appliance, each employee should wipe down touch areas with disinfecting wipes or 70% ethanol wipes. Touch areas include, but are not limited to:
  - a. Fridge handles
  - b. Microwaves handles/buttons
  - c. Coffee machines handles/buttons
  - d. Water cooler buttons
8. All high traffic areas, including elevator buttons, hand railings in the stairwells, etc., will be disinfected periodically throughout the day.
9. PNRI's cleaning service will disinfect common areas each night.

D. Laboratories/Workspaces

1. **Individual workspaces must be arranged at least 6 ft apart.** If physical relocation of a workspace is required, please contact Nick and Justin for assistance, as necessary.
2. Traffic flows within labs should be altered, as necessary, to maintain physical distancing.
3. Each laboratory is required to develop their own procedures for disinfecting their space, include wiping down shared areas and equipment, as appropriate. It is recommended that lab benches and personal workspaces be cleaned on a periodic basis with 70% ethanol. For computer keyboards and other electronic devices, 70% ethanol wipes should be used.
4. A cloth or fabric mask is **required** when entering another lab (e.g., using shared equipment) or office space. **Social distancing must be practiced when entering another lab's space.**
5. Wearing masks in one's own laboratory space is not required, however, if is recommended.

E. Shared Equipment

1. When using shared equipment and instruments, the updated use protocol must be followed: wear gloves and disinfect equipment by wiping down equipment with 70% ethanol before and after use.
2. Shared instruments and laboratory common areas include, but are not limited to:
  - a. Milli Q
  - b. Gel doc
  - c. Western blot imager
  - d. Fluorescence plate reader – 3<sup>rd</sup> floor
  - e. Ice machines
3. Smaller spaces, such as microscope or cold rooms, are single occupancy.
4. The following shared equipment requires scheduling a reservation through the online signup calendar.
  - a. 6<sup>th</sup> floor autoclave
  - b. Nanodrop – 3<sup>rd</sup> floor
  - c. FACS sorter – 3<sup>rd</sup> floor
  - d. NextSeq – 3<sup>rd</sup> floor
  - e. Leica Microscope- 3<sup>rd</sup> floor
  - f. Axiovert A1 Microscope – Room 306
  - g. Room 306 Tissue Culture Hood

F. Facility services

1. Ethanol purchase order forms and acknowledgement of delivery will be online only.
2. **The dishwasher and autoclave located on the 4<sup>th</sup> floor are not in use until further notice.** Therefore, at this time all biohazard waste will be collected as Regulated Medical Waste (RMW) for disposal. Please notify EHS for pickup when RMW boxes are full.
3. EHS will be on site on an as needed basis. Please notify [aknecht@pnri.org](mailto:aknecht@pnri.org) to schedule a chemical waste pickup.