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Rine Lab Reopening SOP

Rine Lab¹¹UC, Berkeley

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Works for me

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Re-Entering Labs Post COVID-19 Shutdown



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ABSTRACT

This is a living document that should reflect our current understanding of best practices. It is subject to change and will evolve as the situation changes and our understanding evolves.

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- **Required Daily Symptom Screener:** (private link)

- **Google calendar for shifts:** (private link)
- **Rine-Koshland Slack:** (private link)
- **Rine Personnel Sheet** (will need to access using your Berkeley account): (personal link)

LAB WORK AND SCHEDULING

- We are beginning operations with **three people** in the laboratory. In equipment and microscope rooms, only **one** person is allowed at a time.
- Three people is the maximum in the laboratory, but we should also try to make it the minimum number of people for laboratory safety reasons.
- We will work in two six-hour shifts per **weekday**: 8:00AM – 1:45PM and 2:15PM – 8:00PM. Each lab member is assigned to one of these shifts each day. You can use this shift or trade with other lab members depending on what you need.
- The time before 8:00AM and after 8:00PM is available. Those working first shift have preference for time before 8:00AM and those working second shift have preference for time after 8:00PM. Otherwise this time is first come, first served. **Keep the shared google calendar updated with any early or late shifts.**
- **On the weekend**, those working the weekday first shift will have access to the lab all day on Saturday. Those working the weekday second shift will have access to the lab all day on Sunday.
- If you are not going to use your normal shift or need to arrive late/leave early, send a message to the lab on Slack to let people know that this time is available. **Update the shared google calendar accordingly.**
- Any changes in scheduling should consider that **only one person per bay is allowed at a time** and **no two people working should be facing each other**
- If you will be using a shared piece of equipment with an associated google calendar (Mini-seq, qPCR machine, microscopes, plate reader), you must sign up 24 hours in advance.
- If you do not need to be in lab, stay home. **Do any work that you can from home.**
- Plan your week's lab work in advance to make the best use of your time in lab.

BUILDING SAFETY

- Follow all of the Barker Reopening rules. See the shared Rine lab dropbox "COVID-19 materials" folder for up-to-date information.
- If you feel unsafe in the building, leave and notify other lab members over Slack of the issue.
- If you need to enter a room with a max occupancy of 1, be sure to announce yourself/ask if anyone else is present before entering.
- Common areas, including the Chiron room, will be locked and unavailable to use. Plan to bring a bag lunch since we will not have access to a fridge or microwave for hot lunches. Plan to eat your lunch/dinner outdoors.
- The custodial staff will not be entering the laboratories, so **you are responsible for moving your trash** out into the trashcans in the hallway so it will be picked up.

STAYING HEALTHY

- No face-to-face meetings or conversations. Let's continue to use Zoom for all of our scientific discussions. This does not mean that you cannot communicate with your labmates while in the lab. Feel free to have conversations while maintaining a minimum six-foot distance.
- Wear a face covering the entire time you are in any building on campus. Remember that the face covering is most important to protect others around you in case you are infected. Face coverings do not have to be fancy. A cloth face mask/bandana is sufficient, but we will have surgical masks available for you in lab.
- Do not use each other's pipettes or reagents.
- Clean high-touch surfaces with 70% ethanol before and after use. If the equipment is sensitive, spray your paper towel with ethanol to wipe down, not the machine. Use your spray bottle liberally. It is your friend. Avoid using bleach to clean surfaces.
- Do not use microscope oculars on the fluorescence scopes—use the camera only. For the dissection microscopes, make sure to wipe down the oculars and handles before and after use
- If you are feeling sick at all, take the cautious route and **do not come into lab.**
- If you are in a situation or participate in what you or the lab might feel exposes you to a higher risk of COVID-19 infection, let Jasper know and we will decide together how to keep everyone safe. This might include self-isolation at home.
- Wash your hands at every opportunity, for at least 20 seconds with soap, making sure to get all surfaces of your hands in contact with soap.