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Addendum to WFCB IIPP: Working During a Pandemic

OPERATING PROCEDURE AND GUIDANCE FOR THE DEPARTMENT OF WILDLIFE, FISH, AND CONSEVATION BIOLOGY

All department personnel who are subject to working on campus or in the field must review this document and sign the associated training record.

Date Written:	5 May 2020	Approval Date:	**18 May 2020**
Prepared by:	**WFCB Pandemic Coordination Committee; Professor John Eadie, Irene Engilis, and Dennis Cocherell**		
Reviewed and Approved by (name/signature):	**Nann Fangue** Nann A. Fangue		
Department:	**Wildlife, Fish, and Conservation Biology**		
Chief Administration Officer Metro:	**Christine Crum**	Contact:	**(530) 219-8136**
Department Chair:	**Professor Nann Fangue**	Contact:	**805-680-2481**
Emergency Contact(s):	**Dennis Cocherell**	Contact:	**925-963-1621**
	Irene Engilis		**530-908-1007**
Location(s) covered:	Building: **Academic Surge, TB1, and West Entry Trailer**	Front office:	(530) 752-6586
	Room #(s): **All departmental rooms**		

PANDEMIC HAZARD OVERVIEW

The goal is to enable all Departmental research to resume as soon as possible while ensuring everyone's safety, and to follow the Vice Chancellor of Research's **Guidelines for UC Davis Research Ramp-Up/Ramp-Down** (Google Drive link) and Phase 1x: Addendum. A pandemic is a global disease outbreak and can be caused by a variety of agents, including influenza and coronaviruses. During a pandemic, transmission can be anticipated in and among co-workers and between members of the general public.

COVID-19 is the disease state that results from an infection with a novel coronavirus called SARS-CoV-2. Information from the World Health Organization (WHO) and the Center of Disease Control and Prevention (CDC) states that the virus is transmitted via respiratory droplets from infected individuals. Evidence strongly suggests that transmission of the virus may occur through contact with contaminated surfaces. Transmission of the virus via asymptomatic carriers has also been documented. There are also several pre-existing medical conditions that can increase the likelihood of severe infection, please refer to your medical providers advice and the CDC's Groups at Higher Risk of Severe Illness page. For more information on COVID-19, how it is spread, symptoms of COVID-19, and when to seek medical attention see UCD's Corona Virus Website or https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf

1. SCOPE/RISK TO DEPT PERSONNEL

Currently there is no laboratory in the Department that performs work with SARS-CoV-2 (COVID-19) directly and as a result, this document will focus on reducing exposure to employees through community transmission and best practices.

2. PATHWAY TO RAMP-UP

Guiding principles:

Principle #1: Follow local, State, and National Public Health Authority directives to shelter-at-home and maintain physical distancing. Principle #2: Protect the mental and physical health and safety of the research workforce, clinical patients and human research subjects. Principle #3: To ramp up research activities in a way that ensures safety of all employees and compliance with public health guidelines, we highlight the following strategies.

The 4 Phases of Research Ramp-up:

PHASE 1x: Current "Shelter-in-Place" phase. Only critical research activities may occur; research that must be maintained for the health and safety of human and animal subjects, research for which discontinuation would cause effectively irreplaceable data and sample loss, maintenance of critical equipment and a safe standby mode of laboratories, and exception granted by Deans, Directors, VCR.

PHASE 2: Time-sensitive research activities (~33% of research personnel on-site at any time); seasonal data collection such as field work, experiments close to completion, or deadline driven, whose pause or deferral would lead to long delays or loss of research results, generation-driven animal experimentation must be carried out or the value of the animal colony for research will be lost, lab access for students and postdocs close to completing their degree/term of appointment or critical to meet thesis requirements for a final defense in the upcoming term, or requirements before a graduating student can start a new position that has already been accepted.

PHASE 3: Gradual restart of research (~66% of research personnel on-site at any time):

In-person research where physical distancing may be maintained or risk mitigated to a minimal risk level, field research can be resumed adhering to the relevant requirements and local guidelines, gradual expansion on all research activities, while following the requirements and suggestions outlined in Public health guidelines.

PHASE 4: Restart a return to full research operations. The return to the new normalcy may be gradual and, in some cases, it may require additional sub-phases, which can be locally defined under the guidance of Deans and Directors.

What is the Classification of **Critical Research**; This is a decision that the PI of a lab must make. All critical and essential research activity has to be communicated to the Dept. chair and this is maintained in an active spreadsheet that is linked to the office of Research and is maintained by the Christine Crum (METRO CAO). The Chair/Dean must approve research activities and will either deny (based on local constraints/guidance) or forward the request to the VCR for final approval by the Ramp-Up/Down Taskforce. Critical tasks should also be notified to researchers in writing, with scheduling, beginning and ending check-ins if working with hazardous materials and in the field, SOP for the task, etc. are clearly delineated. Please refer to the table below if your research fits within the VCR's 4 phase research ramp-up (summarized below).

Reporting on COVID – Faculty must adhere to the campus reporting procedure when you have knowledge of testing positive yourself for COVID-19, an immediate family member test positive or you know of a colleague who has tested positive you must follow the Campus COVID reporting protocol from Provost Hexter https://safetyservices.ucdavis.edu/coronavirus/reporting-tests-concerns-confirmed-cases and immediately notify either: 1. Campus Privacy Office: privacy@ucdavis.edu or 2. For faculty and staff, Occupational Health: occupationalhealth@ucdavis.edu or 530-752-6051

3. DESIGNATING WORKING AREA and FIELD PROCEDURES

All research and Departmental activities must maintain the following:

-Only personnel with a need to access physical locations to advance research should be on-site. Even those personnel should minimize time on campus. All others should remain sheltered-in-place and/or off-site to help maintain physical distancing and the. Meetings should be conducted remotely.

- Labs may not be authorized for access unless the following are defined and ready to be produced upon request by the Deans and/or VCR:

a. How many individuals can be in a space at any given time
b. A clear process to ensure work shifts do not accidentally overlap
c. A listing of supplies provided to maintain safety and their storage location: face coverings, soap, hand sanitizers, cleaning materials, first aid kits.
d. Procedures to clean/wipe down shared items, equipment, cars, and work surfaces prior to usage by others

e. A process to maintain access and activity logs in order to trace contact should someone becomes sick with coronavirus.

Physical distance between people should be maintained at all times unless other safety precautions are adopted.

a. Maintain a distance of at least 6 feet between people unless PPE appropriate for the context is used. Laboratories and facilities with limited space that cannot ensure that personnel will meet these public health requirements must remain off-limits. Some locations may choose to reconfigure interior space to relieve bottlenecks and maintain space between research personnel.
b. Do not gather in groups of size more than what is limited by the county officials. Research ramp-up should not result in crowded spaces or mass gatherings.
c. Cover your mouth and nose with a face cover when around others and when moving through common spaces. Please follow the Human Resources guidance regarding face coverings.
d. Wash your hands often with soap and water for at least ≥20 seconds. Routinely and regularly disinfect common contact sites (keyboards, door handles, multi-user equipment, etc.).

Refer to the WFCB Lab Specific 'Resuming Operations During COVID' Standard Operating Procedure (SOP) for more information (IN WFCB Google Drive).

PIs should decide which areas should be disinfected and with which disinfectant, it's recommended that these areas are labeled and a log is kept in the lab or on field equipment/vehicles to verify compliance. Remember that some people will be working in an vivarium, offices, laboratories, University vehicle and/or vessels, etc. and all areas of work should be documented. Decide which areas/schedule/who disinfects;

- Consider the size of the lab or work area.
- Can two people work at once and still maintain proper social distancing?
- Can the work be done in shifts so that there is only one person in a space at a time? (Working Alone in the SOP required)
- Can laboratory equipment be temporarily moved so that people are not in contact with each other?
- Consider the air flow within the lab… air comes in through the doors and goes to the hood...how can Covid-19 travel on this current?
- How does that Covid-19 travel affect your scheduling?

Field Research Guidelines (https://safetyucd.sf.ucdavis.edu/news/note-covid-19-and-field-operations); be aware that your field research area might be closed. Call ahead to make sure you have access. Also, it is impossible to implement social distancing in a car; take separate vehicles. If a crew member becomes ill in the field, it may be difficult to isolate them from others, send them home early, or access timely medical care. In addition, first responders, search and rescue volunteers, and hospitals may have reduced capacity to respond to an incident or injury in the field.

Labs should provide adequate supplies and ready access to soap and running water, tissues, alcohol-based hand sanitizers and cleaning agents. Some worksites may need PPE (e.g., gloves, face shields, and respirators). Frequent visual and verbal reminders to workers can improve compliance with hand hygiene practices and thus reduce rates of infection. Note; PIs should include the SDS for their

disinfectant(s) of choice to their SOPs, a good resource from UCSD is here: http://www-ehs.ucsd.edu/bio/disinfectants_chart.html

4. CONTAINMENT

Employees may contract the virus through interactions with infected individuals in a public setting or in a private residence. The Centers for Disease Control and Prevention (CDC) (cdc.gov) recommends the following infection prevention measures:

- Actively encouraging sick employees to stay home.
- Sending employees with acute respiratory illness symptoms home immediately.
- Providing information and training to employees on:
    - Cough and sneeze etiquette.
    - Hand hygiene.
    - Avoiding close contact with sick persons.
    - Avoiding touching eyes, nose, and mouth with unwashed hands.
    - Avoiding sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
    - Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond routine cleaning is not recommended).

Principal Investigators, lab managers, supervisors and personnel are encouraged to check the CDC (cdc.gov) and YOLO County (https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019/dashboard-and-documents) guidelines regularly, so that they are up-to-date with the latest infection prevention measures. They should also be aware of the dangers of working in a pandemic. We must all share responsibility for our own health and the health of others. Working together and coming up with a plan to minimize exposure to both Covid-19 and hazardous disinfecting chemicals is in everyone's best interests.

- Labs and Common spaces should consider that the CDC recommends 6 feet of social distancing. Some labs are too small to accommodate this, so shift-work may be a good alternative.
- If you are adjusting work schedules so that people are working at different times, the room should be disinfected between users. Schedulers might also want to incorporate a "blank time" where no one is working to allow the virus to settle/die between shifts

5. ADMINISTRATIVE CONTROLS

The following elements are required:

A. Complete the UC Laboratory Safety Fundamentals (or approved equivalent) training prior to working in a **chemical** the laboratory (disinfectants); Complete laboratory-specific safety orientation and training on laboratory-specific safety SOPs (working alone in the lab, Chemical Disinfectants, etc.) equipment, procedures, and techniques to be used, including any applicable laboratory-specific Laboratory Safety Plan(s), prior to receiving unescorted access to the laboratory;

B. Complete the UC Field Safety Plan (or approved equivalent) training prior to working in the field or if you already have a Plan complete the COVID addendum (COVID19Worksite_FieldSpecificProcedures 2020_Addendum)
C. Demonstrate competency to perform the procedures to the Principal Investigator (PI), Laboratory Supervisor, laboratory-specific Safety Officer, and/or trainer;
D. Implement good laboratory practices, including good workspace hygiene and social distancing
E. Do not deviate from the instructions described in SOPs without prior discussion and approval from the PI and/or Laboratory Supervisor;
F. Notify the PI or Laboratory Supervisor of any accidents exposure to COVID-19, incidents, near-misses, or upset condition (*e.g.,* unexpected rise or drop in temperature, color or phase change, evolution of gas) involving the process, hazardous chemical(s), or hazardous chemical class described in this SOP; and
G. Personnel who get sick with Covid-19 (or suspect they are sick with Covid-19) should **notify their immediate supervisor, who will then notify the chair and the CAO**. The notification should be anonymous to comply with medical confidentiality. The lab should be closed immediately, signage posted for no entry (not that there was a Covid-19 case) and campus cleaning services will be initiated. Instances of possible or suspected COVID-19 cases on campus should be communicated to custodial services as early as possible so that those spaces can be thoroughly cleaned. Deep disinfection of the lab upon receipt of a positive test for Covid-19 will be done by a vendor that has been contracted by UC Davis. All personnel that have been in contact with the person or the lab should self-quarantine until testing can be done to confirm Covid-19.
H. Watch a video on handwashing and demonstrate competency. A video that you might use is here: https://youtu.be/IisgnbMfKvI
I. Watch a video on glove removal and demonstrate competency. A video that you might use is here: https://www.youtube.com/watch?v=BOAb_cy3HxM&feature=youtu.be
J. **CONTINGENCIES***:* If and when the County or State health officials provide limiting/restrictive guidance, research efforts will drop back to lower phases as appropriate and will be ramped up when the guidance changes. As advised by the VCR's office. Additionally, we will leverage the learnings in earlier phases to make necessary updates in guidelines for the later phases guidelines from state and county health officials.

6. TRAVEL

If you are **traveling** or have students/staff traveling for university research or business, you will need permission and are required to:

a. Please refer to Global Affairs for current travel limitations; (https://globalaffairs.ucdavis.edu/announcements/travel-announcement-novel-coronavirus)
b. Check county, state and/or country guidelines to ensure activities fall within local requirements (local laws will govern activities with UCD requirements layered on top)
c. Request an essential activities letter from WFCB if required or advised From the Department Chair or METRO CAO.

There are a myriad of contingencies that might affect your ability to travel, so please contact our Travel Security Manager, A.J. Leeds, at travelsecurity@ucdavis.edu or (530) 752-4129 if you have specific concerns or questions. UC Davis international students and scholars should contact Services for International Students and Scholars (SISS) in Global Affairs at siss@ucdavis.edu with questions.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

At a minimum, Face coverings (per Yolo County regulations), long pants (covered legs) and closed toe/closed heel shoes (covered feet) are required to enter a laboratory or field area where hazardous chemicals are used or stored and research is conducted.

In addition to the minimum attire required upon entering a laboratory, the following PPE is required for all work with hazardous chemicals:

A. Eye Protection:
   i. Eye protection must be ANSI Z87.1-compliant.
   ii. At a minimum safety glasses are necessary.
   iii. Splash goggles may be substituted for safety glasses, and are required for processes where splashes are foreseeable or when generating aerosols.
   iv. Ordinary prescription glasses will NOT provide adequate protection unless they also meet the Z87.1 standard and have compliant side shields.

B. Body Protection: At a minimum a chemically-compatible laboratory coat that fully extends to the wrist is necessary.
   i. If a risk of fire exists, a flame-resistant laboratory coat that is NFPA 2112-compliant should be worn.
   ii. For chemicals that are corrosive and/or toxic by skin contact/absorption additional protective clothing (*e.g.,* face shield, chemically-resistant apron, disposable sleeves, etc.) are required where splashes or skin contact is foreseeable.

C. Hand Protection: Hand protection is needed for the activities described in this SOP. Define the type of glove to be used based on the following:
   i. Chemical(s) being used;
   ii. Anticipated chemical contact (e.g. incidental, immersion, etc.);
   iii. Manufacturers' permeation/compatibility data; and
   iv. Whether a combination of different gloves is needed for any specific procedural step or task.

PPE and hygiene practices should adhere to the directions found on the bottle of disinfectant. Be aware that Cal/OSHA has not relaxed the "fit-testing" requirement for the wearing of N95 masks for work. For more information about fit-testing from employee health please look here: https://safetyservices.ucdavis.edu/safetynet/the-respiratory-program.

8. TRANSPORTATION AND VESSELS

At minimum vehicle common surfaces should be disinfected before and after each shift, a complete plan needs to be incorporates to your Lab Safety Plan or Field Safety Plan. If operating a UCD's vessel the UCD Boating Safety office's Scientific Boating and Diving Field Work Critical Operation

Supplemental Guidelines need reviewed and adhered to (COVID 19- UCD Boating and Diving Field Safety Supplemental Guidelines update 3-26-20). Any proposed project activity under UC Davis auspices must have special approval, on a case by case basis, with a proper endorsement from the UCD Boating and/or Diving Safety Officers, the Diving Control Board, the Principle Investigator, and the Dean, Department Chair, or Director of an organized research facility.

James Fitzgerald-UCD Boating Safety Officer: jjfitzgerald@ucdavis.edu

707-875-1933 Office / 707-217-6047 Mobile

Jason Herum-UCD Diving Safety Officer: jsherum@ucdavis.edu

707-875-2032 Office / 707-774-5052 Mobile

All Staff Email: boating@ucdavis.edu

Tables and Figures;

For these study designs:	Phase 1x	Phase 2	Phase 3	Phase 4
	Shelter-in-Place	Time-sensitive research activities	Gradual restart of research	return to full research operations
Therapeutic clinical trial (drug, device, or behavioral) where there is potential for direct benefit to the participant and risk of viral exposure can be minimized	Allowed	Allowed	Allowed	Allowed
Observational and clinical research that can be conducted remotely regardless of potential for direct benefit	Allowed*	Allowed	Allowed	Allowed
In person research where physical distancing may be maintained and risk mitigated to a minimal risk level regardless of potential for direct benefit	Not allowed	Allowed	Allowed	Allowed
In person research in which risk cannot be mitigated to minimal risk levels and no potential for direct benefit	Not allowed	Not allowed	Not allowed	Allowed

*Only if research personnel safety can be maintained with adherence to shelter-in-place

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TEMPLATE REVISION HISTORY

Version	Date Approved	Author	Revision Notes:
1.0	5/5/2020	WFCB Committee	New Document
1.1	5/18/2020	WFCB Committee	Updated reporting link

Documentation of Training

(Signature of all users is required)

- ✓ Prior to using **this document**, departmental personnel must be trained on the hazards involved in working with this SOP, how to protect themselves from the hazards, and emergency procedures.
- ✓ Ready access to this SOP and to a Safety Data Sheet for each hazardous material described in the SOP must be made available.
- ✓ The Principal Investigator (PI), or the Laboratory Supervisor if the activity does not involve a PI, must ensure that their laboratory personnel have attended appropriate laboratory safety training or refresher training within the last three years.
- ✓ Training must be repeated following **any** revision to the content of this SOP. Training must be documented. This training sheet is provided as one option; other forms of training documentation (including electronic) are acceptable but records must be accessible and immediately available upon request.
- ✓ I have been notified that the Dept. of WFCB Ramp Up/Down Approval Committee serves as a confidential ombudsman for any difficult situations.

Designated Trainer: _____ _____ _____
name signature initials

I have read and acknowledge the contents, requirements, and responsibilities outlined in this SOP:

Name	Signature	Trainer Initials	Date
Katherine Lavik			2.4.21
