



Jun 24, 2020

Addgene Covid-19, Back To Work Training

Joanne Kamens¹, Addgene The Nonprofit Plasmid Repository¹

¹Addgene

2 Works for me dx.doi.org/10.17504/protocols.io.bhukj6uw

Re-Entering Labs Post COVID-19 Shutdown



Joanne Kamens
Addgene



ABSTRACT

Disclaimer: The SOP presented here has been designed by the Addgene nonprofit plasmid repository and is being shared outside of Addgene for informational purposes only. If you choose to reuse or repurpose this SOP in another location, please note that you do so at your own risk; you should ensure that any local guidance is also adhered to. None of the authors, contributors, administrators, or anyone else associated with protocols.io, can be held responsible for your use of the information contained in or linked to from these web pages.

ATTACHMENTS

[Anonymized Back To Work
Training for Addgene
Covid-19 - All
Addgene.pptx](#)

DOI

dx.doi.org/10.17504/protocols.io.bhukj6uw

DOCUMENT CITATION

Joanne Kamens, Addgene The Nonprofit Plasmid Repository 2020. Addgene Covid-19, Back To Work Training. **protocols.io**
dx.doi.org/10.17504/protocols.io.bhukj6uw



LICENSE

———— This is an open access document distributed under the terms of the [Creative Commons Attribution License](https://creativecommons.org/licenses/by/4.0/), which permits unrestricted use, distribution, and reproduction in any medium, provided the original author and source are credited

CREATED

Jun 23, 2020

LAST MODIFIED

Jun 24, 2020

OWNERSHIP HISTORY

Jun 23, 2020  Lenny Teytelman protocols.io

Jun 23, 2020  Joanne Kamens Addgene

DOCUMENT INTEGER ID

38508

Disclaimer: The SOP presented here has been designed by the Addgene nonprofit plasmid repository and is being shared outside of Addgene for informational purposes only. If you choose to reuse or repurpose this SOP in another location, please note that you do so at your own risk; you should ensure that any local guidance is also adhered to. None of the authors, contributors, administrators, or anyone else associated with protocols.io, can be held responsible for your use of the information contained in or

linked to from these web pages.

Addgene Onsite Personnel

- We have prepared this presentation for everyone working on site and all will be required to review it.
- Best practices should be followed for people even briefly entering the building.
- All onsite workers should be entered in the onsite staffing plan google.sheet that we've been using.
- All onsite workers **must** sign in and sign out at front or back doors every day.
- Drop-ins should notify StaffPerson1 by Slack or email what day and time they will be onsite so he can control numbers and we can track contacts if necessary.

Onsite Practices Reminders

- Confirm you are scheduled to be at the office/labs.
- Before coming in each day, consider if you need to inform StaffPerson2 and your manager of any changes in your health, exposure or reasons you should not come in (see below)
- Enter Addgene spaces through either door and sign in
- PPE and disinfection stations will be set up at these entrances so you can wash hands, clean phones, and get a mask if needed
- If you have not been at work, managers should ensure StaffPerson1 has reviewed this deck with new people coming in.

Addgene Prevention Policy: Self Screening

Self screening. Please self assess honestly and on the side of caution. Communicate with your manager and StaffPerson2 and **do not come in to work if any of the below are true**:

- Are you sick or do you feel ill?
- Do you have a fever?
- Have you experienced any new symptoms (see CDC website) within the last 14 days?
- Have you had close contact with anyone who has tested positive for COVID-19, or who has been tested and is waiting for results while they had symptoms or in the two weeks before they began showing symptoms?
- Have you traveled by air in the last 14 days?
- Have you or a member of your household returned in the last 14 days from an area subject to a Level 3 or 4 Travel Advisory from the US State Department or a Level 2 or 3 Travel Health Notice from the CDC? As of 3/28/2020 this includes New York, New Jersey and Connecticut.
- If you choose to travel for personal reasons at a time when it's not recommended by authorities especially to a place that is a locus of disease, this may affect your position so please discuss with StaffPerson2 first.

(Let StaffPerson2 know if you feel uncomfortable going in.)

Addgene Prevention Policy: Minimizing Exposure by Limited Numbers

- Only persons who voluntarily return and are designated by the leadership team can come in. Drop-ins can occur by notifying leadership representative onsite (StaffPerson3 or StaffPerson1)
- Computer, desk work and all meetings will still be done remotely until further notification
- Conference rooms have to be booked and are limited to 1 person per room and are to be wiped down after meeting. Please take meetings/calls from your desk when possible
- Onsite workers will be recorded (by sign-in) to allow contact tracing if necessary

Addgene Prevention Policy: Minimize Exposure by Care for What You Touch

- Whether you drive yourself or take public transportation it is best practice to immediately wash your hands and wipe down any equipment (phone/laptop) that you have brought with you. Bring in only what is needed
- Disinfect cell phones/computers upon arrival and on leaving (wipes)
- Don't touch anyone else's desk or chair. If you do, wipe it down.
- Do not hold doors for others, we will all understand!
- Bring in lunch (or take a single serve snack), wash hands before touching anything in kitchen, consider wiping down refrigerator

handle.

- There will be coffee...wipe down buttons and/or wash hands. Milk is in single servings now. Take what you want, don't touch someone else's
- Purell and wipes are available at the exits to use when opening and closing doors, etc. Practice good hand hygiene

Addgene Prevention Policy: Limiting Exposure by Site Maintenance/Cleaning

- It's a good idea to disinfect your work area with wipes and/or 70% ethanol before and after you work. Remember to wipe down instrument controls also.
- Operations and housekeeping will daily disinfect all tabletops, door handles, light switches, refrigerator and freezer handles, telephone handsets, kitchen counters and appliances, generally all heavily touched areas.
- Building operations has someone on site daily disinfecting all surfaces and touchpoints (door handles, elevator panels, etc.) in the lobby areas.
- Addgenies on site should use wipes to clean any public surface touched as much as possible such as door handles, printers, and refrigerators
- Conference Rooms: If you need to use a conference room, please reserve it on the calendar so that others know when someone is using and has used a conference room. Wipe down and sanitize area before you leave
- Please plan shifts to have 30-45 minutes in between so that the area can be cleaned. (Let StaffPerson1 know what times have been decided on so he can let building operations know the best time to clean.)

Addgene Prevention Policy: Use of PPE

Additional Personal Protective Equipment

Why?

- Protects you from others
- Protects others from you
- Protects our environment from contamination

Offices

- Facemask worn when others are in the vicinity, in public areas, when entering and leaving facility

Labs

- Lab coat
- Goggles or face masks for training
- Facemasks will be provided. Feel free to wear your own, more comfortable masks, any covering is acceptable.

Separate PPE in office and labs - don't walk from one to the other

Handwashing Reminders

- Wet your hands with warm running water
- Add soap, then rub your hands together, making a soapy lather
- Do this away from water, for at least 20 seconds
- Rinse your hands well under warm running water
- Let the water run back into the sink
- Dry hands thoroughly with a clean towel
- Turn off the sink with a paper towel

Face mask usage - WHO recommendations

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.
- Alternatively, for reusable cloth masks, wash with warm soapy water or spray with isopropanol and hang to dry.

Prevention AND PPE

- PPE use does not replace social distancing
- BOTH are needed
- Keep 6 plus feet between you
- If you are working closely with some, using masks is even more important
- Avoid socializing – check in from a distance
- Refrain from touching your face/hair
- Lobbies and restrooms are still designated for no PPE except for face coverings/masks.

Prevention and Movement of Materials

Shipping Ops should wipe-down inbound deposits packages and other packages (within reason) with disinfectant wipes using gloves

Material Transfer from suite to suite:

- Be prepared and gather everything before you start work
- If you are working with someone, have them set the material on the carts just inside the lab entrance in a sealed secondary container. Wipe the outside of the container and bring it to your lab area.
- Put materials that need to stay frozen in dry ice.