

Standard Operating Procedure for Personal Spacing/Distancing in Labs

Print a copy and keep with your Safety Data Sheets and training documents.

Department	CHTM
Principal Investigator (PI)	
PI Phone Number	
Lab Manager	
Lab Manager Phone Number	
Emergency Contact	
Emergency Contact Phone Number	

1. Purpose

The purpose of this document is to provide guidance on the actions necessary to decrease the likelihood of contracting COVID-19 while working in a laboratory. These actions are aligned with the State’s COVID Safe Practices (CSPs) for business. The actions covered in the SOP include personal spacing/distancing and work scheduling.

2. Hazard Identification

- Health Hazard** – COVID-19 is a highly infectious and fast-spreading virus. Symptoms include a dry cough, shortness of breath, fatigue, fever and/or chills, headache, muscle and/or body aches, sore throat, congestion or runny nose, nausea or vomiting, diarrhea and new loss of taste or smell. COVID-19 is mainly spread through close contact (within 6 feet) with a person who is currently infected with the virus. The virus may be contracted through inhalation of droplets that contain the virus, and/or by touching your eyes/nose/mouth after touching a surface contaminated with the virus.

3. Engineering & Administrative Controls

All UNM personnel who will be working in a lab during the COVID-19 pandemic must be trained on the hazards of COVID-19 and must abide by the procedures of this SOP (Administrative Control).

Employees of the () have been assigned specific schedules to ensure there are no more than five individuals in the lab at any time and that individuals are able to maintain a 6-foot distance from other lab workers (Administrative Control).

The door to the () will be posted with signage indicating when the lab has reached maximum occupancy (Administrative Control).

4. Personal Protective Equipment (PPE)

- *Respiratory Protection:* In addition to the PPE required for working with the chemicals and materials in this lab, and per the COVID-19 Safety Practices, all lab workers must wear a face cover that covers their nose and mouth while in a lab/room with other people at UNM.

5. Standard Operating Procedures for Personal Spacing/Distancing in the Lab:

- a. Alternative work hours and rotating schedules. This lab has (2 employees and is a service center for an infinite calling population). In order to ensure there are no more than 2 individuals per bay and that the 6-foot minimum distance can be maintained between individuals, the following schedule has been implemented:
 - i. Steve Wawrzyniec – MW(F), 0800-1700
 - ii. Doug Wozniac – TR(F) 1000-1900
 - iii. In accordance with TIP Scheduling Software.
- b. While working in the lab, individuals must maintain a minimum of 6 feet distance from other individuals working in the lab.
 - i. Avoid procedures that require more than one individual to accomplish (refer to CHTM guidance and enclosures to the guidance)
 - ii. Avoid congregating in common areas, break rooms and restrooms
- c. Arrange workplace to provide for 6 feet distance between individuals wherever possible.
 - i. Workspaces should be 6 feet apart or separated by a barrier
 - ii. Units/departments may need to install Plexiglas barriers for shared spaces and/or low-walled (<5 feet high) areas such as cubicles
 - iii. Close common areas where personnel are likely to congregate or modify to allow at least 6 feet between individuals

6. First Aid Procedures

In the event that you begin experiencing symptoms of COVID-19, you are required by UNM's Mandatory Self-Reporting for COVID-19 Diagnosis and Potential COVID-19 Illness to self-report here: https://lobowebapp.unm.edu/apex_ods/f?p=135:LOGIN_DESKTOP:3718011906589::::

7. Other Emergencies

Fire or Medical Emergency -- Dial 911

Life-Threatening Emergency, After Hours, Weekends and Holidays – Dial 911

Non-Life Threatening Emergency – Call SRS at 505-277-2753 to seek assistance and report the incident.

8. References

New Mexico Department of Health COVID-19 Safe Practices for Individuals & Businesses

The UNM Bringing Back the Pack: Phasing Our Return to Full Operations (5/22/2020)

UNM Policy Statement for Self-Reporting on UNM Main and Branch Campuses

SRS COVID-19 Lab Inspections: <https://srs.unm.edu/laboratory-safety/covid-lab-inspections.html>

9. Training Requirements

All lab personnel who return to work during the COVID-19 pandemic must take the following trainings:

- Pandemics: Slowing the Spread (available on Learning Central)
- Personal Spacing/Distancing in Labs (this SOP)

Principal Investigator SOP Approval

By signing and dating here, the Principal Investigator certifies that this Standard Operating Procedure (SOP) for Personal Spacing/Distancing in Labs is accurate and provides information sufficient to safely work in the presence of other lab workers in the (CHTM Clean Room) laboratory.

Signature

Printed Name/Title

Date

