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COVID-19 Addgene Operating Procedures V.2

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Works for me

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Re-Entering Labs Post COVID-19 Shutdown

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Purpose/Policy

The purpose of this document is to provide standardized personnel procedures related to COVID-19. These procedures intend to mitigate the risk of transmission among employees, maintain business continuity and maintain a healthy work environment.

Scope

These procedures apply to all Addgene employees, contractors and service vendors who may require access to Addgene's facility.

Responsibilities/Authorities

All employees, contractors and service providers

1. As of this effective date, all staff who do not need to work onsite should work at home (occasional onsite work permitted with limited numbers and hours). Computer, desk work and all meetings will still be done remotely until further notification
2. Conference rooms have to be booked and are limited to 1 person per room and are to be wiped down after meeting.
3. Follow all distancing/masking and PPE procedures outlined in this document.
4. Sign in and out for accurate contact tracing. Sign in sheets are located at the front and back of the office.
5. Maintain distancing by approximately 6 feet or more from others in the lab, kitchen, reception and communal areas at any time. Seating within the office will be coordinated by the site administrator to adhere to the proximity guideline of 6' distance
6. Wear a mask when in a room with others and might come <6ft in contact (face shields to be provided for close training)
7. Wear gloves when in the lab area

All Addgene employees

1. Review the safety training presentation (links below) before returning to visit or work onsite and confirming with facilities that this has been completed
2. Complete the Employee Self Assessment Checklist prior to arriving at the facility and contact HR if you check any of the indicated boxes.
3. Notify Human Resources if you or a family member fall ill
4. Avoid using other employees' phones, desks, offices, or other tools and equipment when possible. If necessary, coordinate with the on-site administrator and clean and disinfect areas before and after use.
5. Addgenies on site should use wipes to clean any public surface touched as much as possible such as door handles, printers, and refrigerators. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water before disinfecting
6. No communal eating in the kitchen area or sharing food containers until further notice. Single serve snacks and single serve milk will be provided in the kitchen area. Wipe down surfaces in that room when you touch handles.

Manager and Supervisors

1. Stay current on local situation, regulations and recommendations and provide updates to the Addgenies. Follow all local regulations for density limits (<25% of capacity)
2. Provide reasonable work flexibility. It is our responsibility to support everyone as best we can at this difficult time, while still maintaining our ability to work and fulfill our mission.
3. Ensure that the procedures outlined within this document are reviewed followed by all employees and provided as training to any new employees or visitors
4. Ensure cleanliness is maintained and report any areas in need of cleaning. Disinfect high touch points of the office and lab space 2x/daily when in use. Disinfect the office area and shared spaces daily
5. Ensure that visitors and contractors done PPE and practice distancing and hygiene onsite
6. Provide training on use of Personal Protective Equipment (PPE) and maintain adequate supplies
7. Ensure adherence to access control.
8. Limit onsite access to Addgene for pre-approved coordinated work only
9. Access to Addgene employees must be pre-approved by a supervisor and recorded on the [onsite worker schedule](#) or approved by contacting Facilities Lead
10. Limit onsite staff as follows: Limit of 3 people working within each general lab space; Limit of 2 people in each Tissue Culture Room
11. Ensure all procedures followed for site maintenance and upkeep
12. Emergency repairs will be executed upon approval from a supervisor and coordinated by Facilities Team
13. General maintenance of equipment requiring external technicians can take place with supervision by a Lab Teams manager and/or Facilities Team.

Definitions/Acronyms

1. COVID-19 - An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
2. PPE - Personal Protective Equipment, specialized clothing or equipment worn by an employee for protection against hazards
3. Surgical Mask - surgical mask, also known as a procedure mask, medical mask or simply as a face mask, is intended to be worn to trap infectious respiratory secretions from the wearer's mouth and nose.
4. Disinfection - A process, which involves the elimination of most pathogenic microorganisms on inanimate objects.

5. Onsite staff - Onsite staff are those whose roles primarily require them to be onsite to do their jobs such as Lab or Shipping personnel.
6. Covid-19 Testing
7. RNA testing - one usually from a swab sample from the nose. This test is sensitive to the RNA of virus active in the body. It is considered a test for having active disease.
8. Antibody or serum or serology testing - done on a sample of your blood. An antibody test looks for the presence of antibodies, which are specific proteins made in response to infections. Antibodies are detected in the blood of people who are tested after infection; they show an immune response to the infection. A positive test means you had the disease at some point in the past. Currently there is no definitive community understanding if a positive result in an antibody test means you can't get infected again (like if you have had chicken pox you don't get it again). The different tests may also measure different antibodies further confusing the research on this. If you do test positive for anti-SARS-CoV2 antibodies, one still needs to observe all safety precautions.

Procedures

Review and sign SOP number EHS-001

1. Return signed SOP via e-mail to your supervisor, the project team lead and the Lab Operations Manager

Approval of On-Site Work

1. Employees must review [safety training presentation](#) with Facilities Team before working onsite
2. Onsite staff must be listed as an onsite worker ([onsite worker schedule](#)).
3. For occasional "drop-in" visits to the office by offsite staff, access must be requested by contacting Facilities Lead in advance of a visit by Slack or Email.

Self-Assessment

1. All employees who are scheduled to work on site, are required to complete the [self-assessment questionnaire](#) prior to their scheduled start time. Do not go to work if you answer is yes to any of the items in this questionnaire. Contact HR as soon as possible.
2. Any employee, contract or vendor who becomes ill while on-site, should notify their supervisor, as well as HR, and leave work immediately. See below for procedures for exposures.

Site Arrival

1. Upon arrival at the facility, each employee, contractor, and service vendor will ensure the following procedures are utilized upon entering.
2. PPE is provided by Addgene. Masks are on the table in front of the front door or on a cart near the back entrance by the Lab Tech area. Follow these [Best Practices for use of Procedure Masks](#). Sanitizers are at entrances and throughout the facility. Don a supplied surgical mask before entering lab or if in close proximity to other employees.
3. Use the supplied hand sanitizer before handling any other materials or equipment. It is recommended that you wipe down your phone or other high contact items when entering the facility.
4. Don the supplied nitrile gloves and lab coats for lab work

Workstation Disinfection

1. Arrival at work: Use provided disposable wipes or disinfectant spray to disinfect commonly used surfaces such as desktops, mobile and desk phones, laptops, keyboards, mice, any remote controls and other tools and equipment.
2. Leaving work: Use the provided disposable wipes or disinfectant spray to disinfect commonly used surfaces such as desktops, mobile and desk phones, laptops, keyboards, mice, any remote controls and other tools and equipment.

PPE Usage

1. 5/bag procedure masks are available by both entrances. Anyone, onsite staff or those coming in occasionally can take masks. Some cloth masks are available. Disinfecting wipes are available throughout the facility and hand sanitizer wall dispensers are near the front door, lunchroom and shipping room entrance.
2. Masking is required in the labs and in all public areas by all employees, contractors and vendors. If social distancing is observed, you can remove your mask when working alone in an area.
3. Comfort is a big part of compliance. If you find the blue procedure masks to be uncomfortable think about using a cloth one. Make sure to wash cloth masks regularly in the sink with dish soap and dry completely.
4. Please dispose of used masks properly. Bags are provided if you wish to do this onsite. Masks should be discarded at any time, if deformed, moist, or contaminated in any manner and replaced.
5. Nitrile gloves: All employees, contractors and vendors will wear the supplied nitrile gloves in the lab. Specific criteria for gloves are as follows. If gloves become contaminated in any way, remove them, use hand sanitizer and don a new pair of gloves. When entering any laboratory spaces from the office; remove gloves, properly dispose, use hand sanitizer and don a new pair for laboratory work
6. Lab coats: The use of lab coats is required when entering any laboratory space. Lab coats should not be worn in any office space

for any reason.

Procedure for Employee with Potential or Confirmed Exposure

1. If an Addgene is experiencing any symptoms of COVID-19. Do not come into the office Inform Human Resources that you are experiencing symptoms
2. Call your primary care physician to talk about your symptoms and request a COVID-19 test. If your physician cannot administer an RNA test (presumed active disease), test at one of the following testing sites [close to the office](#) or another [MA](#) testing site. Insurance should cover the cost, but if not, Addgene will cover (save receipts).
3. If you are able to get the RNA test, quarantine until test results are received. Ideally provide HR with a copy of your results as soon as convenient. Once you receive the results of the test, please let Human Resources know (this will be kept confidential)
4. Results of RNA test are Positive - quarantine 14 days after the symptoms appear or 3 days after the symptoms have disappeared (whichever is longer)
5. Results of RNA test are Negative - If feeling better, return to work, being extra vigilant for returned symptoms, and careful about masking and distancing.
6. If not able to get the RNA test, quarantine 14 days after the symptoms appear or 3 days after the symptoms have disappeared (whichever is longer)

Procedure in Case of an Onsite Exposure

1. If it is found that an affected Addgene was in the office/lab, Addgene will review contact records and HR will also reach out and ask where the affected individual was and whom they might have been in close contact with.
2. Close contact = more than 15 minutes and/ or less than 6 feet apart
3. Not close contact = Maybe just brushed by in the hallway, said hi, in another area of the office, etc.
4. Keeping information confidential, HR will reach out to those who were believed to be in close contact with affected individual and ask them to stay home in precautionary quarantine until affected individual's test results are available.
5. If RNA test of affected individual is positive, exposed Addgenes should contact primary care or a testing site to get tested and quarantine until test results come back. If results of those in contact are positive - quarantine as in #4 above. If results are negative - possible return to work or another testing
6. If RNA test of affected individual is negative, all may return to work. If symptoms appear, follow protocols above.

Procedure after Employee Travel

1. Onsite Staff who travel out of state are advised to follow all state guidelines for Massachusetts and wherever they are traveling to.
2. If travel was discussed with HR in advance AND cleared as "safe" travel (examples: only coming in contact with immediate circle, avoided crowded public areas, was masked when in might be in close contact with others) return to work immediately and as always monitor for symptoms for self and people living in your home
3. If travel was deemed not safe or not discussed in advance with HR: Quarantine 3 days, get tested 3 or more days after the trip, quarantine until test results are received and shared with HR. If negative, return to work.
4. If testing is not available (because with no symptoms or exposure, some [testing places](#) are not yet offering tests), quarantine 14 days after return from travel. If travel was voluntary to a high risk area or situation and not discussed in advance with HR, employee may have to use vacation time or unpaid time for quarantine.

Forms/Records/Attachments (required to perform this procedure)

1. [safety training presentation](#)
2. [onsite worker schedule](#)
3. [Employee Self Assessment Checklist](#)
4. [Best Practices for use of Procedure Masks](#)

Document author/Date: Joanne Kamens/June 24, 2020

Primary Reviewer/Date_____

(optional) Secondary Reviewer/Date_____

QA approved /Date_____