

## MSE Shared Use Lab Return to Research Plan

### Locations and Responsible Parties

Program: Materials Science & Engineering

MSE Chair: Howard Katz, hekatz@jhu.edu, C: (908) 347-8728

Locations: Maryland Hall B02, B03, B05, B05A, B45, B45A.

Contact: Phil Chapman, pchapma2@jhu.edu, C: (802) 878-4130

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Faculty Contact: Orla Wilson, owilson@jhu.edu, C: (443) 834-5620

JHU Emergency: 410-516-7777

### Personnel:

Name	Training	Email	Cell Phone
Phil Chapman	Staff	<a href="mailto:pchapma2@jhu.edu">pchapma2@jhu.edu</a>	(802) 878-4130

Users of MSE Shared Use facilities will be briefed on our SOPs when they request access to room or instruments, and occupancy limits are posted on laboratory doors.

### Physical Distance Plan

Room Number	Square Feet	Number of Individuals at a Time
Maryland B02	474	10
Maryland B03	182	4
Maryland B05	97	only used for access
Maryland B05A	1094	24
Maryland B45	460	10
Maryland B45A	286	6

### Total Occupancy Limit:

- Occupancy limits are set at approximately 1 person per 44 square feet. B02 – 10, B03 – 4, B05A – 24, B45 – 10, B45A – 6.

### Barriers:

- B02 access is thru the hallway. B03 access is thru the hallway. B05 is not a lab, it is an access way from the hall to B05A. B05A access will be thru the hallway/B05 entry. B45 & B45A may be accessed thru the respective hallway doors or thru B05A, but will always exit to the hallway per posted signs.

- People are not allowed to come into any room another person is working in, for any period without proper distancing measures.
  - Persons working in a room must maintain a distance of 6 feet to others.

### **Additional Protective Measures:**

- Masks should be worn at all times.
- Gloves are highly recommended.
- Users that perform operations requiring safety glasses or goggles should bring their own eye protection (sharing is not recommended).
- Preparatory work should be minimized to sample mounting, loading, and unloading. When possible, users should mount their samples with personal supplies and tweezers. When possible, data processing and analysis should be done remotely.

### **Distancing Exception and Protective Measures:**

- Personnel performing activities related to tool training, installation, service, repair, or relocation may temporarily require close proximity (less than 6ft apart) to one another. Any distancing exception requires that face shields must be used in addition to whatever other PPE is normally required for the activity.
  - This exception is applicable to all labs.
  - Use of this exception should be for those cases where activities cannot easily or safely be managed with social distancing or remote means. Despite the allowed exception, distancing of 6ft or larger should be maintained whenever possible.
  - Exceptions should not exceed 1 hour, and should be for the shortest duration possible.
  - Use of these exceptions is allowed but is not mandated; for example any trainer or trainee may choose (without penalty) not to train to these relaxed exceptions.

### **Shift Logistics**

- Off Time: Weekdays 5 pm to 8 am, Saturdays, Sundays, Holidays
  - Work during Off Time is allowed if the requesting user has the support of their PI and the availability of a trained buddy.

### **Staff and User Responsibilities**

- Lab Buddy
  - The occupant will be required to have a lab buddy who will be listening/checking in on the lab occupant to ensure that they are safe.
- Cleaning/Housekeeping
  - Users must follow cleaning protocols at the beginning and end of each session. These will be posted in the lab.

- Staff will follow a thorough cleaning protocol weekly.
- Stations containing 70% ethanol or isopropanol and paper towels will be in each lab
- Wipe down all contacted surfaces with disinfectant, including computer tables, chair (nonporous), monitors, microscope surfaces, prep bench.
- It is preferable that users have their own compatible keyboard and mouse. If a public keyboard and mouse are used, PPE gloves are required. Where possible, easily cleaned keyboard covers will be acquired. Where only one uncovered keyboard is necessary, this will be cleaned before and after use.
- Doors may not be propped open, but door handles should be cleaned at the beginning and end of each shift.
- Biohazard trash boxes will be sealed with tape, labelled, and placed in common hallway area when half-full. They will be collected by housekeeping, as usual.
- PPE
  - Face masks are required
  - Gloves are required for touching common equipment such as tweezers, knobs, keyboards, mouse, and doorknobs, cabinets, chairs, light switches, and cleaning supplies.
  - User that perform operations requiring safety glasses or goggles should bring their own eye protection (sharing is not recommended).
  - It is preferable to wear a personal lab coat.
  - As stated above, working per the exception process requires use of a face shield.

## COVID-19 Symptoms

- **Before coming to lab, check yourself for COVID-19 symptoms:** fever, cough, shortness of breath, or difficulty breathing (see full list of symptoms at: <https://www.hopkinsmedicine.org/coronavirus/covid-19-self-checker.html>)
- If a user has any symptoms they are required to stay at home and notify their shift captain, lab captain, PI, and the MSE staff that manage the lab.
- Avoid spreading COVID-19 to others by staying home for at least 14 days if you or someone you have come into close contact with is experiencing COVID-19 symptoms.
- University provided COVID hotline should be utilized for further instructions. **Students must call the University Health Services at 410-955-3250 or Student Health & Wellness at 410-516-8270 and Employees must call the Employee COVID-19 Call Center at 833-546-7546 if you are experiencing symptoms or if you have had contact with someone who has been diagnosed as COVID-19 positive in the past 14 days.**

## Reporting

- **There will be zero tolerance for violation of COVID-19 workplace safety guidelines.** Noncompliance with current will result in suspended laboratory access for a period of 1-4 weeks, depending on the severity and frequency of the infraction.
- Report abuse/problems/concerns to the PI/lab captain, MSE Staff, or through university provided channels:
  - [closecalls@jhu.edu](mailto:closecalls@jhu.edu) for simpler, non-incident, issues

- SPEAK2US hotline at <https://secure.ethicspoint.com/domain/media/en/gui/65464/index.html> or 844-773-2528 for equity relates issues
- Health, Safety and the Environment office (410 516 8798) for lab safety reporting

### **Communication Plan**

- Any technical issues with instruments should be reported to respective MSE Staff. Remote troubleshooting will be attempted when possible. If onsite troubleshooting or repair is necessary, coordinate with MSE staff to schedule and rebook time.
- Any concern with PPE, cleaning procedures, or distancing policy should be addressed to MSE staff immediately

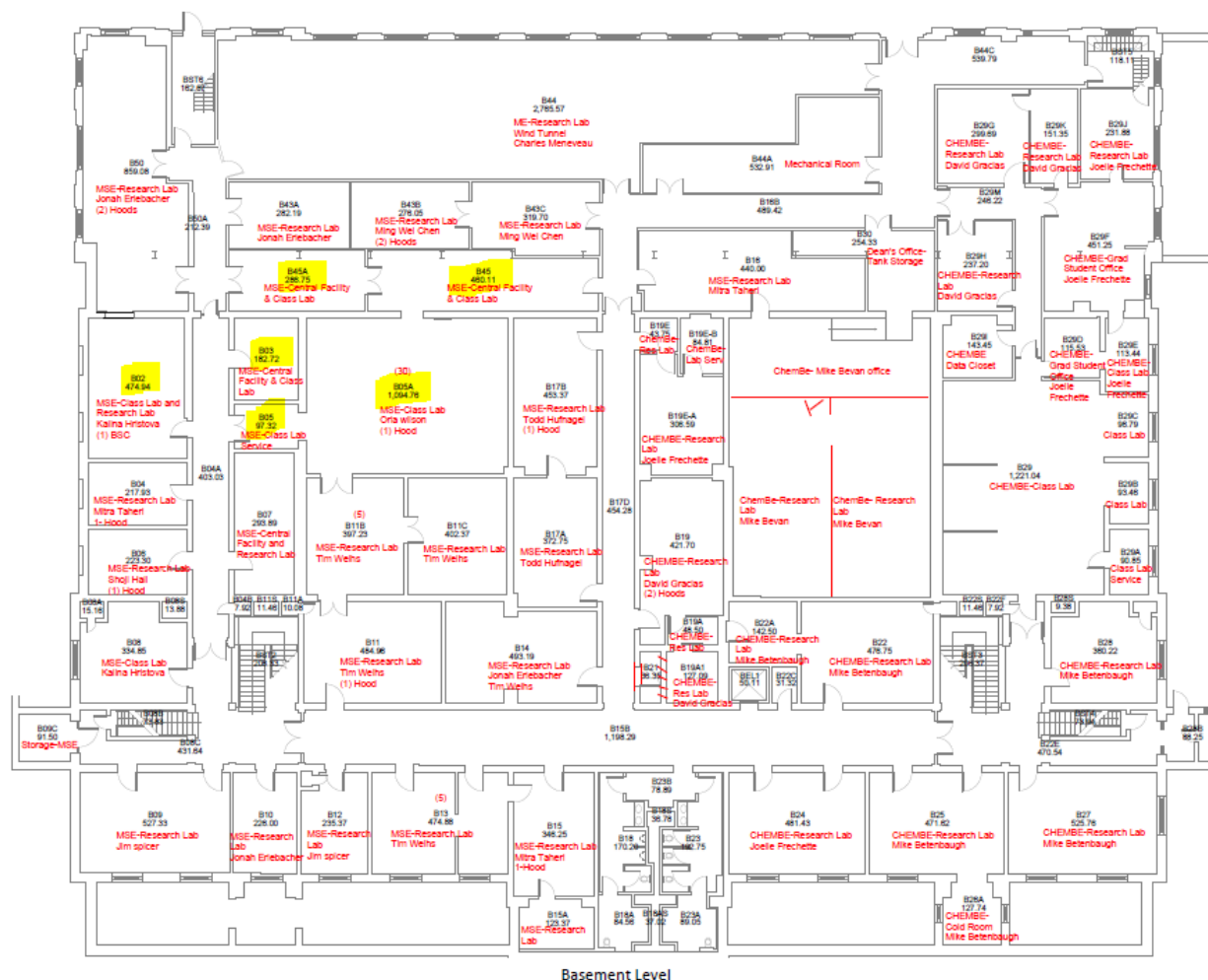
### **Positive Test Contingency**

In the event that an individual using the lab is positively identified to have COVID-19:

- The sick individual and everyone using that lab will do a mandatory self-quarantine for 14 days.
- All other lab members will participate in daily symptom reporting for a week.
- The entire lab will be cleaned by HSE prior to continuation of work by others.

## Appendix A

### Maryland Hall Basement (referenced labs shown in yellow)



## Appendix B

### Laboratory Disinfection Protocol

1. **Wash hands** with mild soap and warm water for 20 seconds. **Dry hands.** Alternatively, use hand sanitizer.
2. **Disinfect laboratory surfaces using disinfectant (70% EtOH or 70% IPA).** For consistency, reproducibility, and chemical compatibility, multiple disinfectant use should be avoided.
  - a. Disinfect all frequently touched surfaces and objects.
  - b. \*\*\*If there is visible chemical/other residue on a surface, first remove residue with a separate cloth wetted with water and allow surface to dry before attempting to disinfect\*\*\*
  - c. Spray/apply disinfectant directly to new cloth- minimizing aerosol generation of disinfectant; wipe working and high contact surfaces with cloth- benchtop, fume hood bench and sash, cabinet handles, refrigerator handles, door handles, sink handles, computer keyboard and mouse, etc. On certain electronic devices, several lighter

applications with dampened disinfecting cloth may be necessary to reduce damage to the device.

- d. \*\*\*Apply enough disinfectant to thoroughly wet surfaces and allow disinfectant to air dry, ensuring that the manufacturers recommended contact time is met\*\*\*
- e. Disinfecting cloth may be reused until grossly soiled. Dispose of grossly soiled cloths in bio box.
- f. When you complete the cleaning/disinfecting process, remove nitrile gloves and dispose into biohazard waste box, wash hands.
- g. \*\*\*Do not switch between different disinfectants and/or bleach\*\*\*
- h. You may wish to exit the room while the disinfectant vapors dissipate.
- i. Begin research!

### **While Performing Laboratory Activities**

1. **Maintain social distancing** of 6 feet between other researchers.
2. **Continue to wear mask** (Note: Cloth masks are being worn based on state public health requirements for masking, not to protect against hazards in the lab. Tasks where potential respiratory exposure to hazardous chemicals, biologicals and radioactive materials must be done in fume hoods and/or biosafety cabinets. Follow existing JHU health and safety PPE [policies](#).)
3. **Wash hands** anytime you leave the lab, after you touch shared items, before AND after using the restroom.
4. **Do not touch your eyes, nose, or mouth.**
5. **Monitor your symptoms throughout the day.** Immediately leave laboratory and alert your PI if you develop symptoms at work. Contact your COVID Call Center for guidance.

### **BEFORE Leaving the Laboratory**

1. **Disinfect laboratory surfaces using 70% EtOH or 70% IPA.**
2. **Disinfect any personal item you handled in the lab such as mobile phones and computers.**
4. **Remove gloves** and dispose in lab trash box.
5. **Wash hands** with mild soap and warm water for 20 seconds. **Dry hands.** Alternatively, use hand sanitizer.